

Sanitation, Hygiene And Water (SHAW) Programme for East Indonesia

Report on the 2012 2nd Quarterly Meeting of SHAW
Programme Coordinators, Jakarta, 27–29 June 2012



Prepared for





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The findings, interpretations, comments and conclusions contained in this report are those of the author and may not necessarily reflect the views of either Simavi or the partner NGOs.

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Websites of participating partner NGOs

<http://diandesia.org/Home.html>

<http://www.rumsram.org>

<http://cdbethesda.org/index.php>

<http://plan-international.org/where-we-work/asia/indonesia>

<http://www.simavi.nl>

Materials and documents on the SHAW Programme can be found on

<http://www.irc.nl/page/53746>

Contents

Summary	4
1. Introduction	6
1.1 Background.....	6
1.2 Objectives and set up of the Jakarta meeting.....	7
2. Results of the Jakarta meeting	8
2.1 Wednesday 27 June 2012	8
2.2 Thursday 28 June 2012.....	13
2.3 Friday 29 June 2012.....	21
 Appendix 1: Original meeting schedule	 29
Appendix 2: List of participants	30
Appendix 3: Microsoft PowerPoint presentation of MTE findings.....	31
Appendix 4: Outcome of group work on MTE observations / recommendations	43
Appendix 5: Reflections on water supply within SHAW by Martin Keijzer	49

Summary

This report is meant to give an impression of the proceedings and discussions that took place during the 2nd meeting in 2012 for SHAW Programme Coordinators held in Jakarta from 27 to 29 June 2012. During the three-day event, one day was spent to discuss the initial results of the mid-term evaluation and the remaining two days were used to discuss a wide range of programme issues. The outcomes of the meeting are captured in this report and are recapitulated in this summary.

The quarterly Programme Coordinators meeting where all the SHAW partners meet were initiated by Martin Keijzer, SHAW Programme Coordinator for Simavi, to facilitate the exchange of information, knowledge and experiences, and to improve understanding and collaboration among the SHAW partners. Similar meetings organised in 2011 made it clear that to be able to enhance the overall performance, quality and sustainability of the SHAW programme there was an urgent need and therefore a desire to organise more frequent meetings to reflect, discuss, exchange, learn and enhance cooperation and collaboration among the SHAW partners.

The Jakarta meeting consisted of two main components, namely:

1. A one-day meeting on 27 June 2012 to discuss the results of the mid-term evaluation conducted by external evaluators during the month of June; and
2. A two-day Programme Coordinators meeting on 28 and 29 June 2012 to discuss progress and to make headway on a number of critical programme components, in particular with regards to the monitoring, school sanitation and sanitation marketing components of the SHAW programme.

During the morning of the first day, space was provided for the external evaluators to organise and facilitate a debriefing session on the initial results of the mid-term evaluation (MTE). The afternoon was used to discuss the MTE observations and recommendations among the partners with the aim to internalise the findings, to create a common understanding, and to prioritise the key issues that have an influence on the overall performance of the programme and that will require immediate attention and follow up. The clustering of the 16 recommendations resulted in the following six broad groups which are incorporated in a similar fashion in the comprehensive action plan developed at the end of the three-day meeting:

- 1) Knowledge management and information sharing
- 2) Advocacy
- 3) Monitoring
- 4) School sanitation and hygiene
- 5) Sanitation marketing
- 6) Water supply

The morning of the second day was used i) to update the partners on key programme issues, ii) to review the action plan developed during the March 2012 Programme Coordinators meeting, and iii) to present and discuss progress made by the partners during the April to June 2012 period.

The entire afternoon was allocated to discuss the results of the field testing of the new generic monitoring system and to come to a GO or NO GO decision. All five partners had participated in the field testing – in a total of 57 dusun across 24 desa in eight Kecamatan – during the month of June. The experiences gained during the field testing revealed that no problems were encountered with the new OUTPUT monitoring system as this system looks and feels very similar to the monitoring systems previously used by the partners with the same kind of indicators and questions.

The new OUTCOME monitoring system however was not embraced as enthusiastically. The QIS-based system was found to be rather complicated and partners felt that it required too much from the village leaders and village cadres responsible for data collection and data tabulation. The discussions also revealed that even field staff from three out of the five partners did not feel sufficiently comfortable with the new system. Although everybody accepted the need to introduce an outcome monitoring system that would be able to measure changes in sanitation and hygiene behaviour and practices, it became clear that more work had to be done to improve and simplify the outcome monitoring system. For that purpose a small working group was established with representatives of all five partners that would meet in July to try to finalise the output and outcome monitoring systems.

During the third and final day, three other programme components (school sanitation and hygiene, sanitation marketing, and water supply) were addressed with the aim to make some serious headway. The school sanitation and sanitation marketing components are already embraced and implemented by most, if not all, partners however at different speeds, different levels of intensity and often with different strategies, approaches and tools. In line with earlier expressed desires to harmonise approaches – backed by a specific MTE recommendation – it was therefore decided to set up two parallel working groups that would work on these two components simultaneously. A rough Terms of Reference was developed for the school sanitation and hygiene working group who were to meet in August 2012. For the sanitation marketing working group it was decided to start with a comparative study to map existing activities and practices across the partners which will be discussed during a working group meeting planned for September 2012.

The water supply component is and remains an important aspect of the programme, however, as alternative sources of funding are being sought to implement this component it will be dealt with bilaterally between Simavi and the individual partners.

The final activity of the meeting on Friday afternoon was to come up with a comprehensive and detailed action plan for addressing all the topics discussed during the three-day meeting. The follow up proposed for addressing the MTE recommendations has been included in the action plan. The detailed action plan can be found in Section 2.3 of this report.

The following table shows an overview of meetings planned for the 3rd quarter of 2012.

When	Where	What
12-14 July	Simavi, Yogya	Monitoring working group meeting
7-9 August	CD Bethesda, Yogya	School S&H working group meeting
6 and 7 September	YDD, Yogya	Sanitation Marketing working group meeting
16-19 October	YMP, Lombok	3 rd QTR PC meeting

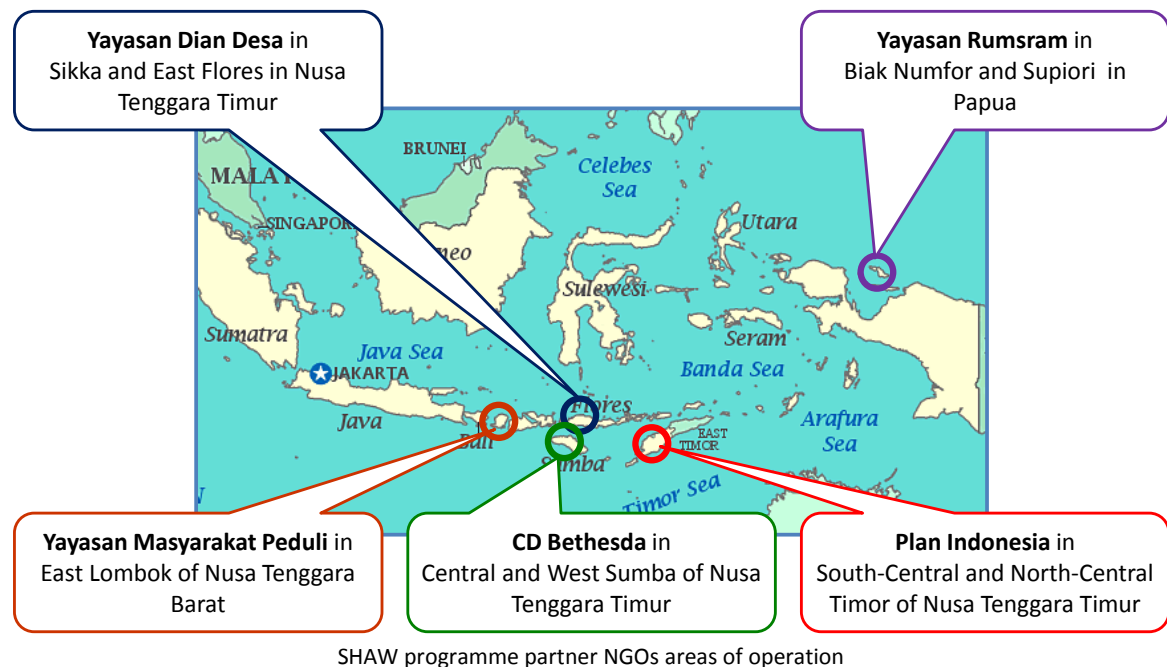
At the end of the meeting it was agreed that the following topics will form the basis for the agenda for the October 2012 SHAW Programme Coordinators meeting to be held in Lombok:

- A one-day meeting to cover regular business
- A one-day workshop to start working on an advocacy strategy with the help of an external advocacy expert;
- A one-day field trip to YMP villages
- A one-day meeting to present and discuss the results of the different working groups

1. Introduction

1.1 Background

During the period 2010 to 2014 a five-year Sanitation, Hygiene and Water (SHAW) programme is being implemented in nine districts in Eastern Indonesia. The programme is coordinated by Simavi and implemented by five Indonesian NGOs (Yayasan Dian Desa, PLAN Indonesia, CD-Bethesda, Yayasan Rumsram and Yayasan Masyarakat Peduli).



The programme will be implemented in accordance with the STBM (Sanitasi Total Berbasis Masyarakat) approach which was adopted by the Ministry of Health as the national sanitation strategy in 2008. Although a number of isolated pilots took place, the SHAW programme is the first attempt to implement the STBM approach at scale. The programme is ambitious and innovative in nature and because of limited experience in implementing the new concept a number of international organisations (including UNICEF, IRC and WASTE) are supporting the implementation of the programme in their specific areas of expertise.

The overall goal of the programme is to reduce poverty by improving the health status of rural communities in Indonesia and by doing so enhance sustainable and equitable rural development. This is to be achieved by providing support to communities and (sub) districts in their effort to establish and implement effective, sustained services for improved sanitation, water use and hygiene on a (sub) district-wide level.

The overall objective of the programme is that by 2014, an enabling environment exists for communities in nine selected districts in East Indonesia, to realise a sustainable healthy living environment through coordinated action to promote sanitation and hygiene and to increase access to safe drinking water and school sanitation. This will be monitored and shared at sub-district, district and national level to reinforce sector management and for replication.

In the beginning of 2012, Martin Keijzer, SHAW Programme Coordinator for Simavi, introduced the idea of organising quarterly meetings to increase collaboration among SHAW partners by facilitating learning through the exchange of information, knowledge and experiences, and by creating space and energy to move forward together. The idea was rooted in the two workshops¹ organised successfully during 2011.

This report is meant to share the results outcomes of the second quarterly meeting held from 27 to 29 June 2012 in Jakarta.

1.2 Objectives and set up of the Jakarta meeting

The objectives of this meeting were to:

1. Debriefing of the mid-term review (MTR) conducted by a team of external consultants;
2. Discuss the key findings of the MTR to ensure that they are fully understood by the partners and that adequate follow up action items are distilled and agreed upon;
3. Review and discuss progress and an updated planning for 2012 of each partner;
4. Review and discuss the results of the test phase of the new generic monitoring system and come to a GO or NO GO decision;
5. Decide how to move forward with the sanitation marketing, school sanitation & hygiene, and water supply components; and
6. Develop a concrete action plan, with key activities for the period July-December 2012.

The original meeting agenda prepared prior to the actual meeting is presented in Appendix 1 which is summarised in the following table.

	Day ONE Wednesday 27 June	Day TWO Thursday 28 June	Day THREE Friday 29 June
Morning	Debriefing of MTR	Agree on key programme challenges Update on progress and results by partners	Discuss the sanitation marketing and school sanitation components
Afternoon	Identify key MTR findings and discuss 'way forward'	Discuss test results of new monitoring system and come to a GO or NO GO decision	Discuss the water supply component Develop an action plan Meeting evaluation

The meeting participants represented the SHAW implementation partners consisting of Yayasan Dian Desa, PLAN Indonesia, CD-Bethesda, Yayasan Rumsram and Yayasan Masyarakat Peduli, Simavi and IRC. An overview of the participants is presented in Appendix 2.

