

This Annex is part of the collection:

Community leave no one behind: A handbook for Practitioners,

by Shukla, J.P. and Verma, A. Sanitation Learning Hub.

The full report can be accessed at: DOI: [10.19088/SLH.2021.015](https://doi.org/10.19088/SLH.2021.015)

Annex 1:

Suggested Talking Points for Facilitators during Mapping Exercise

This is a sample suggestive process and facilitators should use their own best judgement to improve it as required. Please keep in mind Informed Consent and Data Protection concerns outlined in Annex 4. The talking points are in a dialogue format between facilitator (F) and community (C) members. It goes as follows:

Greeting & Introduction

F: Namaskar, my name is Anupma and I have come from Delhi. I will request my team members to introduce themselves. Could you please give your brief introduction?

C: *Community Members can introduce themselves*

F: Thank you so much for introducing yourself and taking out time for this meeting. Please give a big round of applause to everyone.

Explaining the purpose of Visit

F: You all must be thinking why have we come to your village?

The sole purpose of this visit is to conduct a study of the current situation of sanitation, health & hygiene in your village. First of all, I would like to congratulate you all for making this village ODF. It's a great achievement and you all deserve a big round of applause for this. Here I would like to make it clear that we are not here to provide any monetary or material support to you.

F: Would you still like to talk to us?

C: Yes

F: if yes, then how much time will you be able to spare?

Different durations of time will be mentioned by different people - 30 min, 1 hour, and 2 hours while some people can say that we will remain here till the meeting ends. Create a consensus over 2 hours or as per the time required to complete the exercise.

F: The exercise will take at least two hours. Could you please give that much of time?

C: Ok, fine

F: Thank you so much for your cooperation and request all of you not to leave the meeting place before we have finished.

Climate setting

Some general questions to be asked by the Facilitator:

- *How many households is this village made up of?*

- *What are the main source of people's livelihood in the village?*
- *What are the main festivals people celebrate in this village?*
- *Did anyone get infected with COVID-19 in your village?*
- *Are all the villagers taking precautions against COVID-19? If yes, what are they?*
- *Tell us something about the ODF story of your village? Tell us also about those who largely contributed for making this campaign successful. Please raise your hand, who made exceptional contribution towards making this village ODF. Let's all raise our hands together for their outstanding role.*

F: Efforts made towards making this village ODF are commendable. Despite that do you see any issue or gap in the current ODF status?

C: Yes, there are certain issues still need to be addressed.

Mapping all the Individual households

F: We will discuss them one by one later. First of all, we would like to see your village and also want to know the exact situation of each households. Would it be possible for you all to draw a map of your village either on the ground or chart paper?

C: but we don't know how to draw a map?

F: Don't worry, we will guide you. Please all sit in a big circle at a distance of 6 feet from each other.

If you want to draw the map on the ground, you can use rangoli powder. If you decide to draw it on the chart paper, please join 4 sheets of chart papers together with the help of masking tape so that it becomes a bigger sheet and map will be visible to everyone. Drawing material will be made available.

C: Ok, let us try.

F: yes, you (ask someone who is active and seems quick in taking instructions) will make a beautiful map. Please draw the boundary of village first. You all help her/him in drawing the map so that exact map could be drawn.

C: Ok, drawing the boundary

F: Now boundary is drawn, please draw the main landmark of the village such as roads/pathways, school, Integrated Child Development Services centre, Panchayat office, Primary Health Centre, water bodies etc.

F: What else needs to be mapped? Don't you think houses are still not mapped?

C: Yes, houses need to be drawn.

F: Please draw all the houses as per their location in the village. House can be depicted as a rectangular box. Please depict all the individual household as a rectangular box (If required, you can draw one rectangle on a piece of paper to illustrate). Do not leave even a single house.

C: Ok, All the community members please help in depicting your households.

F: Are there any houses still not indicated on the map? Please check, is anyone's house is not drawn? Is there a household not on the map who doesn't have a representative at this meeting? If yes, please ask their neighbours to draw their house. Are there any households located on the fringes of the village? Please do not forget to mark them on the map.

C: It seems all the house have been marked.

F: I am requesting you all once again please check if all the houses of the village are depicted on the map.

C: All the houses have been drawn. Not a single house is left unattended.

F: Very good, it's really great. Please clap together for the one who is drawing the map and you all for your wonderful participation.

