

Government of West Bengal
Panchayats & Rural Development Department
Joint Administrative Building, Floor-9A, Block-HC-7
Sector- III, Salt Lake City, Kolkata- 106

Memo No-5505-RD/PH&S/S/1E-8/2015

Date: 03.11.2015

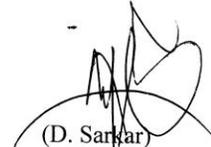
Notice inviting Expression of Interest (EOI)

Expression of Interest is hereby invited from reputed and bonafide academic/ professional institution/ agency/farm having experience in executing baseline survey/evaluation studies/ verification exercises etc. for Government programmes, either at the central or state level, for State-level field verification for ascertaining actual ODF (Open Defecation Free) status through carrying out of extensive house-to-house and village-level survey in identified Gram Panchayat(s) across 20 (twenty) districts in West Bengal in a systematic and scientific manner. Organization /Agency/Academic Institution, wishing to undertake the above work are required to submit technical and financial bids in separate sealed envelopes.

The Technical and Financial bids should be in separate sealed envelopes super-scribing "Technical Bid" and "Financial Bid" to be submitted in a common sealed envelope clearly superscribed "Bid for Engaging Organization/ Agency/Farm/Academic Institution for "Field Assessment in ascertaining ODF (Open Defecation Free) status in identified Gram Panchayats" and bearing the name and address of the bidder Organization/Agency/Farm/Academic Institution. The work may be awarded to one or more bidders. The amount quoted in the financial should be inclusive of all taxes & charges and for the contract period.

The EOI is to be submitted in the office of the Commissioner, Panchayats and Rural Development Department, 9th Floor, Joint Administrative Building, Block-HC-7, Sector- III, Salt Lake City, Kolkata- 700106, **up to 1.00 P.M on 30. 11.2015** and will be opened on the same day at 2.00 P.M in presence of authorised representative of the bidding Agency. The agency / farm will be provided opportunity to showcase their concept in support of their technical bid before the Selection Committee constituted in the Mission Nirmal Bangla under the Panchayats & Rural Development Department for this purpose for a maximum time limit of 10(ten) minutes on the same day.

The Mission Authority reserves the right to reject any proposal on evaluation of the technical proposal itself, without even opening the financial proposal. However, if both the technical and financial proposals are considered, there will be weightage assigned for evaluation of both components.



(D. Sarkar)
Commissioner in the P & RD Department

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The Mission Authority reserves the right to reject any proposal on evaluation of the technical proposal itself, without even opening the financial proposal. However, if both the technical and financial proposals are considered, there will be weightage assigned for evaluation of both components.

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Terms of Reference for “State-level field verification for ascertaining ODF (Open Defecation Free) status in identified Gram Panchayats across 20(twenty) districts of the State”

Introduction:

On 2nd October 2014, the Government of India re-named the Nirmal Bharat Abhiyan (NBA) programme as Swachha Bharat Mission (Gramin) [SBM (G)] with the mandate of making the entire country Open Defecation Free (ODF) by 2nd October 2019. The objective of achieving the ODF status was to be realised in a mission mode approach for which a state level Mission has been constituted in the Panchayats & Rural Development Department, Government of West Bengal which is known as “Mission Nirmal Bangla”. Creation of sanitation facilities is to be interspersed with a rigorous and sustained behaviour change communication at the individual as well as community level so as to ensure that using toilets for defecation becomes the universal norm in the entire state. After the launch of Mission Nirmal Bangla, work of sanitation especially making village ODF has accelerated in all the Districts. At the same time, in order to ensure quality outcomes, two things have been emphasised. One, focus on sustainable behaviour change, and two, focus on making villages completely open defecation free (ODF) thereby improving the overall cleanliness of the Gram Panchayats/villages.

Basic tenets of ODF at the present stage have been identified as the following:

1. All the households have access to toilet facilities and no one is defecating in the open
2. All the Schools and Anganwadi Centres have toilet facilities and the students and teachers / staff members in schools and children and workers in the anganwadi centres are using toilets facilities when in the institutions and
3. Overall cleanliness is maintained in the villages

As the campaign geared up in all the districts after launch of the Mission, many Gram Sansads and Gram Panchayats have declared themselves ODF and conducted internal verification as part of the State protocol. A detailed state protocol for declaration, certification and verification of ODF status of different administrative units have been published by the State Government (copy attached). As indicated in the State Protocol on ODF verification etc., the State Government too is to initiate a verification process from the state level itself to substantiate the claims of the GPs/ Blocks and Districts for achieving ODF.

