



EXPRESSION OF INTEREST (EOI)

SHORTLISTING OF INSTITUTIONS/ ORGANISATIONS/ FIRMS
FOR INDEPENDENT VERIFICATION OF GRAM PANCHAYATS FOR OPEN DEFECATION FREE
(ODF) STATUS UNDER SWACHH BHARAT MISSION (GRAMIN)

EOI NO: 8111, Date: 25.8.2016

ODISHA STATE WATER & SANITATION MISSION

RURAL DEVELOPMENT DEPARTMENT

GOVERNMENT OF ODISHA

Part I: General Terms and Conditions

1.0 Objective Of Expression Of Interest

The objective of this "Expression of Interest" is to select agencies wishing to undertake the assignment of **Independent Verification Of Open Defecation Free (ODF) Status of Gram Panchayats in Odisha**. SBM (G) is being implemented through Odisha State Water & Sanitation Mission under Rural Development Deptt., Government of Odisha.

2.0 EoI Issuing Authority

This Expression of Interest (EOI) Notice is issued by the Chief Engineer, RWS&S (Sanitation) & Director, WSSO, Odisha State Water & Sanitation who intends to short-list potential bidders in this selection process. OSWSM decision with regard to the short-listing of bidders through this EOI shall be final and reserves the right to reject any or all the bids without assigning any reason thereof. The details of the contact persons for the overall selection process are given below:

No	Item	Description
1	Name of the Assignment	Independent Verification Of Open Defecation Free (ODF) Status of Gram Panchayats in Odisha
2	Name of the Client	Chief Engineer, RWS&S (Sanitation) & Director, WSSO Odisha State Water & Sanitation, Jala O Parimal Bhawan, Unit-V, Bhubaneswar-751001
3	Name of the Contact Person with Address	Gautam Patnaik, WASH Training Specialist Odisha State Water & Sanitation, Jala O Parimal Bhawan, Unit-V, Bhubaneswar-751001 Tel: 0674-2395202 Email: gautampattnayak@gmail.com
4	Website Address for downloading of EOI and ToR for the assignment	http://www.rdodisha.gov.in/ (Advertisement Section)
5	Address for Submission of Proposal thorough SPEED POST / REGISTERED POST	Chief Engineer, RWS&S (Sanitation) & Director, WSSO Odisha State Water & Sanitation, Jala O Parimal Bhawan, Unit-V, Bhubaneswar-751001

3.0 Tentative Calendar Of Event Under EoI Process:

No	Mile Stone	Tentative Time Line
1	Issue of EOI	1 st September 2016
2	Last Date and Time for Submission of EOI in Complete Respect	20 th September 2016
3	Opening of EOI	21 st September 2016

4.0 Availability Of EoI Document

EoI can be downloaded from the websites of **www.rdodisha.gov.in** as specified in this document. The bidders are requested to examine all instructions, forms, terms, project requirements and other details in the EoI documents. Failure to furnish complete information or submission of a proposal not substantially responsive to the EoI documents in every respect will be at the bidder's risk and may result in outright rejection of the proposal.

5.0 Venue And Deadline For Submission Of Proposal

EOI, complete in all respect must be submitted to OSWSM at the address specified. OSWSM in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum, which would be made available on the specified web sites. The last date and time for submission of the EOI through **SPEED POST / REGISTERED POST** is **20th September 2016 up to 3.30 P.M** at the specified address as given below:

**Chief Engineer, RWS&S, (Sanitation), Odisha & Director, WSSO,
Odisha State Water & Sanitation, Jala O Parimal Bhawan, Unit-V, Bhubaneswar-751001**

Note: Submission of EOI through Hand / Electronic Form or any other mode will not be entertained and out rightly rejected.

Part II: Objective, Scope of the Assignment & Terms of Reference

1.0 Background

Rural Development Deptt., Govt. of Odisha is implementing rural sanitation flagship program; Swachh Bharat Mission (Gramin) in Odisha. The SBM (G) is implemented across all the 30 districts of Odisha.

Rural Development Department, Govt. of Odisha through OSWSM/RWS&S/DWSMs are responsible for delivering water and sanitation services to all the rural areas of Odisha. Swachh Bharat Mission (Gramin) focuses access to household sanitation through construction of sustainable sanitary structure and a sustained behaviour change in sanitation and hygiene.

