

Step by Step

IMPLEMENTATION GUIDELINES *for* Public Toilet

D R A F T



July 2006

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1. Introduction

WaterAid is an international non government organization dedicated exclusively to the provision of safe domestic water, sanitation and hygiene education to the world's poorest people. WaterAid has been working in Bangladesh since 1986 to improve hygiene behaviour and access to water and sanitation services for poor communities giving emphasis on demonstration of innovative approaches, participatory methods, gender and vulnerable groups and sustainability.

'Advancing Sustainable Environmental Health' (ASEH) is a DFID supported project of WaterAid Bangladesh (WAB) for hygiene promotion, environmental sanitation and water supply among for urban and rural poor. The project started in July 2003 and will be end up in March 2009 and is being implemented in partnerships with 15 local rural and urban NGO partners. ASEH is promoting sustainable, community managed safe water supply and sanitation facilities among the target population in rural areas and urban slums. ASEH promotes financial and programme management transparency and accountability of partner organizations to communities through empowering and strengthening LGIs to plan, monitor and implement WSS services.

WAB has been offering a range sanitation technology options to address the needs of communities located at different geo-physical context. Under rural context, public toilets are planned to be implemented in public places (hat-bazar, bus stop, ferry ghat etc.) to address the need of floating and low income group people.

This Guidelines is particularly dealing with the 'Public Toilet'. WAB is initially offering two types of public toilets and in near future more options for Public Toilets will be offered. Design and detail drawing of these two different models of Public Toilets are given in **Annex-A** and **Annex-B**. The Bill of Quantities and Abstract of these two different models of Public Toilets are available at WaterAid Bangladesh.

1.1 Purpose and Use of this Guideline

This Guidelines has been prepared to meet the following purposes:

- The Guideline has been prepared as a tool to keep standard procedures for construction of Public Toilets at public places (growth centres, markets, bus stop etc.) under the programme of WaterAid Bangladesh uniformly by all rural Partner Organizations.
- It was attempted to reflect WaterAid's policies as well as National Policies through the Guidelines in an operational manner and mainstreaming the policies.
- The Guidelines will be used as a Handbook for the frontline staff as well as professionals.
- The Guidelines will ensure involvement of community, committee / association (say bazar committee) and other concerned stakeholders as relevant through promotion of transparent, accountable, gender sensitive and pro-poor implementation of latrine option facilities.
- The Guidelines will guide the Partner Organizations to implement the constructions with a certain level of flexibility allowing addressing local context in consultation and approval from WAB, if essential.

2. Implementation of Public Toilets

- Implementation of public toilets will take place at public places under the rural programme intervention areas of ASEH.
- The type of public toilet will be selected on the basis of land availability as well as willingness and ability of the recipient body (e.g., bazar committee, association, caretaker group etc.) to provide matching fund as contribution money.

The following steps should be adopted for implementation of Public Toilet.

Step 1: Need Identification

In order to proceed for construction of a Public Toilet in a proposed area, the following activities have to be undertaken as a part of need identification.

- **Situation Analysis (SA):** the frontline staff of Partner Organization will make an assessment of the existing situation of the proposed public place which will cover basic information of infrastructure, population, existing sanitation facilities, committee / association available in that place etc. (please see detail in **Annex-1**)
- Situation analysis of the proposed location must be done in consultation with respective authorities (bazar committee/ association etc.). Once the situation is analyzed, an **Action Plan (AP)** to be prepared by respective authority with facilitation from frontline staff.
- During preparation of AP, the situation analysis report (as per Annex-1) should be carefully reviewed to identify and prioritize the need; and assess the requirement for new/ rehabilitation of public toilet for the concerned public place.
- On the basis the above analysis, the authority (bazar committee/ association etc.) will prepare the AP using following Format.