Now, the Mission authority in the Panchayats and Rural Development Department, Government of West Bengal has decided to ascertain the actual status of the ODF declared Gram Panchayats/Villages through conduct of field verification to assess the present situation for final declaration by the State

Government. The State Government intends to engage independent agencies for conducting the above verification studies to ascertain the claim of achievements (ODF status) made by the PRIs. The intending bidders are requested to go through State ODF Protocol (in attached file) for detailed understanding of the objectives, procedure and other details of ODF verification.

Incidentally, a clear picture as to the villages and Gram Panchayats to be verified will emerge once the districts notify the status of ODF declared villages/ GPs in the portal of the Ministry of Drinking Water & Sanitation (www.sbm.gov.in) (Format F-42) which is supposed to be completed for the current phase by 15 December 2015. It is possible that the entire exercise in the present phase will be mostly restricted to some of the districts and may gradually cover other districts.

Requirements:

- a) Agency should have the capability to provide services for the work as specified above.
- b) Should have adequate manpower and infrastructure (including computer hardware and software) required for the job.
- c) Since the job is time bound, the Agency would be required to work within the deadlines of time frames and in close coordination with the Mission Nirmal Bangla Office in the Panchayats & Rural Development Department, Government of West Bengal.
- d) Each agency shall have a senior functionary of their organization as Coordinator who would be continuously in touch with the verification teams of the agency and district authorities. The name and contact details of the Coordinator should be given to P&RD Department, Govt. of West Bengal before the actual field work is taken up by the agency.
- e) Each verification agency shall assign sufficient manpower to cover all the allocated GPs/ Sansads within the stipulated time frame. Each survey team should consist of 1(one) supervisor and at least 2 (two) investigators. Minimum qualification of the Supervisor should be at least graduate and that of the Field Investigators should be 10+2 passed and all of them should be able to communicate effectively in the local language.

Essential Credentials

- a) The Agency should be a reputed organization having a minimum of 5 years' experience in monitoring and evaluation of a central or state sponsored Scheme.
- b) Should have experience in analysing and monitoring reports.
- c) The Agency should have experts /manpower proficient in all regional language(s)/local language(s).
- d) Should have demonstrated capacity to carry out structured evaluations of large scale projects using both quantitative and qualitative approaches.

- e) Should have the capacity to collect and analyze data from variety of sources at National, State and local level.
- f) Should have the capacity to prepare a feasible and comprehensive study design for evaluation, with data collection tools and analytical framework.
- g) Should have the capacity to structure data, create electronic databases, and develop output results in appropriate formats.
- h) Should have the Capacity to ensure logistic arrangement for site visits and data collection from the field.
- i) To have willingness to undertake the assignment in the given timeframe.

Roles and Functions of the Agency

1. To develop and prepare all the data collection instruments including questionnaires, checklist for beneficiaries, structured focussed group discussion format, and tabulation plan and finalize it in consultation with Department.
2. Undertake survey work in all districts/ any district, as per requirement, across the State. The Number of GPs/households/ educational institution/public places to be allocated will depend upon the requirement of the P&RD Department, Govt. of West Bengal and the expected capacity of the agency in the area to deliver the output within a specified time.
3. The selected Agency will be provided with the list of ODF GPs/villages locally identified by the district administration and featuring on the IMIS portal of the SBM (G) programme (F-42). The agency will do the exercise of randomization under guidance and advice of the Department to finalize the list of GPs/villages to be taken up for survey. In all the selected and shortlisted GPs/villages besides doing 100% village level survey, 2% household survey will be undertaken by the agency. The list of households to surveyed will be identified by the Agency from the total covered household (Universe) in the area which are available in the IMIS portal. The agency will do the exercise of randomization of the household under guidance and advice of the Department.
4. Following information will be share with the selected agency from this department for listing the total village and household for randomization purpose.

Sl. no	Name of the Districts	No. of ODF identified Gram Panchayats	No. of ODF Identified Village/ Sansad
1	Bankura		
2	Bardhaman		
3	Birbhum		
4	Coochbehar		
5	Dakshin Dinajpur		
6	Howrah		
7	Jalpaiguri		
8	Paschim Medinipur		
9	North 24 Parganas		
10	Purulia		

11	Purba Medinipur		
12	Hooghly		
13	Murshidabad		
14	Uttar Dinajpur		
15	Malda		
16	Derjeeling (GTA)		
17	Alipur Duar		
18	South 24 Parganas		
19	Siliguri		
Total			

5. Cross/back check of primary data.
6. Chaptarization plan may be finalized in consultation with Panchayats and Rural Development Department, Government of West Bengal
7. Prepare all reports
8. Marking and certification of the ODF Sansad/Gram Panchayats.
9. Submit 10 hard copies of the final report and 5 compact disks.
10. Submit periodic reports to the Department.
11. Share the work plan and time schedule with the Department.
12. The Agency will ensure that their contact details (email, postal, Telefax, mobile) of contact person and field supervisor may be kept updated at all times and apprised to the Department.
13. The agencies may be allocated GPs for survey anywhere in West Bengal.

