



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



बिहार सरकार

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Office Order for SHAN Revolving Fund

The existing Health Risk Fund (HRF) has been restructured and set up as Sanitation Health and Nutrition - SHAN fund at VO level to provide financing support to SHG members for sanitation, health and nutrition related needs. The SHAN revolving fund is to be rolled out in 24 WASH pilot blocks covering 24 blocks (17 BRLP, 5 NRLM and 2 NRLP) of 10 different districts. As HRF has been restructured in SHAN Fund, so existing health saving will be continued as SHAN saving head in the VO across the state and VO may provide the sanitation and toilet construction loan to the SHG HHs. However provision of SHAN fund is Rs. 3 lakh per VO and this will be applicable in identified 24 WASH pilot blocks (BRLP/NRLP/NRLM) only. (The SHAN fund guideline is enclosed herewith & list of 24 WASH pilot blocks is enclosed in annexure -II.)

- Those VOs which have earlier received HRF amount of Rs. 50 thousand or Rs. 1 lakh will be topped up with remaining differential amount to match a total of maximum of Rs. 3 lakh, meaning thereby that differential amount will be given as second tranche of SHAN top up fund.
- Those VOs which has not received any HRF will be given a total amount of Rs. 3 lakh as SHAN Fund.

The SHAN fund will be disbursed based on the Open Defecation Elimination Plan (ODEP) or SHAN plan. The detail of business process has been mentioned in the SHAN fund guideline. The proper Books of Records need to be maintained at VO level by respective VO book keepers. (The format of ODEP/WASH plan has been enclosed in annexure -III and further SHAN plan format of VO will also be shared separately.)

The SHAN revolving fund will be disbursed by respective DPCUs under CIF head observing due procedure. However considering the urgent requirement and expedite the pace of WASH activities the SHAN fund may be transferred to listed 225 VOs immediately as approval has already been obtained from the CEO. The list of 225 VOs is enclosed in annexure – IV.

The DPM will form a team at district level to roll out the intervention in the identified blocks & GPs. The respective DPCU team will ensure intensive sensitization of staff and cadre to roll out WASH plan and ensure proper utilization of SHAN fund as well. SOP has been developed and enclosed in annexure – V. WASH CRPs will be developed and assigned for wash mobilization in the Gram Panchayat level to achieve ODF outcome in time bound manner.

By order of the CEO

(Kumar Anshumaly)

Director

Encl : Annexure: I,II,III,IV & V

Copy to:

1. All PCs, SPMs, PMs, PS
2. All DPMs, FMs, all thematic Managers and BPMs
3. OSD, AO, CFO and Finance section.
4. IT section & concerned files.

Sanitation, Health And Nutrition (SHAN) Fund Guideline

1. Introduction: Improving access to SHAN Financing:

Improved access to finance is one of the critical elements for achieving health, nutrition and sanitation outcomes. The BRLPS is looking for multiple ways to attain this by infusing Community Investment Funds by creating **Sanitation Health and Nutrition (SHAN)** fund at VO level and restructuring Health Risk Fund in SHAN revolving Fund. This note provides guidelines on SHAN revolving fund for financing sanitation, health and nutrition facilities, services and rural enterprises using community-based programs. The Jeevika sanitation, health & nutrition intervention includes awareness on linkages between health, nutrition & sanitation, triggering towards attaining behaviour change and demand generation for different services, facilities along with entrepreneurship development to sustain the intervention. Health Risk Fund (HRF) has been merged in SHAN fund. Health saving will be continued as SHAN saving fund. The total amount of SHAN fund is Rs. 3 lakh maximum subtracting of earlier given HRF amount to the respective VO. So the remaining differential amount is to be transferred as SHAN top up fund.

In many cases, the payment of government subsidies is considerably delayed hampering the progress and pace of the work. e.g. a time bound action plan for achieving Zero Open Defecation/Open Defecation Free status, the community institutions can provide bridge financing from SHAN fund to the **eligible member HHs** to help them make investments in WASH facilities in anticipation of the subsidy receipts under a recognized Government program. Enterprise financing can also be promoted in order to meet the material/ input needs for promoting sanitation, health and nutrition related activities in the community.

2. Purpose and Objective of SHAN Fund

SHAN Fund is to set up dedicated financial arrangement to help poor households to improve their quality of life through access and usage of products and services. It will provide a suite of financing options that are appropriate, convenient and affordable including savings, loans and bridge financing options. These products, where necessary, are delivered in conjunction with grants and Government subsidies. Since major investments are required at both the supply side and demand side in the last mile, this fund will seek to extend financial assistance to households for making investments in creating and upgrading WASH facilities as well as health & nutrition related needs to achieve sustainable health, nutrition and sanitation outcomes.

3. Financing for Sanitation, Health & Nutrition facilities and services:

3.1 Sanitation/WASH Financing :

Sanitation (WASH) financing entails supporting both long term investments as well as operational and maintenance expenditures towards construction, maintenance and upgradation of safe and accessible drinking water and sanitation facilities, besides promoting use of cleanliness and personal hygiene products.

Initially, investments are made to acquire a basic toilet. These are supplemented by maintenance and replacement expenditures. The basic toilets are subsequently upgraded by adding on suitable facilities and other aspirational features that enhance utility, convenience and comfort. Toilet upgradation is an

important investment, especially; if we are looking at the sanitation ladder where, the poor households intend to have opportunities to get finance for the new (upgraded) toilets. Financing avenues for waste disposal and its management enables households to address adequately the problems related with toilet waste.