The three-day meeting was organised and facilitated by Pam Minnigh (Simavi) and Erick Baetings (IRC) with logistical and secretarial support from Yusmaidy and Yuli Arisanti of the SHAW Programme Unit.

¹ SHAW partner meetings organised during 2011:

- Review and planning workshop organised from 13 to 17 June 2011 in Yogyakarta, Central Java, and
- Programme Coordinators meeting organised from 26 to 29 September 2011 in Biak, Papua

2. Results of the Jakarta meeting

2.1 Wednesday 27 June 2012

Pam welcomed all the meeting participants and presented a quick overview of the programme for the first day. The SHAW programme's mid-term review was the only agenda item for the entire day. The programme is shown in the table below.

When	What	Who
Morning	Welcome and agenda for the day	Pam
	Opening words	Peter Oomen
	Debriefing of mid-term review	Joep Bijlmer and Nur Eli Djamilah
	Lunch	
Afternoon	Discussing mid-term review findings	Erick

Opening words by Peter Oomen, Head of Programme Department Simavi

Peter started by giving a warm welcome to all present. Peter mentioned that he was happy to attend the meeting and being able to interact and work with the programme partners during the three day meeting. He clarified his role during the meeting, observing the proceedings and the discussions and whenever necessary reacting out of the box. Peter also explained what he expected from the partners during the first day: understanding the content of the presentations, asking for clarifications to even better understand the observations, and thereafter drawing conclusions together and finding a way forward. Peter concluded by saying that he was happy to be here and to have a chance getting to know the partners better leading to a fuller understanding of the programme and its partners.

After the opening words by Peter Oomen, a quick round around the table was made to introduce all the meeting participants.

Debriefing of mid-term review (09.30-12.45)

The initial findings of the mid-term review of the SHAW programme were presented during the morning of the first day with the help of a Microsoft PowerPoint presentation² by the two external evaluators: Joep Bijlmer and Nur Eli Djamilah. During the presentation participants were given the chance to pose questions for clarification however detailed discussions were parked for the afternoon session.

Specific issues that were raised during the presentation:

- Slide 2 on 'TOR of the Mid-Term Evaluation':
 - The evaluators explained that the issues regarding effectiveness and efficiency are still to be considered in detail. They will be addressed in detail – including the formulation of recommendations – in the report.
- Slide 4 on 'Institutional aspects at project and programme level':
 - Who is meant by the project coordinators? Joep explained that these are the area managers of the different partners also known as programme coordinators.
 - Regarding the knowledge manager, Joep explained that there should be one person to harmonise approaches and develop knowledge products across the SHAW programme. Depending on the availability of resources one knowledge manager could be appointed by each partner.

² The Microsoft PowerPoint presentation of the MTE findings is given in Appendix 3 of this report.

- Slide 5 on 'Cooperation with Pemda':
 - The first recommendation is directed at the national government which might be outside the scope of the programme. What should the programme do to influence the government? Joep reiterated that SHAW aims to influence decision-makers at national level and therefore the programme should lobby and advocate at the national level.
 - Re triggering of local governments: Joep explained that more learning and sharing among partners is required on how to 'trigger' local governments and advocate for a higher degree of involvement. It is essential to figure out which advocacy strategy works and which strategy does not work.
- Slide 7 on 'Institutional aspects at the national and programme level':
 - The MOH STBM guidelines (Manlak and Manis) are now combined in one but it is not yet officially published. Joep explained that the MTE used the version from October 2011 which was downloaded from the STBM website.
 - The Bandung guidelines are still confidential. The verification guidelines also still need to be endorsed by MOH although it is already used by the partners.
- Slide 8 on 'Institutional aspects at the national and programme level':
 - The recommendation to expect more political and concrete support for the programme by the Pokja AMPL Nasional and MOH is difficult to implement as it is not concrete and more like wishful thinking on the part of the evaluators.
- Slide 9 on 'Simavi as the coordinating NGO':
 - STBM tries to internalise the ideas and concepts both at the local government level and the community level. According to Joep this makes it different from the CLTS approach.
 - It is not wise if five partners each develop their own school sanitation component. There is plenty of scope to collaborate and develop an approach and extension (hygiene promotion) materials together. This will also help to support the development at national level of common approaches and will enable replication by others. Another remark focused around the need to make guidelines that suite the different local conditions.
- Slide 10 'STBM process and approach':
 - The box that includes "Triggering for pillar 1 & 2, or 5 pillars at once" is not clear. What does it mean? Only pillars 1 and 2 or all five pillars at once. What about pillars 3 and 4?
 - Post declaration monitoring is carried out by the Puskesmas and presented and discussed in sub-district level mini workshops, although at present the SHAW partners are in the lead.
 - Work in the villages – both implementation and monitoring – actually happens at dusun and sometimes even RT level; that is missing in the overview.
- Slide 11 'Data collection and monitoring':
 - PHBS (Dinkes) only has data if there is a latrine or not. Water supply, waste and wastewater are not yet in the PHBS system. So it is not possible to compare information on output and outcome indicators included in the new generic monitoring system.
 - Recommendation 1: reduce indicators in output or outcome monitoring tool? Both are needed. Is the recommendation for the old systems or for the new system? Joep mentioned that the recommendation relates to the new system. He suggested reducing all the nitty gritty questions and only have two scores: a score of 1 if all criteria are met and otherwise a score of 0. The system should be simplified as to make it possible for the Dinkes to continue using the systems.
 - Is there a need for two separate systems one to measure progress during programme implementation – to be able to manage and steer the programme and take corrective action if necessary – and one to measure adherence to STBM criteria by the Dinkes after STBM status has been achieved?

- Recommendation 2: what is meant by purposive sampling? Joep explained that monitoring should concentrate primarily on the poor vulnerable houses as these are more likely to relapse. According to Joep wealthy houses could be left out. Sampling should be considered to reduce the amount of data to be collected.

Due to time pressure the other slides were dealt with in much shorter time. Before ending the session Martin asked Joep what he thinks are the most crucial issues that require our immediate attention. According to Joep the following four areas are of most concern:

- 1) Invest as much as possible in your relationships with the local governments.
- 2) School sanitation should be put to the fore as it is very important and has a huge potential impact for improved practices at household level.
- 3) Do not move too fast to new areas. First get the staff on full strength before expanding to new areas.
- 4) Improve monitoring tools, document approaches and experiences and share information with others outside the programme.

The session continued with Nur Eli Djamilah as Joep had to prepare himself for his departure to the Netherlands. Questions for clarification to Eli:

- Dewi: Establishing good relationships with local government is important but the role of the partners might even have to extend to provincial and national level. But that is a big worry as it will take too much time. Let us concentrate on our work in the districts. Need for clear distribution of roles among the partners with Simavi representing the consortium at national level.
- If we talk about advocacy strategy how can that be done more effectively within the partnership? Work together or go together to discuss these issues at national level. Who is supposed to do what at district, provincial and national level? Do we have to be everywhere?
- Martin: UNICEF wants to organise a consultation workshop of organisations working on STBM sometime in mid-July. Considering earlier experiences where partners attended national meetings but got no chance to share experiences, Martin emphasised to UNICEF that they need to give the partners a serious chance to speak out and share the SHAW experiences. The national level needs our input.
- Suggestion to the MTE team: be careful with some of the general statements such as “non-functioning of Pokja”. It seems that in the past the government got irritated about earlier statements made by us that TTS Pokja was not functioning. Some language used in the MTE report needs to be a bit more polished or more politically sensitive.
- Some suggested having separate reports for each partner. It was decided that there should be one MTE report as SHAW is one programme. However, as the report will be shared with a wide range of stakeholders specific (confidential) observations and recommendations per partner should be annexed separately and should remain confidential.

Discussion on mid-term review findings (13.45-18.15)

The afternoon was used to further discuss the findings of the MTE and to develop a shortlist of priorities that require immediate attention and action. To enable participation by all the participants and to increase efficiency it was decided to divide the work over three smaller groups.

Group work (13.45-15.15)

Erick quickly introduced the group work and the specific tasks at hand. Groups were asked to go through the MTE debriefing slides and internalise the observations/findings and recommendations and to copy (where necessary rewrite) the recommendations on flipcharts. The basic questions the groups were asked to answer were:

- Do you understand the observation / finding / recommendation?
- Do you recognise and therefore agree with the observation / finding / recommendation?

The following three groups worked on the following SHAW programme aspects.

	Group 1	Group 2	Group 3
What	Institutional aspects (6 slides)	STBM approach, monitoring, training and capacity building, documentation (5 slides)	B components, sustainability, effectiveness & efficiency (6 slides)
Who	Christina (YDD) Ishak (YR) Henny (CDB) Ade (Plan) Yus (Simavi)	Eka (Plan) Bayu (CDB) Nasrudin (YR) Helena (YMP)	Dewi (CDB) Sabaruddin (Plan) Melchior (YDD) Nur (YMP)

Group presentations and scoring (15.30-18.15)

Following the group work the groups were invited to present the outcome of their discussions. Following the presentations and discussions the MTE recommendations were scored by using the scoring elements shown below.

If the finding or recommendation is...	then score as follows
⇒ IMPORTANT	✓
⇒ URGENT	✓
⇒ RELEVANT for achieving the programme goals/targets	✓
And WHO will take the lead	P (Partners), S (Simavi), A (All)

In relation to RELEVANCE the following goals were quickly jotted down to ensure focus and consistency during the scoring exercise.

- ➔ Goal: When the SHAW programme finishes in December 2014 what do we want to leave behind?
 - ✓ STBM is implemented, adopted and sustained by the local governments
 - ✓ Sustained behaviour change and improved hygiene practices on all five STBM pillars at community level
 - ✓ SHAW experiences influence the National level for adaptation, replication and scaling up of the tested and proven approaches

The outcome of the presentations of the three groups – including the ensuing discussions – and the results of the scoring exercise are captured in Appendix 4. An overview of the MTE recommendations and the scores by the SHAW partners is summarised in the following table.

		IMPORTANCE	URGENT	RELEVANCE	WHO
	Recommendations				
	Institutional aspects at programme level				
1	The reports should contain summaries in Indonesian.	✓	✓	✓	S
2	Project Coordinators who come to PCM meetings should be accompanied by a relevant staff member	✓	✓	✓	A
3	Knowledge sharing: mailing list and website are badly needed.	✓	✗	✓	S
4	Clear profile for knowledge manager is needed	✓	✓	✓	A
	Cooperation with Pemba				
5	The national government has to advocate the local government to schedule STBM on district's policy such as Perda, RPJP, RPJMD and Renstra	✓	✓	✓	?
6	A careful and effective strategy is required to trigger local government who is familiar with "subsidy program"	✓	✓	✓	A
7	Advocacy capacity of SHAW partners needs to be improved	✓	✓	✓	A
8	Funding options of Pemda				
	The national level needs to advocate the local government to provide policy and budgeting guarantee for STBM	✓	✓	✓	?
9	SHAW partners have to advocate the local government to put STBM on local Perda or RPJP or RPJMD and Renstra	✓	✓	✓	P
10	SHAW partners should advocate the village to make STBM planning and budgeting proposal for the ADD	✓	✓	✓	P
	Institutional aspects at national and programme level				
11	If both players (Pokja Nasional and MOH) see the STBM approach as a national programme, one might expect more political and concrete support				
	Simavi as the coordinating NGO				
12	Regular brain storming and exchange of experiences is needed to develop a concerted approach: generic monitoring system and the B components	✓	✓	✓	A
	Data collection and monitoring				
13	Improve / simplify the output and outcome monitoring system: - Reduce the number of Indicators in the monitoring system for the sustainability of reliable monitoring data - Purposive sampling is one option by selecting community categories which are vulnerable to relapse to old behaviour - Collect inputs from Dinkes and Puskesmas for improvement and applicability of the new system and for integration in their existing PHBS system	✓	✓	✓	A
	Baseline data				
14	Each village and or Kecamatan has its specific features. These features should be described in a short narrative profile as this information is useful for the triggering but also for the outcome monitoring. Lack of these data hampers a proper analysis of effectiveness and impact.	✓	✓	✓	P
	Documentation				
15	Instead of individual produced brochures and articles, Simavi should work towards programme wide publications. A knowledge manager with communicative and writing skills could do this.	✓	✓	✓	A
	B Components of the SHAW programme				
16	School sanitation is key to enhance sustainability. Therefore school sanitation should have been prioritised and addressed at an earlier stage.	✓	✓	✓	P

Overview of MTE recommendations presented by the external evaluators and priority scoring by SHAW partners

2.2 Thursday 28 June 2012

Introduction (08.30-08.45)

Erick presented a quick overview of the programme for the second day, which is summarised in the following table.

