



ZAMBIA

Reform of the Water Sector Programme Phase II in Zambia

**Support to Development of District Water Sanitation and Hygiene
Investment Planning in Luapula in Selected Districts**

26th October to 4th November, 2021

**Report on Strengthening of Coordination Structures in Mansa, Mwense,
Mwansabombwe and Chipili**

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Reform of the Water Sector Programme Phase II in Zambia

5, Chaholi Road
Rhodes Park
Lusaka
Zambia

Responsible on behalf of GFA Consulting Group GmbH

Dijana Draganovic

Phone +49 40 60306-256

Fax +49 40 60306-259

Email dijana.draganovic@gfa-group.de

Author

GFA-RWS II Team

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ABBREVIATIONS

AR	Annual Review
CC	Community Champion
CD	Capacity Development
CLTS	Community Led Total Sanitation
CRS	Catholic Relief Services
CU	Commercial Utility
DEBS	District Education Board Secretary
DHID	Department of Housing Infrastructure Development
DHO	District Health Office
DNCC	District Nutrition Coordinating Committee
DP	District Planner
DSP	District Sanitation Plan
D-WASHE	District Water Sanitation and Hygiene Education
D WASH IP	District Water, Sanitation and Hygiene Investment Plan
EHT	Environmental Health Technician
FANSER	Food and Nutrition Security and Enhanced Resilience
FSM	Faecal Sludge Management
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GRZ	Government of the Republic of Zambia
LA	Local Authority
LpWSC	Luapula Water Supply and Sanitation Company
MD	Managing Director
MDGs	Millennium Development Goals
MLG	Ministry of Local Government
MoCTA	Ministry of Chiefs and Traditional Affairs
MoGE	Ministry of General Education
MoH	Ministry of Health

MWDSEP	Ministry of Water Development, Sanitation and Environmental Protection
NDP	National Development Plan
NGO	Non Governmental Organisation
NWASCO	National Water Supply and Sanitation Council
NRWSSP	National Rural Water Supply and Sanitation Programme
NUWSSP	National Urban Water Supply and Sanitation Programme
OD	Open Defecation
ODF	Open defecation-free
P-WASHE	Provincial Water, Sanitation and Hygiene Education
PEO	Provincial Education Office
PHO	Provincial Health Office
P-DHID	Provincial Department of Housing Infrastructure Development
P-DWSS	Provincial Department of Water Supply and Sanitation
PLGO	Provincial Local Government Officer
PWSO	Provincial Water and Sanitation Officer
RWSSU	Rural Water Supply and Sanitation Unit
SAG	Sanitation Action Group
SDGs	Sustainable Development Goals
SFD	Shit Flow Diagram
SLTS	School Led Total Sanitation
SPLASH	Schools Promoting Learning Achievement through Sanitation and Hygiene
WDC	Ward Development committee
WHO	World Health Organisation
UNICEF	United Nation International Children's Emergency Fund
V-WASHE	Village Water Sanitation and Hygiene Education

EXECUTIVE SUMMARY

The development and implementation of the District Water Sanitation and Hygiene Investment Plans (DWASH – IPs) for the four selected districts of Luapula Province require that Coordination Structures be understood and measures for strengthening identified. The meetings for Strengthening of Structures were held from 26th October to 4th November, 2021. The districts are Mansa, Mwense, Mwansabombwe and Chipili.

Based on the outcomes of the assessment, RWS II was to work closely with the Districts to develop trainings that will address the areas of the outcome. The training will be designed to be on-the-job trainings to ensure maximum ownership. This is because on the job trainings will empower district administrations with adequate understanding of the DWASH IP for them to have meaningful and effective contribution and engagement.

The training was devised in two stages :

- **Stage 1:** Undertake Strengthening of Coordination Structures in Mansa with representation from other three target districts of Mwense, Mwansabombwe and Chipili
- **Stage 2:** Development of DWASH IPs for the four Districts of Mansa, Mwense, Mwansabombwe and Chipili

The existing steering structures in Luapula Province and in Mansa District consist of:

- Provincial level - Provincial Development Coordinating Committee (PDCC) for provincial development activities covering all sectors and Provincial Water Sanitation and Hygiene Education Committee (P-WASHE) for provincial WASHE activities.
- District level - District Development Coordinating Committee (DDCC) for IDP/NDP processes and District Water Sanitation and Hygiene Education Committee (DWASHE) for WASH activities.
- Sub-district level - Ward Development Committees (WDCs) for ward development activities linked to Local Area Planning (LAPs) processes which are then linked to IDP/NDP processes, Village Water Sanitation and Hygiene Education Committees (V-WASHEs) for village level activities, EHTs, CHAs, CBOs, SAGs, cc, etc.

For the purposes of the DWASH IP, the primary steering structures are the DWASHE and PWASHE and associated WASH mandated actors, such as the Provincial Water Supply and Sanitation Office under MWDS, Provincial Planning Unit under MFNP, PLGO under MLG, PEO under MOE, PHO under MoH, Mansa Municipal Council, LpWSC, DEBS and DHOs. These structures/actors were targeted for strengthening.

All stakeholders in each district were identified and classified according to type and what they do. The stakeholders were the community, Provincial Admin (PS's Office), MFNP - Provincial Planning Unit, MWDS-DWSS (PWSO), MLGRD-PLGO, MWDS-DWRD, MoH-DHO/PHO (Health Care Facilities), MoE-DEBS /PEO (Schools), ZAPD (Zambia Agency for Persons with Disability), WARMA, NWASCO, ZEMA, District Administration (DC's Office), Mansa Municipal Council (Transport and Market Boards), LpWSSC, Traditional Leaders, MMC- Chiefs and Traditional Affairs Department, Community Development Department, Social Welfare Department, Mansa Trades and Training Institute, GIZ/GFA, RWS II, AfDB, USAID-SUNTA, UNFPA, Plan International, VAREN, NGOCC, Natwampane, Camfed, Access Water 4 Zambia and Water 4 Water.

In participatory manner, the review of documentation, reports and reporting was done. The key outcomes were:

- ToR for DWASHE and PWASHE were reviewed recommendations made, including the inclusion of LpWSC district manager as secretariat to report on urban water supply and sanitation
- The DWASHE meetings needed to be held regularly and reporting according to MWDS/MLGRD
- Reporting templates were required to be developed by the districts
- District actors identified areas of strengthening which were taken to be part of DWASH IPs.

This report presents the proceedings and outcomes of the Strengthening of Structures Activities, including issues and recommendations

1. INTRODUCTION

Under GIZ support to the Government of Republic of Zambia, through the Ministry of Water Development and Sanitation (MWDS), the Reform of the Water Sector Phase II (RWS II) aims to support four districts in Luapula Province in development of the aforementioned plans. It is anticipated that with improved planning as a basis, important prerequisites for the implementation of prioritised integrated investment packages to improve drinking water and sanitation in rural areas and growth centres would be established and thus improved access to clean water and sanitation in general. This support builds on the experiences of Reform of the Water Sector I (RWS I).

Within this ambitious project, considerable attention is being paid to strengthening capacity so that key stakeholders have the enhanced skills and knowledge that will allow them to participate more effectively in the development and implementation of the District Water, Sanitation and Hygiene Investment Plan (DWASH IP).

One of the proposed methodologies for the process for the development of the DWASH was the review of the key documentation on WASH activities in Luapula province, being done by the actors and the cooperating partners. The partner interventions were analysed and an overview of the situation was established. It was then considered necessary to undertake an assessment of the key WASH actors at provincial and district levels for the preparation and implementation of the DWASH IP. The implementing actors are Local Authorities (LAs), Luapula Water Supply and Sanitation Company (LpWSC), District Education Board (DEBS) and District Health Office (DHO).

A capacity and data availability assessment was designed for the key WASH implementing Actors at both Provincial and District Level. The intended outcome of conducting this assessment was to develop strategies that would address the provided recommendations for the development of DWASH IPs, devise an approach to for the planning process and conduct additional and additional studies if they are needed.

The assessment was to consider areas that the actors are doing well and areas that may require improvement as well challenges being faced. The review would extend to data and information requirement, existing coordinating structures etc.

Based on the outcomes of the assessment, RWS II shall work closely with the Districts to develop trainings that will address the areas of the outcome. The training will designed to be on- the job-trainings to ensure maximum ownership. This is because on the job trainings will empower district administrations with adequate understanding of the DWASH IP for them to have meaningful and effective contribution and engagement.