3.2. Health Financing:

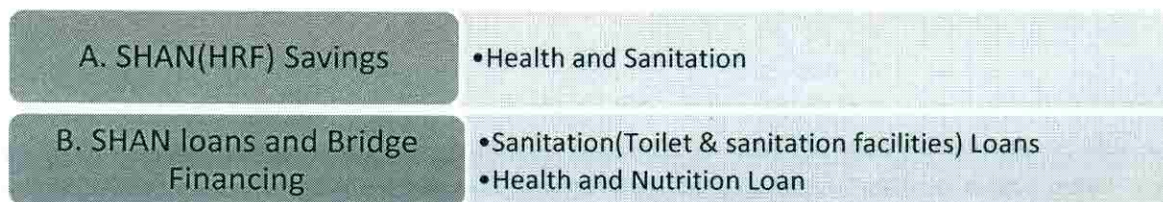
Under the SHAN fund the Health financing is designed to help the poor to meet health shocks and expenditures like hospitalization, surgery, post-operative care, out of pocket expenses etc. by availing longer term loans from the SHAN fund. Under this arrangement, VO members are encouraged to save small amounts periodically into a common pool of health savings managed at the Village Organization (VO) level. Pooled savings can be used for giving small valued loans of short duration to meet emergency health expenses.

3.3. Nutrition Financing:

Under the SHAN fund the Nutrition Financing will cover and promote locally available nutritious food items and promote available local entrepreneurs. The nutrition financing will provide the loan facility to the members for the purchasing food grain from the fair price shops or food available reasonable price in the market. This nutrition financing will give priority to women especially pregnant and lactating to avail loan for meeting nutritional and complementary food requirement at HHs level. The nutrition financing under SHAN will also complement the food and nutrition gap of existing FSF. Adding on to it, SHAN fund will also promote financing for nutri-garden, vegetable cultivation, eggs, milk and protein rich meat business.

4. Components offered under SHAN Fund

Figure 1: Constituents of SHAN Revolving Fund



A. SHAN Savings:

The HRF saving is merged in SHAN saving and has broadened the purpose of saving for health, nutrition and sanitation. HRF saving is not a separate saving as it has been merged with SHAN saving. SHAN/HRF savings is a voluntary saving open to all members of the community institution for smoothing expenditures and investments in sanitation & health related expenditures and investments at the household level. As the size of the corpus of SHAN savings increases, supporting small investments towards repairs and improvements in WASH facilities may be considered. Unless a member is choosing to close the membership in the WASH savings account, the members can access these savings in the form of short tenure loans.

Features of SHAN Savings Product:

- a. **Amount of savings:** The amount of savings may be decided by the community institutions based on the capacity of saving of very poor member of the SHG, in the beginning it may be around Rs. 5 - 10/- a month and further may be increased as decided by VO.

B. SHAN Loans

CBOs those have demonstrated good track record in SHAN saving will be eligible for availing SHAN loans of higher ticket size and with longer term duration. All VOs which have earlier been given HRF fund will provide the loan to their members for construction of toilet and other WASH related needs. The SHAN loans can be availed to make investments for acquisition of new WASH facilities or replacement and renovation of existing ones and all health purpose. All individual SHG members will be eligible for this SHAN loan; however VO will give preference to the ultra- poor and poor who are in utmost need of first financing. The SHAN loan would also include the Bridge Financing Loan. The very first month of the loan taken for construction of toilet will be considered as moratorium period and no interest will be charged for this month only. This bridge financing is done to promote the usage of fund as well as to promote the pace of toilet construction and its continuous usage. For remaining all other kind of SHAN loan will follow normal lending/ borrowing process and there will not be any moratorium period applicable on it.

Features of the SHAN loans are given bellows:

a. **Eligible purposes for loan:**

- Construction of improved toilets, shower rooms, water storage structures, hand washing stations, etc. or purchase and installation of water purification equipment, water filters etc.
- Meeting the subsidy part of the investment towards acquisition of approved WASH facilities.
- Improvements like replacement of doors, roofing materials, sewerage connections, water pumps, electrical connections to toilets/bath, energy saving devices, lighting devices, etc.
- All Health purpose loan as per earlier provision of HRF would be covered under SHAN loan.

b. Size of the loan: The size of the SHAN loan will largely depend upon the purpose and size of the investment and based on availability of the fund at VO level. However, for the initial period the maximum loan amount may be restricted to Rs. 12,000/- per household.

c. **Repayment period for the loans:**

- i. **SHAN Loan for Sanitation, Health and nutrition purpose:-**The SHAN loans may be repaid within a maximum period of 24 months.
 - ii. **SHAN loan for construction/renovation of toilet:-** For the purpose of acquisition/construction of toilet construction the repayment period may be shorten and can be up to a maximum 6 months. Flexible repayment options are encouraged so that principal and/or interest portions may paid in weekly, fortnightly or monthly rests.
- d. Interest rates:** prescribed rate of interest will be Rs. 1% per month.

5. **Management and Governance of SHAN Fund**

Cluster Level Federation (CLFs) and VOs will put in place a dedicated governance architecture for WASH interventions by creating a Health, Nutrition & sanitation Sub-committee at VO level. Health Nutrition & Sanitation Sub Committees will be accountable for management and governance of WASH interventions, including SHAN Fund. The CBO fund flow system will be guided as per approved process fund flow system. The above all SHAN fund will be routed through CLF to VOs.