Rural Development Department, Government of Odisha has adopted "Total Saturation" and "Community Led Total Sanitation" approach to achieve Open Defecation Free (ODF) under Swachh Bharat Mission (Gramin) in the state. To standardize the verification and certification process as per the spirit of SBM (G) guidelines a protocol of verification and certification of ODF Status is developed for the DWSMs. The guideline is developed based on parameters and components specified in the MoDWS letter no. S-11011/3/2015-SBM, dated 3rd September, 2015. Swachh Bharat Mission was launched with effect from 2nd October 2014 as a massive mass movement that seeks to create a Clean India by 2019.

2.0 Background of Open Defecation Free Verification of Gram Panchayats

As per the mandate of Swachh Bharat Mission (Gramin) guidelines, independent verification of Open Defecation Free (ODF) status of Gram Panchayats is to be conducted to assess the status of intervention of SBM (G) and outcome of the program thereof. Verification of ODF status is expected to provide data that can help informed decision-making across the programs and thereby make quality improvements in their specific areas of work.

To meet these objectives Independent External Agencies with substantial expertise in data collection, analysis and management needs to be engaged. The agencies must also be able to demonstrate that they have strong and transparent quality assurance mechanisms in place at each stage of the work and be willing to share raw data on request.

3.0 Objectives of ODF Verification

The ODF Verification would be conducted with certain specific objectives, which aim at highlighting the effectiveness of SBM (G) and quality of implementation process and its outcomes. The study also intends to provide a framework for regular check and mid course correction in each stage of implementation. The agencies will provide report on corrective measures to be taken just after monitoring is completed in particular Gram Panchayat. In this study, both primary and secondary data would be used to bring forth the impact of the schemes. The agencies would conduct study, find the gaps in implementation specifically on the process and suggest way forward. The study will help the government to reformulate their strategies and make necessary changes in the programme and plan accordingly.

3.1 Specific Outputs of ODF Verification

- I. To conduct a household survey in sample Gram Panchayats of Odisha to track progress on key health water, sanitation and hygiene indicators.
- II. To administer questionnaires to other key stakeholders including Frontline Health Workers (ANMs, ASHAs, AWWs, Self Employed Mechanics, CLTS Motivators etc) to track changes in service supply and demand.
- III. To conduct an observation checklist at facilities and events.
- IV. Generate high quality, objective primary data from across all districts of Odisha about water and sanitation service provision, utilisation and outcomes.
- V. Generate data that specifically allows assessing the Open Defecation Free status of the Gram Panchayats as a part of Third Party Verification.
- VI. Generate high quality data on specific behaviours at the household and village level on water and sanitation, which can help understand the uptake of SBM (G).
- VII. Triangulate the data generated through this process, with routine and survey data from other reliable sources to make a 'best assessment' of the water and sanitation status in Odisha.

4.0 SCOPE OF WORK

4.1 SBM (G) : ODF Verification

District Water and Sanitation Mission (DWSM) will verify ODF status of the Gram Panchayats as per Odisha Open Defecation Free (ODF) Verification Guidelines and forward the eligible GP applicants to OSWSM. OSWSM will engage Independent Organisations to verify the ODF Status of the Gram Panchayats. The final observations and recommendations received from the Independent Organisations shall be placed before the Odisha ODF Selection Committee for final approval.

The Independent Organisation will verify **20%** of the households in a village selected through stratified random sampling and **100%** of schools and anganwadis. Verification reports are required to be submitted by the agencies in hard copies as per prescribed formats.

4.0 Composition of ODF Verification Teams & other requirements

Every verification agency shall have a senior functionary of their organization as co-ordinator who would be continuously in touch with the verification teams of the agency and district authorities. The co-ordinator shall be able to report on the current status of data collection / entry work at all times. The name and contact details of the co-ordinators shall also be given to OSWSM before start of the survey by the agency.

Each verification agency shall assign sufficient number of verification teams so as to cover all the allocated GPs within the stipulated time frame. Each survey team should consist of 1 supervisor and at least 2 investigators. All the members of the team should be at least graduates and at least one of them should be able to communicate effectively in the local language.

The Agency needs to have sufficient capability to provide services for the work as specified above with adequate and competent manpower and infrastructure including computers and software required for the job. Since the task is time-bound, the Agency would be required to adhere to the prescribed timelines and work in close coordination with the MODW&S. The number of GPs allocated may

increase/decrease depending upon the need at any point in time and progress reported by the agency over the period of survey.