Quoting of rates for the exercise

Since the quantum of exercise is indeterminate as yet and the district-wise requirement cannot be ascertained at this stage, the rates should be quoted on the basis of the following:

1. Per questionnaire canvassed and the facility surveyed (combined) for Individual Household Latrines (IHHL) and Institutional Toilets;
2. per FGD conducted for the villages verified

Concurrent Monitoring:

There shall be a provision to monitor the quality of work of the verification agencies through a system of concurrent monitoring by engaging national / international agencies of repute or individuals as may be decided by the P&RD Department, Govt. of West Bengal.

Sub-Contracting of work :

Sub-contracting of the work or part thereof awarded under these terms of contract shall not be 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.

Time and Duration of Contract

Duration of the study will be for a period of **1 (one)** months from the date of award of the contract or as may be determined by the Panchayats & Rural Development Department.

Service to be provided by the client

The Department would advise/write to the District authority for rendering necessary assistance for undertaking the work.

Deliverables

- ✓ **1st Deliverable – Inception Report**, after seven (7) days of signing of agreement: Inception Report detailing (i) survey designs (ii) format of the questionnaires (iii) specific work plan with timeline and milestone and (iv) structure of the final report is to be presented to Department and will be finalized by the department within a week after submission.
- ✓ **2nd Deliverable – Draft Report**: After completion of survey and analysing primary and secondary data the agency should submit a draft report of the entire study and the draft report is to be presented to departments for discussion and finalization of the same.
- ✓ **3rd Deliverable - Presentation on Final Report**, 5 days after completion of the second deliverable; final presentation on the study is to be made to Panchayats & Rural Development department, Government of West Bengal highlighting key findings and recommendations from the analysis. Raw data are to be also submitted in CD.

The final report should be substantiated by photographs of the processes, facilities and initiatives in the villages and Gram Panchayats verified as well as documentation of some of the best practices and deviations, if any.

Payment Procedure

Payment of the Study Fee will be made in two instalments.

- First instalment 30% of the total fee will be paid on Submission of the Inception Report.
- Second instalment 50% of the total fee will be paid on completion of work in all and on submission of 3rd Deliverable.
- Third and final instalment (20% of the total fee) to be paid on acceptance of the report by the Mission authority on examination of the same.

Dispute

The decision of the Panchayats & Rural Development Department, Government of West Bengal shall be final and binding in all matters.

Mission Nirmal Bangla
(Swachh Bharat Mission, Gramin)

Protocol for declaration, verification and certification of ODF

1. Background

In order to accelerate sanitation movement in the State as part of the overall countrywide Swachh Bharat Mission, especially the rural (Gramin) component of it, Government of West Bengal has set up a dedicated Mission, 'Mission Nirmal Bangla' in the Panchayats & Rural Development Department. Through concerted efforts of the Mission at the State level with all its field units, the Government of West Bengal endeavors to achieve the larger objective of reduction in child mortality and morbidity, overall mortality and morbidity by reducing chances of water borne and fecal borne diseases due to prevalence of open defecation; reducing the loss of active workdays due to prevalence of diarrheal diseases among the wage seekers; reduce the drop out of children, especially girls due to lack of appropriate toilet facilities in schools; improve overall cleanliness in the villages thereby contributing to improved environmental conditions. Thus the overall goal of the Mission will be to bring about positive changes in the physical quality of life in the villages by promoting cleanliness, hygiene and elimination open defecation. To achieve these larger impacts on the villages and the community, the specific goal of the Mission is to transform all the villages of West Bengal to Open Defecation Free (ODF) villages by 2 October 2019. Developing community managed solid and liquid management systems in the rural areas will also feature as priorities to improve overall cleanliness and environmental sanitation in the villages.

2. The preconditions

Following have been accepted in the guidelines of both the Swachh Bharat Mission and the Mission Nirmal Bangla as the preconditions for achieving ODF:

- 1) All households will have access to sanitary toilets, mostly within the premises and all members of the households will use toilets for defecation.
- 2) All educational institutions (Primary/ Junior/ Secondary/ Higher Secondary Schools/ Madrasahs /other educational institutions/ Colleges) will have toilets commensurate with roll strength, separately for the boys and the girls and all students and teachers will use those toilets while in the institution. There will be appropriate provision for privacy in management of menstrual hygiene and disposal of menstrual waste for the adolescent girl students in schools.