Financial Management mechanisms:

- a. Books of accounts (minutes, savings ledger and loan ledgers are minimum requirements) must be kept up to date along with the supporting documents.
- b. A trained bookkeeper would be placed and paid of incentive for the services rendered under corpus of CLF or SBM-G IEC head.
- c. Monitoring of books of accounts, utilization of loans and portfolio review should be carried out by the social audit committee of the CBOs on monthly basis.
- d. The accounts of the SHAN Fund should be audited on annual basis by auditor hired by Jeevika for audit of CBOs. Presenting the audit findings before the General Body of CBO is a good practice which needs to be followed.

Suggested Business Processes for SHAN Fund

Product	Process
SHAN Savings	<ul style="list-style-type: none">• SHAN savings are collected periodically (monthly) at the CBO meetings• CBO will maintain member wise records• CBO reviews the member-wise performance of both savings and loans taken for sanitation, health and nutrition purpose.
SHAN Loans & Bridge Financing	<ul style="list-style-type: none">• HH member prepare a SHAN loan/bridge financing application with the CBO.• CBO appraises the loan application and verifies the sanitation needs and eligibility for subsidy.• CBO assesses the cost estimates, sanctioned subsidy and approves the loan.• CBO disburse the SHAN loans/bridge financing either in-cash/cheque or in-kind.• CBO will monitor status of toilet construction and adjusts the advance against the subsidy.• CBO adjust the Bridge Finance advance/loan disbursed to the member HHs against the subsidy released by the Government agency or by payment in cash/ cheque in Bank A/C or in Kind.• CBOs will prepare the UC and submit to DWSC.


9/2/2016

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ANNEXURE - 11

LIST OF WASH BLOCKS

Sl.No.	Name of district	Name of Block	No. of Panchayat	Total Household	Number of Eligible Beneficiaries
1	Purnea	Bhawanipur	14	37457	28339
		Barharakothi	19	46558	37185
		Rupauli	20	59067	44255
2	Muzaffarpur	Bochaha	20	62145	55782
		Saraiya	30	65748	56382
		Muraul	9	22148	20786
3	Gaya	Aamas	9	20441	17341
		Barachatti	13	12097	11802
		Bodh Gaya	17	4837	8633
		Shergatti	17	14536	13088
4	Khagaria	Alauli	21	68130	56465
		Chautham	13	36479	30523
		Khagaria Sadar	26	83288	66562
5	Supaul	Pratapganj	9	26578	20918
6	Madhubani	Jainagar	15	37657	33829
		Khajauli	14	31234	28084
		Jhanjharpur	17	40132	34613
7	Nalanda	Rajgir	9	28209	21176
8	Patna	Sampatchak	7	20692	10527
9	Jehanabad	Makhdumpur	22	45322	33166
		Ghoshi	10	22142	17135
		Hulasganj	9	18502	14035
		Sadar	14	28148	7617
10	Saharsa	SAUR BAZAR	17	46148	29749
		Total	371	877695	697992

Ans

To,

The President,

----- CLF

Subject:- Regarding submission of ODEP and request for release of fund

Name of VO:-----

Name of Village:-----

Total Fund required:-----

Bank A/c number:-----

Bank Name:-----

IFSC code:-----

Particulars	Household		Amount in Rs.		
	SHG	Non SHG	SHG	Non SHG	Total
No. of households who are BPL(eligible for SBM G)					
No. of households who are APL(eligible for SBM G)					
No. of households eligible for LSY					
No. of households under paid list					
No. of households interested in construction of toilet with Bath room					
No. of households need disable friendly toilets					
No. of households have no space for toilet					

Hence kindly release the requested amount for the purpose of turning our VO open Defecation free in the saving Bank Account mentioned above.

President

Name of VO

List of VO, who have submitted
ODEP Plan in village/GP level.

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Annexure-IV

District	Block	Name all GPs	SL	Name Of VO who have submitted ODEP Plan
khagariya	Alauli	Gaurachak	1	Aanchal
khagariya	Alauli	Gaurachak	2	Raushan
khagariya	Alauli	Gaurachak	3	Kalyani VO
khagariya	Alauli	Gaurachak	4	Anurag
khagariya	Alauli	Gaurachak	5	Mahimaa vo
khagariya	Alauli	Gaurachak	6	Gagan
khagariya	Alauli	Gaurachak	7	Suman
khagariya	Alauli	Gaurachak	8	Prerna
khagariya	Alauli	Chilkauri	10	Amber
khagariya	Alauli	Chilkauri	10	Nirmal VO
khagariya	Alauli	Chilkauri	12	Badal
khagariya	Alauli	Chilkauri	13	Shanti
khagariya	Alauli	Chilkauri	14	Kumbh
khagariya	Alauli	Chilkauri	15	Sarvoday
khagariya	Alauli	Chilkauri	16	Divyshakti
khagariya	Alauli	Chilkauri	17	Godavari
khagariya	Alauli	Chilkauri	18	Anmol
khagariya	Alauli	Chilkauri	19	Divjyoti
khagariya	Alauli	Chilkauri	20	Bhaskar
khagariya	Chautham	rako	21	Garima
khagariya	Chautham	rako	22	Jagran
khagariya	Chautham	rako	23	Pavitra
khagariya	Chautham	rako	24	Utkarsh
khagariya	Chautham	rako	25	pawan
khagariya	Chautham	Mathurapur	26	Amrit
khagariya	Chautham	Mathurapur	28	surbhi
khagariya	Chautham	Mathurapur	29	aardhna
khagariya	Chautham	Mathurapur	30	Manzil
khagariya	Chautham	Mathurapur	31	Sargam
khagariya	Chautham	Mathurapur	32	Anpurna
khagariya	Chautham	Mathurapur	33	Asha
khagariya	Chautham	Mathurapur	34	Prerna

