



## Gender and Sanitation Tool for Displaced Populations

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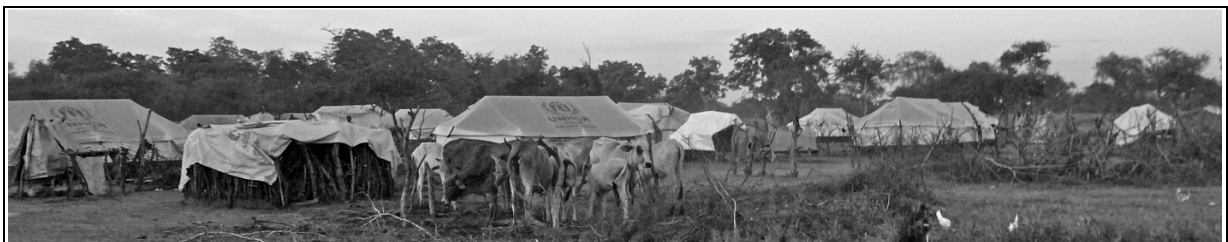


# GENDER & SANITATION TOOL

FOR DISPLACED POPULATIONS

December 8, 2013

This tool is meant to be used in the first and second stage of an emergency response where there is no time to implement a comprehensive consultation and participation process. The tool will help you to decide rapidly what and where sanitation facilities need to be built based on what women (but not exclusively), need with a minimum of effort or specialized expertise required. It is assumed that general WatSan needs are already assessed at this point.



## BEFORE ANYTHING ELSE

The highest priorities are to have safe drinking water available, safe excreta disposal and establishing Community Health Promotion, (CHP). The CHP team will be essential from the beginning, especially if there is a shortage of safe water and when you need to resort to controlled defecation fields or trench latrines for excreta disposal as a stopgap measure.

### Immediate action points

1. Hire a WatSan assistant and a female translator/assistant.
2. Coordinate with other actors on who is doing what and when.  
*Be (constructively) critical in assessing if other actors have the capacity and resources to do what they say they will do. If the agency has no funding yet at this time it is unlikely they will be able to provide a water and sanitation infrastructure rapidly. Discuss with your supervisor and consider where you can assist or propose taking over responsibility for (part of) the WatSan program.*
3. Focus first on the provision of safe water. Implement standard procedures and solutions.
4. Continue monitoring the water distribution system. Quantity, quality, black-outs and location of distribution points.
5. Hire and train a CHP team. Lobby for or ensure that at least 50% of the CHP team is female.  
*This team is your continuous two-way communication with the population involved and if you manage them well, you will have a much better knowledge on what is going on and why.*
6. Consider temporary measures for excreta disposal (defecation fields or trench latrines) and implement them if required with associated management and instruction.

## INITIAL CHOICES

Family latrines are the gold standard. If that is not an option consider shared latrines (to be shared by two to four pre-agreed families). Participation in construction would be great but taking responsibility for cleaning and filling up hand-washing stands by the users is essential. Be sure to develop an assistance program for vulnerable households (female headed households, sick, elderly and disabled people.). In all cases continued support will be required for cleaning materials and maintenance.

If building family or (limited) shared is no option, then you have to go for communal latrines. That always includes:

- Pits (with or without a lining) and superstructures of latrines
- Hand washing stations and soak away/disposal of wastewater.
- Cleaning and maintenance, including staff, supervisors, cleaning materials, water and soap at hand washing stations.
- Involvement of men and women in the choice of site and design of the latrine.

Family showers may be easier to realize than family latrines. If that is not possible opt for gender separated communal blocks of showers. This always includes:

- Water supply nearby
- Shower slabs
- Shower superstructures, (at a minimum the walls, the roof is not essential).
- Doors that can be locked from the inside.
- Waste water disposal, including grease traps.
- Cleaning and maintenance, including staff, supervisors, cleaning materials.