- 3) All Anganwadi Centers will have toilet facilities for use by the children, which will also contribute to development of appropriate toilet habits among the young ones.
- 4) Community Sanitary Complexes will cater to the need of the homeless and landless people, the commuters and the people spending time at the places of public congregation like markets/ hats/ bus stands etc.
- 5) There will be appropriate arrangements for disposal of solid and liquid waste of the villages through household-based, cluster-based and facility-based interventions.
- 6) Everyone in the villages will have access to safe drinking water, which will be hygienically collected from the source, stored in clean containers, distributed hygienically.
- 7) Everyone will wash hands with soap after defecation and handling child's excreta, before preparing food, taking food and feeding children.
- 8) In the process, overall cleanliness in the villages will be improved.
- 9) Panchayati Raj Institutions at every stage will propagate sustainable sanitation through effective IEC/ BCC and community mobilization activities
- 10) Ecologically safe and sustainable, locally suitable, cost-effective technology for sanitation will be promoted.

3. From construction of toilets, to achieving ODF, the paradigm shift in policy

Though providing access to toilets to every individual through construction of the facility in all households and public institutions is a priority and prerequisite for achieving ODF, construction of toilet is only a means and not the end objective of the Swachh Bharat Mission-Gramin or Mission Nirmal Bangla. In order to reduce public health risks and to attain the ultimate vision of achieving a cleaner and greener West Bengal, all the other issues identified above are also equally critical and thus require focused intervention under the MNB/SBM(G). Understandably, while fixing the criteria for ODF villages/Gram Panchayats all the above parameters need to be suitably incorporated.

Fortunately, under the present thrust in the current Government supported programme for rural sanitation, there has been a paradigm and much-needed shift towards increasing awareness as well as building community ownership for achieving the end result of ODF and sustenance thereof. With the surge of demand in the villages and increased pace of construction of sanitary latrines, hamlets/villages and Gram Sansads are gradually being saturated in terms of toilet construction. Thus, increasingly more and more

hamlets/villages, Gram Sansads and Gram Panchayats are declaring themselves as ODF, a trend that is truly encouraging.

4. Defining ODF

The Government of India in the Ministry of Drinking Water & Sanitation have come out with an all-encompassing definition of ODF vide no S-11011/3/2015-SBM dated 9th June 2015 as given below-

“ODF is the termination of fecal oral transmission, which is defined by

- a) No visible feces found in the environment/village*
- b) Every household as well as public/community institutions using safe technology option for disposal of feces. (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)”.*

From the definition set out by the Government of India, it is evident that for declaring a village/GP or higher units as ODF, the most important non-negotiable is absence of visible feces emitting odor and unsightly condition in the village environment. Action for breaking fecal oral transmission route by way of hand washing at critical times, arrangements for management of solid and liquid waste in the villages have been emphasized, but kept as part of ODF Plus.

5. Indicative ODF declaration and verification guidelines

The indicative ODF declaration and verification guidelines shared by the Ministry (memo No. S-11011-3/2015/SBM dated 3rd September 2015) talk of the following:

- Initiation of the process with a Gram Sabha resolution declaring itself as ODF
- Verification either by an internal mechanism or by a third party agency. In case of internal verification, the Ministry suggested cross verification by the peers
- Capacity building of the facilitators in the verification teams
- Village or Gram Panchayat as the unit of verification
- Carrying out at least two verifications in the same unit (village/ GP) - the first one within three months of the unit declaring itself as ODF and the second one in the same village/ GP around six months after the GP is ODF

6. The State Guidelines on ODF declaration and verification: the procedures and the protocol

The Government of India guidelines are indicative in nature and complete freedom has been given to the states to formulate their own procedures and protocol for ODF. Accordingly, after careful consideration, the State Government in the Panchayats & Rural Development Department has come out with the following procedures and protocol for ODF declaration/verification and certification.

7. The State Policy on ODF

The State Policy adopts ODF as fulfillment of all the eight pre-conditions mentioned in section 2 above. However, as indicated by the Government of India, West Bengal state too proposes to go through a process of achievement of the overall objectives of the Mission in stages. Thus, in the first stage the focus will be on complete absence of open defecation, no human excreta in the open, no insanitary toilets, no scope of contamination of soil, ground water or surface water, no manual handling of fresh excreta etc. While practices like hand washing and management of solid and liquid waste will be promoted, for the initial stage, ODF declaration shall not be concomitant to achieving these larger objectives. To facilitate declaration of Open Defecation Free village/ GP/District with greater confidence and for establishing systems for internal verification, there shall be laid process of ODF declaration followed by independent ODF verification by teams at State, District and Block levels. The members of the verification teams shall be adequately oriented by the State Mission before starting the verification process.