khagariya	Chautham	Mathurapur	35	Shankar
khagariya	Chautham	Mathurapur	36	Sawan Vo
khagariya	Chautham	Mathurapur	37	Jeevan Dhara
Muzaffarpur	Bochaha	Sarfuddinpur	38	Sagun Jeevika VO
Muzaffarpur	Bochaha	Sarfuddinpur	39	Kaushlaya Jeevika VO
Muzaffarpur	Bochaha	Sarfuddinpur	40	Kranti Jeevika VO
Muzaffarpur	Bochaha	Sarfuddinpur	41	Kamal Jeevika VO
Muzaffarpur	Bochaha	Sarfuddinpur	42	Raushani Jeevika VO
Muzaffarpur	Bochaha	Sarfuddinpur	44	Soni Jeevika VO
Muzaffarpur	Bochaha	Sarfuddinpur	45	Bharti Jeevika VO
Muzaffarpur	Bochaha	Sarfuddinpur	46	Gulab Jeevika VO
Muzaffarpur	Bochaha	Sarfuddinpur	47	Kajal Jeevika VO
Muzaffarpur	Bochaha	Sarfuddinpur	48	Om Jeevika VO
Muzaffarpur	Bochaha	Sarfuddinpur	49	Anguri Jeevika VO
Muzaffarpur	Bochaha	Maidapur	50	Kabita Jeevika VO
Muzaffarpur	Bochaha	Maidapur	51	Arti Jeevika VO
Muzaffarpur	Bochaha	Maidapur	52	Kanchan Jeevika VO
Muzaffarpur	Bochaha	Maidapur	53	Suraj Jeevika VO
Muzaffarpur	Bochaha	Maidapur	54	Genda Jeevika VO
Muzaffarpur	Bochaha	Maidapur	55	Bajrang Jeevika VO
Muzaffarpur	Bochaha	Maidapur	56	Durga Jeevika VO
Muzaffarpur	Bochaha	Maidapur	57	Sarswati Jeevika VO
Muzaffarpur	Bochaha	Maidapur	58	Sita Jeevika VO
Muzaffarpur	Bochaha	Maidapur	60	Sati Jeevika VO
Muzaffarpur	Bochaha	Maidapur	61	Bhawani Jeevika VO
Muzaffarpur	Bochaha	Balthi rasulpur	62	Varsha Jeevika VO
Muzaffarpur	Bochaha	Balthi rasulpur	63	Samrat Jeevika VO
Muzaffarpur	Bochaha	Balthi rasulpur	64	Tulsi Jeevika VO
Muzaffarpur	Bochaha	Balthi rasulpur	65	Babul Jeevika VO
Muzaffarpur	Bochaha	Balthi rasulpur	66	Ganesh Jeevika VO
Muzaffarpur	Bochaha	Balthi rasulpur	67	Radha
Muzaffarpur	Bochaha	Balthi rasulpur	68	Jyoti
Muzaffarpur	Bochaha	Balthi rasulpur	69	Saheel
Muzaffarpur	Bochaha	Balthi rasulpur	70	Basu
Muzaffarpur	Saraiya	Rupouli	71	Jai Hind
Muzaffarpur	Saraiya	Rupouli	72	Sagar
Muzaffarpur	Saraiya	Rupouli	73	Parwati

Muzaffarpur	Saraiya	Rupouli	74	Azad
Muzaffarpur	Saraiya	Rupouli	76	Sarsawati
Muzaffarpur	Saraiya	Rupouli	77	Bharat
Muzaffarpur	Saraiya	Rupouli	78	Vishwash
Muzaffarpur	Saraiya	Rupouli	79	Utam
Muzaffarpur	Saraiya	gijas	80	Tulsi
Muzaffarpur	Saraiya	gijas	81	Prakash
Muzaffarpur	Saraiya	gijas	82	Samrat
Muzaffarpur	Saraiya	gijas	83	Aarpan
Muzaffarpur	Saraiya	gijas	84	Deepa
Muzaffarpur	Saraiya	gijas	85	Gangotri
Muzaffarpur	Saraiya	gijas	86	Sandhya
Muzaffarpur	Saraiya	repura rampur bali	87	Suraj
Muzaffarpur	Saraiya	repura rampur bali	88	Bharti
Muzaffarpur	Saraiya	repura rampur bali	89	Ganesh
Muzaffarpur	Saraiya	repura rampur bali	90	Vishal
Muzaffarpur	Saraiya	repura rampur bali	92	Tiranga
Muzaffarpur	Saraiya	repura rampur bali	93	Nawada
Muzaffarpur	Muraul	Pilkhi	94	Himmat
Muzaffarpur	Muraul	Pilkhi	95	Suman
Muzaffarpur	Muraul	Pilkhi	96	Vaisnavi
Muzaffarpur	Muraul	Pilkhi	97	Laxmi
Muzaffarpur	Muraul	Pilkhi	98	Jai Hanuman
Muzaffarpur	Muraul	Pilkhi	99	Ganpati Vo
Muzaffarpur	Muraul	Vidyajhap	100	Durga
Muzaffarpur	Muraul	Vidyajhap	101	Pargati
Muzaffarpur	Muraul	Vidyajhap	102	Sita
Muzaffarpur	Muraul	Vidyajhap	103	Ujala
Muzaffarpur	Muraul	Vidyajhap	104	Gouri Vo
Muzaffarpur	Muraul	Vidyajhap	105	Komal Vo
Muzaffarpur	Muraul	Vidyajhap	106	
Muzaffarpur	Muraul	Bishunpur Sriram	108	Bhagwati
Muzaffarpur	Muraul	Bishunpur Sriram	109	Muskan
Muzaffarpur	Muraul	Bishunpur Sriram	110	Yamunna Vo
Muzaffarpur	Muraul	Bishunpur Sriram	111	Parwati Vo
Muzaffarpur	Muraul	Bishunpur Sriram	112	Raushani Vo
Muzaffarpur	Muraul	Bishunpur Sriram	113	Maa jagdambaa