Format

Type of Public Toilet	No. of Public Toilet		Approx. No. of users / day		Time frame	Responsibility	Budget		Remarks
	New	Rehab	New	Rehab			ASEH	Committee	
Public Toilet over Septic Tank									
Public Toilet with Offset Septic Tank									
Others									
Total:									

Step 2: Application for Public Toilet

- The respective frontline staff will have a meeting with the authority (bazar committee/ association etc.) and explain the conditions for implementation of public toilet in details. Respective frontline staff should clarify about the estimated total cost of public toilet, matching fund for construction by the respective authority (bazar committee/ association etc.), modality of contributing matching fund, responsibilities of the concerned authority with respect to construction and O&M, caretakers' selection process, caretakers' responsibilities, leasing out procedure, etc.
- It the respective authority (bazar committee/ association) agrees to the conditions and willing to provide the upfront matching fund, the frontline staff will assist to fill-in the Application Form (**Annex-2**) and ensure that the site for construction of public toilet has been proposed in consultation with the concerned authority.

Site selection criteria:

The proposed site has to be:

- accessible by both female & male users easily.
- above usual annual flood level.
- socially, technically and legally acceptable common and agreed land.
- selected in line with ASEH policy principles.

- The frontline staff must ensure that signatures are obtained in the Application Form from all the members of the authority (bazar committee/ association etc.) applying for the public toilet (from now on the concerned authority will be considered as applicant committee in this document).
- The Chairperson of applicant committee will submit the filled-in Application Form to Partner Organization alongwith a declaration that the land is undisputed.

Step 3: Site Verification for Public Toilet

- The frontline staff will send the Application Form to respective Partner Organization's office. The proposed site to be visited by the supervisory staff and/or Engineer preferably with LGI representative/ member of Ward Sanitation Task Force Committee (WSTFC) within two weeks from receiving the Application Form.
- During site verification the Supervisory staff/ Engineer will critically observe the following aspects:
 - Reliability of information as mentioned in the Application Form.
 - Social, technical and legal feasibility of the proposed site for the particular latrine option.
- The Supervisory staff/ Engineer will make site visit comments on the Application Form. If all the conditions are full-filled, recommendation for construction of public toilet will be made.

Step 4: Selection of Public Toilet Design

- On the basis of location, no. of potential users, geo-physical condition etc., the respective Engineer will recommend a suitable design of a particular **Model** for public toilet provided by WAB.
- The recommended design along with the Application Form will be placed to the competent authority for approval.

Step 5: Re-designing of Context-specific Option

- If none of the available designs suits in the field situation, the Engineer will write detail information needed to re-design the public toilet.
- Accordingly, the Engineer will re-design a context-specific public toilet. During re-designing, s/he will consider similar design parameters and prepare design, drawing and estimate for that particular context-specific option.
- The design, drawing and cost estimate of the context specific public toilet will be forwarded to WAB office for approval.
- After reviewing (desk review and / or site visit), WAB will approve/ suggest necessary modifications.

- In case, any modification is suggested by WAB, the respective Partner Organization needs to re-submit the same to WAB for approval again after accommodating the suggested modifications.
- Before approving, WAB will put the Design Code (say, **PT-NGO-6**). Then original copy of the approved design and estimate will be sent to respective Partner Organization while a photocopy of the same will be kept at WAB office for future reference.

Step 6: Calculation of Matching Fund

- Once the Model is selected or re-designed context specific Model (alongwith cost-estimate) is approved by WAB, the amount of Matching fund (10%-30% as per **Cost Sharing and Recovery Strategy**) will be calculated by the concerned frontline staff.
- The applicant committee will be informed about the amount by the respective Partner Organization's staff.