8. ODF Declaration

Before declaring ODF, concerned Gram Sansad and Gram Panchayat shall put in place an internal system of verification involving the Gram Panchayat members, Anganwadi workers, ASHA workers and a representative from the concerned SHG Cluster. This verification will be participatory involving all households in the community. It will be 100% covering all the households and institutions and will be certified by the Panchayat representative for the concerned tier (GP member in case of Gram Sansad, Pradhan in case of Gram Panchayat preceded by adoption of a resolution by the Gram Panchayat).

When a Village/Sansad is made ODF, the member of the Gram Panchayat from the concerned Gram Sansad shall report to the Pradhan of the Gram Panchayat in Form- I (annexed). For doing verification prior to writing to the Pradhan, the Gram Panchayat member will take support from the AWW, ASHA and representative of the SHG cluster to verify ODF status of each of the households and also in all the institutions (schools and AWCs) within the Sansad area. There shall be no bar to declare and celebrate

the achievement of ODF under the leadership of the GP member, which shall be suitably supported by the Gram Panchayat.

9. ODF Verification

A. Gram Sansad (village) level

When the intimation of a Gram Sansad being ODF reaches the Block Development Officer (in Form-III supported by the claim of the member in Form-I) s/he shall get the claim verified by the Block level verification team within 10 days. Thereafter the Block shall forward the verification report to the District Mission Office with a copy marked to the concerned Gram Panchayat. In case any rectification is suggested in the verification report, specific timeline for addressing the gap may be given to the Gram Panchayat, which shall be duly complied. In such cases, the verification report of the block shall be forwarded to the district only after the rectifications have been made and certified by the Gram Panchayat concerned. On examining the documents, the district authority shall write back to the Block Development Officer to formally certify the Gram Sansad (village) as ODF. Thus the Gram Sansad ODF shall be certified, after verification and obtaining approval of the district, by the Block Development Officer himself.

B. Gram Panchayat level

If all the Gram Sansads in a Gram Panchayat are saturated and made ODF, a special meeting of the Gram Panchayat shall be convened to consider the fact and a resolution to the effect that the entire Gram Panchayat has been made ODF will be adopted by the GP. The GP shall be eligible to adopt resolution for ODF Gram Panchayat only when all the Gram Sansads under the GP have been declared ODF. The standard format of Resolution in Form-II is given in Annexure. After the resolution of the ODF Gram Panchayat reaches the concerned the Block Development Officer from the Pradhan, the Block shall write to the District in Form-IV along with copy(s) of report(s) of the Block Verification Team pertaining to all the Sansads within the Gram Panchayat. The District Magistrate shall verify the claim through the District Verification team within 15 days. If the claim is established, the district shall send a communication to the Pradhan of the Gram Panchayat with copy to the Block Development Officer certifying the GP as ODF. The GP will be asked to celebrate the ODF achievement in a befitting manner. A standard format for communication from DM to the GP is given in Form IV.

C. Block level

When all the Gram Panchayats within a Block have achieved ODF status, the Panchayat Samiti concerned in a specially convened meeting shall adopt a resolution to that effect. The standard format of resolution will be in line with the resolution of the Gram Panchayat in case of the GP claiming ODF status (Form-II). The Block Development Officer, who is also the Executive Officer of the Panchayat Samiti, shall send a communication to the District Magistrate in Form-VI(annexed) forwarding the resolution with request to undertake the verification process. The district, on verification, shall write back to the Block in a format similar to Form-V (suitably modified) advising the Block to formally announce and celebrate ODF status of the Block.

D. District level

In the event of an entire District achieving the ODF status, the District Magistrate, who is also the Executive Officer of the Zilla Parishad, shall write to the Panchayats & Rural Development Department in Form No. XVII given in annexure forwarding a resolution of the Zilla Parishad in a specially convened meeting, staking claim for the achievement as well as requesting to undertake the verification process by the State Government. The State level verification team will accordingly undertake the verification process and complete the same within next 15 days. However, ODF claim for the entire district can only be forwarded when all the Blocks of the District have turned ODF and been verified at the appropriate level.

Before staking claim for achieving ODF status, the Blocks as well as the Districts need to repeatedly check through their respective internal mechanism to ensure that all the parameters have been reached and not a single instance of gap area or slip back is identified at any subsequent verification once the claim is furthered.