## FIRST PHASE

The activities described below are based on the assumption that the beneficiaries of the WatSan program are already in the location where the facilities will be provided. If that is not the case you will need to collect some of the information elsewhere, like in transit camps or similar settings.

### Baseline data to be collected

1. Get all basic data: population numbers women/men/children.
2. Get maps of the area, the camp/village.

3. Calculate number of total latrines and showers required:

*Latrines 1 per 20 people. Showers 1 per 50 people. Hand washing stations: 1 station within 20 meters from each (block of) latrine(s).*

*For every male latrine and shower you will need two to three female latrines and showers. In general a woman will spend more time in a latrine and shower than a man. If there is a significant gender imbalance (example: 70% is female), increase your ratio of latrines and showers accordingly.*

4. Check with female, locally hired staff (preferably from the same region as the displaced people) if there are any cultural limitations to the use of WatSan facilities: You can ask a female expat to gather some of this information through female staff members. **See Checklist 1.**

## Site visit, technical

5. Check soil, drainage conditions and ground water levels in the areas where you may construct.

*Do you require pit lining, raised latrines, jackhammers? Are areas prone to seasonal flooding?*

You now will have an idea what you can expect and you can make a short list of feasible technical options, taking into account what is available locally or can be sourced elsewhere in time.

6. Make a rough calculation of the size of the program and inform the project coordinator and / or logistics coordinator so resources can be allocated.

## Site visit, collection of design parameters

7. Go to the intervention site with a female translator/assistant. Explain clearly what your strategy will be to collect information and what is expected from your translator/assistant. Make sure this is well understood. Ask where you can find the community leader and try to arrange a meeting.
8. Meet with the local (displaced) community leaders and explain that you are here to make a plan for sanitation, starting with latrines and showers, which you need to talk to him and a number of women (through a female assistant) from different parts of the site. **See Checklist 2.**

As some of these questions can be embarrassing to answer, it is usually best to have a senior WatSan person to do this interview with a translator rather than your local assistant do this. If you are a total stranger, it may be easier for the community leader to discuss these matters, as you are not expected to have any knowledge about local customs or taboos. Instruct your translator/assistant that her role is confined to translation only, and she is to report exactly what is spoken without introducing any cultural interpretations. After the meeting the assistant and/ or translator should be encouraged to share his interpretation and thoughts about the meeting.

9. Walk through the site while mapping it out. Count shelters. Pay special attention to the presence of clusters (people from same villages), possible drainage and soil issues, presence of open defecation, showers and where there may be issues with access for vehicles. Bring a GPS and have tracking on. Only mark very specific points. This will allow you to verify numbers you received earlier, map clusters / villages and problem areas.
10. Walk through the site for a second time and approach small groups of women you encounter through your female translator/ assistant. Explain that you are looking into water and sanitation and need their opinion to make sure it will work well. **See Checklist 3.**

An all female WatSan team is the most optimal configuration when consulting women about women's issues. A professional male expat interviewer with a female translator will also work in most cases. Keeping the male presence as limited as possible is important and using local male staff should be avoided as much as possible as they will not be seen as "outsiders" like a male expat. It is very important that women understand that they are free to refuse to be interviewed without any negative impact for them or their families, and that they can refuse to answer any question or stop the consultation all together at any time. Do not try to get them involved if they do not feel comfortable to do so. It is possible that it is difficult to talk to the women with a man present or without causing some kind of a circus. If that happens, then step away from the group of women and use a male translator to talk (small talk if required) to the curious crowd, while the female translator/ assistant gathers the data from the women in the first group.

11. This information will give you a list of design parameters such as: Need for separate gender specific blocks, location, need for a fence around showers or latrines, extra space required etc.
12. Repeat this in different areas of the camp and ensure you talk to women from several different communities (clusters) and try to include also the more vulnerable, perhaps less vocal women (elderly, sick, disabled, lower cultural status).

Now you have some basic data about how some people in the camp may use latrines, showers and washing slabs. Check the results from the different groups for consistency in answers. If there are big differences, you will have to go back and dig a bit deeper to try to find common ground.