Identification of categories

F: As I mentioned in the beginning, we are here to study the current situation of health and sanitation. Hence, I would like to know, do you have any household in the village without a toilet? I would again like to reinforce that we are here for sheer purpose of research and study. Hence, do not expect any benefit in cash or kind. I request you, kindly cooperate and provide us with true and authentic information.

C: yes, there are some families who do not own a toilet.

F: Please mark their houses with red colour. Meaning, fill their box with red colour.

C: Ok, we have filled those houses with red colour.

F: Thank you so much. Could you please tell us know where do they defecate?

C: Some of them defecate in the open or some are using their relative's toilets.

F: Ok, could you please tell that which category they belong to? I mean Below Poverty Line (BPL)/Above Poverty Line (APL).

C: Some are BPL and some of them belong to APL category too

F: Can we mark without toilet households BPL or APL category. Kindly mark the house as B which belong to BPL house category. And mark A for without toilet HHs that belong to APL category.

C: OK, we have marked B in the without toilet Households belonging to BPL. Similarly, A for without toilet HHs belonging to APL.

F: Very good, now please identify APL households without toilet that belongs to SC/ ST. Please mark it as 1.

C: Done

F: Are there any without toilet household Above Poverty Line that belong to persons with disabilities? If yes, please mark it as 2.

C: Ok

F: Is there any without toilet APL household who is a landless labourer but has his own house? If any please mark it.

C: Ok

F: Do you have any without toilet APL household that are farmers with small landholdings? If yes please mark it as 4.

C: Ok

F: Do you have any without toilet APL household in your village that belong to marginal farmer? If yes please mark it as 5.

C: Ok

F: Do you have any women headed APL households in the village who do not own a toilet? If yes please mark it as 6?

C: Done

F: Do you have any toiletless households that belong to APL category but do not fall under these categories mentioned above? If yes, please write 7 in that house.

C: *Community discuss, decide and mark on the map.*

F: Excellent. Your participation is amazing. I am so thankful to you for showing such great interest in the exercise. I have some more questions to ask. Should I ask?

C: Yes, of course

F: Is there any household in the village where toilet is under construction? If yes, please write U/C in that house. (*Here it is important to find out what type of toilets are being constructed. It is suggested that the facilitator visits one or two such cases at the end of the exercise. Sometimes it may happen that under construction toilets are deep (more than 1 meter) single pit without junction chamber, as it was found in some villages in District Purnea during the pilot. In case such a situation is found, it is important to have a meeting with the Gram Panchayat and also raise the issue with the BDO. It is also important to explain why twin pit is required.*)

C: Yes, there are some. *Community identify households on the map.*

F: Do you have any household in your village whose toilet is broken and can't be used now? Or has a dysfunctional toilet that cannot be repaired. If yes please indicate that box in black colour.

C: *Community discuss, decide and mark on the map.*

F: In this village, is there any toilet in any household that does not dispose shit safely? Are there toilets that have no pit and shit is directly flowing into a drain, river or pond. Or having a toilet without p-trap? If yes, mark the toilet with brown.

C: *Community discuss, decide and mark on the map.*

F: Ok, next we would like to know about the technology used for building toilets. Could you please tell us what is the technology that majority households adopted to build their toilets? These could be twin pit leach pit toilet or single pit leach pit or septic tank etc.

C: *Community discuss and respond*

F: In case of twin pit leach pit toilet to inquire about the technology used ask the following questions one by one: what is the depth of pits, what is the distance between two pits, are the pits are joined one with the other or not, what's the distance between pit and the drinking water source, is there a junction chamber available or not, is a single pit in use or both, does it have a vent pipe fixed or not etc. (Please note that vent pipe is required in septic tanks but not in leach pits)

C: *Community discuss and respond to the question*

F: Please mark those households with yellow colour where gaps have been identified in twin pit leach pit toilets.

In case of single pit toilet to get correct information probe further by asking following questions such as what is the depth of pit, is it a on pit toilet, is it a leach pit or pucca plastered pit, junction chamber available or not etc.

C: Community discuss and then respond.

F: Please show those households with yellow colour where single pit toilet has issues and needs to be retrofitted.

In case of septic tank following question can be asked: tell us about the depth and walls of the tank. Do the walls, bottom and top of tank is plastered? What about the out flow of septic tank? Does it flow in the open ground or drain?

C: Community discuss and then respond.