10. ODF Verification Teams

The ODF verification teams at different levels shall be as mentioned below:

A. State level Verification Team –

(To verify District and Block level ODF declaration as well as to do sample check of households and villages, including institutions)

1. One representative from NGO pioneer in sanitation movement in West Bengal
2. Representatives of NGOs working for the SHGs in collaboration with the WBSRLM in West Bengal
3. Head of the Department, Department of Economics, Calcutta University (may be represented by Research Scholar/Research Associate)
4. Head of the Department, Department of Rural Development, RabindraBharati University, Kolkata (may be represented by member of Faculty of the Department/ Research Scholar/ Research Associate)
5. Head of the Department, Department of Psychology, University of Calcutta (may be represented by Research Scholar/ Research Associate)
6. Representative of Indian Statistical Institute, Kolkata

The Chairman and the convener of the team shall be selected from amongst the members of the team.

However, the State may also engage an external professional agency to conduct the verification exercise through random selection of households/villages/GPs/Blocks.

B. District level Verification Team-

(To verify GP and Block level ODF declaration)

1. Sub-Divisional Officer under whose jurisdiction the GP/Block falls
2. Representative of NGO having understanding and experience of rural sanitation and managing Sanitary Mart in the district (not from the ODF aspirant block)
3. Representative of any Department of Social Science of University/degree College from the District
4. Representative of the PHE Department
5. Leader of Federation of SHGs from the neighboring block
6. Representative of the DRDC who resides outside Block area.
7. Representative of district SSM wing who resides outside Block area
8. The Nodal Officer, Rural Sanitation in the district

The Sub-divisional Officer shall head the verification team. The SDO shall also convene the meetings of the team members if necessary.

However, the Districts shall be at liberty to engage an external professional agency to conduct the verification exercise.

C. Block level verification team:

(To verify Gram Sansad level ODF declaration)

1. BDO/Joint BDO of the Block
2. Representative of NGO having understanding and experience of rural sanitation and managing Sanitary Mart at districtlevel(not from the concerned Block and thus to be nominated by the district)
3. One Sub Assistant Engineer working in the block
4. One Supervisor of ICDS working in the Block
5. One Sub-inspector of schools
6. One local retired government official
7. One retired school teacher

The team members will be suitably orientated on the verification process by the State Mission. The members of the verification team at all levels shall be appropriately remunerated out of the IEC/Administrative cost under the programme.

Verification Procedure:

During verification, the team will visit village roads, open spaces close to habitations, periphery of water reservoirs (tanks, ponds, dighis), village institutions like schools and AWCs to ensure that no sign of Open Defecation is in sight, or there is no perceivable odour of human excreta.

The verification team shall also visit all the Schools and AnganwadiCentres within the Sansad/GP to see that there are separate toilet for boys and girls in schools and service seekers/providers in the AWCs have access to toilets, the toilets are functional and are clean, hand washing is practiced before taking meals by the children while in the institution, safe sources for drinking water is available in or near the institution.

The Verification team shall also visit at least two places of public congregation like market place, bus terminus, hospitals, Government/PRI offices etc. to see that public toilets are available to check risk of OD. The toilets should be functional and clean.

The Block verification team has to verify 10 percent of households of each Gram Sansad to check the availability of sanitary toilets and to see that the toilets are in use, water for ablution and flushing toilets exists, soap is available for use after ablution, hand washing after ablution and before food handling is in general practice and excreta of children is disposed in toilets.

While verifying the claim for ODF by a Gram Panchayat, the district verification team shall verify 5% of households in the said Gram Panchayat taken by random sampling method. The sampling shall be done in two stages for selection of the Gram Sansad and then households to be undertaken for verification. After claiming a Block as ODF by the concerned Block Authority, the State/District shall recheck the papers pertaining to the ODF verification of each of the constituent Gram Panchayats made by the District earlier and issue the ODF certification for the entire Block.

The State verification team shall randomly verify households and villages in selected constituent units identified through multi stage random sampling method. The State shall also take into consideration the certificates issued by the Gram Panchayats, Blocks and Districts regarding declaration & verification for the smaller units. The State verification team/agency shall take up the verification exercise for a total of 2% of the households residing in the ODF declared unit (District or Block).

During verification the team shall see that-

- All households have functional toilets with durable superstructure promoting dignity and privacy.
- The toilets are technologically acceptable- with water seal, pit cover, Y-junction etc.
- Soap and water is available in or around the toilet.
- Hand washing is practiced in schools and AWCs.
- All households wash hands with soap after ablution and before food handling.
- No excreta is visible in the village surrounding.
- Institutional toilets are available and are functional.
- Functional toilets exist in places of public congregation.