When	What	Who
Morning	MTE wrap up	Erick
	Update on key issues	Martin
	Review action list of March meeting	Erick
	Presentations on progress by partners	Programme coordinators
	Lunch	
Afternoon	Discussing outcome of field testing of new generic monitoring system	Erick

Wrap up MTE discussions (08.45-10.00)

The morning programme was started by recapping the outcome of the scoring exercise carried out during the afternoon of the first day. First of all the scores were added up and this revealed that only one recommendation scored less than the maximum score of three. Twelve recommendations scored on all three criteria: important, urgent and relevant. Thereafter the participants were asked to cluster the recommendations which resulted in the following six groups:

- 1) Knowledge management and information sharing
- 2) Advocacy
- 3) Monitoring
- 4) School sanitation and hygiene
- 5) Sanitation marketing
- 6) Water supply

The main issues which were discussed under these component groups and particularly what we are going to do about these topics are summarised below.

Re 1) Knowledge management and information sharing

- Reports and other documents should be made available in English and Indonesian.
- Increase the exchange of experiences to be able to develop concepts and concerted approaches.
- Increase knowledge management efforts³ and identify a dedicated person who can take the lead.
- Reconsider the frequency of SHAW Programme Coordinators meetings. The present 3-monthly meetings, although necessary at this stage, are too frequent and could be reduced to 4-monthly or may be even 6-monthly intervals if the exchange of information can be organised differently (e.g. through the SHAW newsletter).
- Start with the documentation of approaches and results for communication, sharing and learning purposes.
- Consider developing a SHAW mailing list, regular newsletters and a website⁴. The latter would be used to store and share data and documents and to provide easy access to them.

³ In a separate meeting on Saturday 30 June, Peter, Martin, Pam and Erick discussed the way forward with regards to knowledge management. It was decided that IRC would take a more active role in supporting the SHAW programme, and Pam in particular, to develop a number of knowledge products during the remainder of 2012.

⁴ During the 30 June meeting it was decided that Peter and Erick would check the possibilities of setting up a SHAW website with their respective organisations (Simavi and IRC).

Re 2) Advocacy

- The focus of our advocacy activities need to be made clear, e.g. National, Province, Kabupaten, Kecamatan or Desa/Dusun. It is important to engage with the local governments to seek interest in the programme, to be able to influence local policies but also to obtain their commitment where it concerns the availability of human and financial resources.
- Considering the existing capacities to develop and implement effective advocacy strategies, it would be helpful to come up also here with a harmonised approach. Where the exact approach will depend on the style of the individual partners, the basic principles underlying the advocacy strategy should be the same.
- Advocacy will be put on the agenda for the next PC meeting in Lombok. It was suggested to invite a resource person or expert to help us develop an advocacy strategy.

Re 3) Monitoring

- Although the new generic monitoring system will be discussed in detail in the afternoon, we were able to agree on a number of general issues, namely:
 - Stick to the KISS principle by trying to simplify the data collection formats, by minimising the number of indicators, and by selecting a representative sample.
 - Continue with the development of one system for all.
 - Explore possibilities of integration with existing government monitoring systems.

Re 4) School sanitation and hygiene

- The school sanitation component will be discussed on Friday 29 June and therefore only a few issues were highlighted:
 - Partners to take the lead to develop a common (harmonised) approach that underpins the fact that children are potential 'Agents of Change'.
 - Integrate as much as possible with existing government WASH in schools programmes

Re 5) Sanitation marketing

- The sanitation marketing component will be discussed on Friday 29 June and therefore only some common denominators were discussed, namely:
 - Private sector involvement
 - All partners opt for a common approach and apply the same principles and direction
 - Apply market mechanisms and go for competition

Re 6) Water supply

- The water supply component will also be discussed on Friday 29 June.

The above MTE recommendations were translated in a number of concrete action items during the afternoon of Friday 29 June. The action plan is shown in Section 2.3 of this report.

Update on key programme issues by Martin (10.30-11.00)

The following issues were brought up by Martin Keijzer, SHAW Programme Coordinator for Simavi:

- 1) Recruitment of senior programme officer: Martin mentioned that hopefully by the end of this week he would be able to announce the name of an additional staff member. Expected starting date is 1st of September 2012 and the person will be based in Yogyakarta.
- 2) MOH and UNICEF meeting on STBM scheduled for mid-July 2012: all partners will receive an invitation. Martin has asked UNICEF to provide sufficient space so that the partners can give their inputs and contribute to the meeting.
- 3) Water supply: will be discussed tomorrow but Martin mentioned that he could try to source for additional funding to address this issue as the available Simavi funds will not be sufficient to cover all the needs. Additional funding for water supply would enhance the SHAW outcomes as otherwise it would basically be only SH! Martin explained that he was exploring

alternative funding sources (e.g. AusAID's Civil Society Water, Sanitation and Hygiene Fund) and asked whether the partners would be interested considering that this would also mean additional work? The partners expressed their interest.

- 4) Coordination and cooperation with BAPPENAS: Martin explained that he has come to an agreement with BAPPENAS to submit bi-monthly progress report instead of the current monthly reporting frequencies. Erick suggested that all the required data for the bi-monthly reports should come automatically out of the new monitoring system to simplify reporting requirements. Martin however explained that the reports will also require additional information beyond data for example on challenges faced, etc. Recapitalisation of formal reporting requirements:
 - 2 monthly reporting to BAPPENAS: format will come from Pam and Yus
 - 6 monthly reporting to EKN: same format as used before – no changes
- 5) Deadline of upcoming 6 monthly report: the report covering the period January-June 2012 should be forwarded to Martin by 15 August 2012.
- 6) Information sharing: feel free to share your information among the partners but also copy in Martin, particularly where this relates to changes to planning and so on.
- 7) Finance: Linda and Martin are proposing to organise a meeting to update the finance staff of the partners about the outcomes of the year-end financial audits and changes in financial procedures. Tentatively scheduled for October 2012 in Yogyakarta.
- 8) Audit report 2011: the deadline for submitting the audit report to the EKN is 30 June 2012. All partners, except for YMP, should have counter signed the management letters and returned them to Simavi by now.
- 9) MTE: draft report is expected by mid-July. The draft will be shared with all the SHAW partners and the EKN. Deadline for submitting your reactions and comments is Friday 17 August 2012. Final report is expected by 15 September 2012. Meeting has suggested adding separate annexes to reflect the performance of the different partners. These annexes will remain confidential and will not be shared with external parties.
- 10) Holidays: Martin will be on holiday from Friday 6 July till Wednesday 22 August 2012. The last week of the holiday break Martin will be working at Simavi in Haarlem.

Review of action list of the March 2012 PC meeting (11.00-12.00)

An overview of the action items and their follow up are provided in the following table.

	Action items	Who	Progress
1	Collect information about STBM and write an interesting article to be uploaded on the MOH STBM secretariat and Pokja AMPL Nasional websites	Martin, Yus and Wahyu	Rumsram: one article CDB: 6 articles since Feb 2012 YDD: none YMP: none Plan: own channels (?)
2	Use MOH STBM verification criteria and guideline	All	Plan: yes YR: no (similar to old Plan version) CDB: used and adapted YDD: used and some small adaptations During Q2 meeting the SHAW partners agreed to work on one harmonised verification system for all partners

	Action items	Who	Progress
3	Continue our advocacy activities at all levels	All	On-going and decided to include in next PC meeting later this year
4	SHAW internal newsletter	Pam	Not sufficient progress (?) Email newsletter is to be written regularly First issue: August 2012 with a special focus on one specific theme

Presentation on progress to date by partners (12.00-13.00)

The following partner NGO Programme Coordinators presented short updates on activities carried out and progress made during the period April to June 2012:

- Sabar for Plan International: PPT
- Helena for YMP: PPT
- Ishak for Yayasan Rumsram: PPT
- Dewi for CD Bethesda: PPT
- Christina for YDD: Word document

An overview of the most noteworthy or most critical updates is provided below.

1) Plan International

- A TOT on STBM was organised in April 2012. Outsiders – including staff from Yayasan Rumsram – participated in the training.
- Baseline data collection was postponed awaiting the arrival of the new monitoring data collection formats.
- In total 74 villages have achieved STBM declaration status by end June.
- Local radio stations are used to get the STBM message across. In rural areas radios are found to be very effective. Sabar and the Bupati of Soe appeared together on a local radio talk show.
- In some areas a new 6th STBM pillar has been introduced. This can be in the form of constructing new or upgrading existing footpaths.

2) Yayasan Masyarakat Peduli

- Some figures concerning the scope of operations: 7 Kecamatan, 47 desa, 220 dusun, 53,832 households and 9 Puskesmas
- YMP staff attended a STBM training organised by YDD in Larantuka.
- YMP will request other partners (YDD, CDB and Plan) to support the district level triggering trainings planned for the next period.

3) Yayasan Rumsram

- For efficiency reasons Rumsram is considering organising a mass declaration for 14 villages and 34 dusun in Warsa Kecamatan.
- Lobby and advocacy activities with local government are focusing on allocating BOK funds for involvement of sanitarians and for general STBM activities. Meetings are planned for July with a number of Kabupaten level government departments.
- Radio is being used to get our message across for example on international water day and national malaria day.
- Capacity building of staff: 2 staff members attended the STBM training organised by Plan in Kefa (April) and 24 individuals (Rumsram staff and staff from Puskesmas) attended the facilitation techniques training conducted by Yan Ghewa (March) as follow up to the CSA exercise organised in January.

4) CD Bethesda

- STBM verification took place in a total of 13 villages and only one village did not qualify. Verifications and declarations have motivated other villages to go for the same. It is important that declarations are done by the Bupati.
- A capacity self-assessment (CSA) was conducted by Erick and Yan in April.

5) Yayasan Dian Desa

- Three villages have been declared 100% STBM and two other villages were declared ODF.
- A study tour to Lembata was organised for government partners. Very useful in particular for Camats as information on STBM came from government counterparts and not from YDD. Following the study tour a review meeting was conducted which resulted in the fact that the Pokja AMPL is the owner of the programme.
- Pre-testing of the new generic monitoring system was carried out in YDD areas.
- A training course on sanitation marketing was organised for local craftsmen.
- Work in FLOTIM which started earlier this year is progressing nicely. From the start there has been buy-in from the local government with YDD acting more as a supporter and facilitator than an implementer. One village has already been declared STBM (Tunjung Bunga with 6 pillars).

Monitoring (14.00-18.00)

The afternoon was used to discuss the field testing of the new generic monitoring system and to come to a GO or NO GO decision.

Results of field testing

Before the partner NGOs presented the results of their field testing of the new generic monitoring system an overview was created with the main

	YDD	CDB	YR	YMP	Plan	Totals
Scope						
# of Kabupaten	Sikka	Sumba Tengah	Biak	Lombok Timur	Kefa	5
# of Kecamatan	1	1	2	2	2	8
# of Desa	5	1	14	2	2	24
# of Dusun	16	3	30	2	6	57
Sample size	100%	100%	100%	100%	100%	
Resources						
Time invested	12 days	7 days	14 days	7 days	6 days	
Who	RT, cadres, head dusun, village staff, sanitarian, Promkes, Dinkes, YDD staff	RT, RW, cadres, Kadus, Pemdes, sanitarian, CDB staff	Cadres, Pemdes, sanitarian, YR staff	Cadres, RT, Kadus, Pemdes, sanitarian, Promkes, Dinkes, YMP staff	RT, cadres, head dusun, village staff, sanitarian, Promkes, Dinkes, Plan staff	
General feeling						
Partner staff	😊	😐	😐	😊	😐	
Local gov't staff	😊	😐	😊	😊	😐	
Village leaders	😊	😐	😐	😊	😐	
Village cadres	😐	😞	😐	😊	😐	

The presentations by the partners on the results of the field testing are captured and summarised in the following tables.