5.0 Quantum Of Work

The Number of GPs to be allocated will depend upon the requirement of OSWSM and the expected capacity of the agency in the area to deliver the output within a specified time.

6.0 Location Of Work

The agencies may be allocated GPs for survey anywhere in Odisha.

7.0 Sub-Contracting Of Work

Sub-contracting of the work or part thereof awarded under these terms of contract is not permitted in any form. Sub-contracting will lead to termination of contract and forfeiture of Performance Guarantee in addition to any other actions for violation of ToR.

9.0 Deliverables

- a. Submission of hard copy of verification report in the prescribed format.
- b. Submission of hard copies of coloured photographs for each GP clearly showing the following:
 - I. Gram Panchayat Office, PRI members and survey team during the visit
 - II. Open defecation sites seen (if any)
 - III. School and Anganwadi toilets found not functional/not clean (if any)
 - IV. Garbage / waste dumped near specified areas (if any)
 - V. Liquid waste seen on streets (if any)
 - VI. Without proper platform around water sources and drainage (if any)
 - VII. Proof of cleanliness in the village (if any) (Pictures of places such as Village streets, Panchayat Bhawan, Outside / near School(s) , other public places.)
 - VIII. Pictures of IEC / social mobilization activities / copies of IEC materials like photos, pamphlets
 - IX. Pictures of dustbins / vermin composting that are used
 - X. Pictures of transportation or disposal of waste at the GP level
 - XI. Pictures of any SLWM initiative in the GP
- a. Digital soft copies of photographs as above on suitable media, segregated GP wise in Block/District wise folders.

Note: VERIFICATION OF G.P. to be conducted as per Odisha ODF Verification Guidelines

10.0 Professional Fees for ODF Verification

OSWSM will pay Rs.6000/- per GP to Rs. 15,000/- per GP for verification of each Gram Panchayat depending on the households. As per details given below:

Households in a GP	ODF Verification Fees (in Rs)
400 to 1000 HH	Rs. 6000/- per GP
Between 1001 to 1500 HH	Rs. 9000/- per GP
Between 1501 to 2000 HH	Rs. 12,000/- per GP
More than 2001 HHs	Rs. 15,000/- per GP

OSWSM reserves the right to change the amount of fees and criterion of payment involved for the current assignment. No facilities such as local conveyance, office space, vehicle etc. will be provided to the agency by OSWSM apart from the verification fee.

11.0 Breach/Violations Of The TOR

- a) In the event of breach or violation of any of the terms and conditions for the assignment, the agency shall refund to OSWSM on its own or on demand and without demur, the entire amount paid by the government along with interest therein at the rate of 12% (twelve percent) per annum from the date of receipt of amount paid in this regard up to the date of refund thereof failing which the impugned amount would be recoverable through the legal process or as dues of land revenue.
- b) OSWSM reserves the right to get any or all verification reports cross checked by its own officers or any agency of its choice. In case of any discrepancies found in the data collected the agency shall be blacklisted, further installments will not be released and other punitive actions including refund/deduction of full or part of admissible verification fees may be initiated against the agency.
- c) In case of disputes arising from action initiated on account of (a) and (b) above, the decision of the Principal Secretary, Rural Development Dept., Govt. of Odisha shall be final and binding.

Part III: Bidding Terms and Pre-Qualification Criteria

1.0 Eligibility Criteria

The application is open to organizations (NGOs, Companies, Research Institutions Universities, Academic Institutions, Trusts, Civil Societies etc.) having sound technical and financial capabilities of conducting field surveys/ verifications in various Gram Panchayats of Odisha. The agencies will be selected through the process of technical evaluation of their performance in the past by a Selection Committee in accordance with the selection criteria laid down by OSWSM. OSWSM may select as many numbers of agencies as may be desirable to complete the process of ODF Verification within a specified timeframe.