The training was devised in two stages :

- **Stage 1:** Undertake Strengthening of Coordination Structures in Mansa with representation from other three target districts of Mwense, Mwansabombwe and Chipili
- **Stage 2:** Development of DWASH IPs for the four Districts of Mansa, Mwense, Mwansabombwe and Chipili

This report presents the proceedings and outcomes of the Strengthening of Structures Activities, including issues and recommendations

2. OVERVIEW, APPROACH AND METHODOLOGY

2.1. Overview

The Strengthening of DWASH IP steering structures consisted of three meetings, detailed in the agenda above. The DWASH IP is to be aligned to the IDP/NDP processes and as such the existing structures of the IDP/NDP processes and as well as the DWASHE structures established by actors and based on Government Policy were to be utilised, without creating new structures. The existing steering structures in Luapula Province and in Mansa District consist of:

- Provincial level - Provincial Development Coordinating Committee (PDCC) for provincial development activities covering all sectors and Provincial Water Sanitation and Hygiene Education Committee (P-WASHE) for provincial WASHE activities.
- District level - District Development Coordinating Committee (DDCC) for IDP/NDP processes and District Water Sanitation and Hygiene Education Committee (DWASHE) for WASH activities.
- Sub-district level - Ward Development Committees (WDCs) for ward development activities linked to Local Area Planning (LAPs) processes which are turn linked to IDP/NDP processes, Village Water Sanitation and Hygiene Education Committees (V-WASHEs) for village level activities, EHTs, CHAs, CBOs, SAGs, cc, etc.

For the purposes of the DWASH IP, the primary steering structures are the DWASHE and PWASHE and associated WASH mandated actors, such as the Provincial Water Supply and Sanitation Office under MWDS, Provincial Planning Unit under MFNP, PLGO under MLG, PEO under MOE, PHO under MoH, Mansa Municipal Council, LpWSC, DEBS and DHOs. These structures/actors were targeted for strengthening.

2.2. Agenda of Meetings - 26th October to 4th November, 2021

Meeting	Activity Session	Purpose
Pre-meetings (26 th to 27 th Oct. 2021)	Consultation Meetings with Key Leadership in Mansa	To get appreciation understanding of perceptions and priorities of leadership arrangements, consulted PWSO, PPU, MMC - Senior Management, etc
Meeting 1 (28 th to 29 th Oct. 2021)	Stakeholder Analysis	To ensure that all key WASH stakeholders in a district are identified, including their activities and influence. The stakeholders were categorised in terms of influence and veto powers, further primary and secondary stakeholders are known.
	Approach strategy	The strategy, cooperation, steering structures, processes and learning and innovation aspects of the DWASH IP preparations are explained. The participants anticipated to reflect on these elements and appreciate application to steering and coordination
	Review of District WASH steering structures	Participants review the DDCC, DWASHE and VWASHE performance.
	Review of Reporting Structures for WASH coordinations	Review of existing reporting structures in terms of the DDCC, DWASHEs and VWASHEs.
Meeting 2 (1 st to 3 rd Nov. 2021)	Understanding the DDCC	Review reporting to DDCC by MMC, LpWSC, DEBS and DHO, including content of reports
	Review of DWASH reporting to PWASHE and DDCC	Review reporting to PWASHE and DDCC by DWASHE. Content and details of reports considered. Is performance of DWASHE as per ToRs and what are the expectations of PWASHE in terms of reporting from the DWASHE
	Review of WDCs reporting to DDCC	Understanding the role of water committees of WDC, if they exist. Content and details of reports considered.

Meeting	Activity Session	Purpose
	WASH Reporting systems by Actors related to National Programmes and targets	MMC, LpWSC, DEBS and DHO. Content and examples
	Review of Reporting of National targets and indicators based on National Development Plan and National WASH programmes	Presentation by RWS II
	Agreement on Strengthening of Coordination Structures, Reporting elements and targets for NDPs and National WASH programmes	Based above sessions
Meeting 3 (4 th Nov. 2021)	Introduction to DWASH IP - Purpose	Presentation and Discussion to enable participants appreciate what a DWASH IP is and obtain their input

2.3. Participants :

Meeting 1 (28th to 29th October, 2021)	Meeting 2 (1st to 3rd November, 2021)	Meeting 3 (4th to 5th November, 2021)
Representatives were from Luapula Provincial Water and Sanitation Office (PWSO) Luapula Provincial Planning Authority (PPA) Luapula Provincial Chiefs and Traditional Affairs Office (PCTAO) Mansa Municipal Council (MMC) Luapula Water Supply and Sanitation Company (LpWSC) Mansa District Education Boards Secretary (DEBS) Mansa District Health Office (DHO) Mwense, Mwansabombwe and Chipili Town Councils	Representatives were from Ministry of Water Development and Sanitation (MWDS) Ministry of Local Government and Rural Development (MLGRD) Luapula Provincial Water and Sanitation Office (PWSO) Luapula Provincial Planning Authority (PPA) Luapula Provincial Chiefs and Traditional Affairs Office (PCTAO) Mansa Municipal Council (MMC) Luapula Water Supply and Sanitation Company (LpWSC) Mansa District Education Boards Secretary (DEBS) Mansa District Health Office (DHO) Mwense, Mwansabombwe and Chipili Town Councils Also invited were from: Luapula Provincial Local Government Office (PLGO) Luapula Provincial Health Office (PHO) Luapula Provincial Education Office (PEO)	Representatives were from Luapula Provincial Water and Sanitation Office (PWSO) Luapula Provincial Planning Authority (PPA) Luapula Provincial Chiefs and Traditional Affairs Office (PCTAO) Mansa Municipal Council (MMC) Luapula Water Supply and Sanitation Company (LpWSC) Mansa District Education Boards Secretary (DEBS) Mansa District Health Office (DHO) Mwense, Mwansabombwe and Chipili Town Councils

2.4. Objectives of the Meetings

Meeting	Objectives
Meeting 1	<ol style="list-style-type: none"> To ensure that all key WASH stakeholders in a district are identified, including their activities and influence. The stakeholders are categorised in terms of influence and veto powers, further primary and secondary stakeholders are known. The participants reflect on the strategy, cooperation, steering structures, processes and learning and innovation aspects of the DWASH IP preparations are explained.
Meeting 2	<p>To review the P-WASHES and D-WASHES and their respective Terms of Reference, taking into account the new realities necessitated by the National WASH programmes up to 2030 (NUWSSP and NRWSSP). Specifically to:</p> <ol style="list-style-type: none"> Review reporting to PWASHE and DWASHE. Content and details of reports considered. Is performance of DWASHE as per ToRs and are any decisions made by the DWASHE? What are the expectations of PWASHE in terms of reporting from the DWASHE Understanding the role of water committees of WDC, if they exist. Content and details of reports considered. Review reporting to DDCC/DWASHE by MMC, LpWSC, DEBS and DHO. Content and details of reports considered. To provide recommendations for linking DWASH IP reporting to National targets contained in the NDP/IDP and National WASH Programmes To provide recommendations for strengthening P-WASHE and D-WASHE
Meeting 3	<ol style="list-style-type: none"> Introduce DWASH and enable participants appreciate the DWASH IP

2.5. Key Processes for Strengthening of Structures

The key processes for strengthening of structures that were undertaken included

- Stakeholder Identification and Analysis - All stakeholders in Mansa were identified and classified according to type and what they do.
- Consultations - Consultations were held with provincial and district structures.
- Review of Documentation, Reports and Reporting - The Strengthening of Steering and coordination structures, was to be based on existing structures and reporting, without creating new structures. This approach demanded that current operations of coordination and reporting be considered and appreciated. In order to appreciate operations and content of current reporting in the steering structures, documentation and actual Reports and reporting arrangements were reviewed
- Capacity Elements and Alignment - Steering and coordination requires that the adoption of five **key capacity elements** consisting:
 - ✓ **Strategy** - A clear orientation
 - ✓ **Cooperation** - A clear understanding of who to cooperate with and how
 - ✓ **Steering Structure** - A clear operational (working) steering structure
 - ✓ **Processes** - A clear understanding of processes
 - ✓ **Learning and Innovation** - What has to be done to develop and consolidate learning

The importance of ensuring that all WASH actors are in alignment and have a common purpose was to be discussed and above capacity elements explained.