F: Ok, once you are done please indicate those households with yellow colour where leach pit needs to be constructed for ensuring safe disposal of septic tank outflow.

Very good, you have understood now. Next, I would like to know about the usage pattern of toilet. Can we move on to next issue?

C: Yes, please go ahead.

F: In the HHs with toilets, is it being used by every member in the family at all times? Are there any households who own a toilet but does not use it or only a few members of the family use it? If yes, please mark that house with orange colour. We are not here to do any kind of checking or cause any problem to them. This information is just for our own use or you can also use this information for further improvement of the village. I am requesting you all please do not make fun of them or say anything that might hurt their sentiments. They might have their own reasons to do so.

C: Community discuss and mark

F: If this is done, can we move on to next category. We would like to know about PwDs. Do you have any households in your village who have a PwD in the family? If yes, how many such households are there in the village?

C: Community discuss and provide a number

F: Do they find any difficulty in accessing the toilet facilities in the house? If yes what kind of difficulties, do they face?

C: Community discuss and share the difficultites PwDs face

F: Could you please mark those households with blue colour that needs modifications in existing toilets to make them user friendly for PwDs.

C: Community mark with blue

F: Similarly, could you please identify those households where elderly or pregnant women are experiencing difficulty in using the existing toilet facilities. Please depict them in blue colour and write E or P for elderly and pregnant women respectively.

C: Community discuss and mark

F: Could you please write E on the house of elderly and P for pregnant women whose toilets need some modifications.

C: *Community mark*

F: Next we would like to know about the floating population or migrants for example tribal, labour or shopkeepers during mela etc. who visit your village occasionally. If yes, when do they come? How frequently they visit your village? Where do they defecate during their stay in your village? Do they use public toilets? If not then indicate that area in pink colour and indicate it as FL/ M.

C: *Community discuss and mark.*

F: Is there any other category that exist in your village which is not discussed. Please think and tell us. Please think again. There could be something that we might have left out. If we have discussed all the categories then we can go to next point. Shall we move further?

C: Yes

F: Can we depict all the HHs in green colour where toilets are functional, used by all members of the family and accessible for all.

C: *Community discuss and mark*

Presentation of findings

F: Now, I think all the categories have been identified. What do you say? If all the categories have been mapped then would it be possible to make a presentation on findings so that it can be shared with everyone. There may be some people who might not be able to understand something or need some clarification.

C: Yes, we can.

F: If it is complete please paste the chart paper on a wall. Nigrani committee leader/ NL please come forward and share the findings. Please be loud. Please also count the numbers in each category and write it on the chart paper as well

NCL/NL making presentation. Asking community to create consensus over information generated about each category. This will go on till all the facts collected are shared and community consensus about each item is obtained.

Community Action Planning

F: So now the current situation of your village is in front of you. Do you think the task is over? Do you think further improvement is needed? How would you like to go about it?

C: Yes, further improvement is required. Can we get some help from the government? We are poor and can't construct or repair our toilets on our own.

F: Please forgive us, we are not in a capacity to provide you any financial aid. The only purpose of our visit is to study your village sanitation situation. But I just want to let you know that there are number of villages where people improved their situation without any external help and made their villages cleanest villages. I think your village too has a capacity to become a model village. If your entire community decides to make further improvement you can achieve it within a months time. If you want to wait for external help that is also possible. But it may take years or there is a possibility that all the households may not get the benefit. Would you still like to wait or start working in this direction?

I have seen many households where people constructed low cost safe toilets without external help as they wanted to stop this age-old practice. Similarly, retrofitting of toilet and modifications in existing toilets are not costly. We can share some technology options if you all are willing to know. Please raise your hands if you want to.

C: Ok. *Community members raising their hands.*

F: *The facilitator shares information about low cost toilet technologies along with retrofitting options and modifications which may be needed to make the toilet user friendly. They then calculate the approximate cost.*

So, now tell us who are willing to construct a low-cost toilet? Who are willing to retrofit their toilet? Who are willing to modify their existing toilets to make it user friendly for people with special needs? Please make a list of willing people.

C: *Some people may raise their hands. The NL/NC write the names of those who showed interest.*

F: Please give a big round of applause to all the champions who decided to take action immediately. Could you please tell us the date when you would like to begin the construction? In these households, demonstrations of technology could be done in our presence, if you so wish, so that construction or amendments in toilets would be made appropriately. Others can replicate it later.