The format for verification shall be as follows-

ODF VERIFICATION CHECK LIST

Household verification:

S.no.	Parameter	Question	Response	Yes/No	Remarks
1	Access to toilet	Do all members of the family have access to toilet?	Have own toilet in the premises		
			Have own toilet outside premises		
			Use community toilet		
			Do not have a toilet		
2	Zero incidence of open defecation	Does any member defecate in the open at times?	Some defecates in the open sometimes		
			Everybody uses the household toilet, no open defecation.		
3	Fly proofing of toilet	Does the toilet have a water seal?	There is water seal		
		Do the toilet pit have RCC cover?	There is RCC pit cover (physical observation)		
4	Disposal of child feces	How the child feces are disposed?	Thrown in the backyard		
			Disposed in the toilet pan		
5	Hand washing is practiced	Do the members of the family wash hands after use of toilet?	All members wash hands with soap after toilet use		
			Everybody does not use soap		
6	Hand washing facility is in place	Soap and water is available in/ close to toilet	Soap is available (physical observation)		
			Soap is not available close to toilet		
			Tap water is available (physical observation)		
			Source of water is available close to toilet (physical observation)		
			Source of water far from toilet (physical observation)		

Village verification:

Sl. no	Parameter	Question	Response	Yes/No	Remarks (list of spots/ Institutions with remarks)
1	Zero incidence of open defecation	Village roads completely free from thrown open excreta? (through physical observation)	No excreta is in sight		
			No foul smell emitted		
			Human excreta is in sight, foul odour experienced		
		Fallow/bushy land/weed around the hamlet/village OD free? (physical examination)	No excreta is in sight		
			No foul smell noticed		
			Foul odour noticed		
2	Status of institutional toilets	Schools/AWCs have functional toilets?	Separate toilet for boys & girls exist		
			The toilets are maintained		
			Running water available in toilet		
			Water storage facility available in or near the toilet		
			Soap available in toilet		
			Source of water not noticed		
			Water storage facility absent		
			Toilet appears to be not in use		
			Toilet not properly maintained		
3	Safe confinement of excreta in	Schools/AWCs have sanitary toilets	Toilet has water seal		

	institutional toilet		Toilet has pit cover		
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Annexures

Form-I

(Communication from a GP Member to the Pradhan informing that the Gram Sansad is ODF)

Self-Declaration about elimination of Open Defecation at Gram Sansad (Village) level

From: (Name of the GP member)

To: The Pradhan, _____ GP

Sir/Madam,

It is my pleasure to inform you that ____ Gram Sansad of _____ GP has been fully saturated with access to toilets for 100% households. Further, I am personally satisfied that all the households of the Gram Sansad are regularly using the toilets and people have stopped open defecation.

This is to inform that there are ____ schools and ____ AWCs within the Gram Sansad area. All the schools have separate toilets for boys and girls and all the AWCs have access to toilet facility. Community Sanitary Complexes have been constructed in the public places, wherever required (total ____ numbers), and are functional.

I would therefore request appropriate authority to verify the veracity of claim and also request you to fix up a date for celebration of ODF in the Gram Sansad.

Regards.

Member _ GP

Form-II

(Resolution of the GP claiming ODF status for the Gram Panchayat) (Form-V to be suitably modified on this format)

Members present:

- 1.
- 2.
- 3.
-

The members of the Gram Panchayat are informed that the Gram Panchayat has been made ODF. Communications of the members of the GP from all the Gram Sansad areas are read over and the members present expressed their satisfaction over the achievement lead by respective GP member and others in the Sansad areas.

It is resolved that the achievements shall be celebrated in a befitting manner as and when the verification procedure is complete. Since this needs verification from higher level, the district Mission may be moved through the Block Development Officer to initiate the verification procedure and inform us the report of the verification. The Pradhan was requested to write to the BDO immediately in this respect.

It is further resolved that the GP shall hold a function at a central location on _____ to celebrate the initiative of the households for saturating the GP with toilets and elimination of open defecation.

There being no other issues to discuss, the meeting ended with thanks to and from the chair.

Sd/-

Chairman of the meeting

Form-III

(Letter from the GP to the BDO on ODF Claim of the GS/ GP)

Memo. No.

Date:

From: The Pradhan _____ GP

To: The Block Development Officer

Sub: ODF declaration of _____ Gram Sansad / _____ Gram Panchayat

Sir/Madam,

I am happy to inform you that all the households of _____ Gram Sansad/Gram Panchayat have been saturated with sanitary toilets. All the members of all the households are using the toilets and there is no incidence of open defecation in the Gram Panchayat. All the schools within this Gram Sansad area have separate toilets for boys and girls. The ICDS centers have been covered with sanitary toilets.