## SECOND PHASE

13. Recalculate the number of latrines and showers for women that are needed and check based on your assessment if you can build them in the preferred locations. If it is not possible, relocate them taking into account the reasons women gave to have them in certain locations. Include hand-washing stations in the planning.
14. Repeat the previous step for the men's latrines and showers.
15. Check where you may need extra water supply (bladders/tap stands) and check the options to get the water where you need it.
16. Pick a technically appropriate design for the latrines and the showers and adjust based on the expected use of the facilities and preferences of the users. **See Checklist 4.** This checklist can also be used for reporting.

Female latrines may need to be bigger to allow extra space for children, sick or elderly relatives. The female shower blocks may also need extra space for washing and drying of menstrual cloths etc. If blocks are screened in, position the hand washing stands near the exit but inside the fenced off area. Consider the presence of disabled people and where additional facilities for them need to be built. (Could be one cubicle in each latrine or shower block that is bigger, has handrails etc.)

17. Discuss the design of female designated facilities with a group of female local staff. Explain briefly the design and check with them if that would work for them. (Either with or without your presence in case you are a male.)
  - Type of doors and locks.
  - Type of walls, e.g., they may have an issue with plastic sheeting as this can be easily pierced.
  - Type of slab and space inside the latrines and showers. Are support bars required? Will they wash menstrual cloths inside?
  - Will proposed measures to dispose of small children's faeces work?
18. Sit down with the community leader(s) again and discuss specifically the male latrines and showers including location, doors, privacy and security. Discuss the location of the female facilities as well and see if there are any objections. If there are, try to resolve them, taking the opinions of the women into account. The design and location of the male latrines and showers should also be crosschecked with small groups of males in addition to the community leader(s).
19. Make a final design of latrines, showers, hand-washing stations.
20. Complete a bill of quantities including a cost estimate and discuss with your supervisor, order supplies, contractors, workers, equipment etc.
21. Define a starting date and prepare a realistic Gantt chart for the implementation.
22. Inform other actors.
23. Start organizing maintenance and cleaning system as soon as the construction has started.

### Technical specifications and details:

MSF, 2010, Public Health Engineering in Precarious Situations.

Peter Harvey, 2007, Excreta Disposal in Emergencies: A Field Manual, WEDC, UK.

## CHECKLIST 1: INFORMATION PROVIDED BY LOCALLY HIRED STAFF

<p>Are people used to latrines?  <i>If not, Community Health Promoters (CHP's) need to start work as soon as possible Promoting safer practice. General excreta cleaning campaign to be considered.</i></p>	
<p>How do people build their latrines and showers in this area? Are they suitable for the refugees/IDPs? Local contractors? What materials do they use, where available?</p>	
<p>What do mothers do with the faeces of small children, five years or younger?          Do they use scoops or potties or nappies?</p>	
<p>Do they know a disabled person and how can he or she use a latrine or shower?</p>	
<p>Are there requirements in terms of the orientation of the superstructures, proximity to tents, houses, cemeteries etc.?</p>	
<p>Are people comfortable having the superstructure on top of the pit?  <i>If not, offset pits need to be considered.</i></p>	
<p>Are people happy to use a latrine or shower that is part of a block of latrines or showers?          Will people use them at night? Why/why not?  <i>Issues to consider: Lighting, security and location.</i></p>	
<p>Proximity of male and female latrines and showers:          Can they be in the same block?</p>	
<p>Should the door/entrance be on the back or front of latrines and showers?  <i>Issues to consider: privacy vs. security</i></p>	
<p>Is it ok if a man can see a woman entering the latrine and/or the shower? Why/why not?  <i>Consider privacy screens at latrines and/or showers.</i></p>	
<p>What do people use for anal cleansing?  <i>If water is used consider distribution of kettles (small water containers).</i></p>	
<p>Where and how do people wash laundry?          Are there security issues with the location?  <i>Consider washbasins or washing slabs in a safe location.</i></p>	
<p>What do women use for menstrual hygiene management? Where and how do women wash and dry their menstrual cloths or dispose of pads/ tampons? From where do the women get their materials? Who pays for them?  <i>If consumables are used, a proper waste disposal system needs to be in place. If washable cloths are used consider if the current system works or if some adaptations to facilities are needed. (Distribution of MHM kits, dedicated small washbasin or dedicated private washing slabs integrated in latrine/shower blocks, discrete wastewater disposal).</i></p>	
<p>Who will clean the latrines and showers?          If shared between families, can families make arrangements to share the cleaning?</p>	