Those who have expressed their willingness to construct or repair or do modifications in their toilets would need to arrange material. Do they know what material would be required or do they have any question?

C. What material would be required in converting a single pit toilet to a twin pit with junction chamber? *(They can ask any other retrofitting issue as well)*

F. We calculated it earlier, while explaining the technology. *(explain if it was not done earlier)*

C. Yes, we remember/we are clear now.

F: Do you have a Nigrani committee in the village? If yes, is it working now? If not, when did it stop functioning? Are the members of NC are present here? If yes who are they? Please raise your hands. Your committee has done tremendous job. Now there are some issues yet to be resolved. I am sure as you have earlier delivered your commitment you would surely accomplish this as well. Would you like to add these NLs *(pointing out people who took initiative during the process)* in your committee to make it stronger? Will you please write the names of all the NC members who are willing to work further?

In case Nigrani Committee (NC) does not exist in the village: would you like to form such committee in your village? Then facilitate the process of NC formation

C: *NC/NL write the names and contact number of all the members.*

F: Please applaud for all the members Nigrani committee. You are true champions who will make this village a cleanest/ model village for sure. But it is only possible if you initiate action without delay. In some villages we have seen that NC make door to door visits early morning and request people to take action. We call it early morning Gandhigiri. Would you like to start this activity in your village? If yes, we can also join you tomorrow morning.

C: Yes, we can do it

F: Can we do it from 6-8am in the morning. As we are participating in a training which starts at 10 am.

C: Yes, we are fine

F: Thank you so much for all your cooperation. You gave us wonderful information and you have also taken a beautiful decision to address all the remaining issues without external help. This is truly wonderful. Thank you so much again. Let's meet tomorrow morning at 6 AM. Please share the contact number of NC and NLs. We will call you once we leave for your village in the morning. Please gather all the members before we reach here. Thanks a lot for everything.

XXXXXXXXXX

Annex 2:

Format of ODF-Sustainability Register

Name of Habitation.....

Name of Revenue village/Sansad.....

Name of GP.....

Date of Mapping.....

Date of Completion of Data validation.....

Table 1: Category-wise Number of HHs (Baseline)

S. N.	Category	Numbers after mapping exercise	Numbers after data validation (Baseline)
1	Without Toilet- BPL		
2	Without Toilet APL- SC/ST		
3	Without Toilet APL- PwD		
4	Without Toilet APL-Landless		
5	Without Toilet APL-Small Farmer		
6	Without Toilet APL-Marginal Farmer		
7	Without Toilet- Woman headed HH		
8	Without Toilet APL- Other APL		
9	Under Construction Toilet		
10	Defunct (Dysfunctional) Toilet		
11	Retrofitting needed		
12	Toilet usage is an issue (Partial/No usage)		
13	Modification needed-PwD		
14	Modification needed-Elderly		
15	Modification needed-Pregnant woman		
16	Functional Toilets in use /No issue		
17	Large families needing extra toilet		
18	Any other Category (PI specify)		

Table 2: HH-wise Details of Gaps and Date when completed

S. N.	Name of Head of the HH	Father's/ Husband name	Is the HH a member of a SHG?	Category				Date when the task completed
				Without toilet Sub Category in which the HH falls/ defunct toilet	Under construction	Type of problem existing in the toilet that needs retrofitting	Type of modification that need to be done in the existing toilet for making it user friendly for PwDs	

Annex 3:

Some Case Studies from the Pilot

These case-studies were documents by Preraks (facilitators) over the course of the CLNOB pilot. Lessons learnt have been included in the Handbook.

Supporting Nigrani Committees (NC)