General comments	
Good	Bad
✓ The new system ensures that the entire village is involved in data collection and data tabulation and analysis (YDD) ✓ New system provides a lot of information to Puskesmas and Dinkes staff and they were very happy ✓ New system provides clear information where follow up should be focusing on (YMP) ✓ Not sampling is cool and makes it the system and information more usable (YMP)	✗ Official village numbers are not known at district level (Plan) ✗ Problems with tabulating the individual forms in the summary sheets leading to miscalculations (CDB) (Plan) (YMP) ✗ Instructions or guidelines to use the data collection and tabulation forms was missing ✗ Training and completion of data collection in one village takes more than one day (YDD)

OUTPUT monitoring system	
Good	Bad
✓ Output data collection form is good as it is easy to use (CDB) ✓ Output monitoring system did not create any problems (Plan) (YR) ✓ Good understanding of output data collection forms by staff, sanitarians and village staff (YDD) ✓ Simple and easy format (YMP)	✗ Sanitarians would like to add more indicators so that it meets the requirements of the regular sanitary inspection, e.g. water supply (Plan) ✗ Monitoring process should follow the same system as used by the sanitarians and practised by Plan in the past year (Plan)

OUTCOME monitoring system	
Good	Bad
✓ Good understanding of outcome data collection forms by staff, sanitarians and village staff (YDD)	✗ Outcome data collection form is more difficult to use for all parties: : • Not all village leaders (RT/RW) can read and write (CDB) (YDD) • Cadres are not used to read long and detailed questions (YR) • Font size is too small (CDB) (YR) • More time required by RT and cadres to understand forms (YR) (YDD) • Needs more time to complete forms (CDB) • Confusion in cases where there is no toilet where to proceed in form (CDB) (YR) • Cadres cannot do it by themselves and need support from staff or sanitarians (YR) • There are too many details (Plan) • With new system cadres need to think (YR) ✗ Cadres do not read all the options and go for a short cut often scoring in the middle 1 (Plan) ✗ Villagers ask why we need to know all these details (Plan) ✗ Not all indicators were sufficiently clear, e.g. toilet lid needs to be safe (Plan) ✗ Mistake found in outcome tabulation form related to # of houses

The above detailed feedback was thereafter concluded as follows:



OUTPUT forms:

- No major problems
- Information on water supply should be included



OUTCOME forms:

- Too much text combined with the fact that villagers are either not able to read and write or not used to read long and detailed questions
- The QIS system with five levels requires villagers to think and make up their mind
- Tabulation (summarising the house questionnaires) is a problem and leads to mistakes

The facilitator posed the question whether it is possible that the results of the field testing is influenced by the fact that may be we are not yet fully comfortable with the new outcome monitoring system. Initially not all participants agreed with that possibility but when the partners were asked individually whether there staff felt comfortable with the outcome questionnaire the following answers provide a more realistic picture.

- Rumsram: staff understand the new outcome monitoring questionnaire but they are not yet sufficiently comfortable in using the new forms
- CD Bethesda: some staff are still making mistakes
- Plan: staff are not yet fully comfortable and will need more time to fully understand the new data collection questionnaires
- YDD: staff found it rather difficult in the beginning but they found out how to explain the new system by starting with level 4 and then going down
- YMP: staff feel comfortable with the system and do not want to change again to another system

Some participants were truly worried about the reliability of the new outcome monitoring system considering the challenges that had to be faced during the field testing. The argument that was made was: “if many village cadres or RT/RW are doing it wrong – and thus making mistakes – then the system is not reliable.” The participants were reminded that the previous system also had many flaws and that data was also not always reliable.

Main conclusions of the review of the existing monitoring systems⁵ carried out in the beginning of 2012:

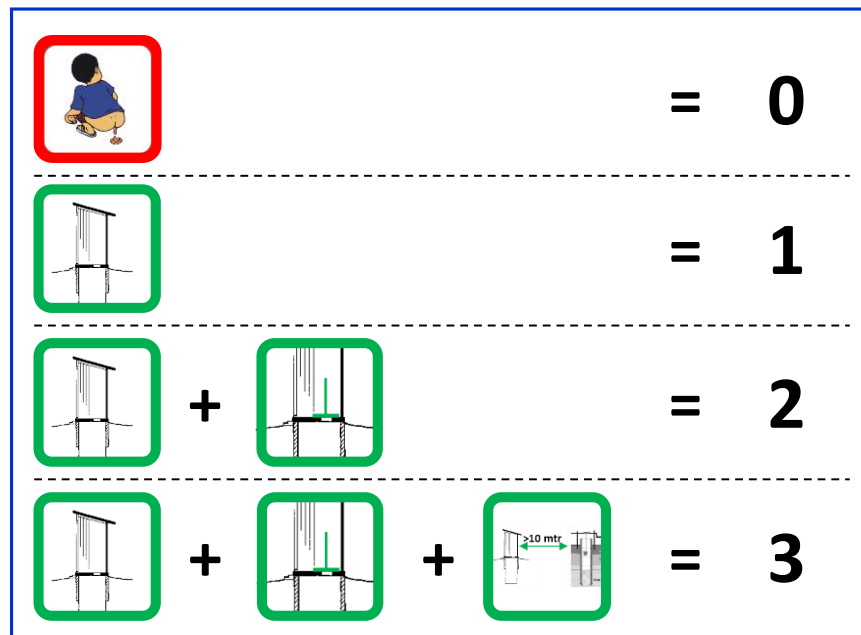
- The systems often provide unreliable information
- Data collection and data entries are often not carried out in time
- Data collection and data entries create too much work / headaches
- Information is not comparable between the partners
- Information is not compatible with reporting requirements

The review of the existing monitoring systems had revealed that there were many problems with the old systems and that the capacity and motivation of village cadres responsible for data collection had been one of the major problems. Problems associated with the selection, training and coaching of village cadres cannot be overcome by introducing a new monitoring system. The challenges associated with involving villagers (leaders, RT/RW, cadres, etc.) require a specific approach and need to be addressed urgently.

⁵ Baetings, E. (March 2012) Review of Monitoring Systems and Practices; Sanitation, Hygiene And Water Programme for East Indonesia; IRC International Water and Sanitation Centre, The Hague, the Netherlands

The new outcome monitoring system was developed to be able to measure changes in sanitation and hygiene behaviour and practices. The participants were reminded that the SHAW programme is not just about promoting the construction of toilets but is indeed aiming for sustained behaviour change. Therefore just counting toilets is not going to be enough or is not good enough. To be able to measure changes in behaviour and practices requires an additional monitoring system such as captured by the QIS influenced outcome monitoring system.

A couple of attempts were made to simplify the outcome data collection forms by reducing the amount of text to describe the different levels⁶ used in the data collection form. Other suggestions were to reduce the number of level / steps or to use pictures instead of text.



Example of the use of pictures to explain different QIS levels

Simplifying the system is a must so that village cadres can apply the new monitoring system without too many obstacles and challenges. However, to be able to capture sufficient information to observe changes in behaviour and practices over time it does not make sense to simplify the system to such an extent that it will not provide the information required to steer the programme and make adjustments if and when necessary. An option would possibly be to develop two different systems, namely one system that measures progress and outcomes during implementation by using the QIS system with a range of different levels (0-5 or 0-4), and one simplified system that only measures whether villages continue to sustain the improved behaviour and practices after STBM declaration by using only two levels (do meet STBM criteria, and does not meet STBM criteria).

As the meeting was not able to come to a clear GO or NO GO decision, it was decided to come back to the same discussion the following day so that the participants would have some time to reflect on the discussions during the evening and/or night.

⁶ The Qualitative Information System (QIS) quantifies outcome indicators, such as behavioural change, with the help of progressive scales ('ladders'). Each step on the ladder (also called level) has a short description, called a mini-scenario, which describes the situation for a particular score.

2.3 Friday 29 June 2012

Erick presented a quick overview of the programme for the third and final day. A number of changes were made to the original plan to make sure that all the original agenda items would be covered during the final day of the three-day meeting. The adjusted programme is shown in the table below.

When	What	Who
Morning	Agenda setting	Erick
	Concluding discussion on new generic monitoring system	Erick
	School sanitation and hygiene	Erick
	Water supply	Martin
	Lunch	
Afternoon	Sanitation marketing	Erick
	Action planning	Erick
	Meeting evaluation and closing	Erick

Concluding discussion on monitoring (09.00-10.00)

The conclusion of yesterday's discussion was that the proposed output monitoring system was found to be good and doable but that the outcome monitoring system was deemed to be too complicated for use by the village leaders and village cadres. During the ensuing discussion some of the same arguments that had been tabled the previous day were repeated.

After a long discussion about the best way to simplify the outcome monitoring system it was decided that we would continue with introducing the QIS based outcome monitoring system but that a small working group would be established to assist Pam and Erick in improving/simplifying the different levels. It was also decided that the working group would meet from 12 to 14 July 2012 at the Simavi Office in Yogyakarta.

Monitoring WORKING group		
Simavi, Pam Minnigh (Coordinator)	minnigh@cbn.net.id	0811 3812 87
IRC, Erick Baetings	baetings@irc.nl	
YDD, Melchior Kosat (Ikos)	melky_ntt@yahoo.com	0821 4403
Plan, Simon Heintje Tulado (Simon)	Simon.HeintjeTulado@plan-international.org	0852 5303
Rumsram, Yuyun Warbal	yuyunwarbal.rumsram@yahoo.com	0821 9837
YMP, Noer Sakinah (Nur)	noer_sakinah@yahoo.co.id	0812 3711
CDB, Anton Nugroho	antonjakal@yahoo.com	0856 4335

School sanitation and hygiene (10.15-11.15)

Erick opened the discussion on the school sanitation and hygiene component by introducing the topic with the help of a Microsoft PowerPoint presentation⁷. The presentation focused primarily on what was included in the original SHAW proposal⁸ on school sanitation.

⁷ Baetings, E. (June 2012) Moving Forward with School Sanitation & Hygiene, a presentation prepared for the 2nd quarterly meeting of SHAW Programme Coordinators, Jakarta, 27-29 June 2012; IRC International Water and Sanitation Centre, The Hague, the Netherlands.

⁸ Simavi (31 march 2010) Sanitation, Hygiene and Water (SHAW) for East Indonesia, Project Proposal, submitted to the Embassy of the Kingdom of the Netherlands (EKN), Jakarta, Indonesia.

According to the SHAW proposal school sanitation and hygiene is an integral part of the SHAW Programme as expressed by:

Programme objective 1:

- ⇒ STBM principles applied at community level, and in schools. Schools will be used as resource centres on STBM, and different governmental agencies coordinated through the Pokja AMPL at district level will facilitate and coordinate efforts at community level.

Expected results:

- ⇒ School sanitation and hygiene programmes will be included (as needed, depending on the survey and the UNICEF school programmes), through matching funds from Government of Indonesia, UNICEF, SIMAVI and others. Schools will function as resources centres for STBM in their village.

The school sanitation and hygiene component aims to realise a vision where all children go to school and all schools provide a safe, healthy and comfortable environment where children grow, learn and thrive. There are basically three main reasons **WHY** school sanitation and hygiene is an important component of the SHAW programme:

- 1) **WASH in schools improves health:** Schools, but also health facilities and other institutions where people gather, can be a major source of infection and a threat to public health, when hygiene, sanitation and other waste is not well managed. WASH in Schools provides healthy, safe and secure school environments that can protect children from health hazards, abuse and exclusion.
- 2) **WASH in schools boosts attendance and performance:** Not all schools have sufficient and adequate toilets and hygiene facilities. This affects especially girls and female teachers, who may even abandon school as a result of this absence of proper toilets.
- 3) **WASH in schools reaches communities:** Behaviour change is easier to realise at a young age. School children can learn about sanitation and hygiene and will learn this for life. Children have the potential to become strong agents of change that can promote improved water, sanitation and hygiene practices among each other, their families and communities.