Step 7: Approval for Public Toilet

- Once the site is qualified, design is selected/ approved; the application form shall be forwarded to Union Sanitation Taskforce/ Union WatSan Committee / respective PO office for review and approval.
- In order to ensure formal involvement of local bodies, the respective Partner Organization will give emphasis and promote a mechanism to get the sites approved by Union Sanitation Taskforce or Union WatSan Committee. Until the mechanism is established, Partner may approve the site in consultation with UP representatives.
- The approving authority (as decided by respective Partner Organization) will review and approve/ not approve the Application preferably in a formal meeting.
- In case of approved application, a simple approval letter (**Annex-3**) will be issued by the approving authority to acknowledge the demand and proceed for next step.
- If the Application is rejected, the applicant committee will be informed with reasons for not being accepted by the authority (say, due to not meeting the criteria).

Step 8: MoU between Applicant Committee and Partner Organization

- An MoU will be signed between the Applicant Committee and Partner Organization regarding the modality of construction, operation and maintenance of public toilet.
- In the agreement, at least the following issues to be mentioned as the roles and responsibilities of the Applicant Committee:
 - A bank account will be opened by the Applicant Committee with facilitation from the assigned staff of Partner Organization.
 - The bank account will jointly be operated by the Chairperson of Applicant Committee (or nominated person by the Committee) and representative of the Partner Organization.
 - The amount decided as the Matching fund will be deposited by the Applicant Committee before start of construction.

- If the construction is initiated locally (Option-1, detail is given later), a '**Public Toilet Implementation Committee (PTIC)**' will be formed with representation from the members of Applicant Committee and Partner Organization. The PTIC will be responsible for procurement and overall construction of public toilet and accountable to the Applicant Committee.
 - If the construction is done by Contractor (Option-2, detail is given later), the Partner Organization will follow standard procedure for tendering.
 - The Applicant Committee is responsible for overall supervision, monitoring and quality control.
 - Upon completion and formal handing over of the public toilet, the Applicant Committee will lease out the facility for operation and maintenance (A 'Leasing-out Procedure' should be developed by respective Partner Organization).
 - The money generated from leasing out of the facility will be deposited in the bank account opened earlier and spend for major repairing, desludging etc. (Procedure and modality for spending money generated as income from the public toilet to be developed by the Partner Organization).
- In the agreement, at least the following issues to be mentioned as the roles and responsibilities of the Partner Organization:
 - Facilitate the Applicant Committee to open a bank account and jointly operate the same.
 - Ensure deposition of matching fund by the Applicant Committee before construction starts.
 - Responsible to transfer ASEH fund in time for smooth implementation of the facility.
 - Represent in the 'PTIC' formed and involve in procurement and overall construction.
 - Responsible for overall supervision, monitoring and quality control.
 - Formally hand over of the constructed public toilet to the Applicant Committee.
 - Facilitate leasing out of the facility for operation and maintenance as per the Leasing out procedure.
 - Provide Caretakers' Training after leasing out.
 - Facilitate the Applicant Committee to generate fund for operation, maintenance and repairing of the facility.

Step 9: Opening Bank Account

- After signing MoU, a bank account will be opened by the Applicant Committee with facilitation from the assigned staff of Partner Organization.
- The bank account will jointly be operated by the Chairperson of Applicant Committee (or nominated person by the Committee) and representative of Partner Organization. Please see **Financial Guidelines for Partner Organizations**, if applicable.
- The Matching fund will be deposited by the Applicant Committee in the account.
- Immediately after deposition of Matching fund, Partner Organization will transfer the remaining amount to the bank either full or in installments depending on the satisfactory progress of work, as decided by the Partner Organization.

Step 10: Formation of 'Public Toilet Implementation Committee (PTIC)

A **Public Toilet Implementation Committee (PTIC)** will be formed responsible for construction of the public toilet upon consensus of the members of Applicant Committee and user representatives. Representation in PTIC from both male & female from different poverty categories in line with ASEH principles is appreciated.

