**Standard Processes and Minimum Standards for WASH**

The following standard processes are essentials for any WASH intervention by GP. These are applicable in general, in any given situation, and determine minimum requirements to be adhered by WASH team members.

*Assessment/Selection Standard Processes*

1. GP has conducted a WASH needs assessment involving local authorities/local government, WASH cluster and most importantly the affected population;
2. All targeted areas are mapped at UC levels;
3. Other aid agencies operational in the areas are listed down to avoid any duplication;
4. WASH team has reached to the most vulnerable communities and they have not carried out need assessment in easily accessible areas only;
5. Information of beneficiaries is kept confidential;

*Distribution/Service Delivery Standard Processes*

* + 1. Distribution has taken place at a secure and impartial place;
    2. The waiting area is separate from distribution site, and distribution site is well shaded where safe drinking water is available;
    3. The distribution site has separate entry and exit gates;
    4. WASH team has assured that assessed households’ heads and WASH service/material recipients are same and their record matches in documents;
    5. A panaflex (in local vernacular where required) explaining complaint/feedback mechanism is posted in waiting area/service/material delivery site;
    6. Where material distribution is involved, a brief presentation at waiting area by WASH team has following key messages containing:
       1. Introduction of GP (where security situation permits), WASH program and criteria followed by WASH team;
       2. Explanation of distribution process, particularly saying ‘all items are free of cost’;
       3. Details and quantity of items being distributed;
       4. Explanation of complaint/feedback mechanism;
    7. Hygiene promoters have well explained how to use hygiene kit (If that is part of WASH);
    8. WASH team has explained, by practical demonstration, use of WASH material/services;
    9. WASH team has conducted a transact walk to assure that beneficiaries know how to use received WASH items/services;

**Minimum Standards for WASH**

**Minimum Standards for WASH Activities in Villages**

*Water Supply*

1. There is 1 safe water point for 100 people;

2. Maximum queuing time at water points is 15 minutes;

3. 15 Liters of water per person per day is available for each household;

4. It takes no more than 3 minutes to fill a 20-litre container at the water point;

5. Bacteriological and chemical water analysis is done to water point before hand over;

6. Water point are > 30m from a latrine pit;

7. Water point are < 500m from dwelling;

8. There are no stagnating water around water point;

9. Water point is properly sealed and its water cannot be easily contaminated;

10. People are using the water from new water point for drinking;

*Latrine*

1. latrine available for 50 person;

2. Latrine are used by all beneficiaries (men, women, children elder);

3. latrine pit is > 1.5m above water table;

4. Latrine are < 50m from dwelling or 1 min walk;

5. A latrine maintenance kit was provided with each latrine (latrine brush, mob, bucket);

*Drainage*

1. There are no stagnating waste water ponds in the village;

1. There are 1 shower place available for 50 people;

*Clothes Washing Place*

*Hygiene Promotion*

1. At least 2 Hygiene sessions must have been conducted in the village;
2. At least 2 hygiene volunteers must have been trained in the village, doing hygiene sessions, and having received incentive in the form of hygiene items;

*Household hygiene*

1. Each House Hold has two 10-20 L narrow neck collecting pot

2. Each family has 20 L narrow neck storage pot (or 4L storage/persons)

3. Each HH has received 250gr soap/p/month for bathing/hand washing;

4. Each HH 200gr laundry soap/p/month;

5. Soap is used for hand washing;

*Community approach*

* + 1. Prior to the start of the activities, meetings were conducted with community to seek their feedback and participation. All community members (including men, women children and vulnerable groups) had the right to participate in these meetings;
    2. A written agreement has been signed with community before the work implementation, detailing the activities planned and the responsibilities;
    3. WASH team members should have ensured that all community members are able to operate the facilities, and a system was put in place for its maintenance ( for example, training of a maintenance committee);