WASH in schools posters developed by UNICEF available at <http://www.unicef.org/wash/schools/>

The school sanitation and hygiene component should embrace a two-pronged approach that will improve WASH conditions at schools and simultaneously improve sanitation and hygiene conditions in the surrounding communities. In accordance with the original SHAW proposal the **WHAT**⁹ of the school sanitation and hygiene component should therefore focus on the following two elements:

- 1) **Improve WASH conditions at schools**, by
 - ✓ **Upgrading sanitation and hygiene facilities and**, as needed, **water facilities** in schools by assisting villages and schools to assess WASH conditions, plan and implement improvements, and establish proper O&M and user behaviour
- 2) **Improve sanitation and hygiene conditions in the communities**, by
 - ✓ **Setting up STBM resource centres** at schools
 - ✓ **Educating (enabling) children** on improved sanitation and hygiene behaviour and practices
 - ✓ **Mobilising schools and students** to actively promote improved sanitation and hygiene behaviour and practices among each other and the wider community

The original SHAW proposal is also rather clear on **HOW** the school sanitation component is to be implemented when it states: the programme will work with schools on upgrading sanitation and, as needed, water facilities on the **principle of cost-sharing**. Some subsidy may be provided from the programme budget, but co-funding through other sources of financing is required. In principle the actual investment costs will (have to) be allocated by local government budget.¹⁰ It furthermore states that **UNICEF** as a partner **will play a pro-active role** to ensure school sanitation is properly covered in the target areas. The programme in close collaboration with UNICEF will advocate starting from the inception phase to include school sanitation on the programme roadmap.¹¹

After the presentation the way forward was discussed. During the meeting a working group was established that would start working on a school sanitation and hygiene implementation strategy that would then be presented in the next PC meeting planned for 16-19 October 2012 in Lombok. The remaining time was used to discuss and agree on a framework (TOR) for the working group.

Framework for school sanitation and hygiene working group:

- Organise a workshop on 7-9 August 2012 in Yogyakarta that will be hosted by CD Bethesda
- Hire an external consultant (Yan Ghewa) to facilitate the workshop
- Invite additional external experts (e.g. UNICEF and/or others) to provide technical input and advise
- The school sanitation and hygiene component should focus on: i) improving WASH conditions at schools; and ii) supporting STBM initiatives in the communities.
- Expectations:
 - Build on existing experience of partners but also look at what others are doing
 - Align with the UKS WASH in schools roadmap and guidelines
 - Develop the main principles accommodating the two focus areas
 - Develop simple and easy activities
 - Develop a toolkit
 - Develop a simple monitoring format

⁹ Details were obtained from section 3.2.2 *Multi-stakeholder approach, within the framework of government policies* (pg. 25) and section 3.3.2 *School sanitation and other institutional sanitation* (pg. 33-34) of the original SHAW proposal.

¹⁰ See section 3.3.2 *School sanitation and other institutional sanitation* (pg. 34)

¹¹ See section 3.3.2 *School sanitation and other institutional sanitation* (pg. 34)

The following working group was established to work on the school sanitation and hygiene component.

School S&H WORKING group		
Simavi, Yus (Coordinator)	merayyakancinta@gmail.com	0812 4639 219
YDD, Christina	christina@arecop.org	0812 2704 055
Plan, Sabar	Sabaruddin.Sabaruddin@plan-international.org	0813 3959 7675
Rumsram, Ishak	kasumasa_biak@yahoo.com	
YMP, Helena	e_peduli@yahoo.com	0812 3721 3030
CDB, Gidion		0821 3810 6336

Water supply (12.15-12.45)

Martin introduced the discussions on the water supply component by sharing his personal reflections on this topic. Martin's reflections are provided in Appendix 5 of this report.

Martin started by saying that water supply is included as an important component in the SHAW programme. Without the water supply component it would have been S&H instead of SHAW! Plan is implementing a water supply component through its own funding and the other partners have submitted separate project proposals to Simavi for additional funding.

Martin thereafter explained what he will be looking at when considering the submitted proposals. The following factors will be considered:

- Do the water supply activities support the STBM initiatives, considering that 3 out of 5 STBM pillars are linked to water supply (e.g. pillar 1: water for toilet flushing; pillar 2: handwashing with water and soap; and pillar 3: household level safe drinking water.
- Water in, water out. The more water flows in or around the house, the more liquid waste (grey water) will be produced and has to be managed (pillar 5)
- Water is an economic good so water supply activities should support household level income generation, health and other activities.
- Sustainability of water supplies including community-based management structures

Responding to a request by the participants, Martin shared his thoughts with the partner NGOs by email during the meeting.

Sanitation marketing (11.15-13.00)

What is being done at present by the different partner NGOs and what should be done to improve existing sanitation and hygiene supply chains. Consider that we are not starting from zero or scratch. Most if not all partner NGOs are doing something, for example providing training for masons and or small scale entrepreneurs, developing a range of sanitation technology options, etc. it was suggested that a working group would conduct a comparative study¹² of sanitation marketing activities across the partners but at the same time also look at what others are doing in this field (e.g. UNICEF, WSP in East Java, etc.).

¹² **Comparative studies** can be useful to: i) systematise sanitation marketing experiences of the five partner NGOs in order to compare and draw lessons learnt; and ii) to develop a list of key issues to inform the creation of generic guidelines to apply to SHAW's sanitation marketing and finance activities.

It was decided to set up another working group that would carry out the comparative study and report back its findings during the next PC meeting planned for 16 to 19 October 2012 in Lombok. It is expected that the comparison and sharing of knowledge and experiences will provide insight and inspiration to develop this component further.

SANMARK WORKING group		
Simavi, Martin (Coordinator)	Martin,Keijzer@Simavi.nl	
YDD, Joko Santoso	gatolotjo11@yahoo.com	0813 2866 5952
Plan, Saechu	syaechuaziz@gmail.com	
Rumsram, Ishak	kasumasa_biak@yahoo.com	
YMP, Helena + Azwar	e_peduli@yahoo.com	0812 3721 3030
CDB, Saifullah	Via: pesikhenny@yahoo.co.id	0812 3989 3020

As the partner NGOs will have to start documenting their own sanitation marketing activities, Martin was asked to develop a simple format to guide the write-up of experiences. The partners will have to complete the write-up by 23 August 2012 and the working group meeting is scheduled for 6 and 7 September at the YDD office in Yogyakarta.

Agenda coming period

The different working group meetings are summarised in the following table.

When	Where	What	Who
12-14 July	Simavi, Yogya	Monitoring working group meeting	Working group members
7-9 August	CD Bethesda, Yogya	School S&H working group meeting	Working group members
6 and 7 September	YDD, Yogya	Sanitation Marketing working group meeting	Working group members
16-19 October	YMP, Lombok	3 rd QTR PC meeting	Programme Coordinators and others

Action planning

The issues discussed and decisions taken during the three-day meeting were translated into a concrete action plan for the coming period. The point of departure for most of the activities included in the action plan was that all the work and concerted efforts (working together) should lead as far as possible to a SHAW and partner-wide common framework and universally applicable approaches.

The following detailed action plan was developed jointly during the meeting.

	Theme	What	Details	Who	When
1	Knowledge management	1) Simavi (Pam) with support from IRC (Carmen) will take the lead	KM and knowledge product development will be carried out in close consultation and support from the SHAW partners		
		2) Develop first issue of SHAW newsletter		Pam	< End July
		3) Explore possibilities of opening a Google Doc page	All SHAW documents could be stored on Google Doc while a SHAW website is being explored	Yus	< October PC meeting

	Theme	What	Details	Who	When
		4) Explore possibilities for a SHAW website page		Peter and Erick	< End July
		5) Develop first knowledge products in 2012	Likely topics are: • Behaviour change monitoring • Programme developments and changes in approach during the first two years • Role of and benefits to women of the SHAW programme	Pam and Carmen with input from partners	< End 2012
2	Advocacy	1) Develop advocacy strategy	• A draft advocacy strategy will be developed in a one-day special session during the October PC meeting in East Lombok • An external advocacy expert will be invited to support us	All Martin	16-19 October
		2) Develop plan to build the capacity of partner staff	• Issue will be discussed during Lombok meeting	All	16-19 October
3	Monitoring	1) A working group is established to finalise the output and outcome monitoring system with Pam in the lead	• Preparatory work will be carried out prior to the Yogya workshop • A WORKshop will be organised in Yogya at the Simavi SHAW office	Erick See list below	< 12 July 12-14 July
		2) Develop manual / guidelines		Erick and Pam	< End July
		3) Modify Excel database		Erick	< End August
4	School sanitation & hygiene	1) A working group is established to develop a draft school sanitation and hygiene intervention strategy with Yus in the lead	• A WORKshop will be organised in Yogya at the CD Bethesda office • The following is to be considered: ▪ Build on experiences of partners and others ▪ Develop main principles accommodating the two objectives given below ▪ Develop possible activities ▪ Develop a toolkit ▪ Develop monitoring format • Yan Ghewa will be contracted to facilitate the workshop • An external WASH in school expert will be invited to advise during the workshop	WG members Martin Martin	7-9 August
		2) The draft intervention strategy will be presented and discussed in the Lombok meeting		All	16-19 October
5	Sanitation marketing	1) A working group is established to carry out a comparative study on sanitation marketing with Martin in the lead	• A WORKshop will be organised in Yogya at the YDD office • The study should entail: ▪ Map existing activities and compare approaches among the partners. ▪ Map what other organisations are doing in Indonesia and in the region.	WG members	6-7 September

	Theme	What	Details	Who	When
			- Prepare an overview of best practices. - An external sanitation marketing expert will be invited to advise during the workshop	Martin	
		2) Provide outline to working group members	This should enable partners to record their SM activities and experiences	Martin	<6 July
		3) Working group members record own SM activities		WG members	< 23 August
		4) The comparative study will be presented and discussed in the Lombok meeting		All	16-19 October
6	Water supply	1) Forward personal thoughts and reflections regarding water supply interventions to partners		Martin	29 June
		2) Partners will deal directly with Martin regarding their WS proposals		Partners	

Proposed agenda for the Lombok Programme Coordinators meeting

The following agenda was drafted for the next Programme Coordinators meeting scheduled for 16 to 19 October in Lombok. YMP was requested to function as the host of the meeting.

Day	What	Remarks
Day one	- Follow up action points Q2 - Short presentations by partners on progress to date - Follow up on monitoring including process monitoring	
Day two	Develop advocacy strategy	With support from external advocacy expert
Day three	Field trip	
Day four	- Present results of school S&H working group and discuss next steps - Present results of sanitation marketing working group and discuss next steps	

Workshop evaluation

At the end of the three-day meeting a simple evaluation was carried out by the participants. The participants were divided in two groups and asked to discuss and write down any issues they would like to share with the organisers, facilitators and other participants of the meeting.

Outcome group one:

- ☒ Discussions were very dynamic
- ☒ Strategic way to solve unfinished topics by formulating working groups is better
- ☒ Good time management
- ☒ Action plan is more applicable with clear steps (not abstract)

- ✓ Effective facilitator (two meanings)
- ✗ No time to give feedback directly to MTE evaluators. It would have been good if they had been able to participate in afternoon session

Outcome group two:

- ✓ Flexibility and good time management
- ✓ Good dynamics, good discussions and good facilitator
- ✓ Clear action plan and grounded
- ✓ Setting up of working groups is an improvement making it easier for partners to contribute
- ✓ The venue is the best so far and this has raised expectations for future meetings
- ✗ One topic (monitoring) unfortunately not been able to conclude

Wrap up and closing words by Martin Keijzer and Peter Oomen

Martin started by saying that it had been a very concise and very intensive three days. There were a lot of lively discussions and we were able to cover a wide range of important subjects. The MTE mission was in general positive about the progress made to date even though several topics need further attention and follow up. Concerning the working groups it is good to hear that you are all very positive. It does mean however that the working group members that represent the different partners will need the mandate to make decisions otherwise we could end up with results that cannot be used. It also means that you will have to prepare your representatives before they attend the working group meetings. With regards to sharing, Martin invited the participants to share the results of the three-day meeting with their office and field staff. Martin concluded his closing words by thanking everybody for their active and construction participation in the meeting and wished all a safe return journey.