Muzaffarpur	Muraul	Bishunpur Sriram	114	Mahimaa vo
Muzaffarpur	Muraul	Bishunpur Sriram	115	Baishno VO
Muzaffarpur	Muraul	Bishunpur Sriram	116	Jagsundar VO
Muzaffarpur	Muraul	Bishunpur Sriram	117	Mahadev Vo
Madhubani	Jainagar	Barhi	118	Khusi
Madhubani	Jainagar	Barhi	119	Mithila
Madhubani	Jainagar	Barhi	120	Chandni
Madhubani	Jainagar	Barhi	121	Madhav
Madhubani	Jainagar	Barhi	122	Manokamna
Madhubani	Jainagar	Barhi	124	Anna Hazare
Madhubani	Jainagar	Deodha(S)	125	Roushan
Madhubani	Jainagar	Deodha(S)	126	Chameli
Madhubani	Jainagar	Deodha(S)	127	Tamanna
Madhubani	Jainagar	Deodha(S)	128	Pratigya
Madhubani	Jainagar	Deodha(S)	129	Chandan
Madhubani	Jainagar	Deodha(S)	130	Murari
Madhubani	Jainagar	Deodha(S)	131	Jagriti
Madhubani	Jainagar	Deodha(S)	132	Milan Subhadra
Madhubani	Jainagar	Dullipatti	133	Sapna
Madhubani	Jainagar	Dullipatti	134	Shankar
Madhubani	Jainagar	Dullipatti	135	Aanchal
Madhubani	Jainagar	Dullipatti	136	Chand
Madhubani	Jainagar	Dullipatti	137	Satyam
Madhubani	Khajauli	Kanhaul	138	Pariwartan
Madhubani	Khajauli	Kanhaul	140	Deepak
Madhubani	Khajauli	Kanhaul	141	Chandan
Madhubani	Khajauli	Kanhaul	142	Shakti
Madhubani	Khajauli	Kanhaul	143	Bhawana
Madhubani	Khajauli	Kanhaul	144	Gyatri
Madhubani	Khajauli	Kanhaul	145	Ma janni
Madhubani	Khajauli	Kanhaul	146	Ganga
Madhubani	Khajauli	Kanhaul	147	Jyoti
Madhubani	Khajauli	Kanhaul	148	Akash
Madhubani	Khajauli	Kanhaul	149	Prithabi
Madhubani	Khajauli	Betakarghati	150	Himmat
Madhubani	Khajauli	Betakarghati	151	Jay Bharat
Madhubani	Khajauli	Betakarghati	152	May Mithila

Madhubani	Khajauli	Betakarghati	153	Nari shakti
Madhubani	Khajauli	Betakarghati	154	Raushan
Madhubani	Khajauli	Betakarghati	156	Sabal Nari
Madhubani	Khajauli	Nawani	157	Asha VO
Madhubani	Khajauli	Nawani	158	Vikas
Madhubani	Khajauli	Nawani	159	Roshani
Madhubani	Khajauli	Nawani	160	Rani
Madhubani	Khajauli	Nawani	161	Suraj
Madhubani	Khajauli	Nawani	162	Mahamaya
Madhubani	Khajauli	Nawani	163	Mata
Madhubani	Khajauli	Sukhet	164	Vikash Vo
Madhubani	Khajauli	Sukhet	165	Pragati
Madhubani	Khajauli	Sukhet	166	Jyoti
Madhubani	Khajauli	Sukhet	167	Ekta
Madhubani	Khajauli	Sukhet	168	Kalyani
Madhubani	Khajauli	Sukhet	169	Jigyasa
Madhubani	Khajauli	Sukhet	170	Shankar
Madhubani	Khajauli	Simra	172	Jeevan Vo
Madhubani	Khajauli	Simra	173	Prabhat
Madhubani	Khajauli	Simra	174	Ambey
Madhubani	Khajauli	Simra	175	Shital
Madhubani	Khajauli	Simra	176	Pratibha
Madhubani	Khajauli	Simra	177	Luckey
Nalanda	Rajgir	Nahub	178	Chand
Nalanda	Rajgir	Nahub	179	Ganga
Nalanda	Rajgir	Nahub	180	Santoshi
Nalanda	Rajgir	Nahub	181	Jagdamba
Nalanda	Rajgir	Nahub	182	Shanti
Nalanda	Rajgir	Nahub	183	Joyti
Nalanda	Rajgir	Nahub	184	Gaytri
Nalanda	Rajgir	Nahub	185	Rahim
Nalanda	Rajgir	Pilkhi	186	Rajdhani
Nalanda	Rajgir	Pilkhi	188	Mahalaxmi
Nalanda	Rajgir	Pilkhi	189	Deepak
Nalanda	Rajgir	Pilkhi	190	Radha
Nalanda	Rajgir	Pilkhi	191	Chand
Nalanda	Rajgir	Pilkhi	192	Roshani