2.0 Pre-Qualification Criteria

The eligible bidders are required to full-fill the following eligibility criteria as specified below to participate in the selection process:

- i. The bidder may be located in any part of the country but should have preferably local presence in the state of Odisha.
- ii. The bidder must have completed **10 years** in business from the date of incorporation on last date of the submission of proposal.
- iii. The Bidder must have **5 years** of past experience in successfully implementation of assignments in the field of evaluation/monitoring/ impact assessment or related of studies for Central / State Govt organizations/ International Organizations
- iv. Prior experience of successfully completion of any kind of assignment in water, sanitation & hygiene would be added advantage.
- v. The bidder must have an overall annual financial turnover equal to **Rs. 3 Lakh** in each of the last three consecutive financial years.
- vi. The bidder / members of the consortium should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.
- vii. Premier academic institution (Govt./ Private) of repute in the field of WASH monitoring, evaluation, impact assessment and studies will be given preference.
- viii. The agency must have a permanent establishment of its own with at least 10 field supervisors/officials on its roll having experience in conducting such survey/verification work with minimum educational qualification of Graduation.
- ix. The nodal officer for the survey / verification should be a post graduate preferably in Statistics, Social Work, Economics or MBA with 5 years experience in the field of Sanitation, Water Supply, Health and Hygiene.

3.0 Terms And Conditions Under EoI

- I. This EoI is not an offer and is issued with no commitment. OSWSM reserves the right to withdraw the EoI and change or vary any part thereof at any stage and also reserves the right to disqualify any bidder at any stage.
- II. OSWSM reserves the right to withdraw this EoI if it determines that such action is in the best interest of the OSWSM, Rural Development Deptt., Government of Odisha.
- III. Timing and sequence of events resulting from this EoI shall ultimately be determined by the OSWSM.
- IV. No oral conversations or agreements with any official, agent, or employee of OSWSM shall affect or modify any terms of this EoI and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of the OSWSM shall be superseded by the definitive agreement that results from this EoI process.
- V. Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against OSWSM or any of their respective officials, agents, or employees arising out of, or relating to this EoI or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- VI. Applicants, those are found to canvass, influence or attempt to influence in any manner the qualification or selection process, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- VII. Each applicant shall have to submit only one EOI as per the prescribed format.

4.0 Acknowledgment Of Understanding Of Terms

By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this EoI, including all forms, schedules and annexure hereto, and has fully informed and agreed itself as to all existing terms, conditions and limitations.

5.0 Evaluation Of Pre-Qualification Proposal

The bidders' Pre-Qualification Proposal' will be evaluated as per the eligibility criteria specified in the EoI. The bidders are required to submit all necessary documents in support of their eligibility to participate under this selection process.

6.0 Language Of Proposal

The proposal and all correspondence and documents should be written in **English**.

7.0 Validity Of EoI

EOI shall be remains valid for a period of **60 (Sixty Days)** days from the date of opening of the EOI. The client will make its best efforts regarding finalization of the short-listing process within this period.

7.0 Response Requirements

- a. The response to the Pre-qualification requirements shall be prepared in accordance with the eligibility criteria as specified in the EoI.
- b. Application must be direct, concise and complete in all respect. All information not directly relevant to this EoI should be omitted.
- c. The response complete in all respect shall be sealed and super scribed “**EoI for Independent Verification of Open Defecation Free Status of GPs in Odisha**” on the top and addressed to Chief Engineer, RWS&S (Sanitation) & Director, WSSO at the address specified in this document.
- d. The response should contain the required forms filled in appropriately along with other supportive documents as specified in the EoI. It is mandatory that all pages of supportive documents must have to be signed by the authorized signatory.
- e. EOI delivered in through other mode shall be treated as defective, invalid and out rightly rejected

8.0 Submission Of Pre-Qualification

The EOI should be submitted in the sealed envelope with the following details.

Part – I: (Covering Letter)

- a. Covering Letter from the Bidder as per the prescribed format (**Annexure-I**)

Part – II: (Details of the Organisation)

- a. This part must include a general background of the bidder’s organisation (**limited to 400 Words**) along with other details as per the format provided at (**Annexure – II**). Enclose the self attested documents in support of the information provided.
- b. The bidder must also provide the financial details of their organisation as per format provided at (**Annexure –III**). Enclose documentary evidence in support of the information provided.