- Alignment to National Programmes and Policies - The MWDS representative was to provide guidance on MWDS priorities and reporting for the National Urban and Rural WASH programs, including the Vision 2030, the SDG and the Ngor Commitments from the national perspective. The PWSO and PPU were to provide detailed monitoring and reporting frameworks for National WASH programmes and National Development Plans (NDPs) respectively
- Assessment of Structures
- Appreciation of Actors Activities at Provincial and District Levels – The Provincial and district actors were to make presentations on their activities.
- Review of Reporting of Actors to the District Development Coordination Committee (DDCC) – Reporting arrangements were to be reviewed
- Review of Reporting of Actors to the DWASHE - Reporting arrangements were to be reviewed
- Supervisory and Monitoring Reporting – supervisory and monitoring arrangements were reviewed.
- Review of P-WASHE – The PWASHE was reviewed.

3. MEETINGS DELIBERATIONS

3.1.1. Stakeholder Identification and Analysis

All stakeholders in Mansa were identified and classified according to type and what they do. **Table 1** shows stakeholder analysis

Table 1: Stakeholder Analysis

No	Stakeholder	What they do?	Classification of Stakeholders	Comment
1	Community	✓ Beneficiaries of WASH Programmes/ interventions End users of WASH facilities	Primary Actor Public Veto	Beneficiaries
2	Provincial Admin (PS's Office)	✓ Regulates and oversees all activities in the Province	Key / Primary Public Veto	<ul style="list-style-type: none"> ○ Chair of PWASHE ○ Deputy Chair of PDCC
3	MFNP - Provincial Planning Unit	<ul style="list-style-type: none"> ✓ Coordination of development at provincial level among all provincial depts and other stakeholders e.g. GIZ ✓ Technical support to the Districts 	Key / Primary Public Veto	<ul style="list-style-type: none"> ○ They compile plans and budgets ○ Custodians of National Development Plans ○ Coordinating M&E of the NDPs and Projects in the Province ○ Secretariat to the PDCC
4	MWDS-DWSS (PWSO)	<ul style="list-style-type: none"> ✓ Manages/coordinates the implementation of WASH Programmes and projects ✓ Policy direction in WASH 	Key Public Veto	<ul style="list-style-type: none"> ○ Lead Ministry in WASH
5	MLGRD-PLGO	<ul style="list-style-type: none"> ✓ Local Government Administration ✓ Auditing LAs ✓ Coordination and supervision of LAs ✓ Technical support to LAs 	Key / Primary Public Veto	
6	MWDS-DWRD	<ul style="list-style-type: none"> ✓ Drill boreholes (incl. private boreholes) ✓ Exploratory, emergency and Strategic Boreholes ✓ Ground water mapping 	Key / Primary Public Veto	
7	MoH-DHO/PHO (Health Care Facilities)	✓ Implementation of WASH Programmes and projects (Health Care Facilities and Communities)	Key / Primary Public Veto	<ul style="list-style-type: none"> ○ MoH is among the key line ministries in WASH ○ Staff inform of EHTs/CHAs for WASH at Ward level
8	MoE-DEBS /PEO (Schools)	✓ Implementation of WASH Programmes and projects in Schools	Key Public Veto	<ul style="list-style-type: none"> ○ MoE is among the key line ministries in WASH ○ No staff that implements WASH at Ward level
9	ZAPD (Zambia Agency for Persons with Disability)	✓ Disability inclusion in programming	Key / Primary Public Veto	<ul style="list-style-type: none"> ○ Advocating for their inclusion in planning processes

No	Stakeholder	What they do?	Classification of Stakeholders	Comment
10	WARMA	✓ Regulate Water Resources Management	Key Quasi Veto	<ul style="list-style-type: none"> ○ Present in the District through DWRD ○ Preparing Province Office but currently established in Kasama
11	NWASCO	<ul style="list-style-type: none"> ✓ Regulate Water Supply and Sanitation ✓ Issuing Operating Licences ✓ Tariff setting approvals ✓ Service level guidelines and standards 	Key Quasi Veto	<ul style="list-style-type: none"> ○ No presence in the Province ○ But currently in the process of engaging part-time inspectors
12	ZEMA	✓ Regulate Environmental Management and Protection	Key Quasi Veto	<ul style="list-style-type: none"> ○ No presence in the Province ○ Nearest office is in Ndola ○ Solid Waste Management
13	District Admin (DC's Office)	✓ Regulates and oversees all activities in the District	Key / Primary Public Veto	<ul style="list-style-type: none"> ○ Co-Chair of DDCC
14	Mansa Municipal Council (Transport and Market Boards)	<ul style="list-style-type: none"> ✓ Implementation of WASH Programmes and projects ✓ Enforcement ✓ By-laws ✓ Planning and Coordination ✓ Service Provision 	Key / Primary Public Veto	<ul style="list-style-type: none"> ○ Handling Rural WASH through the RWSS Unit ○ No staff that implements WASH at Ward level (depend on EHT/CHAs from MoH) ○ TC is the CO-Chair of the DDCC ○ Planning Dept is the Secretariat of the DDCC
15	LpWSSC	Service Provision (Water Supply and Sanitation)	Key / Primary Quasi Veto	<ul style="list-style-type: none"> ○ LpWSSC play an essential role in service provision ○ LpWSSC is mandated to provide WSS in the entire Province. Currently operating in 5 out 12 Districts (Mansa, Samfya, Mwense, Kawambwa and Nchelenge)
16	Traditional Leaders	<ul style="list-style-type: none"> ✓ Custodian of the land ✓ Community Mobilisation ✓ Enforcement 	Key / Primary Public Veto	
17	MMC- Chiefs and Traditional Affairs Dept	✓ Coordinate Chiefs affairs	Secondary Public	<ul style="list-style-type: none"> ○ Entry point to the Chiefs
18	ComDev Dept	Implement community development projects and programmes	Secondary Public	
19	Social Welfare Dept	✓ Social Protection	Secondary Public	<ul style="list-style-type: none"> ○ Helps with the selection of vulnerable households for support ○ EHTs and CHAs go to the community to identify the vulnerable, if unsuccessful engage Social Welfare
20	Mansa Trades and Training Institute	✓ Skills Development	Key Public Veto	

No	Stakeholder	What they do?	Classification of Stakeholders	Comment
21	GIZ/GFA RWS II	<ul style="list-style-type: none"> ✓ Technical Assistance to Government ✓ Financial Support to Government at National, Provincial and District (incl. Commercial Utilities) ✓ Capacity Building Support ✓ Support implementation of Government Programmes 	Key / Primary Public Veto	<ul style="list-style-type: none"> ○ GFA implements Programmes on behalf of GIZ
22	AfDB	<ul style="list-style-type: none"> ✓ Loan to Govt/MWDS through LpWSSC 	Key Quasi Veto	
23	USAID-SUNTA	<ul style="list-style-type: none"> ✓ Implementation of WASH activities ✓ Technical Assistance ✓ Financial Support 	Key / Primary Public Veto	<ul style="list-style-type: none"> ○ Nutrition sensitive WASH
24	UNFPA	<ul style="list-style-type: none"> ✓ Implementation of MHM 	Secondary Public	<ul style="list-style-type: none"> ○ Primary focus is Sexual Reproductive Health
25	Plan International	<ul style="list-style-type: none"> ✓ Implementation of WASH activities 	Secondary Civil Society	<ul style="list-style-type: none"> ○ Operating in Chembe (WASH in Schools) and Chiengi (implementing SUN 2- Nutrition sensitive WASH Component)
26	VAREN	<ul style="list-style-type: none"> ✓ Participate in DWASHE Committee 	Secondary Civil Society	
27	NGOCC	<ul style="list-style-type: none"> ✓ General coordination of NGOs 	Secondary Civil Society	
28	Natwampane	<ul style="list-style-type: none"> ✓ Implementation of MHM in schools 	Secondary Civil Society	<ul style="list-style-type: none"> ○ Primary focus is Sexual Reproductive Health
29	Camfed	<ul style="list-style-type: none"> ✓ Implementation of MHM in schools 	Secondary Civil Society	<ul style="list-style-type: none"> ○ Primary focus is Sexual Reproductive Health
30	Access Water 4 Zambia	<ul style="list-style-type: none"> ✓ Implementation of WASH Projects ✓ Service Provision 	Key / Primary Private Veto	
31	Water 4 Water	<ul style="list-style-type: none"> ✓ Support Curricula development ✓ Technical Support to MaTTI 	Key / Primary Private Veto	

3.1.2. Consultations and Review of Documentation and Reporting

Consultations

Consultations were held with provincial and district structures. At provincial level the entry point was the office of the Provincial Water and Sanitation Office, which represents the Ministry of Water Development and Sanitation, providing technical support to districts and also guiding in implementation of National Urban and Rural Water Supply and Sanitation Programmes up 2030. The Provincial Planning Unit (PPU), under the Ministry of Finance and National Planning, is responsible for supporting districts and guiding in the implementation of the National Development Programmes (now the 8th National Development Plan). Further, the PPU also supports districts in development of IDPs working with the Ministry of Local Government and Rural Development representation, the Provincial Local Government

Office (PLGO). Further, consultations were held with Luapula Water and Sanitation Company (LpWSC) and the Mansa Municipal Council (MMC), including the DEBS and DHO.