Peter started by saying “I am sorry to tell you that I have come to the wrong meeting. I should have come to the next meeting because then I could have visited Lombok.” Before coming I had some objectives, mostly learning from your presentations and from your reality of working in the field but also from your interactions – “playing the game together” – during the meeting. Now I have a far greater understanding of the ambitions of the programme. This insight is absolutely necessary for me to be a good supervisor to Martin as I need to understand the SHAW programme to be able to fulfil that role. It will now also be fare easier to support Ruben and Linda in their work as sharing and advising will be easier. Peter also mentioned that the discussions were interesting and sometimes when the discussions went in to too much detail he was able to do some other work to ensure that others were able to continue their work. On the action plan Peter mentioned that he was happy to see that there is a shared understanding of what needs to be done with the urgency it deserves. He advised the participants to be communicative, to live up to deadlines, to find solutions even if it is difficult sometimes, and to think from a team perspective. If a chain has one weak link it will break. So do Inform each other when problems come up. Peter concluded by saying “with my hearth and with my brain I wish you lots of success with all the challenges and have safe trip home.”

Appendix 1: Original meeting schedule

What	2012 2 nd Quarterly Meeting of SHAW Programme Coordinators
When	27 to 29 June 2012
Where	Jakarta

Day	Time	Meeting Topics	Expected results	Remarks
Wednesday 27/6	Morning	Debriefing of MTE main findings		External evaluators
	Afternoon	Identifying key findings of MTE and discuss 'way forward'	Formulation of ideas how the programme 'challenges' need to be addressed	Erick
Thursday 28/6	Morning	Agenda setting		Pam
		Review of MTE key findings	Comprehensive wrap-up and agreement on key programme challenges	Pam
		Update on programme issues	Understanding of critical issues that may affect programme performance	Martin
		Actions from Q1 - 2012	Overview of which actions have been undertaken and which haven't	Erick
		Presentation by all 5 partners on progress and changes to 2012 planning	Understanding of where we are and whether we are on track	Presentations by Programme Coordinators Facilitation by Pam
	Afternoon	Discussing results of testing of new output and outcome monitoring system and come to a GO or NO GO decision	Decision on how to move forward is taken Action plan on how to move forward is developed	Presentations by Programme Coordinators Facilitation by Erick
Friday 29/6	Morning	Discussing how to move forward with the sanitation marketing and school sanitation & hygiene components	There is an urgent need to create common understanding and language and move beyond the earlier broad discussions. What is it that we want to achieve? What should be the scope of our interventions? Come up with common definitions and develop a 'plan de campagne'.	Erick with input from Pam and Martin
	Afternoon	Discussing how to move forward with the water supply component	Obtain a better picture and insight in the concrete plans of the different partners	Pam with input from Martin
		Revisit the action items identified during the meeting and create a comprehensive overview	Concrete action plan, with key activities (joint and individual) for period July-December 2012	Erick
		Agenda items for the next meeting		Pam
		Evaluation of meeting		Erick

Appendix 2: List of participants

Nr	Name	Organisation	Email address
1	Ishak Matarihi	Rumsram	kasumasa_biak@yahoo.com
2	Nasrudin	Rumsram	
3	Dewi Utari	CD-Bethesda	dewisoemarsono12@gmail.com
3	Bayu Selaadji	CD-Bethesda	bayuselaadji@yahoo.com
4	Henny Pesik	CD-Bethesda	pesikhenny@yahoo.co.id
5	Eka Setiawan	Plan Indonesia	Eka.Setiawan@plan-international.org
6	Sabaruddin	Plan Indonesia	Sabaruddin.Sabaruddin@plan-international.org
7	Ade Darmawansyan	Plan Indonesia	
9	Christina Aristanti	Yayasan Dian Desa	christina@arecop.org
10	Melchior Kosat	Yayasan Dian Desa	melky_ntt@yahoo.com
11	Susana Helena	YMP	e_peduli@yahoo.com
12	Nur Sakinah	YMP	noer_sakinah@yahoo.co.id
13	Peter Oomen	Simavi	Peter.Oomen@Simavi.nl
14	Martin Keijzer	SHAW	Martin.Keijzer@Simavi.nl
15	Pam Minnigh	SHAW	minnigh@cbn.net.id
16	Yusmaidy	SHAW	yusmaidy@ampl.or.id
17	Erick Baetings	IRC	baetings@irc.nl

Appendix 3: Microsoft PowerPoint presentation of MTE findings



1. Main objectives of SHAW (April 2010 – Dec. 2014):

- A. Implementation of the STBM strategy in 9 rural districts in East Indonesia
- B. To support national efforts to replicate the STBM approach nation-wide.
- C. Local government institutes are enabled/strengthened to continue the STBM programme after phasing out of SHAW.

2. Special features of SHAW

- A. STBM five pillar approach is more than just a CLTS+
- B. Close cooperation essential between local authorities, NGO's and communities.
- C. It is a learning process for all stakeholders involved.
- D. Zero-subsidy approach.

3. Targets

- A. 900 villages (about 600-700.000 people) in 9 district achieved STBM status.
- B. 107 schools achieved STBM status

4. ToR of the MT-Evaluation

1. Institutional aspects at project level: cooperation between 6 implementing NGO's and their governmental partners at different levels, collaborating and supporting partners; and institutional aspects at programme and national level.
2. Methodological aspects of the STBM approach: training, socialisation, triggering, data collection, output verification and outcome monitoring after STBM declaration.
3. The B-components: school sanitation, sanitation marketing, private sector involvement, water supply systems and financing.
4. Technical aspects: promoted hardware options
5. Performances and results of the 5 implementing NGO's
6. Sustainability aspects
7. Developments and changes of the programme
8. Effectiveness of the programme (output> outcome>impact).
9. Efficiency of the programme (budget depletion > desk study)
10. Recommendations for the remaining period (up to 2014)

5. MTE plan of work/approach

- a. visits to 5 islands, 9 districts, and 17 villages
- b. interviews with the 5 implementing NGO's
- c. FGD with local government partners:
- d. interviews and FGD with facilitators village cadres and villagers
- e. perusal of SHAW progress and technical reports

6. Presentation of first results

- a. findings and observations (from draft report)
- b. preliminary conclusions
- c. recommendations



7. Institutional aspects at project and programme level

A Cooperation between the 6 NGO's: in terms of:

1. Exchange of experiences & lessons learnt.
2. Exchange with NGO's outside SHAW
3. Participation in workshops

Conclusions:

- SHAW is a learning programme and exchange of experiences is crucial
- Young and less experienced partners benefit from the more experienced partners
- Participation with partners outside SHAW hardly happens.
- The SHAW workshops are highly appreciated especially those facilitated by IRC
- Quarterly PC meetings are found very useful
- Knowledge manager needed as partners have no time to write reports.

Recommendations:

- The reports should contain summaries in Indonesian
- Project coordinators should be accompanied by a relevant staff member
- Knowledge sharing: mailing list and website badly needed
- Clear profile for knowledge manager is needed:

8. Cooperation with Pemda

- MOU : Pemda & SHAW partners
- Bupati decree for Pokja AMPL
- District road show to get commitment from Pemda (Bupati and Camat)
- Sub-district road show
- Expected roles and responsibilities

Observation :

- The progress of cooperation with and support by Pemda is influenced by internal government situation and SHAW partner strategy & approach of advocacy
- Poor interest to support STBM shows by Pokja AMPL who is familiar with subsidy program
- There is a vacuum condition of Pokja AMPL in TTS
- Bupati decree for Pokja AMPL are delay for new split district
- Most of area have no policy and budgeting guarantee for the STBM sustainability
- The STBM planning, programming, and budgeting not yet exist at district government

Recommendation:

- ✓ The national government (Bappenas, MOH, Ministry of public works) has to advocate the local government to schedule STBM on district's Policy such as Perda, RPJP, RPJMD and Renstra
- ✓ Carefull and effective strategy is required to trigger a local government who is familiar with "subsidy program"
- ✓ Advocacy capacity of SHAW partners needs to be improved and share

9. Funding options of Pemda

- **BOK**
 - (a) For sanitation and promkes for monitoring
 - (b) Incentive for village cadres (Posyandu cadres)
 - *Most of Dinkes are familiar with BOK*
- **APBD 1 (Province)**
 - (a) Is possible in case of Pamsimas project activities
 - (b) Deconcentration fund
 - *APBD 1 is uncertain, mostly not available*
- **APBD 2 (District)**
 - (a) Is only possible if STBM included on Perda of AMPL, RPJP, RPJMD and RAD
 - (b) Depending of local budget priority based on District Musrenbang and Parliament discussion
 - *APBD 2 is uncertain unless it has already included on Perda, RPJP, RPJMD and RAD*

- ✓ The national level needs to advocate the local government to provide policy and budgeting guarantee for STBM through Perda, RPJP, RPJMD, and RAD
- ✓ SHAW partners have to advocate the local government to put STBM on local Perda or RPJP or RPJMD and Renstra.
- ✓ SHAW partners should advocate the village to make STBM planning and budgeting proposal for the ADD to be proposed and discussed on musrenbang kecamatan (sub-district development forum)

C. Institutional Aspects at the national and programme level

- Two players at national level :
 - Pokja Nasional and
 - STBM secretariat of MOH (started recently)
- Pokja Nasional would like SHAW to develop tools and procedures to replicate the STBM approach for nation wide up-scaling.
- The STBM secretariat of MoH published guidelines (Manlak) for STBM in which the five pillars are defined.
- In Manlak STBM (Oct 2011 STBM secretariat website): the provincial governments are supposed to coach the districts and to create an enabling environment for the districts.

C. Institutional Aspects at the national and programme level

Observations/conclusions :

- Although both players say to support the STBM approach, in reality they are predominantly interested in the first STBM pillar as this is seen as the most relevant factor to achieve the MDGs target before the end of 2014.
- At the district level, Pemda and the 5 implementing NGOs, have the feeling that they are fighting a lonely battle as the support from the national and provincial government is said to be almost non-existent.
- Though Pokja Nas and MoH are key stakeholders, they are mainly interested in data and information about procedures and monitoring systems.

Recommendation :

- If both players see the STBM approach as a national programme, one might expect more political and concrete support for the programme.

D. Simavi as the coordinating NGO

The start of the SHAW programme in 2010 was a confusing and complicated one. As the STBM approach was said to be new, an extensive inception phase was organized to develop strategies for monitoring, institutional and technical arrangements and a workplan. In contrast to the intention to coordinate efforts, a flexible approach in the implementation was followed to account for physical, economic and cultural differences.

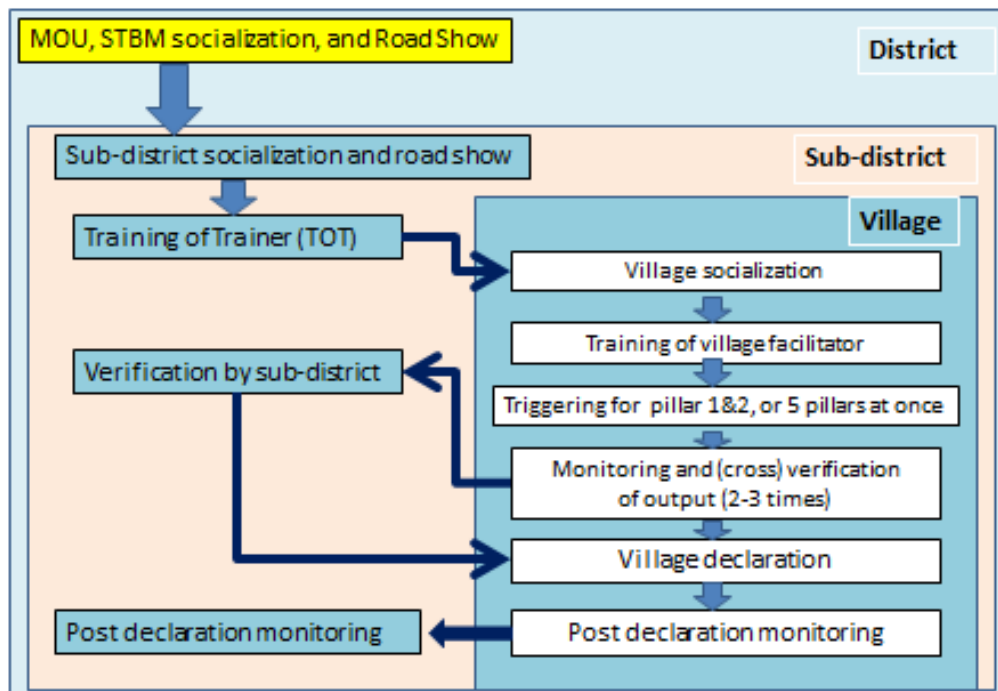
> Observations/conclusions.