Step 11: Construction of Public Toilet

11.1 Option-1: Construction by engaging mason

If the Applicant Committee is willing to construct the public toilet by themselves, a '**Public Toilet Implementation Committee (PTIC)**' will be formed with representation from the members of Applicant Committee and Partner Organization. The PTIC will also be responsible for procurement and construction of public toilet following the steps below:

11.1.1 Procurement of materials

- PTIC will procure the materials as per approved design, specification and estimate. Engineer of Partner Organization will be responsible for ensuring the quality of materials procured.

11.1.2 Selection of Masons

- The PTIC will identify locally available masons and select on the basis of having experience for construction of similar facilities. Each Partner Organization will develop and adopt a systematic and transparent procedure for selection of masons.
- Once the mason is selected, a **Contract Agreement** (similar to **Annex-4A**) will be signed between mason leader and PTIC keeping staff from Partner Organization as witness.

11.2 Option-2: Construction by engaging Contractor

If the construction of the Public toilet is decided to be constructed by Contractor, the following steps should be followed:

11.2.1 Selection of Contractor

- The Contractor will be selected in a transparent manner by the respective Partner Organization as per **Standard Procedure for selecting Contractor** which includes advertisement/ invitation, collection of quotation/ tender, analyses of quotation/ tender, preparation of Comparative Statement (CS), negotiation process (if needed), selection of Contractor etc. (Please see **Financial Guidelines for Partner Organizations**, if applicable).
- Once the Contractor is selected, a **Contract Agreement** (similar to **Annex-4B** which could be further improved by Partner Organization) between Contractor and Partner Organization will be signed and work order will be issued accordingly.

11.3 Construction:

The Public Toilet will be constructed by the assigned local masons/ Contractor as per the contract agreement and approved design, drawing and cost-estimate.

During construction quality assurance will be done by the Partner Organization's staff, preferably by Engineer and the following issues to be taken into considerations:

- Construction is done at the site approved earlier.
- The materials purchased are properly stored and used.
- Construction followed as per approved drawing and specification.
- Curing is done properly.

Upon completion of construction, **ASEH marking** (sample is given in **Annex-5**) should be introduced on wall of the constructed public toilet. The ASEH marking should contain prescribed WAB standard containing identification mark (and number) and other relevant information.

Step 12: Statement of Expenditure

12.1 Constructed by local Masons (Option-1)

The PTIC will preserve all vouchers and maintain accounts and time to time report to the Applicant Committee regarding the progress of work and status of expenditure. After completion of construction, the PTIC will prepare a **Statement of Expenditure** alongwith all supporting cash memos/ bills countersigned preferably by at least two members from PTIC including one from Partner Organization.

The **Statement of Expenditure** will be forwarded by PTIC to the respective Partner Organization for review and approval keeping the Applicant Committee informed.

12.2 Constructed by Contractor (Option-2)

The Contractor will submit bills to Partner Organization as per clauses of the Contract Agreement. The Partner Organization will review and approve the running bills upon certification from Applicant Committee.

Step 13: Completion Report

A '**Completion Report**' containing detail information including model, location, start & completion date of construction and other technical information of the latrine as attached (**Annex-6**) should be filled-in by Partner Organization's staff and to be acknowledged by the Chairperson, Applicant Committee.

The '**Completion Report**' must be kept at Partner Organization's Office as a proof of completion of task and acceptance by Applicant Committee. This may also be useful in case for final payment / refunding of security deposit to the Contractor.

Step 14: Final Payment to Contractor

After reviewing the cash memos/ bills, **Statement of Expenditure** will be approved. Upon approval of **Statement of Expenditure** and receiving the '**Completion Report**', (final) payment will be made to the mason leader/ Contractor and also the security deposit will be refunded.

Step 15: Handing Over

A '**Handing Over Note**' alongwith users' acknowledgement should be prepared (**Annex-7**).

The Handing Over of public toilet to the Applicant Committee should be done within one week from completion of construction. A simple formal **Handing Over Ceremony** will be organized in the presence of Applicant Committee. The photocopy of 'Handing Over Note' to be handed over to the Chairperson, Applicant Committee while the original copy of the same will be kept at Partner Organization's Office as a record for handing over the facility.