Review of Documentation, Reports and Reporting

As mentioned, the Strengthening of Steering and coordination structures, was to based on existing structures and reporting, without creating new structures. This approach demanded that current operations of coordination and reporting is considered and appreciated. In order to appreciate operations and content of current reporting in the steering structures, documentation and actual Reports and reporting arrangements were reviewed consisting:

- Government Gazette, No. 7039, 24th September, 2021, Vol. LVII, No. 90, reorganisation of Ministries and other Government Agencies.
- Guidelines on the establishment, management and operation os ward development committees
- Minutes of the District Development Coordinating Committee (DDCC) Meeting held at Kaole Council Guest House, on 18th March, 2021
- PLGO Human Development Report for 1st Quarter, 2020 (Activities reported, reporting format could be improved according to partners)
- Economic Diversification Sub-Committee 1st Quarter Report, 2020 (Activities reported, reporting considered done well by the partners)
- DWASHE Report for the 3rd Quarter (April to June), 2021

3.1.3. Capacity Elements and Alignment

Capacity Elements

Steering and coordination requires that the adoption of five **key capacity elements** consisting:

- **Strategy** - A clear and orientation
- **Cooperation** - A clear understanding of who to cooperate with and how
- **Steering Structure** - A clear operational (working) steering structure
- **Processes** - A clear understanding of processes
- **Learning and Innovation** - What has to be done to develop and consolidate learning

The importance of ensuring that all WASH actors are in alignment and have a common purpose was discussed and above capacity elements explained. The actors were then asked questions for each element of what is to be done and why is it necessary. The results of this, formed part of recommendations of this report. **Table 2.** shows actors identified actions for achieving the five capacity elements. During operationalisation of the D-WASHEs and strengthening of steering structures these identified capacity element actions of what is to be done, shall be considered and kept in constant check.

Alignment

The MWDS representative provided guidance on MWDS priorities and reporting for the National Urban and Rural WASH programs, including the Vision 2030, the SDG and the Ngor Commitments from the national perspective. The PWSO and PPU provided detailed monitoring and reporting frameworks for National WASH programmes and National Development Plans (NDPs) respectively. This approach ensured that proceedings of the meetings were aligned to National Programmes, and M &E Reporting Frameworks, which are linked to SDGs and Ngor Commitments. For this purpose, there were presentations and discussion from MWDS national, MWDS-PWSO and MFNP-PPU.

The district Actors also made presentations to highlight current activities and challenges, recommendations. MMC made presentation on WASH activities as MMC - RWSS Unit, DWASHE, DDCC reporting activities. LpWSC presented on its activities in the province and Mansa district.

Table 2: Actors identified actions for achieving the five **capacity elements**

Key Element	Actors Recommendations on what is to be done to adopt the element	Actors' reasons on why is it necessary
Strategy	<ul style="list-style-type: none"> • Timeframe for implementation of the project • Training and Orientation of Stakeholders including the CCs • Learn from successes of other partners • Increase on constant engagement with stakeholders in key institutions • Official appointment of institutions involved in various Steering Structures • Landscape approach to planning where all aspects of the project are considered • Information, Education and Communication (IEC)/ Communication and Advocacy strategy for the District (Sensitization of various Programmes in the District) 	<ul style="list-style-type: none"> • Engagement of key partners will avoid duplication. • Moving from sectoral to multi-sectoral approach • Utilization of available limited resources in the district • Land allocation with available services • Sustainable IWRM
Cooperation	<ul style="list-style-type: none"> • Know the available stakeholders • Generate a stakeholder mapping • Know the capacity of stakeholders • Increase collaboration among stakeholders 	<ul style="list-style-type: none"> • To help identify what the stakeholder brings to the table in terms of Resource i.e. Financial, technical Human, etc.
Steering Structure	<ul style="list-style-type: none"> • Cooperation with Traditional leadership and stakeholders • Strength VWASHE, DWASHE who feed into the DDCC, PDCC and PWASHE • Taking advantage of MoH structure at sub-district level • Training the VWASHEs in water and increasing the CCs 	<ul style="list-style-type: none"> • Majority of the land in Mansa rests with Traditional Leaders • Traditional Leaders have influence over their subjects
Processes	<ul style="list-style-type: none"> • Take advantage of devolution of functions where all the devolved functions have management meetings. • There is a Planning and Information Management System/Engineering and Development/Legal Services standing committee where devolved functions submit reports to. The standing committee submits reports to the Full Council. • There are functions within departments of various Govt Ministries that have been devolved to the council (Dual/Triple Reporting to Council and DC) • Understand what the devolved functions are? • DDCC meetings feeding into PDCC meetings • Take advantage of the IDP process that is taking place in the District. • Take advantage of the MWDS District representatives i.e. RWSS Unit for Rural and LpWSSC for Urban 	<ul style="list-style-type: none"> • To enhance Coordination between the various government departments. E.g. where a RWWSC could collaborate in activities focused on the same target area. • Maximizing on available resources • Elected Councilors will be aware of the various activities happening in the districts, disseminate Programmes, provide feedback and issues will be communicated effectively. • Council approves by-laws, plans, budgets etc.
Learning and Innovation	<ul style="list-style-type: none"> • Learning and Exchange through capacity Building Workshops • Documenting good practices and exchange of good practices 	<ul style="list-style-type: none"> • To continue upscaling the good practices • Exposure to new technology and practices

3.1.4. Assessment of Structures

The review of structures and improvement measures were dealt with in meeting 1 and 2. Meeting 3 introduced the DWASH IP. The approach was to have the partners that understand the situation they operate in to provide insights and maximum input to the review process by answering key questions put forward to them in the templates. **Table 3** shows meetings, purpose and outcomes.

Table 3: Meeting purposes and key outcomes

Meeting	Purpose of Meeting	Key Outcome of Assessment and Discussion
Meeting 1	<ul style="list-style-type: none"> Review Strategy, Cooperation, Steering Structure, Processes and Learning and innovation Undertake stakeholder analysis Review of ToRs for DWASHE and PWASH Committees 	<ul style="list-style-type: none"> Identified measures to improve Strategy, Cooperation, Steering Structure, Processes and Learning and innovation Identified all WASH stakeholder analysis Reviewed of ToRs for DWASHE and PWASH Committees to improve on reporting and strengthening measures
Meeting 2	<ul style="list-style-type: none"> Obtain National and Provincial guidance on steering and coordination Review reporting elements for DWASHE, DDCC, PWASHE and PDCC Understanding of national WASH targets and contribution to SDGs and Ngor Commitments Agree on key issues and recommendations for strengthening of Coordination Structures 	<ul style="list-style-type: none"> MWDS representative provided guided guidance steering and coordination structures, whereas the PWSO provided insights on reportin and support activities in WASH to districts. The PPU provided guidance in planning according to IDPs Reviewed reporting elements and identified gaps or challenges for DWASHE, DDCC, PWASHE and PDCC National WASH indicators, aligned to SDGs and Ngor Commitments were explained by MWDS and discussed Key issues and recommendations were established.
Meeting 3	<ul style="list-style-type: none"> Understanding of gender sensitive DWASH IP and its objectives 	<ul style="list-style-type: none"> Gender sensitive DWASH IP was discussed, including its objectives

3.1.5. Appreciation of Actors Activities at Provincial and District Levels

The PPU and PWSO presented the current activities, highlighting expectations of reporting from district structures as well as necessary guidance and challenges. The Mansa Municipal Council (MMC) and LpWSC also made presentations on their respective activities and mandates.