Part – III: (Relevant Project Experience and CV of Full time Staff)

- a. The bidder must provide details of the (Client Organisation, nature and Scope of the Assignment, Project Cost and Status) as per the format provided at (**Annexure –IV**). Enclose documentary evidence in support of the information provided.
- b. The bidder must also provide the relevant information of the Full time Staff member of the organisation. (**Annexure –IV**)

7.0 Evaluation of Technical Bid

OSWSM shall evaluate the EOI for short listing taking into consideration of past experience, Key professional staff qualification & experience and the financial strength of the bidder. The detail break up for the criteria for evaluation for EOI will be as follows:

No.	Criteria of Evaluation of EOI	Maximum Marks
1	Past Experience of the Bidder	50
1.1	Nos of years in business	10
1.2	Previous experience in Survey / evaluation / verification work for Rural Sector Programmes under Central / State Govt	15
1.3	Experience in Survey / evaluation / verification work for Water / Sanitation / Health / Hygiene / Nutrition Sector Programmes	25
2	Qualification and Experience of the Team Leader for the Assignment	25
2.1	Qualification	10
2.2	Experience of the Team Leader in similar projects	15
3	Manpower with the Agency for survey / evaluation /verification With minimum qualification graduate	15
4	Financial Strength	10
	Financial turn over for the last three years	
	Total	100

The bidders, whose proposal will secured above the minimum qualifying technical score of **60 Marks** during the EOI evaluation stage, will be eligible for awarding of work.

Part IV: Response Formats (Annexure)

ANNEXURE- I

**(COVERING LETTER)
(IN BIDDER'S LETTER HEAD)**

From

To

Chief Engineer, RWS&S (Sanitation), Odisha & Director, WSSO,
Odisha State Water & Sanitation,
Jala O Parimal Bhawan, Unit-V, Bhubaneswar

Sub: Expression of Interest for Independent Verification of ODF Gram Panchayats in Odisha

Ref: Eoi No 8111. Date 25.8.2016

Sir,

I submit herewith the Expression of Interest for Independent Verification of ODF Gram Panchayats in Odisha in accordance with your EoI No. 8111 dated 25.8.2016a advertisement on [Insert Date].

We attach hereto the response as required by the EoI, which constitutes our proposal.

The details of the Contact Person on behalf of the bidder are given below:

Name	
Designation	
Name of the Organisation	
Address for Communication	
Phone No.	
Mobile No.	
Email	

This is to declare that all the information and statements made in the proposal are true and correct. It is understood that any misrepresentation of facts or figures contained in the proposal may lead to disqualification of the agency for consideration for the said proposal.

Signature _____

(In the capacity of: _____)

Authorized signature for and on behalf of the agency

GENERAL DETAILS OF THE ORGANISATION**(To be furnished in a Separate Sheet)**

No	Information Required	To be filled in by the Agency
1	Name of organization	
2	Nature of the legal status in India	
3	Legal status reference details	
4	Nature of business in India	
5	Date of Incorporation	
6	Date of Commencement of Business	
7	Address of the Registered Office in India	
8	Type of Organisation (Govt. / Private)	
9	Number of years for which the organization has done similar work	
10	Number of Employees on rolls of the organization as on 01.04.2016 Full Time Part Time	
11	PAN Number	
12	Service Tax Registration Number	
<p>Mandatory Supporting Documents:</p> <p>a) Certificate of Incorporation of the Bidder</p> <p>b) Copy of PAN Number</p> <p>c) Copy of Service Tax Registration Certification (if applicable)</p> <p>d) Copy of up to date IT Clearance Certificate for last two years</p> <p>e) Undertaking for not have been blacklisted by any Central / State Govt. Orgnsiations during the recent past</p>		

Sign and Seal of the Authorised Representative**Date:****Place:**

(To be furnished in a Separate Sheet)

FINANCIAL DETAILS OF THE ORGANISATION

Financial Information			
Financial Year	FY 2013-14	FY 2014-15	FY 2015-16
Financial Turn Over (in INR Lakh)			
Mandatory Supporting Documents: a. Auditor Certified financial statements for the Last three financial years; 2013-14, 2014-15, and 2015-16 (Please include only the duly sections on P&L, Revenue and the Assets, not the entire balance sheet.)			