1. When the Prerak reached a habitation of district South 24 Parganas on the next day of the CLNOB mapping exercise, only two NC leaders were present. Because the others had not come both the NC members were also unwilling to carry out the activity of door-to-door Gandhigiri and data validation. The Prerak did not give up and drew the attention of both the leaders towards the medical expenses borne by the village every year. He also tried to motivate both of them by giving the example of a woman who had trouble walking and speaking because of a physical ailment. The Prerak asked them about others like her who have special needs, and how it would be a good idea to collectively work for making toilet facilities user friendly for elderly, pregnant and PwDs. The NC leaders stated that people may not welcome them to check their toilets and they can demand money from them. The Prerak stated that this will not be a checking process, it will be for friendly counselling for households and that he would demonstrate how to do counselling. And then if they felt like that there was no harm in doing this, they could carry it forward. The Prerak also stated that they should keep a record of attendance of NC members that join Gandhigiri daily. The two NC leaders were inspired and called up some of their members. Soon there were 8 NC members. The Prerak demonstrated the process of Gandhigiri and data validation in a few HHs. Thereafter, the NC members became confident and took lead.
2. NC of a habitation in district Kamrup Rural visited 21 out of 101 households on the first day of Gandhigiri. The Prerak asked them to do the data validation exercise in remaining households. But NC stopped doing it because they found this exercise time consuming as it required visiting all the households. When Prerak went for follow up, he found that the NC did not do anything after the first day of follow up. Then Prerak explained them that if they visit around 20 households a day, the whole exercise will be completed in just 5 days. He encouraged them by sharing the example of NC of a nearby habitation who completed the data validation process in 69 households just in 2 days and maintaining ODF-S register effortlessly. He trained the NC members in filling the format and demonstrated it in few households, which boosted their confidence. Thereafter, they completed it in three days. Nigrani Committee takes the ODF-S register along whenever they go for follow up and note down the progress against the households visited. Therefore, it does not require extra time to update ODF-s register and they feel that it is a good record at their level providing the progress of the work in the habitation.

Encouraging household action

1. A young lady from district Kamrup Rural, whose toilet was constructed under SBM-G 2 years ago was damaged by a cyclone within a year. The damage included broken walls, roof and door. The toilet room was filled with dry leaves and mud. The pipes connecting to the pits were also broken. The family has practiced open defecation for the past year. The Prerak along with NC visited her house and requested her mother-in-law who was present at the time of visit to retrofit the toilet. Her mother-in-law stated that government had provided a bad quality toilet and it should be repaired by government. She added “We are poor and can’t afford to do it on our own.”

Then the Prerak explained that repairing the toilet would not cost much. It can be made usable by just buying two pipes from the market, making low-cost roof using the local bamboo, repairing the door by using some wooden planks and repairing the walls using some cement and sand. All this would cost less than Rs 1000. The Prerak also spoke to her husband and asked the young lady: Was it good for the dignity of the family to defecate in the open? The government has provided toilet once. Is it the responsibility of government to maintain the toilet at your house? She stated that she understood the issue and would try to convince her husband about this.

During a follow up visit it was found that the toilet was complete except the door. She stated that the broken door was being used as fencing in her brother- in- law’s kitchen garden. She stated that he will return it latter once the existing crop is harvested. Then Prerak and NC went to her brother- in- law’s house and requested him to return the door and arrange some other fencing for his kitchen garden. He agreed and returned the door. Finally, she repaired the door and installed it. The process is pictured below.



A woman cleaning and fixing up her toilet

2. A woman from district South 24 Parganas, during pre-mapping visit, showed her single pit toilet to the Prerak which needs to be emptied frequently. Then Prerak suggested to convert it into a double pit. She requested Prerak to convince her husband as he takes all the decisions. Thereafter, the Prerak spoke to her husband and explained the benefits of twin pit toilet, which is a permanent solution of toilet related problem. Initially, he was willing to construct a septic tank toilet but after

discussion with Prerak he agreed to build a twin leach pit toilet. He eventually bought material and ensured construction within 10 days.

3. A young man from district Kamrup Rural works as a helper of a mason and earns wages on a daily basis. He had a single pit toilet for the last 2 years. But he had no idea what would he would do when the pit gets filled up. During the CLNOB mapping discussion, this issue came up. The Prerak shared the twin pit toilet technology and how to retrofit single pit into a twin pit toilet and its benefits in the long run. His wife who was present at the mapping understood that by having a twin pit toilet she would not need to handle raw shit and would not require any sweeper as emptying digested manure is easy and safe. The Prerak met with her husband later and explained the benefits of twin pit toilet technology and drew it on a chart paper. He also showed him some pictures of junction chamber and twin pits constructed elsewhere. He was convinced and brought the material. He used his prior experience of working with masons and completed the retrofitting under the guidance of the Prerak. Finally, his toilet has been converted into a twin pit toilet. His whole family is happy that they have a long-term solution and set the example for other people in the village.