Presentation Highlights from the Provincial Planning Unit

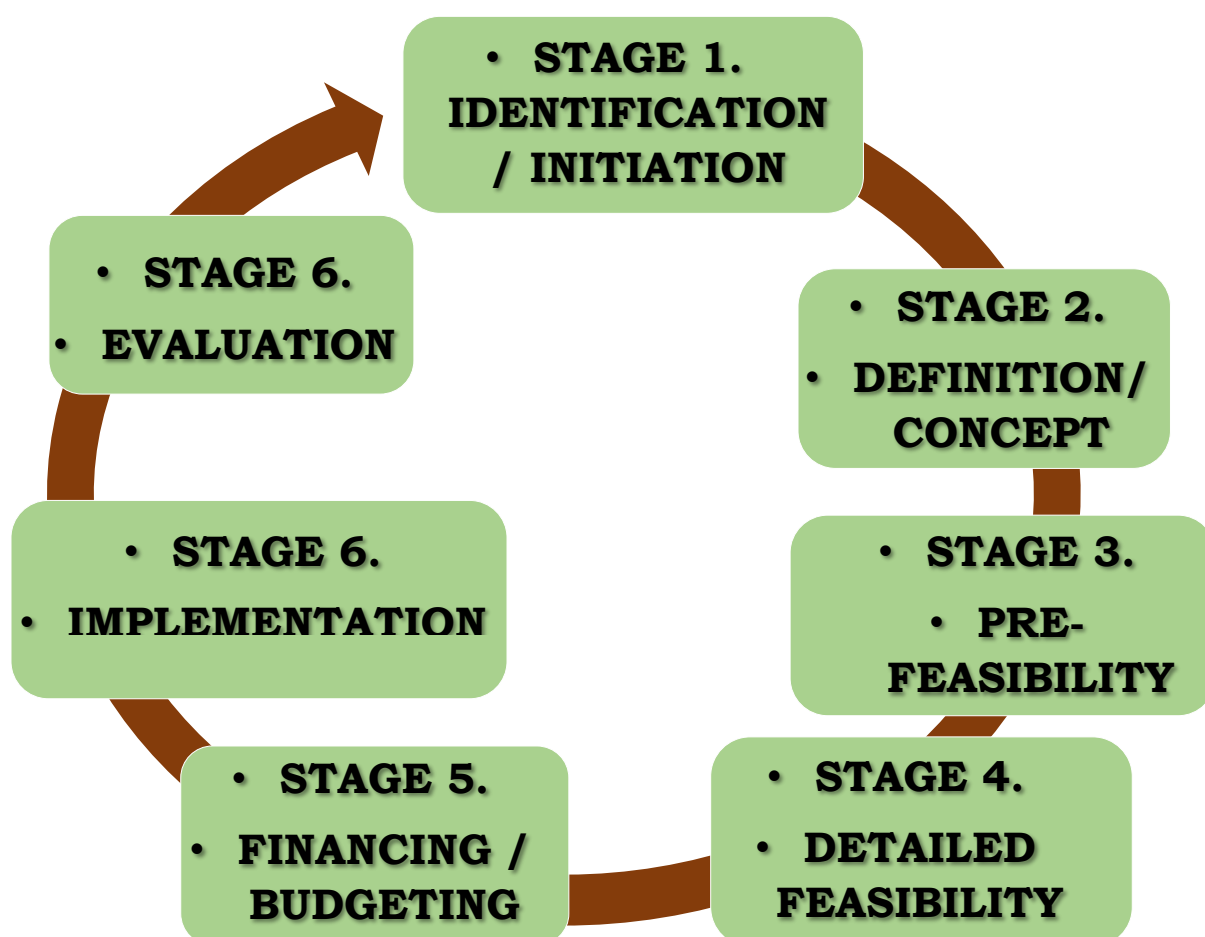
The PPU indicated that despite it being generally believed that more 40% of surface water in the Country is in Luapula Province (Lake Bangweulu, Lake Mweru, Luapula River, Luongo River, Kalungwishi River, etc), there is poor access to WASH services.

Key guiding highlights from the PPU are:

- WASH Implementation at District Level - Implementation & Reporting Structures
 - ✓ Traditionally, Water and sanitation issues at district level have always been handled by the District- Water and Sanitation Health Education (D-WASHE);
 - ✓ DWASHE have stood the test of time
 - ✓ This is still the case in terms of implementation, however when it comes to reporting to DDCC, this committee ‘transforms’ itself into the **HUMAN DEVELOPMENT SUB-COMMITTEE** of the DDCC
 - ✓ This is so because reporting to DDCC/PDCC follows the pillars of the 7NDP (currently) and going forward the 8NDP;
 - ✓ The D-WASHE and Human Development Sub-committee membership is exactly the same
- WASH Implementation at District Level - Planning Side
 - ✓ Water & sanitation issues are supposed to be part of the Integrated Development Plan (IDP) of each district;
 - ✓ The Implementation/Investment Plan of each IDP is supposed to link up with the national plan (8NDP in this case)
 - ✓ General 8NDP consultation has been completed and draft 8NDP (Vol. 1) is available;

- ✓ However, 8NDP implementation plan (Vol. 2) will mainly depend on input from IDPs' implementation/investment plans;
- ✓ All districts have been oriented on how to prepare IDPs;
- ✓ However, no district has an IDP so far owing to financial challenges to undertake the process;
- Public Investment Management
 - ✓ Government in 2014 approved the National Planning and Budgeting Policy, that stipulates that major capital projects should undergo appraisal before inclusion in the plan/Budget
 - ✓ The Planning and Budgeting Act No.1 of 2020 is expected to reinforce this policy position;
 - ✓ Whilst GIZ may implement some projects directly, for those water and sanitation projects that would draw funds from the national treasury, the Public Investment Guidelines will apply;
 - ✓ The Planning and Budgeting No. 1 of 2020 provides for the establishment of a multi-sectoral Public Investment Board (PIB) to scrutinize capital expenditure requests prior to submitting to Cabinet.
 - ✓ Public Investment Management Cycle (Process). See **Figure 1**.
 - ✓

Figure 1 : Public Investment Management Cycle (Process).



- Other Key Issues - Rural Water Supply and Sanitation
 - ✓ As we seek to invest in the rural areas, we also need to develop a good GIS based information system which maps all villages and available water points (whether functional or non functional);
 - ✓ Rural areas are “littered with” too many boreholes sometimes drilled close to each other due to limited information on the ground;
 - ✓ **The information system should also include the latest concept on water schemes to highlight coverage of each scheme;**

- ✓ There is also need to do detailed research on what would be cheap but yet an ideal/acceptable standard toilet for rural areas to reduce Open defecation;
- ✓ There is also need to start thinking outside the box with respect to rural water supply.

Presentation Highlights from the Provincial Water and Sanitation Officer

The PWSO made a presentation covering the composition of P-WASHE, the roles and activities of the Provincial Water and Sanitation Office and P-WASHE.

Guidance for Implementation of the National Rural Water Supply and Sanitation Programme II (NRWSSP II) 2019 - 2030 and National Urban Water Supply and Sanitation Programme (NUWSSP) 2011 - 2030 is that:

- Multi-sectoral Coordination to WASH is mandatory at provincial, district, sub-district and community Levels
- Community participation essential In defining technologies to be Used, priorities on location of services, operation and maintenance of the facilities.
- (Enabling Environment) Greater Cooperating Partner willingness to communicate and coordinate with each other
- Luapula Province has a number of Cooperating Partners that are providing support in the implementation WASH activities

WASH Sector Development as four components:

- Water Supply
- Sanitation and Hygiene Promotion
- Operation and Maintenance
- Planning, Monitoring, Evaluation and Reporting (PMER)

Composition of P-WASHE

- **Chairperson:** The Provincial Permanent Secretary
- **Secretariat:** Department Of Water Supply And Sanitation (MWDS)
- **Line Ministries:**
 - ✓ Ministry Of Health,
 - ✓ Ministry Of Education,
 - ✓ Ministry Of Local Government and Rural Development
 - ✓ Department of Chiefs And Traditional Affairs,
 - ✓ Ministry Of Community Development And Social Services,
 - ✓ Ministry Of Public Infrastructure,
 - ✓ Department Of Water Resources Development,
 - ✓ ZANIS
- Commercial Utility (Luapula Water and Sanitation Company)
- Cooperating Partners and NGO:
 - ✓ AfDB, GIZ/GFA, KfW-UNICEF
 - ✓ World Vision
 - ✓ CARE International
 - ✓ Plan International
 - ✓ USAID-SUN TA
 - ✓ Access Water 4 Zambia

Functions of the P-WASHE

1. Review work plans for RWSS Program of WASH actors
2. Review overall quarterly progress of components in fulfilling the national targets.