Sign and Seal of the Authorised Representative

Date:

Place:

ANNEXURE – IV**PROJECT EXPERIENCE AND CVs: (To be furnished in a separate sheet)**

1. OVERALL PROJECT EXPERIENCE: (For Central / State/ International Development Organisations) for the last 5 years)

Name of the Assignment	Service Provided	Name of the Client with contact details	Duration of the Assignment	Contract Value in INR	Period	Status

2. EXPERIENCE IN SURVEY / EVALUATION / VERIFICATION WORK FOR RURAL SECTOR PROGRAMMES (FOR CENTRAL / STATE / International Development Organisations) FOR THE LAST 5 YEARS) (To be furnished in separate sheet)

Name of the Assignment	Service Provided	Name of the Client with contact details	Duration of the Assignment	Contract Value in INR	Period	Status

3. EXPERIENCE IN SURVEY / EVALUATION / VERIFICATION WORK WATER / SANITATION / HEALTH / HYGIENE / NUTRITION SECTOR PROGRAMMES (FOR CENTRAL / STATE GOVT/ International Development Organisations) (To be furnished in separate sheet)

Name of the Assignment	Service Provided	Name of the Client with contact details	Duration of the Assignment	Contract Value in INR	Period	Status

Mandatory Supporting Documents:

- i. Copy of the work order along with completion certificate from the previous clients must have to be furnished as supportive document to the above specified information along with the application.

Details of the Team Leader

Name			
Designation			
Highest Qualification			
Name of the Assignment	Nature of Experience	Name of the client	Duration of Assignment

Education:

(Summarize College / University and other specialized education of staff member, giving names of schools/ University, dates attended and degrees obtained)

Employment Record:

(Starting with present position, list in reversed order, and every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments.)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualification and experience.

Date: Day / Month / Year: _____

Signature of Key Professional: _____

Authorized Signature of the Bidder: _____

Generic Guidelines Detailing Survey Methodology for Independent Verification of ODF Gram Panchayats

1. Background

Ministry of Drinking Water & Sanitation, Government of India along Rural Development Department, Govt. of Odisha has been promoting sanitation coverage through Swachh Bharat Mission (Gramin) to ensure better health and quality of life for peoples in rural Odisha. The scheme aims at Open Defecation Free (ODF) status of the communities. Odisha State Water & Sanitation Mission, Rural Development Department, Govt. of Odisha intends to engage Independent Organisations for verification of ODF status of the Gram Panchayats.

2. Composition Of Survey Teams & Other Requirements

Every verification agency shall have a senior functionary of their organization as co-ordinator who would be continuously in touch with the verification teams of the agency and district authorities. The co-ordinator shall be able to report on the current status of data collection at all times. The name and contact details of the co-ordinators shall also be given to OSWM before start of the survey by the agency. Each verification agency shall assign sufficient number of verification teams so as to cover all the allocated GPs within the stipulated time frame. Each survey team should consist of 1 supervisor and at least 2 investigators. All the members of the team should be at least graduates and at least one of them should be able to communicate effectively in the local language. Since the task is time-bound, the Agency would be required to adhere to the prescribed timelines and work in close coordination with the OSWSM. The number of GPs allocated may increase/decrease depending upon the need at any point in time and progress reported by the agency over the period of survey.

3. Eligibility for Qualifying for Open Defecation Free Status

"ODF is the termination of faecal-oral transmission, defined by a) no visible faeces found in the environment/village; and b) every household as well as public/community institutions using safe technology option for disposal of faeces (Tip: Safe technology option means no contamination of surface soil, ground water or surface water; excreta inaccessible to flies or animals; no handling of fresh excreta; and freedom from odour and unsightly condition)" The answers to the HH survey Questions 1,2,3,4 should be necessarily Yes for a village to be ODF; In addition, the answers to the Village survey Questions 8,9,10,11,12 should also be necessarily Yes for a village to be ODF

No	Household Survey Parameters	No	Village Survey Parameters
1	Access to Toilet Facility	8	No visible faeces found in the environment/village
2	100% Usage	9	Proper usage of School toilet
3	Fly Proofing Toilet	10	Safe confinement of excreta in school toilet
4	Safe septage Disposal	11)Proper usage of Anganwadi toilet
5	Hand washing before meals	12	Safe confinement of excreta in anganwadi toilet
6	Hand washing with soap after defecation		
7	Availability of soap and water in or near the toilet		