## CHECKLIST 2: MEETING WITH REFUGEE/DISPLACED CHIEF

Ask the community leader about the community structure of the camp. What are the existing structures? Who is in charge? Regional leaders, local leaders? Assistants? Contacts for information. Who should you talk to regarding this project?

*So you can recognize where different groups are and know who to talk to. It is important to discuss issues at the appropriate level.*

Are there clusters with people from the same villages?

*Plan the latrines and showers around this, and preferably water supply as well.*

What are people's usual hygiene practices in regards to defecation, including anal cleansing and washing hands?

*Keeping WatSan facilities as close as possible to what they are used to will facilitate proper use. How does this influence the design of latrines? CHP priorities? Distribution of kettles for anal cleansing?*

Ask if and what requirements there are for women regarding the use of facilities. Can they use the same facilities as men?

*If not, male and female facilities cannot be combined in the same block.*

Are there limitations for women during their menstrual cycle (can they still use the same shared facilities, go to gatherings, like distributions etc.)?

If yes, will gender separated facilities for women resolve the problem?

*If no, verify this with women.*

If open defecation is the norm, discuss with the community leader(s) the problems with that in a densely populated setting and that this would be a high priority to address. Ask how to communicate this best with the people.

*Urgent CHP involvement required to encourage change to safer practices.*

Explain your next steps and that you will be talking to small groups of women through a female translator. Ask for his cooperation and support so implementation of the program can be done as quickly as possible once a plan is finalized. Explain that you will return with a rough plan after your assessment.

### CHECKLIST 3: QUESTIONS FOR SMALL GROUPS OF WOMEN

<p>How would they prefer to deal with excreta? <i>(If latrines are not a preferred option the PHP teams need to start promoting latrine use).</i></p>	
<p>Where should the latrines for the women be? And where for the men? Mark on your map. Try to figure out what issues play a role in the choice such as proximity to shelters, privacy, security, or possible smell.</p>	
<p>Can a plastic sheet be used as a door with a string and nail to close it? <i>(As opposed to regular doors with a lock)</i></p>	
<p>How do they clean themselves after using the latrine? Water or other? If water, do they have a kettle for this? <i>(If no, consider distributing them as plastic bottles may be used that can quickly fill up latrine pits).</i></p>	
<p>Would they bring their children to use the latrines? What about elderly or sick relatives?</p>	
<p>How are babies' faeces managed? Do they use cloth as nappies? How and where are they washed?</p>	
<p>How are small children's faeces managed? Are potties used? Where are they emptied? How are they cleaned? Do they use scoops? How are faeces disposed of? Thrown in bushes/ in latrine/ buried? At what age can children use the latrine? Is it the same for girls and boys? Why might they be prevented from using the latrine?</p>	
<p>Do they know a disabled, or very old or sick person? And how can he or she use the latrines and showers?</p>	
<p>Would they feel secure using the latrines at night and if not what is the problem?</p> <ul style="list-style-type: none"> <li>• They have no torch / light</li> <li>• Latrine is too far</li> <li>• Don't feel safe going to a latrine in the dark</li> <li>• Other reasons: explain</li> </ul>	<p><input type="radio"/> Yes    <input type="radio"/> No  <input type="radio"/> Yes    <input type="radio"/> No  <input type="radio"/> Yes    <input type="radio"/> No</p>
<p>Where do they wash themselves currently? Would they normally use showers for privacy reasons?</p>	
<p>If so where in the camp should the showers be located?</p> <ul style="list-style-type: none"> <li>• As close as possible to where they live. (Convenience)</li> <li>• A bit away from the camp for privacy</li> <li>• Close to shelters because of security</li> <li>• Other: explain</li> </ul>	<p><input type="radio"/> Yes    <input type="radio"/> No  <input type="radio"/> Yes    <input type="radio"/> No  <input type="radio"/> Yes    <input type="radio"/> No</p>
<p>Where do they wash and dry menstrual cloths (if used)? <i>(Clothes lines needed?)</i> Or where do they dispose of disposable pads or tampons?</p>	
<p>If there were showers, would they prefer to wash menstrual cloths in the showers? <i>If so consider bigger showers and drainage pipes coming out of the showers, so blood cannot be seen from the outside. Include an extra dedicated small washbasin in the NFI kits.</i> <i>A special washing slab inside a fenced area that includes the shower or latrine block may be an option but women may not wash menstrual cloths in the presence of other women. Check first!</i></p>	
<p>If there would be a fence around the showers, would they dry the menstrual cloths there? Should clotheslines be out of sight?</p>	
<p>Who will clean the latrines and the showers? How would they organize this? Do they have the cleaning materials? <i>In communities with structures intact, the communities themselves can do the cleaning, but they will need support in organization and materials. Otherwise paid cleaning is the alternative.</i></p>	
<p></p>	