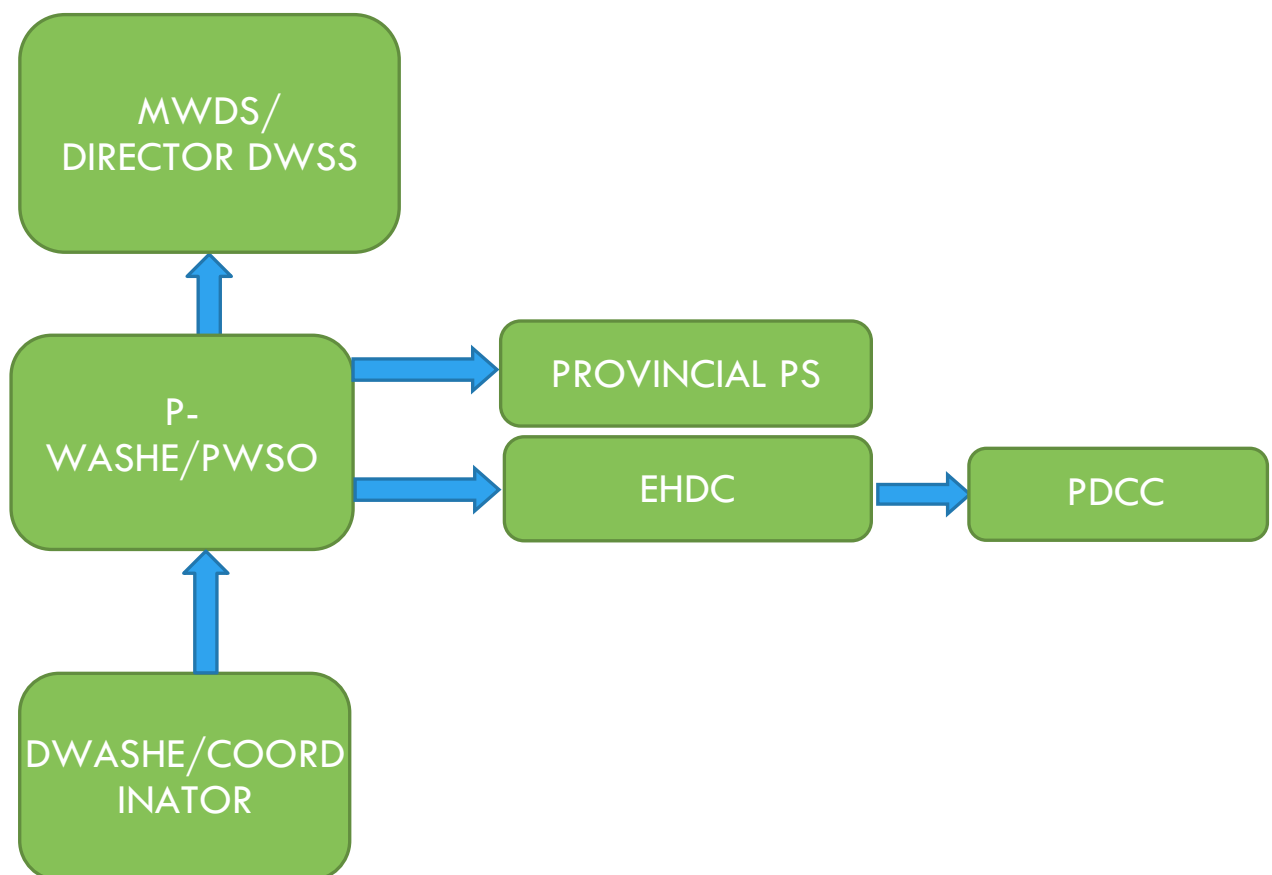
3. Review funding proposals from districts and ensure that they are in line with the national program objectives
4. Provide policy direction to Local Authorities and the CU in the implementation of water supply and sanitation through the provision of guidelines and standard formats.
5. Assess capacity building needs of the districts; Recommend appropriate interventions
6. Support districts in the procurement of various goods and services (Review and submission of tender documents).
7. Review progress reports of RWSS activities before submission to the Provincial Development Coordinating Committee (PDCC).
8. Technical support on implementation of activities in the districts through regular integrated monitoring, ensuring compliance with procedures and guidelines
9. Support to the D-WASHE and Sub-District

Reporting Structure for RWSSP and UWSSP.

The following are reporting gaps.

- There is no existing reporting structure to the P-WASHE under UWSSP. Reports come on request
- No CU reports to the D-WASHE
- Some D-WASHES are not pro-active (Just report on LA activities).
- No Reports From CPs.
- Current RWSSP reporting structure as shown in **Figure 2**

Figure 2: Current reporting on Rural WASH



PWSO Recommendations for strengthening reporting

- The D-WASHE to have 2 Secretariats (District WASH Coordinator for RWSSP and the CU (at district level) for UWSSP)

- The two Secretariats to submit reports to the P-WASHE Secretariat as shown in the existing structure. The CU should be part of the reporting structure shown in figure reporting reporting district urban WASH activities as they submit reports to the D-WASHE in a similar manner that Rural WASH Coordinator under LA.

Presentation Highlights from the Mansa Municipal Council

Steering

Mansa Municipal council is coordinated by the following Coordination Structures:

- DDCC
- FULL COUNCIL
- Under full Council are the following standing committees:
 - ✓ Community Development and Social services/Education
 - ✓ Agriculture, Environment and Natural Resources/Health Services
 - ✓ Planning and Information Management System/Engineering and Development/Legal Services (WASH interventions)
 - ✓ Human Resource and Administration
 - ✓ Audit
 - ✓ Finance, Valuation and Commercial Undertaking/ Legal Services

Coordination

District level WASH - At the district level all the stake holders in the wash sector must be made responsible and accountable to the reporting committee which is the district wash committee. The main stake holders include; commercial utility company, department of health, department of education, Local authority, NGOs in the wash sector,

Sub district level WASH - The structure at the sub- district level is such that the every water point will have a water committee known as the V wash, the chiefs will also be responsible for the water supply and sanitation in the chiefdom,

Ward development committees at the district sub structures will be responsible for need identification planning and monitoring of the water supply and sanitation sector at the ward level. These structures constitutes, ex officios who come from education, health , community development , agriculture, CBOS, Faith based organizations, APMS, Masons, Community champions, EHTs

Presentation Highlights from Luapula Water and Sanitation Company (LpWSC)

Background

LpWSC started operations in 2009 and is subscribed by the 12 local authorities in Luapula Province. LpWSC serves a population of >100,000 with a workforce of 78. The Company envisions to become a world class provider of water and sanitation services to the people of Luapula Province through sustainable and economical water resource management.

Company Strategic Turnaround Intent

Luapula Water is licensed by NWASCO cover entire districts in Districts of Operation in Luapula Province. LpWSC is at the centre of WASH service delivery and improvements, working with LAs and other Actors, supporting projects. Currently operates in Mansa, Samfya, Mwense, Kawambwa and Nchelenge. In addition to Urban and peri-urban WASH, LpWSC supports rural WASH and Rural Growth Centre WASH improvement interventions. LpWSC reported that current investment levels were as indicated in **Table 4**.

Table 4: Investment levels

SN	DISTRICT	AMOUNT in USD
1	Mansa	40m

2	Samfya	14m
3	Mwense	7m
4	Kawambwa	7m
5	Nchelenge	7m
6	Chembe	5m
7	Milenge	5m
8	Lunga	2m
9	Chipili	7m
10	Mwansabombwe	7m
11	Chiengi	5m
12	Chifunabuli	5m
	Total	111m

3.1.6. Review of Reporting of Actors to the DDCC

Reporting to the DDCC is done through the Enhancing Human Development (Human and Social Development according to the 8th NDP) Subcommittee of the DDCC. **Table 5** below presents the outcomes of the meeting for reporting to the DDCC.