4. Scope of work of the Inter-district survey team:

- i. Collect a copy of the resolution adopted by the GP towards banning open defecation in the GP
- ii. All schools, Anganwadis and community toilets should be visited and the toilets inspected in the GP. The team shall also interview students in Primary classes and collect information to ascertain (a) How many have toilets in their houses and (b) Usage of toilets by them and their members.
- iii. Discussions should be conducted with PRI members, School teachers, Anganwadi workers, NGOs, ANM and district/ block level officials regarding general sanitation in the GP including open defecation, availability of adequate water, IEC activities witnessed and provisions in place for disposal of solid and liquid waste in the Gram Panchayat.
- iv. Discussions to be conducted with school teachers, ASHAs, NGOs, village elders regarding the IEC activities on sanitation that they have witnessed during the preceding year.
- v. The team should ascertain whether the practice of open defecation has been eliminated/ stopped by visiting the traditional places of open defecation at night and in the wee hours of the morning.
- vi. The should ascertain what all IEC/ BCC activities have been conducted in the GP during the past year. They should also look for posters/ wall writing etc that have been put up in the GP.
- vii. The survey team shall visit all the villages/ clusters in the GP to assess the general cleanliness in the village and see if any garbage/ waste is dumped near any public drinking water source/ public areas/ Panchayat Bhawan etc. The survey team shall also see if there are any choked drains in the village or pools of stagnant water that can act as breeding place for mosquitoes and report the same.

5.0 Survey Methodology to be adopted

- i. 20% households to be surveyed should be selected in each village following Stratified Random Sampling technique so as to invariably represent all the households in the village or in the same proportion as total BPL, APL and SC/ST households in the village. The respondents covered should be fair sampling of women.
- ii. The surveying team will visit the applicant PRIs and conduct the survey in all the Community Toilets/ School toilets/ Anganwadi Toilets in the GP.
- iii. For solid and Liquid Waste Management, The survey team will see the general cleanliness and proper system of transportation and disposal in village level as per OD Verification guidelines (scoring pattern)
- iv. Information Education Communication.

6.0 a) Scoring Pattern as per ODF Verification guidelines:

No.	Criteria	Max Marks	85
	Mandatory Criteria		
1.	Individual household latrine (IHHL)	50	
2	School Sanitation	8	
3	Anganwadi Sanitation	8	
4	Access to adequate waste as per National Rural Drinking Water Program (NRDWP) Guidelines	10	
5	IEC activities	9	
6	Other Criteria		5
7	Solid Waste Management	5	
8	Liquid Waste Management	10	
	Total Marks	100	90

b) Details of the criteria:

	Sub—criteria	Marks
1	IHHL	
1.1	Toilet usage by all households, migrant labor and at public places and no open defecation found in GP	30
1.2	Toilets constructed in a way that safely confines feces (improved/ safe sanitation)	5
1.3	Household and public/ community toilets are properly maintained	5
1.4	Child stools are safely disposed	5
1.5	No manual scavenging	5
	Sub- total	
2	School Sanitation	
2.1	Availability of separate and adequate toilets for boys and girls in schools	2
2.2	Toilets are being used by students and teachers	2
2.3	School toilets are properly maintained	2
2.4	Soap is available for hand washing	1
2.5	Availability of adequate water for drinking and other purposes at school	1
	Sub –total	
3	Anganwadi sanitation	
3.1	Availability of toilet in the Anganwadi	2
3.2	Toilets are being used by children	2
3.3	Anganwadi toilet is property maintained	2
3.4	Soap is available for hand washing	1
	Availability of adequate water for drinking and other purposes at Anganwadi	1
	Sub – Total	8
4.	Availability of Water as per NRDWP Guidelines	
4.1	Availability of 55 lpcd water for each inhabitant of the GP	4
4.2	Availability of water source for each household within a distance of 100	4

	meters	
4.3	Regular testing al all water sources	2
	Sub-total	10
5	Information Education Communication	
5.1	Children friendly drawings and paintings around the school and Anganwadi toilets	1
5.2	Sanitation and Cleanliness messages displayed in public places in the Gram Panchayat	2
5.3	Appointment and Engagement of Swachhata Doots for interpersonal communication	2
5.4	Organised outdoor and traditional media activities like street theater, folk art, dance drama etc, at public places in the GPs to create awareness	1
5.5	Organized community mobilization activities like creation of network of community leaders, youth groups, women's group to disseminate information about sanitation and hygiene in the GPs	1
5.6	Fines being collected for violation of open defecation ban	2
	Sub-total	9
6	Solid Waste Management	
6.1	Proper system of segregation of solid waste at household and village level	2
6.2	Proper system of safe transportation and / or disposal of solid waste at household or village level	2
6.3	General cleanliness in the streets, open spaces and surroundings	1
	Sub-total	5
7.	Liquid Waste Management	
7.1	Proper disposal and management of liquid waste t household level	4
7.2	Proper platform around water sources and drainage	3
7.3	Proper disposal and management of waste water in the public areas	3
	Sub-total	10
	Grand total	100

In addition to the above, an awardees GP will also get 5 bonus marks for having household piped water supply connections in all its habitations. The bonus marks received shall be indicated separately by the survey team.