Addressing Retrofitting needs for toilets

1. A woman from district Kamrup Rural and her family had been using a septic tank toilet for the last 15 years. The effluent of the septic tank was being discharged in the open. The family was unaware about the ill impacts of such a practice. She was present during the mapping exercise in her habitation and retrofitting issues were also discussed. One of the issues was indiscriminate disposal of effluent of septic tank in the open. The Prerak explained the consequences of such a bad practice including bad smell, high concentration of pathogen posing a risk to the health of people in the village and unsightly conditions. The Prerak suggested to construct a leach pit and connect the effluent through a pipe to the pit. At the end of the exercise, a NC was formed under the leadership of an SHG leader and she volunteered to become one of the members of this committee. Next day morning, Gandhigiri was initiated by NC and Prerak and door to door visits were made. On 27 September, the team reached to her house and found that the effluents of her septic tank toilet were flowing in the open. NC discussed the matter with her husband and requested him to retrofit the toilet. He agreed to it and said that it would take 15 days as he needs to arrange bricks and cement etc. On 12 October, GP President, 4 ward members, NC and Prerak visited the household. GP President asked the ward member (his older brother) to complete it then the ward member directed him to start the work from the next day, if possible. Finally, he started retrofitting work on 15 October, which was completed on 18 October despite having to arrange the bricks from further away during monsoons season.
2. A labourer and his family from district South 24 Parganas were using a *kachha* on-pit toilet with a temporary superstructure. During data validation process, when his house was visited, the discussion revealed that in 2019, under SBM-G, a twin pit leach pit toilet was constructed in his house. But it was an incomplete toilet with no junction chamber, pits close to each other and pits were not connected to the toilet. When this matter was discussed with him, he became angry and complained about Government not acting responsibly. While initially resistant because he blamed the

government after a long discussion about the ill impacts of using unsafe toilet through topics like presence of virus in human shit, calculation of medical expenses, impacts on child health, mobile recharge he changed his mind. He understood that it was futile to blame and wait for Government officials to do the remaining work.

The discussion on twin leach pit toilet motivated him further to take action, as he understood the benefits of this technology and also recognised that retrofitting of his toilet would not cost much. Finally, he retrofitted his twin pit toilet and abandoned the unsafe toilet which he was using earlier.

Modifications to suit issues around disability and mobility

Older people and people with physical ailments and disabilities had trouble using a rural pan toilet that required them to bend and squat and were dependent on family to help them access sanitation facilities. Similarly, people who are visually impaired are also reliant on family and others. Preraks (facilitators) addressed these issues during the mapping exercise and during follow up visits where Nigrani Samiti members were also present. They clarified in more detail how a chair with a hole, a wooden stool or a bamboo handrail could be helpful for support and showed pictures of how it could be done. This has led to more people finding it easier to use their toilets and maintain access.

Hole in a chair

1. A woman from district South 24 Parganas had a paralytic attack 2 years ago and has had trouble walking is reliant on her husband. After mapping and follow up, she has used the chair with a hole and is able to access her rural pan toilet. Her husband has provided her a simple alternative of a commode.
2. A 72 year old man from district South 24 Parganas suffering from knee pain for last 2 years finds it difficult and painful to sit and get up and use a rural pan toilet. A few days later his son called up the Prerak and informed him that he has arranged a chair with a hole and now his father is comfortably using the toilet. Prerak went to his house and appreciated the efforts of his son.



A chair with a hole and bucket underneath.

3. An older man of 70 years old from Ranchi district has a problem with his knees. Nigrani committee members visited his house and demonstrated a chair with a hole. He quickly brought a plastic chair and his son made a hole in it as per guidance given by NC and Prerak. Cutting the chair initially looked difficult but with the use of Hasuwa/sickle (A tool used by villagers for cutting grass) it became possible.



Measuring and cutting a hole in a chair.

4. An older man of 78 years old in Purnea district has problem in his backbone and unable to sit comfortably on a rural pan toilet. His son arranged a chair with a hole for his father. Initially hesitant, the son consulted a doctor in Purnea who was treating his father's back problem. The doctor also confirmed that a chair with a hole could be an option, and the older man is now happy that he is not dependent on other family members for toilet access.



Chair with a hole over a pan toilet

Wooden stool

An elderly woman from district South 24 Parganas is bed ridden and cannot move on her own. Her son and his wife take care of her. After encouragement from the NC he engaged a carpenter to make a sturdy wooden stool with a hole instead of a plastic chair which could be fragile. He also bought a plastic pan costing Rs 60, which he got fitted on the stool. The pan is taken out and emptied in the toilet and a cover is placed on it after every use. Since then, the elderly woman is using a plastic pan fitted on a wooden stool.