## CHECKLIST 4: USER BASED DESIGN PARAMETERS FOR GENDER SENSITIVE COMMUNITY LATRINES AND SHOWERS

### GENERAL

Target population	
Location of facilities planned around communities/clusters?	
Preferred locations based on consultations with women?	
Privacy/sightline issues with preferred locations?	
Options for lighting in showers and latrines: <i>Distribution of wind-up torches?</i>	
Other safety/security issues regarding locations?	
Number and location of latrines and showers adapted for disabled people:	
Excreta disposal of small children addressed? <i>Distribution of potties, scoops?</i>	
Technical limitations of preferred locations? <i>Space, groundwater levels, soil?</i>	
Extra water points needed for hand washing stations and showers? Where?	
Regular laundry slabs urgent? <i>Distribution of washbasins, drying lines?</i>	
MHM addressed? <i>Distribution of cloth, underwear and washbasins?</i>	
Operating, cleaning and maintenance organized? <i>Paid or unpaid like filling up hand washing points, cleaning grease pits, repairing broken doors etc.</i>	
Contingency for building supply (rupture) issues?	

### LATRINES

Family latrines : <input type="radio"/> Yes <input type="radio"/> No
Total planned latrines:
Total planned female latrines:
Enlarged female latrines structure to facilitate children/ vulnerable? (30 cm longer). Support rails?
Offset pit? Single pits? Lining? Drainage around pits? Drop holes per pit?
Volume adjusted to anal cleansing practice? Volume pit? ( <i>Do not include first 50 cm under the slab</i> ).
Type of walls, doors, roof, lock:
Type of hand washing station, Max distance latrine to hand washing station?
Minimum distance to shelters and other structures:
Maximum walking distance to a latrine:
Orientation of superstructures and slabs:
Type of latrine slab?
Male and female latrine blocks combined?
Fence around female latrine blocks?
Drying lines inside latrine blocks?
Water point for menstrual hygiene section?
What materials are sourced locally?
What materials are sourced elsewhere?

### SHOWERS

Family showers: <input type="radio"/> Yes <input type="radio"/> No
Total planned showers
Total planned female showers
Type of wastewater disposal: <i>Soak away, trench or nothing?</i>
Grease traps?
Enlarged female showers to facilitate children / vulnerable? Support brackets?
Menstrual hygiene washing slab inside shower blocks
Type of walls, doors and locks
Enlarged showers to facilitate menstrual cloth washing.
Drainage of blood stained wastewater out of sight?
Fence around female shower blocks?
Water point required for MH washing slab?
Drying lines inside shower blocks?