Step 16: Leasing Out

As soon as the public toilet is handed over, the concerned Committee will initiate leasing out process for the public toilet with facilitation from Partner Organization's staff. 'Leasing out Procedure' should be developed by respective Partner. In addition, 'Procedure and modality for spending money generated as income from the Public Toilet' should also be developed by the Partner Organization.

During leasing out, at least the following issues to be considered by the concerned Committee:

- Money collected against 'Lease out' must be deposited in the bank account jointly operated by the Committee and Partner Organization which was earlier opened for construction of the facility. The bank signature of Partner Organization's staff should be replaced by another Committee Member.
- Caretakers must be selected in consultation with concerned Committee.
- The rate for use must be fixed reasonably and to be agreed by concerned Committee.
- The Lessee should display the rates in a board in front of entrance of the Public Toilet.
- The Lessee should hang relevant signboard and arrow marks indicating the location of Public Toilet.
- Day to day cleaning and minor repairing must be done by the lessee.
- The Lessee should maintain a register to record use of public toilet by sex.
- The Lessee should maintain a register to record type and quantity of cleansing material use in public toilet.

The cost for major repairing to be made from the fund generated from leasing out of the public toilet.

Step 17: Caretakers' Orientation

A 'Caretakers' Orientation' will be organized by Partner Organization to orient the selected caretakers (lessee may take the responsibilities of Caretaker if agreed by concerned Committee and Partner Organization) about their roles and responsibilities. Partner Organization's Supervisory staff will be responsible to train the caretakers at site preferably within one week after leasing out the public toilet.

Step 18: Monitoring & Follow-up

The staff of Partner Organization will monitor the functionality, use and cleanliness of the public toilet regularly.

The following aspects should be considered during monitoring by Partner Organization's staff.

- functionality of the public toilet;
- functionality of the septic tanks, soak well;
- cleanliness of the toilet chambers, drains and surrounding;
- status of the roof, doors and overall repair & maintenance;
- role and responsibilities of caretakers/ leases;
- public toilet use pattern by different age and sex of the users;

Step 19: Documentation

The information related to latrine option should be recorded in the union-based Latrine Register. It is expected that the union registers will be supplied to each Partner Organization.