A wooden stool with a plastic pan

Handrails

1. A person with disability from district Kamrup Rural is blind by birth, and is dependant on help from others to help reach the toilet. While initially disinterested the Nigrani Committee visited several times and his older brother brought some bamboo sticks from his bamboo garden and put a handrail from house to toilet to help him access the toilet without any assistance.



Handrail supporting access to the toilet

2. A young man of 24 years old from district South 24 Parganas lost his eyesight at 13. He has had difficulty reaching the toilet ever since. His mother was present at the mapping exercise. After this discussion, his mother was motivated and decided that she would install bamboo handrails for making the toilet easily accessible for her son. After follow up visits from the Prerak and Nigrani committee, his parents fixed the bamboo hand rail. He can now locate the toilet unaided.



Handrail supporting access to the toilet

3. A 16 year old girl from district South 24 Parganas has difficulty walking. Toilet access and squatting is challenging and she relies on support from family and others. She found it difficult to access the toilet when she was home alone. Her mother was present during the mapping exercise and she decided to install a handrail inside the toilet to help her child. Her mother saved 15 days wages and brought the materials needed to modify her toilet.



Handrail to help support with bending and squatting.

Annex 4:

Informed Consent and Data Protection

Informed consent:

Pre-mapping and mapping

Prerakhs/facilitators should introduce themselves clearly during both pre-mapping and mapping exercises (refer to Annexe 1 along with the talking points below). Reasons for convening this community meeting and mapping session should also be stated at the outset. Facilitators should also clarify how information collected with regard to their sanitation practices will be used. Suggested talking points include:

[on reasons for convening this community meeting]

F: We will be speaking to you all tomorrow to understand the status with sanitation and hygiene in this village. We request you all to be present so we can have a fruitful discussion. Please also encourage others within your home and your neighbours to attend.

[on clarifying how any information or data collected will be stored and used]

F: Please note that anything you tell us or anything we learn regarding your sanitation and hygiene status will not be shared with anyone beyond the team working on this study. No individual or household will be identified in any report. The chart from this mapping exercise and any future data collected will be stored with the gram panchayat.

Sustainability register

Facilitators should introduce the sustainability register to participants, explain its use and clarify any questions that might emerge. Updates to the sustainability register based on progress should also be informed to individual households. Here is a sample dialogue to introduce the register:

F: This register records how all households are managing sanitation and hygiene practices. Information will be fed into the register when the nigrani samiti members routinely visit homes in the morning. It helps the Gram panchayat and nigrani samiti understand if there are certain homes that need more support and helps them remember the status of each home when they come to visit. Please be assured that this information will not be shared with anyone beyond the gram panchayat and nigrani samiti. Please feel free to ask the members what they are writing and to have a look if you prefer.

Facilitator shows a sample page of the register.

F: These are the details that will be recorded and it will also help everyone measure their own progress. Are there any questions or does anyone have any concerns about this process?

Facilitators clarify any questions participants may have.

F: Thank you for your time.

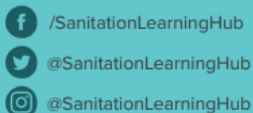
Data management:

Information collected from the community during mapping exercises in the form of the maps or follow charts should be stored at the Gram Panchayat, along with the Sustainability register.

Data Confidentiality

The Community map should not record names of households and families.

Details that can potentially identify individuals and households like the chart from the mapping exercises and the sustainability register should not be fed to the district administration and should be used strictly for Gram Panchayat and village action planning. Instead, an overall report of the status of the habitation or village that records the present status of toilet access, use and the various toilet needs identified during the mapping and follow up exercises can be shared with the district administration.



This Annex is part of the collection:

Community leave no one behind: A Handbook for Practitioners,
by Shukla, J.P and Verma, A. Sanitation Learning Hub.

The full report can be accessed at: <https://doi.org/10.19088/SLH.2021.015>

First published in 2021
© Institute of Development Studies 2021
Some rights reserved – see copyright license for details.

For further information please contact:

Sanitation Learning Hub, Institute of Development Studies, University of Sussex, Brighton, BN1 9RE
Tel: +44 (0)1273 606261
Email: SLH@ids.ac.uk
Web: <https://sanitationlearninghub.org>