- The flexible approach has caused some confusions as the partners were repeatedly asked to change or adjust their approaches (see the Yogya and Biak papers). The monitoring system, one of the first items of the inception phase seems to be back to square zero and a generic system will now be discussed at the coming PCM.
- The STBM approach is repeatedly presented as a new one because of the five pillars. The ET is of the opinion that the STBM approach is new because it right from the start tries to involve both the local government and the communities; while the CLTS approach is predominantly focused on awareness raising in the communities.

> Recommendations

- Regular brainstorming and exchange of experiences is needed to develop a concerted approach. Apart from the generic monitoring system, all elements of the B component – which are lagging behind – need to be discussed. Flexible approaches should be avoided wherever possible,

STBM process and approach

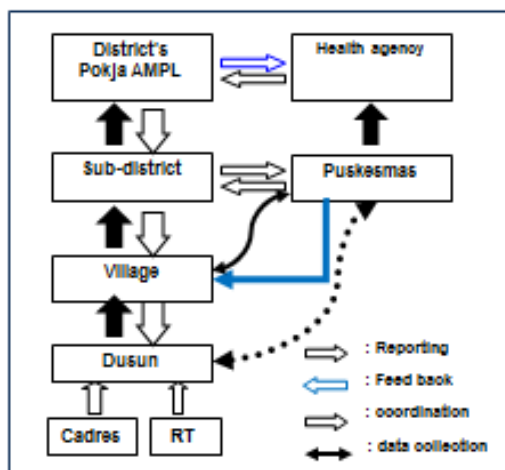


Data collection and monitoring

- Baseline Data (mostly STBM related)
- Output monitoring (100%)
- Outcome monitoring (100%)
- Data compilation and recapitulation
- Database management/storage
- Analysis

Monitoring formats of SHAW partners are various and difficult to summarize compare the entire program output and outcome

Positive response and support by Dinkes to the new monitoring format by IRC which answers Dinkes needs to evaluate the community's health and hygiene behavior through output & outcome monitoring



Recommendation :

- Indicators reduction for the new format for the sustainability of reliable monitoring data
- Purposive sampling is one option by selecting community categories which are vulnerable to relapse to the old behavior
- to collect the inputs from Dinkes and Puskesmas for the improvement and applicability of the new format to be integrated to their existing PHBS information

Baseline Data



➤ Observations/Conclusions

- Baseline data are mostly STBM related and often collected too late (after triggering).
- Communities are dealt with as targeted units and remain rather "faceless". This inspite of the notion that Indonesia is far from homogenous.

(An overview of the baseline data is presented in Annex 4 of the inception report, but not received by the evaluation team)

➤ Recommendations

- Each village and/or kecamatan has its specific features. These features should be described in a short narrative profile; e.g adat, religion, settlement patterns, physic and socio-economic circumstances (for example a subsistence economy)
- This information is useful for the triggering but also for the outcome monitoring.
- Lack of these data hampers a proper analysis of effectiveness and impact.

Training and Capacity Building

Training for	Trainer
NGO staff	MOH, partners, CSA
TOT	Trainer consultant, MOH, SHAW partner
Village cadres & volunteers	Sanitarian, Promkes, and SHAW partner



Trainer selection criteria :

1. High competency for effective training
2. Strategic mission to engage commitment between national and local government to support STBM implementation

LOCAL GOVERNMENT ADVOCACY :

1. Develop the advocacy strategy to be taken in order to include STBM on LG policy through Perda or RPJP or RPJMD or RAD or at least RKP?
2. Advocacy target : key person of LG department and parliament by including STBM into the roles and responsibility of departement which function as domain of monitoring and control, technical support, planning and program coordinator, education, water supply, community empowerment and related aspects
3. Who is the champion for advocacy? Is it Pokja AMPL? Or is the community able to advocate the LG policy?

Documentation

➤ Observations/conclusions:

Training modules, lessons learnt, monitoring tools, capacity building of local government partners in order to create an enabling environment and to strengthen the local (water) and sanitation sector (objective 2) are filed in computers but not/seldom processed into written material, articles or brochures. The partners have no time nor the capability to produce them. CDB has a series of leaflets and brochures edited by themselves.

➤ Recommendations:

- Instead of individually produced brochures and articles, Simavi should work towards programme wide publications
- A knowledge manager with communicative and writing skills could do this.

B Components of the SHAW programme

1. School sanitation and monitoring to be integrated in STBM

➤ Observations/conclusions:

All partners are preparing activities for this component. RR works on a pilot for 10 SD, Plan aims at 300SD schools and cooperates with WISE, CARE and other partners. The experiences will be shared with YDD, RR and CDB. YMP in cooperation with the Pokja-da will start a pilot in 10 schools. The activities are limited to behavioural change and integration into the curriculum, latrines are not included.

➤ Recommendations:

- School sanitation is key to enhance sustainability; children have their own vivid imagination and will influence their families at home. Therefore school sanitation should have been prioritized and addressed at an earlier phase.
- Instead of individual approaches, a harmonized approach should be followed.
- What will be monitored if no latrines are built?



Sanitation Marketing

2. Sanitation marketing (see def. EB)

➤ Observations/conclusions

Limited experience so far (RR), it is mostly seen as a production rather than a marketing issue (Plan). YDD has developed a cost calculation module to train producers of hardware. For the poverty stricken villages in Sumba this subject is less relevant.

➤ No recommendations

3. Private sector involvement

➤ Observations

This component of the SHAW programme has not been addressed yet. Most of the hardware is locally produced with local materials.

4. Water supply systems

➤ Observations

Some partners have started water supply systems with their own funds (Plan) or with support from Simavi (Alur and Solor) and Sikka. YMP: has much experience with water supply. Water supply is not a real problem in East Lombok, water management is the main problem.

5. Financing systems

Plan uses its experiences with micro-finance systems from Grobogan and artisans are used to buy cement. YDD reports that many credit unions are active in Sikka and Flotim. YPM cooperates with Taskia (Bogor) which has a dependence in Aikmel. This cabang has more than 1000 members, The main sum (dana pokok) is received from the province.



6. Sustainability Issue

There are several means to enhance the sustainability after SHAW has pulled out:

- Competition, perlombaan, work contract with the kepala desa, sign on the desa tugu that the village is 100% STBM. This sign is taken away as soon monitoring results show less than 100% STBM
- More important is advocacy and follow up by Pemda and sanitarians.
- Use STBM options which are locally at hand and applicable.
- School sanitation is one of the best investments in sustainability. Children have a vivid imagination; bad vs good bacteria, depicted as the bad and good guys, who attack vs defend your intestines and health. This material is also used in nutritional and healthy food extension programmes.
- Simplify the outcome monitoring. After Shaw pulls out the monitoring will be continued by Puskesmas staff accompanied by village cadre. These people are already busy. Within a year they will get bored asking lengthy and wordy questionnaires, which have to be inserted in their PHBS format.

6. Sustainability Issue

- ☐ Reduce the question per pillar to dichotomies: the score is 1 if the situation is conform the STBM definition (iv); 0 if it is not. If zero make a very short note of the shortcoming. The total STBM score per house should be 5, if less the village cadre should take action. - Avoid irrelevant questions (why asking the owner, every adult could answer your questions or show you around, why checking for flies and not for example for cockroaches? Will the distance between pit and latrine (set at 10 meters) change frequently ?
- ☐ Reduce the sample size as much as possible. The sampling chance should be based on the baseline information (accessibility of water, economic status of the household. Households which scored less than 5 points should be revisited next round.
- ☐ The time saved by these simplifications could be used for follow up, coaching.
- ☐ The more time consuming the monitoring is, the sooner the surveyors and village cadre will ask for payment.
- ☐ STBM is not a one moment shot; people like to look forward. Shaw should develop a STBM ladder in line with the sanitation ladder.

Effectiveness and Efficiency

At this point in time it is difficult to judge the effectiveness. The programme is well underway as far as objective 1 and 2 of the logframe are concerned. Objective 3: national and programme level have still a long way to go.

➤ Observations:

- It varies per pillar, pillar 2 and 4 are found most troublesome primarily because of old habits. Littering behavior is still to be seen, even in 100% STBM villages. Coconut shells and bottles contained water and could become a breeding spot for mosquitoes.
- Relapse is most likely to occur in poverty stricken areas with serious water problems.
- Efficiency is relatively low, which is mainly to be attributed to the flexible approach.

Thank you



Progress against target

	Rumsram	Plan	YDD	CD Bethesda	YMP	Totals	% of intended results
Scale in June 2012							
# of districts	2	2	2	2			
# of sub-districts	6	49	17	5			
# of villages triggered	19	120					
(accumulative)							
# of villages declare STBM	1	54	3	1			
(accumulative)							
# of sub-villages declare STBM	2	1179					
Estimated # of houses declare STBM	83	11884		150			
School sanitation		300	145	40			
# of population declare STBM	401	66740					
Intended results 2010-2014							
# of districts	2	2	2	2	1		
# of sub-districts	6	56	40	7			
# of villages	42	417	360	70 (80%=?)	47		
# of households	5,000	48,218	77,890	20,400			
Estimated # of people	22,999	191,498	348,046	122,404			
School sanitation	10	357		100% = ?			

Appendix 4: Outcome of group work on MTE observations / recommendations

			Scoring			
KELOMPOK 1 / GROUP 1			IMPORTANCE	URGENT	RELEVANCE	WHO
	Observation / recommendation	Discussion				
	Institutional aspects at programme level					
1	The reports should contain summaries in Indonesian. Laporan2 sebaiknya ditulis dalam berbahasa Indonesia not Inggris (Tidak hanya summary)	Reports are important, as not only the partners but also the government need to know. So not only the summary but the whole report. Everybody should understand and know; not only the manager. What kind of reports do we talk about? Who is going to read 40 pages? May be only the summary, but then it has to be smart. YMP: we are nervous, as we need (too much) time to translate reports. No person in the organization who can do. Erick: no. 1 and 2 are related, sharing information, what has been shared and done, with the rest of the organization. Christine, yes and no; inside and outside of the organization. Sharing a report is not always the best way. Share info, or share ideas to proceed? According to YMP and Rumsram: the whole report needs to be translated!! Yus: Report to Pokja and national level, they are not taken up as there is not enough time, and no interest as it is still in English, so more interesting in Indonesian, and shorter. Erick: the problem, there is not enough sharing of information, both internally as well as externally (same as the conclusions), but maybe there are better ways to do this. How do you share with your teams after meetings, or with local partners in your area?	✓	✓	✓	S
2	Project Coordinators who come to PCM meetings should be accompanied by a relevant staff member	At least one extra person who is linked to the issues of the meeting should attend the PCMs together with the Programme Coordinator. Also the same as it is all about sharing.	✓	✓	✓	A
3	Knowledge sharing: mailing list and website badly needed. Untuk berbagi pengalaman dan informasi diantara mitra SHAW perlu dibuat mailinglist dan website	Knowledge sharing, we agree this is important. There is an STBM website, but too general. What about a website for SHAW, internal/external accessible, so that experiences, tools, information can be shared. This is important, PLAN has www.planet.id, but it cannot be used by us. Not very urgent, and for whom? Issue is the same, but the action is different: Knowledge sharing; nice to have but not so urgent	✓	✗	✓	S
4	Clear profile for knowledge manager is needed	We agree, should be full-time, communication background, bilingual, proactive in managing sharing. At which level? One KM person for the whole of SHAW or one person for each partner? Martin: if you have one KM person for the whole of SHAW, he/she will depend on info from the field to be able to put it together. Would you be able to provide relevant information?	✓	✓	✓	A