Nalanda	Rajgir	Pilkhi	193	Mashal
Nalanda	Rajgir	Pilkhi	194	Tara
Nalanda	Rajgir	Pilkhi	195	Akash
Nalanda	Rajgir	Pilkhi	196	Aarti
Nalanda	Rajgir	Nayipokhar	197	Baharatmata
Nalanda	Rajgir	Nayipokhar	198	Shri Ganesh
Nalanda	Rajgir	Nayipokhar	199	Gyan
Nalanda	Rajgir	Nayipokhar	200	Rajgir
Nalanda	Rajgir	Nayipokhar	201	Amrit
Nalanda	Rajgir	Nayipokhar	202	Bharti
Nalanda	Rajgir	Nayipokhar	204	Janni
Nalanda	Rajgir	Nayipokhar	205	Shankar
Nalanda	Rajgir	Nayipokhar	206	Ambedkar
Jehanabad	Makhdumpur	Dharnai	207	SITA
Jehanabad	Ghoshi	Ghoshi	208	Kiran VO
Jehanabad	Ghoshi	Ghoshi	210	Muskan VO
Jehanabad	Ghoshi	Ghoshi	211	Roshni Vo
Jehanabad	Ghoshi	Ghoshi	212	Uphar VO
Jehanabad	Ghoshi	Ghoshi	213	Sitara VO
Jehanabad	Ghoshi	Ghoshi	215	Jagriti VO
Jehanabad	Ghoshi	Ghoshi	216	Devi
Jehanabad	Ghoshi	Ghoshi	217	Ganga Vo
Jehanabad	Ghoshi	Ghoshi	218	Vishnu VO
Jehanabad	Ghoshi	Ghoshi	220	Sangam VO
Jehanabad	Sadar	Sevnan	221	Kamla
Jehanabad	Sadar	Sevnan	222	Muskaan
Jehanabad	Sadar	Sevnan	223	Roshini
Jehanabad	Sadar	Sevnan	225	Ganesh
		Total	225	

Block Level Activities Sheet (SOP)

Phase	Key Step	Description of steps	Output	Time (Days)	Frequency	People in charge	Tools /forms
Diagnostics	Diagnostics/Supply Chain Arrangements	Rapid Diagnostics at the Mandal/Block Level on assessing availability and capability of WASH Enterprises: Planning and Organizing Masons Trainings & Supply Chain Arrangements asper the Diagnostics	Rapid Diagnostics at the Mandal/Block Level	4	Once	Block Team	Excel Sheet with Data
		Assessment of Existing institutional (community) arrangements for delivery	Data on Number of CLFs, GPs, VO, SHGs per Block and readiness of the respective community institutions	4	Once	SPM HNS/IB/MIS	Excel Sheet with Data
WASH Institution Building	Orientation and Trainings to Staff and CBOs	SOP Orientation for key project staff- DPM, Managers, BPMs, WASH CCs etc.	Key staff oriented and prepared for ODF Activities	1	Once	SPM HNS/IB/MIS/MF/KM	SOP
		TOT for 5 Days each for WASH CCs, 2) CRPs and 3) Community Professionals on WASH Implementation, CLTS and other Participatory WASH Approaches- Formation of Teams of 4 to Trigger and Mobilize Communities	Trained Teams for CLTS Triggering and Mobilization ready	5	Once	SPM HNS/IB supported by Partner Organisations	Relevant Training Modules; CRP Roll Out/ Strategy Guidelines; Other Operating Guidelines
WASH Implementation Roll Out Plan	Planning for WASH Implementation	Phasing of GPs as per resources available, ease of implementation, financial feasibility and readiness of community institutions	Selection of GPs for Intervention in various Phases	1	Annual	SPM HNS/IB/MF	Excel Sheet with Data
		Plan for Orientation and Trainings required at SHG, VO and CLF Level for implementation of WASH Plan in a phase wise Manner	Training Modules developed	4	Annual	SPM IB/HNS	Excel Sheet with Data

Village Level Activity Sheet(SOP)