It is felt that the Gram Sansad/Gram Panchayat is now eligible to be considered as Open Defecation Free. The issue was discussed in the meeting of the Gram Panchayat on _____ (date) (in case of the GP claiming ODF status). In the meeting it has been decided that higher authority be moved for formally declaring the Gram Panchayat as ODF. The resolution of the Gram Panchayat is enclosed.

It is therefore requested to take steps to declare the Gram Sansad/Gram Panchayat as ODF.

Yours sincerely,

Pradhan, _____ Gram Panchayat

Form-IV

(Communication from BDO to DM reg. ODF GP)

Memo. No.

Date:

From: The BDO, _____ Block

To: The District Magistrate & Executive Officer, _____ District

Sub: ODF status of _____ Gram Panchayat

Sir/Madam,

I am happy to inform that all the households of _____ Gram Panchayat have been saturated with sanitary toilets. All the members of all the households are using the toilets and there is no incidence of open defecation in this Gram Panchayat. All the schools within this Gram Panchayat have separate toilets for boys and girls. The ICDS centres too have access to sanitary toilets. The status of overall cleanliness of all the villages and the Gram Sansads within the Gram Panchayat is also satisfactory. It is now felt that the Gram Panchayat is eligible to be considered as Open Defecation Free. The Pradhan of the Gram Panchayat has submitted a self-declaration that the GP is ODF. The declaration is enclosed for ready reference.

It is therefore requested to take steps to declare _____ GP as ODF.

Yours sincerely,

BDO, _____ Block

Form-V

(Communication from district endorsing claim for ODF declaration within the Gram Panchayat post district level verification)

From: The District Magistrate, _____

To: The Pradhan, _____ GP

Madam/Sir,

Apropos the ODF declaration claim for your Gram Panchayat forwarded through the Block Development Officer, I am pleased to inform that the Gram Panchayat's claim for achievement of ODF status has been established after due verification wherein it was established that the Gram Panchayat has complied with all the laid parameters for ODF. The district accordingly congratulates the effort of all the Gram Panchayat members, staff and other stakeholders who have made the feat possible through their persistent endeavor.

Now, it is requested to celebrate the ODF achievement on a suitable date under intimation to the district in a befitting manner involving all the stakeholders who have made this achievement possible.

Heartiest congratulations, once again.

District Magistrate/ ADM-in-charge

Copy to: The BDO, _____ Block.

Form-VI

(Request from BDO to DM for Block level verification of ODF)

Memo.no.

Date:

From: Block Development Officer

_____ Block

To: The District Magistrate,

_____ District

Sub: ODF declaration of block- request for higherlevelverification

Sir/Madam,

I am happy to inform you that all the households in all the Gram Panchayats of this Block have constructed sanitary toilets and the villagers have stopped open defecation. The institutions like Schools, ICDS centres in all the Gram Panchayats of this block have been covered by sanitary toilets in required numbers. Separate toilets for boys and girls have been put in place in the schools. Also community toilets in ----(no.) places have been constructed and a system of operation and maintenance of the community toilets has been operationalized. The general cleanliness in all the Gram Panchayats within the Block has also significantly improved with the introduction of household level management of solid & liquid waste and regular cleanliness operation of the village surroundings.

The Gram Panchayats within the Block were made open defecation free on different dates from ----- to --- -----. ODF status in all the Gram Sansads of the Block have already been internally verified by the block and that of the GPs verified by the District Mission. The reports of the block verification team as well as the certification by the District Mission are enclosed.

I would now request you to take necessary steps to declare the Block open defecation free and a date for celebration may kindly be fixed.

Yours sincerely

Block Development Officer

Form-VII

[Communication of ODF declaration at District level- Request for State level verification]

Memo. No.

Date:

From: District Magistrate

_____ District

To: The Mission Director, Mission Nirmal Bangla,
Government of West Bengal

Sub: Declaration of district as ODF

Sir/Madam,

I am happy to inform that all the blocks of this district have been declared ODF after verification at appropriate levels. I am satisfied that there is no incidence of open defecation in my district. All the schools and colleges in the district have separate toilets for boys and girls. The ICDS centers have toilets. ____ no. of community toilets are functioning in different places of public congregation. System of operation and maintenance of the community toilets have been put in place. The urban local bodies in the district too adhered to all the parameters of ODF in their respective jurisdiction. The general cleanliness in all the Blocks/ Municipalities/MCs within the district has also significantly improved with the introduction of household level management of solid & liquid waste and regular cleanliness operation of the neighborhoods & surroundings.

In view of the above I request you to take steps to arrange verification of ODF status and to formally declare the district as ODF district.

Yours faithfully

District Magistrate