Table 5: The outcomes of the meeting for Actors reporting to the DDCC

Institutions	WASH Elements Reported on	Content of Actual Current Reports
Local Authorities (Councils)	Rural WASH <ul style="list-style-type: none"> • WASH Interventions in the Districts • Monitoring outcomes of WASH Interventions • Monitoring Progress or coverage of ODF Status • Number of New Water Points • Number of Water Points upgraded to Solar powered water points • Fund allocation and funder to WASH activities • Number of Piped Water Schemes under LA and connections. • Revenue Collected for Piped Water Scheme under the LA • Management of the SOMAP Shop, status of stock • Water Quality (i.e. how many boreholes are affected by high Iron Contents) • Number of rehabilitations works • Work Plans for approval • Overall Performance of O&M in the District (helps make a decision on the sustainability of water points) • Report challenges on O&M e.g. Nonexistent SOMAP shop which result to longer down time • Progress on on-going projects (quantity and percentage) • Capacity building report • Type of hand pumps • Number of institutional/ public sanitation facilities constructed • Solid Waste Management • Help Zambia Clean Campaign • Report on an entire project through a presentation at Special DDCC 	Rural WASH <ul style="list-style-type: none"> • Progress is only reported on activities undertaken in the quarter under review • Emergency situations providing details as required • New Projects, Funders, how much for the quarter under review. • Any WASH intervention for the quarter under review

Institutions	WASH Elements Reported on	Content of Actual Current Reports
Luapula Water and Sanitation Company (LpWSC)	<p>Urban WASH</p> <ul style="list-style-type: none"> • Number of WSS connections in the District • Daily Water Production compared to targets • Non-Revenue Water • Revenue Collection Rate • Progress and challenges on ongoing projects • Water Quality • Funding towards WASH in the District • Report on an entire project through a presentation at Special DDCC <p>Rural WASH</p> <ul style="list-style-type: none"> • Number of Schemes being managed by CU. • Number of Kiosks in the District • Revenue Collection Rate • Report on an entire project through a presentation at Special DDCC 	<p>Urban and Rural WASH</p> <ul style="list-style-type: none"> • Progress is only reported on activities undertaken in the quarter under review • Emergency situations providing details as required • New Projects, Funders, how much for the quarter under review. • Any WASH intervention for the quarter under review
District Education Boards Secretary (DEBS)	<p>Urban and Rural WASH</p> <ul style="list-style-type: none"> • Number of Schools in District • Staffing levels • Number of Pupils per school • Number of enrolment in schools • Number of Boys and Girls in schools • Passing rate in schools • Status of Water Coverage i.e. improved Water Supply Facilities • Status of Sanitation Coverage i.e. improved sanitation facilities • Number of schools with ablution blocks • Number of Sanitation Facilities segregated for Boys and Girls • Number of Hand washing Facilities • Challenges related to Staffing levels, WASH facilities etc. • Production Unit • Name of Project • Funding allocation and funder of on-going programme/ project • Programme/project duration • Name of Contractor • Progress on on-going projects in detail 	<p>Urban and Rural WASH</p> <ul style="list-style-type: none"> • Progress is only reported on activities undertaken in the quarter under review • Emergency situations providing details as required • New Projects, Funders, how much for the quarter under review. • Any WASH intervention for the quarter under review • They do not report on Menstrual Hygiene Management. MHM is specific and highly dependent on Projects
District Health Offices (DHOs)	<p>Urban and Rural WASH</p> <ul style="list-style-type: none"> • Number of HCFs in District • Level of HCF • Staffing levels • Number of Patients per HCF • Number of WSS facilities at each HCF • Status of Water Coverage i.e. improved Water Supply Facilities • Status of Sanitation Coverage i.e. improved sanitation facilities • Number of HCF with ablution blocks • Number of Sanitation Facilities segregated for Patients and Staff • Number of Hand washing Facilities • Water Quality Monitoring • Disease Prevalence • Challenges related to Staffing levels, WASH facilities etc. • Name of Project • Funding allocation and funder of on-going programme/ project • Programme/project duration • Name of Contractor • Progress on on-going projects in detail 	<p>Urban and Rural WASH</p> <ul style="list-style-type: none"> • Progress is only reported on activities undertaken in the quarter under review • Emergency situations providing details as required • New Projects, Funders, how much for the quarter under review. • Any WASH intervention for the quarter under review

3.1.7. Review of Reporting of Actors to the DWASHE

The review of the reporting of actors to the DWASHE is presented in **Table 6**.

Table 6: The review of the reporting of actors to the DWASHE

Institutions	WASH Elements Reported on	Content of Actual Current Reports
Local Authorities (Councils)	Rural WASH <ul style="list-style-type: none"> District Population and Villages Total Number of Chiefdoms/ catchments Total number of Chiefdoms/catchments being Targeted Total Number of Villages in the target chiefdom/ catchment ODF Status in the target chiefdom/ catchment in terms of adequate Number of stakeholders working in the Chiefdom Funding allocation and funder of on-going programme/ project Programme/project duration Status i.e., progress/ achievements of the programme/ project <ul style="list-style-type: none"> ✓ ODF stages i.e. Triggering, claiming verification, certification and celebration WASH Interventions in the Districts Monitoring outcomes of WASH Interventions Monitoring Progress or coverage of ODF Status Number of New Water Points Number of Water Points upgraded to Solar powered water points 	Rural WASH <ul style="list-style-type: none"> Cumulative reporting with all the reporting indicators ¾ of what is in the reporting indicators is reported on There is no standard reporting templates for all departments There are existing independent templates for specific activities like CLTS , drilling of boreholes, repair work by APMs, SOMAP Shop management report etc
Luapula Water and Sanitation Company (LpWSC)	Urban WASH <ul style="list-style-type: none"> Number of WSS connections in the District Daily Water Production compared to targets Non-Revenue Water Revenue Collection Rate Status of Project i.e., Progress and challenges on ongoing projects Water Quality Funding towards WASH in the District Name of Project and Beneficiaries Funding allocation and funder of on-going programme/ project Programme/project duration Name of Contractor Rural WASH <ul style="list-style-type: none"> Number of Schemes being managed by CU. Number of Kiosks in the District Revenue Collection Rate 	Urban and Rural WASH <ul style="list-style-type: none"> Quarterly operation reports based on the reporting indicators or parameters Reports submitted based on on-going activities and projects
District Education Boards Secretary (DEBS)	Urban and Rural WASH <ul style="list-style-type: none"> Number of Schools in District Number of Boys and Girls in schools Status of Water Coverage i.e. improved Water Supply Facilities Status of Sanitation Coverage i.e. improved sanitation facilities Number of schools with ablution blocks Number of Sanitation Facilities segregated for Boys and Girls Number of Hand washing Facilities Challenges related to WASH facilities etc. Production Unit Name of Project Funding allocation and funder of on-going programme/ project Programme/project duration Name of Contractor Progress on on-going projects in detail 	Urban and Rural WASH <ul style="list-style-type: none"> Hand washing Facilities difficult to capture Menstrual Hygiene Management is missing Projects report on MHM and other WASH related activities How can MHM in Schools be reported on through DEBS? Some proposed parameters <ul style="list-style-type: none"> ✓ Hand Washing Facilities ✓ Privacy (construction of gender-sensitive sanitation facilities) ✓ Cleaning room/showers ✓ Girl Child Attendance ✓ Distribution of Sanitary materials ✓ Disposal of Sanitary

Institutions	WASH Elements Reported on	Content of Actual Current Reports
District Health Offices (DHOs)	Urban and Rural WASH <ul style="list-style-type: none"> Number of HCFs in District Level of HCF Emergency reporting on Number of Patients per HCF Type and Number of WSS facilities at each HCF Status of Water Coverage i.e., improved Water Supply Facilities Status of Sanitation Coverage i.e., improved sanitation facilities Number of HCF with ablution blocks Number of Sanitation Facilities segregated for Patients and Staff Number of Hand washing Facilities Water Quality Monitoring Disease Surveillance Challenges related to WASH facilities etc. Name of Project Funding allocation and funder of on-going programme/ project Programme/project duration Name of Contractor Progress on on-going projects in detail 	Urban and Rural WASH <ul style="list-style-type: none"> The type and number of WSS facilities are reported but not on the segregation according to Patients and Staff Number of WSS infrastructure in the data base and is known by the DWASHE is not reported on unless new interventions in WASH in the Quarter Progress on various On-going Projects Parameters that vary i.e., Status of WSS coverage in HCFs Incidences of emergencies, surveillance reports are provided.

3.1.8. Supervisory and Monitoring Reporting

The review and results of the supervisory and monitoring reporting is presented in **Table 7**.

Table 7: Review and results of the supervisory and monitoring reporting

Actor/ Committee	Reports to?						Comments
	DWASHE	Enhancing Human and Social Development (EHSD), DDCC Sub-committee	DDCC	P-WASHE	Enhancing Human and Social Development, PDCC Sub-committee	PDCC (Provincial Minister Chairs and Provincial Permanent Secretary vice chair) Secretary is PPU	
Local Authority	Town clerk/ Council chairs DWASHE meetings whilst RWSS Coordinator is the secretariat	RWSS Coordinator reports directly to the EHSD of the DDCC sub-committee					
Luapula Water and Sanitation Company	Co-secretariat District Manager to cover urban WASH	District Manager reports		Through Head Office	Through Head Office	Through Head Office as sector report	
District Education Board Secretary	Planner reports to DWASHE	Planner reports to the EHSD of the DDCC sub-committee					
District Health Office	Public health officer/ Planner/ Health promotion officer reports to the DWASHE	Director DHO chairs the EHSD of the DDCC sub-committee and compiles one report as EHSD to present to the DDCC	Represents EHSD Sub-committee at DDCC				

Actor/ Committee	Reports to?						Comments
	DWASHE	Enhancing Human and Social Development (EHSD), DDCC Sub-committee	DDCC	P-WASHE	Enhancing Human and Social Development, PDCC Sub-committee	PDCC (Provincial Minister Chairs and Provincial Permanent Secretary vice chair) Secretary is PPU	
DWASHE				Through the RWSS Coordinator reports to the P-WASHE			<ul style="list-style-type: none"> Currently reports are submitted to the PWASHE through the PDWSS. Inconsistency of reporting on routine activities required by the DWASHE that have no external funding PWASHE also demands for reports on funded activities to monitor progress. Under projects, reports from members are compiled by the RWSSC and subjected to the member feedback before submission to the PWASHE through P-DWSS. Verification of entries is made through the RWSSC and if a meeting is required for further verification, it is called for
Enhancing Human and Social Development, DDCC Sub-committee			Reports to the DDCC through DHO as chair				
DDCC							In the DDCC report compiled at District Level, there are recommendations that are compiled to be taken to the PDCC Meeting.

