Standard Operating Procedures (SOP) of IDRC-BORDA Integrated Decentralized Solid Waste Management Project

**Step 1:**
Develop DESWAM Facilitation Capacity

- 1.1. Select DESWAM-TFL
- 1.2. TFL Training

**Step 2:**
Community Selection

- 2.1. Community Selection

**Step 3:**
Community Action Plan (CAP)

- 3.1 Community Action Plan (CAP) Procedures

**Step 4:**
DESWAM Construction and Capacity Building

- 4.1. Coordination Meeting before Construction
- 4.2. Health & Hygiene Education on Household Level
- 4.3 Construction Monitoring Mechanism
- 4.4 Commissioning by Project Funder
- 4.5 Capacity Building for Operator and CBO

**Step 5:**
DESWAM Project Monitoring & Evaluation

- 5.1 Monitoring System
- 5.2 O+M Monitoring by CBO and Association
- 5.3 Health Impact Assessment Post-Intervention Survey

Finish
Step 1:
Develop DESWAM Facilitation Capacity

1.1. Select DESWAM TFL

1.1.1. LG Contact person identified and informed

1.1.2. TFL LSM Selection

All TFL are selected before TFL-Training

Yes

1.2 Training for New TFL DESWAM (in-class)

1.2.1. Training Preparation

1.2.2 Conduct TFL Introductory Training (5 days)

1.2.3 Follow-up training TFL (Technical capacity building in network level course)

1.2.4 Follow-up HIA TFL Training (HIA Detail)

No

FS: 1.1.1.F1 Letter of Interest & Assignment

FS: 1.1.2.T2 TFL Contract
To be adapted: Capacity to assist community in composting

FS: 1.2.2.F1 Training and Testing Certificate

FS: TFL-Training Module:
To be reviewed:
Technical inputs, (MRF-) management issues, communication with community stakeholders;
Duration of the course to be adapted

Step 2:
Community Selection
Step 2: Community Selection

2.1.1 Longlist of proposed DESWAM locations

2.1.2 Community Stakeholders’ and Representatives’ Meeting: Explaining DESWAM to all interested areas

Confirmation of Land Availability

Assessment of technical feasibility by engineer (See FS Technical QMS)

2.1.3 Selection of DESWAM locations / Shortlist

2.1.4 Community Self Selection Stakeholder Meeting
Using RPA-tools incl. scoring only if more than 1 shortlisted community involved

Step 3: Community Action Plan (CAP)

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Step 3: Community Action Plan (CAP)

3.1 CAP Procedures

3.1.1 Establishing CAP-schedule with the community representatives and stakeholders

FS: 3.1.1. F1 CAP Agenda & Schedule

3.1.2 Program Beneficiaries/Participants Identification

FS: 3.1.2 F1 FS Community Mapping,

3.1.3 HIA Baseline Survey

FS: 3.1.3 F1 HIA Questionnaire

3.1.4 Community Representatives’ Agreement

FS: 3.1.4 F1 Contribution Mechanism: (MoU-form available): Formal requirements of L.A. different

3.1.5 Establishing CBO and Legalization

FS: 3.1.5. F1 AD/ART Template,

3.1.6 Selecting solid waste management technology acc. to community’s needs based on socio-technical feasibility

FS: 3.1.6 F1 Selected Technologies

3.1.7 DED

FS: 3.1.7.F1 DED (technical QMS)

3.1.8 DED: Cost and Budgeting Plan

FS: 3.1.8 F1 DED Cost and Budgetting Plan (Technical QMS)

3.1.9 CBO-members: Orientation and Training for informal Construction Monitoring

FS: 3.1.9.F1 Construction Schedule (technical QMS), 3.1.10.F2 CBO- Training schedule

3.1.10 Integration into city solid waste management system

FS: 3.1.10.F2 CBO- Training schedule

Both FS need to be adapted due to different role of partners

3.1.11 CAP Finalization

FS: 3.1.11.F1 CAP template

Step 4: DESWAM Construction and Capacity Building
Step 4: DESWAM Construction and Capacity Building

4.2 Health & Hygiene Education on Household Level: Activity starts parallel with construction

4.2.1 Selection of Cooperating Institution for Health & Hygiene Education

4.2.2 Health & Hygiene Education Facilitator Training

4.2.3 Facilitate Health & Hygiene Education in the Community for 4 weeks

4.3. Construction Monitoring Mechanism

4.3.1 DESWAM monitoring of specification by CBO

FS: 4.2.3.F2 HHE report

4.4. Commissioning by Project Funder and CBO

4.4.1 Technical Commissioning

4.4.2 Institutional Commissioning

4.5 Capacity Building for Operator and CBO

4.5.1 CBO Training

4.5.2 Operators’ Training

Step 5: DESWAM Project Monitoring & Evaluation

See technical QMS MP3-IK2, MP3-IK3 and MP3-F8 (material inspection)

FS: 4.4.1.F1 FS technical by CBO Commissioning: to be developed

FS: 4.4.2.F1 FS institutional commissioning

FS: 4.5.1.F1 CBO Training Module: Content need to be updated

FS: 4.5.2F1 Operators’ Training Module: Needs to be restructured and systemized

FS: 4.5.2.F2 Operator training report Sheet to be developed
5.1 Monitoring System

5.1.1 Financial Monitoring

5.1.2 Activity Monitoring of CBO

5.1.3 Institutional Monitoring of CBO

5.2 O+M Monitoring by CBO and Association

5.2.1 Facilitate O+M Monitoring by CBO

5.2.2 Monitoring of CBOS by Association of CBOs

5.3 Health Impact Assessment Post-Implementation Survey

5.3.1 Facilitate HIA survey after 12 months of DESWAM-operation

Finish