WASH Enterprises/Services	Scoping supply chain arrangements in villages	Enterprises and entrepreneurs at Block level will be identified and formal agreements between them and CLF will be made to supply necessary materials at agreed cost to individual HHs(who have pits dug out) in identified GPs (as per phase wise implementation plan). If there are no suppliers/entrepreneurs identified, the VO will be supported by Block and District Teams to procure the material and distribute to eligible HHs (in phases depending on the volume and feasibility)	Enterprises/Entrepreneurs will be identified and formal agreement with CLF will be made. Material made available to HHs who have dug the pits.	1	Once	IDM and BPM	Phase wise implementation plan and Indent from identified GPs along with WASH Plan approved by Grama Sabha
	Trained Masons available as per WASH Plan timelines	Masons in numbers required to complete toilet construction as per timelines agreed upon will be deployed to GPs. Labour payment will be paid by individual HHs. Once the pits are dug, first instalment of Rs. 6000 from PHED funds are provided to the HHs. This amount is used to pay the Mason.	Trained Masons in sufficient numbers available at GPs as per phase wise WASH Implementation Plan	1	Once	VO WASH Committee supported by CC	Phase wise implementation Plan along with Village WASH Plan approved by Grama Sabha
	Support community enterprises by linking with livelihoods.	Setting up Rural Sanitary Marts/Cement Ring Manufacturing Units/Brick Making and others through identified entrepreneurs	Different, need-based, enterprises started at the community level	12	Once	CLF or VO along with Procurement Committee and WASH Committee	Enterprise Diagnostic Report
	Identify and train community members for entrepreneurship management	Training provided to community members to manage, monitor enterprises- material quality issues, checks on construction quality and technical soundness	Community members trained on entrepreneurship management- physical, financial and book keeping	1	Once	CLF Committee as well at village level VO WASH Committee	Training Module
	Verification of completion of the toilet construction as per technology standards	Based on identified checklist according to different stages, monitoring and supervision will be done to ensure standards are met	Quality of toilet construction and technology appropriateness will be verified	1	Daily	Committee formed at VO and CLF for Quality Assurance	Checklist for verification

Participatory WASH Diagnostics	WASH Diagnostics using PRA Tools at the Village Level	HHs, Institutions, Village level Sanitation and Hygiene aspects captured through 1) Transect Walk, 2) Social Mapping, 3) Focus Group Discussions, 4) Household Survey and 5) Personal Interviews	Diagnostic Tool used and List of HHs, Institutions and Village Level Sanitation and Hygiene Status compiled for planning	4	Once	CRP Teams supported by CC	CRP Strategy Guideline
	Participatory Appraisal of WASH Facilities & Services	Using Equity, Access, Usage, Service Delivery and Sustainability Criteria, appraising of existing WASH Facilities and Services to ensure last mile delivery	Appraisal Process outlined along with recommendations	1	Once	CRP Teams supported by CC	CRP Strategy Guideline
	Dialogue with VO - PRIs	Engagement with Panchayat, CBOs and the communities on their role in WASH Implementation	Sensitization and orientation to key PRI, VO, and SHG Members along with other functionaries at village level and influential persons	1	Weekly	CRP Teams supported by CC	CRP Strategy Guideline
	Training of CLF OB, VO OB on WASH Implementation and their R&R	OB of CLF, VO, will be trained by External CRP Teams as part of CRP Strategy. Subsequently they will be monitored and supported by Community Cadre and Field Staff (CC)	Trained Committees support CRP Teams during CRP Strategy and take over implementation after	2	monthly	CRP Teams supported by CC	CRP Strategy Guideline
Wash Institution Building	Formation/ Strengthening of WASH committees as per the guideline for selection of members and constitutions with due representation to the vulnerable and minorities	Formation/Strengthening of WASH Committee is done by a team of external CRPs supported by the Field Staff (CC) who sensitize and trigger communities to take up ODF Activities within the community. Number of Members of a WASH Committee may be decided by the community, and may include: VO OB (1), active SHG Members (2), PRI Ward Member (1), Youth Members (2), AWW (1) and ASHA (1), School Teacher (1) and Elderly or Disabled Member (1) giving due consideration to vulnerable and marginalized communities	Formed and functional WASH Committee under the overall supervision and guidance of VO and Cluster Coordinator	1	Once	CRP Teams supported by CC	CRP Strategy Guideline
	Training of WASH Committees	WASH Committees will be trained on 1) community mobilization, 2) monitoring and reporting and 3) financial management	Trained WASH Committees	2	Quarterly	CRP Teams supported by CC	CRP Strategy Guideline

WASH Mobilization	Developing Necessary IEC/BCC Strategy	Formative Research on WASH, Health and Nutrition Behavior within intervention areas. Customizing and tailoring IEC materials and BCC campaigns based on formative research and/or pilot experience	Project Staff at all levels; Community Based Organizations (CBOs) including SHGs/CIGs/Committees oriented on WASH	5	In Different Phases of WASH Implementation	KM Team	Checklist/ Questionnaire
	Participatory WASH approaches	Developing CLTS Training Schedule according to the Phase wise plan, keeping in mind need for multiple triggering sessions if more than one revenue village	Training Schedule Developed along with Trainers info	2	half yearly	SPM HNS/IB supported by Partner Organisations	Excel Sheet with Schedule
		CLTS Triggering Sessions conducted aimed at saturating the GP at once with multiple triggering sessions happening simultaneously (availability of teams) if more than 1 Revenue Village and population density within the GP is high.	Collective Decision to stop OD and demand for construction and utilization of toilets	7	daily	Partner Organisations; CRP Teams supported by CC	CLTS Triggering Guideline
	Training and Capacity Building sessions to Community Professionals and Staff	Participatory Learning and Action (PLA) Provide counseling sessions on WASH agenda	trained community professional	4	weekly/monthly	Partner Organisations- Trained Teams	PLA Guideline
		Capacity building for WASH Committees and other Natural Leaders that may emerge through CLTS Triggering on mobilizing households towards construction and utilisation of toilets	trained social capital within village and across villages	3	half yearly	CC	COM
	Enagaging communities	Engaging communities in counseling sessions - at SHGs, Schools and Anganwadis- through customized messages by trained CRPs	SHGs, Schools and Anganwadi level trainings provided on Nutrition-WASH linked Behavior Change Communication and other aspects	2	weekly/monthly	CRP Teams supported by AWW, ASHA and CC	Nutrition-WASH Linked BCC Modules
WASH Planning and Menu of Options	Technology options for toilet construction and investments to create WASH facilities.	VO submit a proposal based on the WASH investment and technology options for financing arrangements	technology options finalised with community	3	once	WASH Committees supported by CRP Team and CC	COM