KELOMPOK 1 / GROUP 1

			Scoring			
			IMPORTANCE	URGENT	RELEVANCE	WHO
Observation / recommendation	Discussion					
	Eka: the tricky one is the question to ask? People who understand communication. Plan has centralized KM. Christine: we tried to understand KM, writing skills are needed, a nice story is not the same as a report. Issue, can be one KM, but it should not be just asking, the person should operate proactively. Develop your own knowledge products, but based on the work done in the field. All our experiences and stories written and shared, that is the goal. Also you want to be seen as relevant in the sector that is why we need to produce knowledge documents.					
5	PC Meeting sebaiknya dilakukan 6 bulan sekali	Agree it is useful, 3 months is too short, and consuming resources, so better every 6 months				
	Cooperation with Pemba					
6	Mitra SHAW SIMAVI melakukan advokasi ke prioritas ke pemerintah pusat agar mengadvokasi pemda untuk memasukan STBM ke dalam kebijakan daerah	Shaw partners advocate the national government so they advocate the local government What if you go directly to the local government?	✓	✓	✓	A
7	A careful and effective strategy is required to a trigger local government who is familiar with "subsidy program"	Careful and effective strategy, what is that?? What does it mean? If what we have is not yet careful and effective, how do we do it? Role of local government is important for long term sustainability of the SHAW program outcomes? Have we been effective in engaging the local government partners? Are they fully part of the SHAW program? Are they providing resources? Are they able to take over today? BELUM< some SUDAH< most IN PROGRESS< especially budget and Perda. Planning already, but budget not yet.	✓	✓	✓	A
8	Advocacy capacity of SHAW partners needs to be improved	It seems that 7 and 8 are linked: 7 is strategy and 8 is capacity	✓	✓	✓	A
	Funding options of Pemda					
9	Mitra SHAW SIMAVI mengadvokasi pemerintah pusat supaya mengadvokasi Pemda untuk membuat kebijakan dan anggaran STBM	Number 9 and 6 are related, it is more specific	✓	✓	✓	A
10	Mirta SHAW (5 NGO's) mengadvocacy Pemda untuk membuat kebijakan dan anggaran untuk STBM	It is 10 and 7 which are related, this is more about the funding	✓	✓	✓	A
??	Advocacy: STBM is a government program, so if we work at the local level, it is the local government supported by us	So it is not appropriate, but it is relevant. The 'who' we can discuss later. Embrace and prioritise STBM in the planning, but all partners already do it "park the issue"	✓			
11	Pemda (Pokja/Dinkes) Kecamatan, Puskesmas					

KELOMPOK 1 / GROUP 1

			Scoring			
			IMPORTANCE	URGENT	RELEVANCE	WHO
	Observation / recommendation	Discussion				
	Institutional aspects at national and programme level					
12	If both players see the STBM approach as a national programme, one might expect more political and concrete support for the programme	We do not understand this. Meaning and context (6 + 9,) structure, culture and structure of the law, if there is no guidance and no group to guard this it will not happen (community). Influence to get all moving faster that is the only thing we can do. During the last 4 years there has not been much proof or progress. Manlak and Manis have not been approved yet. Lihat government Indonesia, not other governments, SHAW partners still need to do advocacy.				
	Simavi as the coordinating NGO					
13	Regular brain storming and exchange of experiences is needed to develop a concerted approach • Generic monitoring system merupakan tools bersama • Elemen-elemen pada Komponen B (sanitaiton marketing, sanitaiton sekolah, air) masih memerlukan pembahasan lebih lanjut karena belum banyak dilakukan • Pendekatan flexible sebaiknya di hindari	I think we are already doing it, but it has not yet resulted in something concrete, tools and approaches to developed together	✓	✓	✓	A

KELOMPOK 2 / GROUP 2

			Scoring			
			IMPORTANCE	URGENT	RELEVANCE	WHO
	Observation / recommendation	Discussion				
	STBM process and approach, data collection and monitoring					
1	Eka made a drawing with an ad-hoc procedure for monitoring data collection, and with the regular one via the Puskesmas	Explanation by Eka, about how it is done But now, we need to keep focus and distinguish what kind of monitoring is to be done by SHAW and what after we have left. Different monitoring systems are required! Post-SHAW monitoring needs to be simple and in line with what they already have. Testing in Sikka showed that DINKES was enthusiastic so we should ask if we should always follow what tis there at present. Eka indicates that the solution (might be) is that the verification should be done again, in two years' time otherwise the certificate is going to be withdrawn. This is just an idea as indeed part of the STBM villages are showing signs of relapse. Agree: In principle simple, easy to use and in line with government systems?	✓	✓	✓	P
2	Purposive sampling	To reduce the work (KISS) This will also come up in the discussions on monitoring tomorrow.				
3	Improve applicability with the new format for PHBS	We should invite the DINKES to present their system to us. Did we do the trial alone or with the DINKES? Did we invite them when we did the testing? YES So tomorrow we will also hear the reaction from DINKES and the sanitarians. Tomorrow: minilokakarya data format, this is what Eka brings. Yus: there is also a new monitoring system at national level used in 10 provinces. Eka: In East java there is a system using SMS, it is expensive and still not flawless. MOH wants to adopt if they are able to secure funding.				
	Baseline data					
1	Each village and or kecamatan has its specific features. These features should be described in a short narrative profile This information is useful for the triggering but also for the outcome monitoring Lack of these data hampers a proper analysis of effectiveness and impact	These 3 recommendations are all related and we / partners already know this. Is it relevant to report it somewhere or store it in the database? Needs to be in the baseline? In each village you have this info anyway, in the village profile: nice to know or need to know? Do we need to know why some villages are faster than others? Yes that could be very relevant information to find out what works where or under what conditions.	✓	✓	✓	P
	Documentation					
1	Instead of individual produced brochures and articles, Simavi should work towards programme wide publications	Already covered by Group 1 on KM. However there is nothing wrong by individually produced documents, but SIMAVI has to start SHAW publications	✓	✓	✓	A

KELOMPOK 3 / GROUP 3

			Scoring			
			IMPORTANCE	URGENT	RELEVANCE	WHO
Observation / recommendation	Discussion					
B Components of SHAW						
1	School sanitation is key to enhance sustainability	School sanitation is important: YES WISE is in TTS/SoE and Belu, not SHAW Some partners do not yet work on school sanitation. This topic is on the agenda for FRIDAY	✓	✓	✓	P
2	Instead of individual approaches, a harmonised approach should be followed	Better to discuss it first so we have one concept for school sanitation. Do we agree that a harmonized approach is effective: YES Ibu Elena: But also the local health departments DINKES or UKS or Education should also be considered by the partners. Erick: but if we are going to support what is already being done by the departments, then I am sure that we can cooperate as we do not work in isolation Yus: UNICEF, WISE and others, again focus again on school sanitation, and at this moment they have a workshop (Kemenkes, KKO, WISE, etc.) Shall we wait? NO. Will we do as WISE which is covering only 500 schools out of 350.000? So we do it in accordance with what is present at the time being and what is in the project proposal. Yus: we have to be careful not to be in competition with the government.	✓	✓	✓	P
3	What will be monitored if no latrines are build	Not relevant at this moment as this will follow the above discussions				
Sanitation Marketing						
	How can there not be any recommendations?	Why not together as private sector involvement is actually part of the sanitation marketing But it was in the parking lot of last meeting and will be discussed on FRIDAY.	✓	✓	✓	P
	Water Supply	Also comes back on FRIDAY The evaluators were requested to give some recommendations as for example the lack of access to reliable water is a problem in Sumba.	✓	✓	✓	P
Financing systems						
		No recommendations were provided for the financing systems!				
Sustainability issue						
	Limited number of new issues as most of the others have already been covered					
	Events	Not only organising but to get some sort of momentum going on as there is a risk of relapses. Competition between villages. Does that work? YES especially with regard to verification. They become jealous and may feel the need to compete. the best reward is respect and other villages become eager to follow successful villages. COMPETITION IS SOMETHING TO CONSIDER				

KELOMPOK 3 / GROUP 3

		Scoring			
		IMPORTANCE	URGENT	RELEVANCE	WHO
Observation / recommendation	Discussion				
Work contract with the Kepala desa	Not further discussed				
SHAW should develop a STBM ladder in line with the sanitation ladder	Not clear! The idea is to improve the facilities from simple to more appropriate / more expensive. Same principle as the sanitation ladder. Level 4 of the outcome monitoring system is the minimum requirement, but this can even be improved. That is the idea: nice but not crucial to meet STBM requirements.				
Rest of the issues are the same as covered by the earlier groups					
Effectiveness and efficiency					
No recommendations as of yet	What does efficiency ¹³ means? Limit your resources!				

¹³ **Efficiency** in general describes the extent to which time or effort is well used for the intended task or purpose. It tells you that the input (money, time, staff, equipment, etc.) into the work is appropriate in terms of the output (results). It is very important to get the efficiency element right when you are concerned about replicating or going to scale with your project. The term "efficiency" is very much confused and misused with the term "effectiveness".

Effectiveness is a measure of the extent to which a project or programme achieves the specific objectives it set. If, for example, you set out to create open defecation free villages, did you succeed?

Source: <http://en.wikipedia.org/wiki/Efficiency> and personal documents by the author.

Appendix 5: Reflections on water supply within SHAW by Martin Keijzer

The following reflections were presented by Martin Keijzer, SHAW Programme Coordinator for Simavi, on the third day of the 2nd QTR Programme Coordinators Meeting.

- ☐ Support to 3 of the 5 pillars of STBM, pillar 1 – 3: use of toilet, hand washing, household water
- ☐ Water in, water out. The more water flows into the house, the more liquid waste (grey water) the house will produce and has to manage (pillar 5)
- ☐ Water is an economic good because it concerns a scarce commodity (thus entering the definition of the economics science). From the consumer side, the use of water supports the household income through health and but water also supports economical activities, bringing income to the families and to the country at large.
 - Human use for drinking and cleaning the house/dishes: human health and productivity
 - Productive use:
 - Growing plants,
 - Drinking animals,
 - Selling water,
 - Industrial use ranging from lemonades to steel.
 - Restaurants, laundries, car cleaning, etc.
 - Etc.
 - Water as an economic good should be well managed and has to be paid for.
- ☐ Globally, water activities enter the principle of multiple use of water. Everywhere, water is already used for different purposes, but the intervention should take precautions to regulate the different uses in order that one application does not harm/pollute/damage/deprive the other application.
- ☐ Multiple sources, multiple use.
 - Water can come from different sources to satisfy the demands.
 - Sources of water can fluctuate over the year (quantity issue)
 - Quality criteria of water depend on the use
 - Determine which source can supply which use (quality and quantity), and then make the design for the water supply system.
- ☐ Rural water supply.
 - In most parts of Indonesia, it will still be a community owned and managed system
 - In most cases, it needs therefore to be a system with simple technologies and easy to operate and maintain
- ☐ Management structure of the rural water supply.
 - Who will manage
 - Intake
 - Transport to house (pipe, jerry can)
 - Operation & Maintenance
 - Repairs
 - Tariff
 - Collection of payments
 - Sanctions
 - Need for management of waste water?
 - Communication with consumers

- How
 - CBO
 - PDAM/Government
 - Private enterprise / lease-contract
 - Input by the consumers?
 - Accountability to consumers
 - Most important topic: is the management structure capable to deliver sustainably adequate quality and quantity of water?
- Consumers (rural water supply!).
- Have all consumers an equal access to the water supply system(s)?
 - Get all consumers a fair share of the water?
 - Do all consumers have a say (an equal vote) in the decisions regarding the water supply system and its management?
 - Are all consumers aware of their responsibility towards correct use of water, its supply system and the waste water system (no harm principle)?
- Design (rural water supply!).
- Who designs the water supply system?
 - Have the consumers any input to the design (where, what, how)?
 - Have the consumers any input to the distribution and tariff?