3.1.9. Review of P-WASHE

The Provincial Water and Sanitation Officer present on operations of the P-WASHE and the elements were:

- Reporting to PWASHE is through the DWASHE Committee coordinated by the Rural WASH Coordinators in LAs.
- The PWSO reports to the Department of Water Supply and Sanitation of the MWDS and the Provincial Permanent Secretary through the PWASH Committee meetings which are chaired by the PS and the PWSO is the secretariat.
- Reporting of urban WASH is insufficient as the LpWSC reporting in the DWASHE is inadequate.

Output Indicator reporting for PWASHE reporting are:

Program Output	Output Indicator	Baseline 2020	Planned Target 2020	Target 2020	Actual 2021
Water supply and sanitation services improved	% of population with access to basic drinking water	Urban: 86	100	92	?
		Rural: 44	70	54	?
	% of population with access to safely managed drinking water sources	Urban: 19	40	30	?
		Rural: 0	40	20	?
	% of population with access to basic sanitation services	Urban: 56	70	65	?
		Rural: 3	55	54	?
	% of population with access to safely managed sanitation services	Urban: 30	50	40	?
		Rural: 34	50	40	?
	% of population practicing Open Defecation (OD)	Urban: 1	0	0.3	?
		Rural: 22	10	15	?
	Proportion of Health Care Facilities with Basic WASH services	50	70	65	?
	Proportion of Schools with Basic WASH facilities	20	40	35	?

4. ISSUES AND RECOMMENDATIONS OF THE MEETINGS

The issues and recommendations arising from the proceedings of the meetings were :

- i. Strengthening of DWASHE and PWASHE needs to be done to enhance reporting for Urban WASH. The Actors advised that the structures and their purpose need to be understood by all members. Thus there is need for members to understand the terms of reference of the DWASHE, why they sit there, their contribution, etc.
- ii. DWASHE Terms of Reference (ToR)
 - The Tasks of the DWASHE contained in the ToRs were updated to include Urban WASHE and clarity obtained from MWDS representation.
 - DWASHE secretariat to include LpWSC to report on Urban WASH whereas the LA-RWSS Unit responsible for rural WASH.
- iii. Multi-sectoral approach is to be adopted and embraced.
- iv. In order to achieve substructure strengthening, stronger coordination and linkages at district are a requirement for strengthening sub-district structures.
 - dual reporting for EHT is possible should be institutionalised.
 - sub-district level structures can be strengthened at DDCC and PDCC levels support
- v. Safely managed sanitation is a challenge in rural communities.
- vi. Creation of new districts requires revising targets for districts and affects attainment of target goals. The development of the DWASH IP has take this into account.
- vii. There is need to address Data Management. There are sub-structures under MoH. I.e EHTs, community champions, APMs. What can we do to improve quality of data?
- viii. Need for strengthen information sharing and exchange of information by Actors at all levels. Example participants of the meeting learnt that ZamStats has data at ward level.
- ix. EHTs are part of devolved functions for primary health care and expected to cover WASH.
- x. It was reported that EHTs are turned into nurses, in rural areas where there are shortages of nurses. In Mansa, there are no issues for EHTs reporting to the RWSS Unit. Report of EHTs is through the DHO structures, then the reports to the DWASHE. There is a whatsapp group where EHTs send data.
- xi. Chieng ODF slippage allegedly due to less input by actors into ODF activities
- xii. There is need to have a budget to support DWASHE from the Province level.
- xiii. WSS to Chiefdoms also need to be included in WASH plans. Some chiefdoms can be considered to be growth centres
- xiv. Legal enforcement is used by MoH to address sanitation in urban and peri-urban areas, including the ODF. Chiefs enforce construction of sanitation facilities in traditional areas.
- xv. Sanitation Marketing and Behavioural Change. There is need to make people understand why they need toilets. Forcing them is called coercion. When using legal enforcement MoH sites the law, the Public Health Act. Cap 295.
- xvi. Toilet Shortages in schools may be reported to the DDCC by DEBS
- xvii. There is need to have consultation processes as outcomes of the meeting are being implemented.
- xviii. The Daily Subsistence Allowance (DSA) - specific area where DSA is to applied are listed. A district can raise issues of DSA where distances are vast and officers need to spend a night. This can be done through the provincial offices with justification provided.
- xix. Mwansabombwe, currently does not have a dump site for Solid Waste Management.

5. KEY RECOMMENDATIONS

The Key Recommendations are

- i. Support to operationalise the DWASHE need to undertaken in all four target districts, starting with Mansa as part of support to WASH improvements in Luapula taking account of issues and recommendations above.
 - Formalise membership of the DWASHE through the LAs who shall take lead to invite members to participate in the first meeting for strengthening of structure, keeping the provincial offices such as PLGO, MWDS, etc informed.
 - The first meeting should be held to clarify to members the DWASHE ToRs and ensure that they are understood and their purpose. The roles of all actors/members need to be clarified.
 - A schedule of the DWASHE Meetings should be agreed in this first DWASHE Meeting, including key activities for the year and beyond.
- ii. GIZ/GFA support is required in agreeing on the annual work schedule for the DWASHE stating objectives to be achieved, stating outcomes, indicators, sources of verification, etc.
- iii. The DWASHE contribution to the development of the DWASH IP and its adoption should be part of the work schedule for 2022, stating clearly how the DWASH shall work. Further, the DWASHE can also be involved in advocacy of DWASH IP investment mobilisation and other activities agreed upon.
- iv. In order to achieve the strengthening and operationalisation of the DWASHE, there is need in ensuring that all WASH actors are in alignment and have a common purpose considering the five capacity elements consisting of (i) Strategy (A clear and orientation), (ii) Cooperation (A clear understanding of who to cooperate with and how), (iii) Steering Structure (A clear operational/working steering structure), (iv) Processes (A clear understanding of processes) Learning and (v) Innovation (What has to be done to develop and consolidate learning. During operationalisation of the D-WASHEs and strengthening of steering structures the identified actions to embrace and apply the five capacity element of what is to be done, shall be considered and kept in constant check. See section 2.3.3.
- v. Support holding of monthly meetings of the DWASHE in relatively affordable premises or utilising Actor premises where possible. This is because, the Actors need to find sustainable ways of holding DWASHE Meetings through contributions.
- vi. Support process for possible contributions of members to the DWASHE operations and recommend when the DWASHEs could make contributions
- vii. Agree with DWASHE members on how the DWASHE shall achieve transparency and accountability. The DWASHE may come up with transparency and accountability measures that can positively contribute to WASH improvements and good governance in the target districts. This should be part of the DWASHE Annual Work Schedules.
- viii. Support identification other key activities to be included in the DWASHE Annual Work Schedule in addition to activities related to DWASH IP and the transparency and accountability.
- ix. Support the DWASHE in reviewing and agreeing draft WASH reporting templates to be used in operations of the DWASHE. The Meeting requested for updating/creation of WASH reporting templates.

6. CONCLUSION

1. The DWASHE Committees are critical to planning and implementation of WASH activities in each district and with PWASHE also providing provincial support. Therefore, the functionality of DWASHE Committees should be a priority as it also ensures transparency and accountability.
2. The DWASHE and PWASHE requires appropriate reporting templates that shall ensure progress and impact of DWASH IP is monitored in terms of service delivery meeting district targets aligned to national targets and SDGs.
3. The development and implementation of the DWASH IP should take into account of the strengthening of structures requirements
4. Strengthening of Structures is an on-going process which should be undertaken continuously addressing the issues and recommendations of the meetings.