Financing Arrangements	Preparation of the list of HHs through consultation with SHGs among HHs interested in construction latrines and HHs that are not. Based on those interested, dividing among 1) those that are eligible for incentive and do not want any bridge financing; 2) those that are eligible for incentive and want bridge financing; 3) those that are not eligible but want toilet- take loans; 4) those that have a toilet but would like to repair/upgrade- take loan; 5) those that are eligible for incentive but do not have sufficient space to construct or their own dwelling - community toilets or other options	Financial Arrangements planned in phase wise manner as per the different categories identified, total fund available/to be made available and the actual cost calculated per latrine	2	monthly updating of list	WASH Committee supported by CRP Team and CC	COM
Specific actions plans to cover vulnerable and landless communities	Identification of HHs in this category and focused action plan generated	Mapping WASH Investments and options for ensuring last mile delivery	1	once	WASH Committee supported by CRP Team and CC	COM
Micro planning for WASH activities: individual/neighborhood/village level.	VO level investment plans will be finalised for HHs and Institutions.	Village level ODF/WASH plan finalized	2	once	WASH Committee supported by CRP Team and CC	COM
Submit a proposal for HHs eligible for Subsidy from PHED	detailed proposal to be prepared in consultation with SHGS	Proposal Submitted for release of PHED funds	1	as per phases	WASH Committee supported by CRP Team and CC	COM

WASH Financing	WASH Revolving Fund	Availability of WASH Revolving Fund at VO to provide loans for those that are not eligible for incentive and those that would like to repair/upgrade their existing toilets. These loans must be repaid within four months and may not exceed Rs. 5000 per HH at a time. The beneficiary may be eligible for a second loan only after repaying the first. VO may decide the interest rates on loans and measures to recover loan payments in the case of default. Alternately, WASH RF may be used to provide Bridge Financing to HHs that are eligible for incentive, without exceeding Rs. 6000 per HH at a time. The money must be adjusted by PHED funds within 1 month.	Revolving Fund for WASH at VO with guidelines for availing funds from this	1	once	Block Team and CLF	COM
	Institutional orientation for WASH book keeping and bank account opening	VO committees and Bookkeeper trained on WASH RF	Trained community cadre on WASH RF	2	quarterly	CRP Teams supported by CC	COM
	Disbursing bridge financing/ loans for HH	1) those that are eligible for incentive and want bridge financing; 2) those that are not eligible but want toilet- take loans; 3) those that have a toilet but would like to repair/upgrade- take loan; 5) those that are eligible for incentive but do not have sufficient space to construct or their own dwelling - community toilets or other options	Revolving Fund bridge financing and loan disbursing initiated. List of identified beneficiaries along with their requirement- Loan/Adjustment as per RF Guidelines	1	biweekly	VO and WASH Committee monitored by CLF	Separate account at CLF level; Regular bookkeeping at CLF and VO Level
		Village Organization is responsible for maintaining books of account, monitoring the loans usage and repayments	Regular book keeping and monitoring of Repayments/Adjustments	1	biweekly	VO BK and WASH Committee	Books
		UC for PHED funds as per guidelines	UC submitted for release of next instalment of PHED funds/completion of construction of all eligible HHs	2	monthly	VO BK	UC form
WASH Governance	Community participatory monitoring	Through systematic template (flipchart)	Systematic and regular Community monitoring	1	weekly/monthly	WASH Committee	Flipchart for WASH

Documentation of key physical and financial processes ;	Documentation of WASH Assets created with details	All Critical activities documented and available to the community as a part of Transparency	7	Bimonthly	Process Monitoring CRPs	Process Monitoring Format
Proactive disclosures	proactive disclosure of financial and physical assets and expenditure by WASH Committee	Fixed proactive disclosure happening	1	Monthly	WASH Committee and VO	Verbal disclosure
Creating a feedback loop ;	Discussion to capture community feedback through formal and informal means	Community feedback captured		Continuous	WASH Committee/PRI/VO/CLF	Verbal discussion
Grievance redress and conflict resolution ;	Fixed days for grievance redress in VO Meeting	Grievance addressed	1	Monthly	VO and CLF	Grievance redressal formats
Quality check and random verifications ;	Fixed quality checks in the field	Random checks	2		Process Monitoring CRPs	Process Monitoring Format
Community score card	Use of Community Score Card tool to assess benefits and constraints of WASH Implementation among various stakeholders within the community	Community score card generated	1	Quarterly	Social Audit Committee	Social Audit Format