7.0 Checklist to the adopted for ensuring compliance against criteria/ sub-criteria under scoring pattern.

A generic checklist for observation needs to be followed before awarding the required mandatory marks as mentioned above.

I. For IHHL/ Community Toilets

- Observe if toilets in the households are used by all family members.
- Observe if the toilets are functional and is fit for daily use.
- Toilets are located at safe distance from drinking water sources.

- Observe that there is no chance for flies/ insects to come in contact with faecal matter.
- Observe that the (pan/platform) toilets are clean.
- Observe if soap/ ash is available for hand washing in/ near toilets.
- Observe if child feces are properly disposed in the toilet and not thrown in dustbins/ garbage heaps etc.
- Observe if community toilets and urinals are present in the Gram Panchayat
- Find out that if anyone/ agency in the GP has been assigned the responsibility of maintenance of the community toilet.
- Observe that there is no open defecation happening in the GP.
- Make sure that no manual scavenger exists or is available in the GP.
- Make sure that scavenging by animals do not exist in the GP.
- Make sure that no night soil is released into open drains in the GP.

II. For School Sanitation

- Observe if there are separate toilets for boys and girls in schools
- Observe if the toilets are used by teachers and students alike.
- Observe if the toilets are cleaned and maintained in a hygiene manner
- Observe if there is provision and supply of adequate water in the toilets.
- Observe if there is a hand washing facility with soap/ ash in or near the toilets.
- Observe if there is separate and safe drinking water facility in the school.
- Observe if there is safe and separate drinking water facility in the school.

III. For Anganwadi Sanitation

- Observe if clean toilets in Anganwadis
- Observe if the toilets are child friendly being used by children
- Observe if the Anganwadi has stock of cleaning agent for keeping toilets clean
- Observe if there is proper supply of water to the toilets
- Observe if soap is available for hand washing in the toilets
- Observe if there is provision for clean drinking water in the Anganwadi

IV. Availability of Water

- Make sure that each inhabitant of the GP has access to adequate amount of water
- Find out if piped water supply connection is available in all its habitation.
- Observe if there is availability of water source within a distance of 100 meters of all inhabitants of the village.
- Find out if water testing is carried out at the GP level and records are maintained on bacterial and chemical contamination of water.

V. Information Education Communication

- Observe if there are any posters, hoardings, wall writings et. Being displayed at public places in the Gram Panchayat to sensitize the general public on sanitation issue.
- Observe if child friendly drawings/ paintings inculcating sanitation friendly messages have been put up around school/Anganwadi toilets.

- Check the records to see if Swachhata doots/ district coordinators have been appointed (Swachha Preraks have a key role to play in streamlining IEC activities in the district)
- Check if the GP has involved youth forums, women's group or involved religious leaders or created a committee for carrying out IEC activities on sanitation in the GP.
- Check if the GP has organized outdoor communication activities like nukkad natak, puppet shows, dance dramas, folk theater or folk art based communication activities to propagate sanitation messages in the GP.
- Check if there is any provision for collecting of fines from people defecating in the open.

VI. Solid Waste Management

- Observe if solid waste is separately sorted out at the household/ village level
- Observe if kitchen and other solid wastes are not thrown on the streets or anywhere in the GP.
- There is no accumulation of heap of waste anywhere in the GP.
- Check if the GP has systems in place for collection of public waste like dustbins, koodadans etc.
- Has the GP initiated any innovative activities like Vermin composting / set up bio gas plants.
- Check if there is arrangement for transportation or disposal of waste at the level.
- Check if systems are in place/sweepers or cleaners engaged for upkeep of public places.

VII. Liquid Waste Management

- Observe if there is a functional drainage system in the Panhcayats
- Check if there are soak pit arrangement in households that are not connected to the village drainage system.
- Check that there is no stagnant waste water in any part of the GP
- Check if system are in place for cleaning of drain/soak pits in the GP
- Observe if the platform and area around hand pumps are kept clean and there is no collection of stagnant water around it.
- Has the GP devised any system for the reuse of waste water