Annex-A

Detail Design of Public Toilet

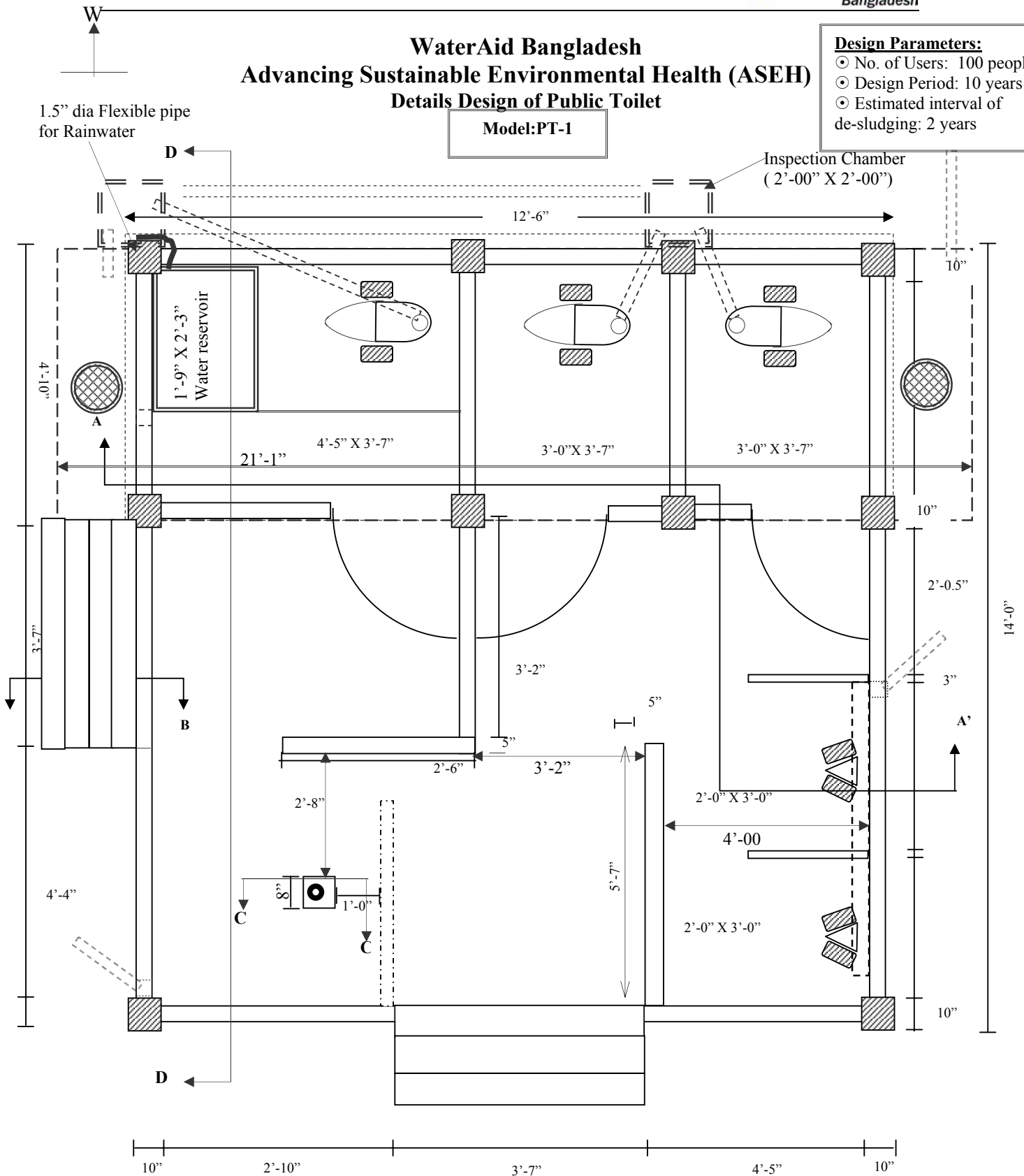
Model: PT-1

WaterAid Bangladesh
Advancing Sustainable Environmental Health (ASEH)
Details Design of Public Toilet

Model:PT-1

Design Parameters:

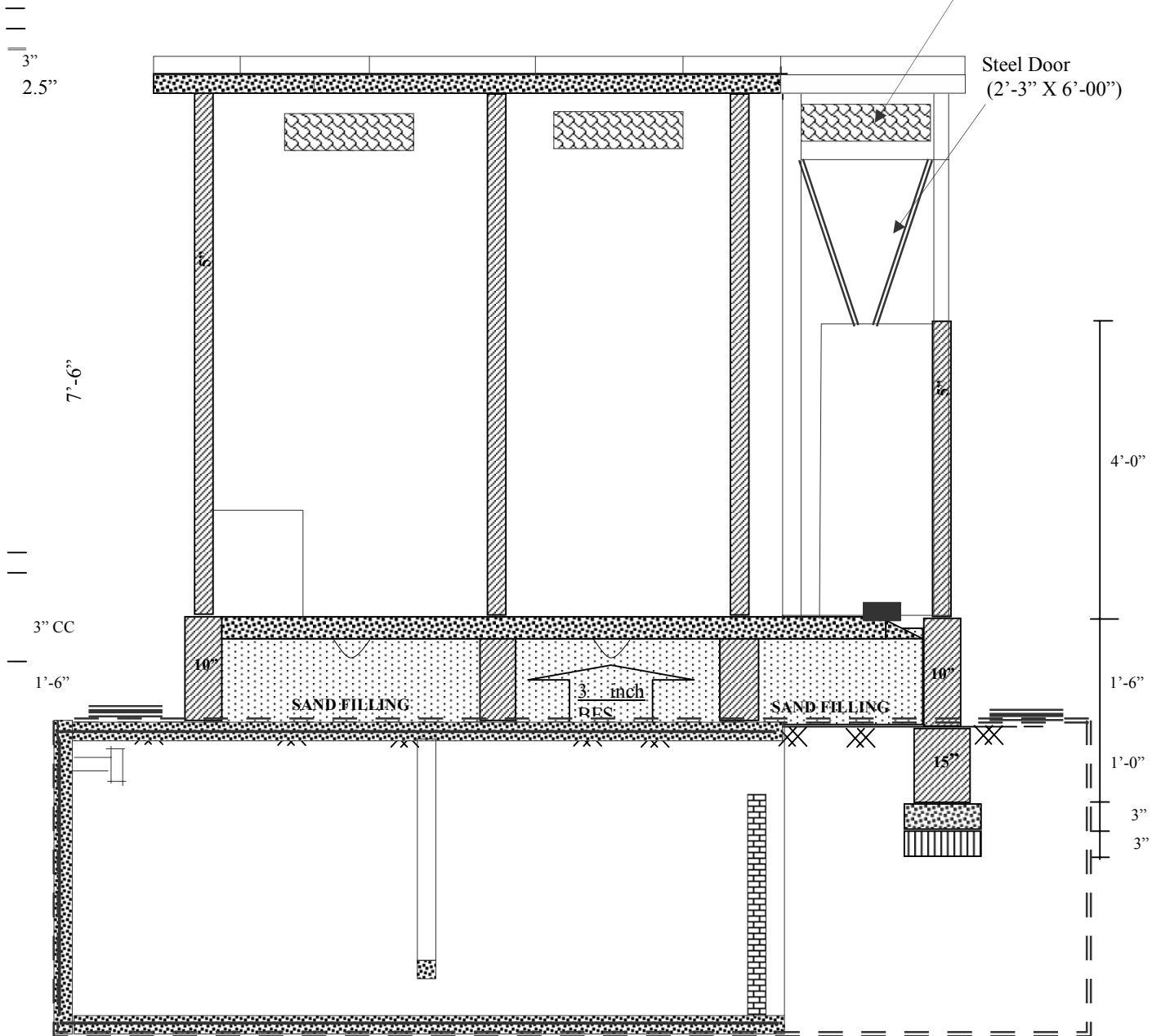
- ⊙ No. of Users: 100 people
- ⊙ Design Period: 10 years
- ⊙ Estimated interval of de-sludging: 2 years



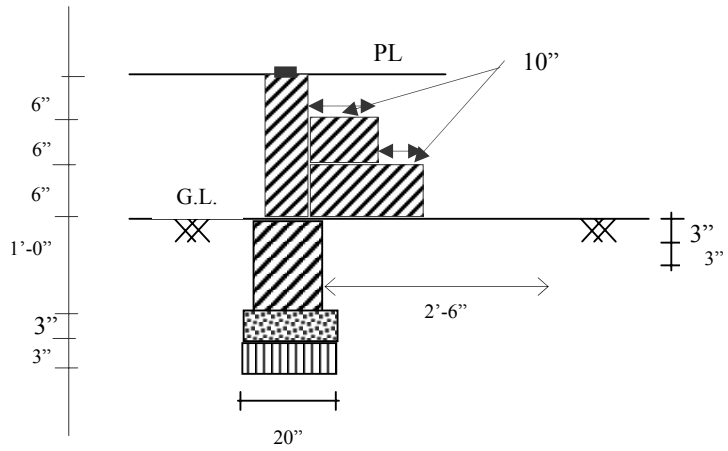
PLAN over Plinth

CC Ventilator (1'-9" X 6")

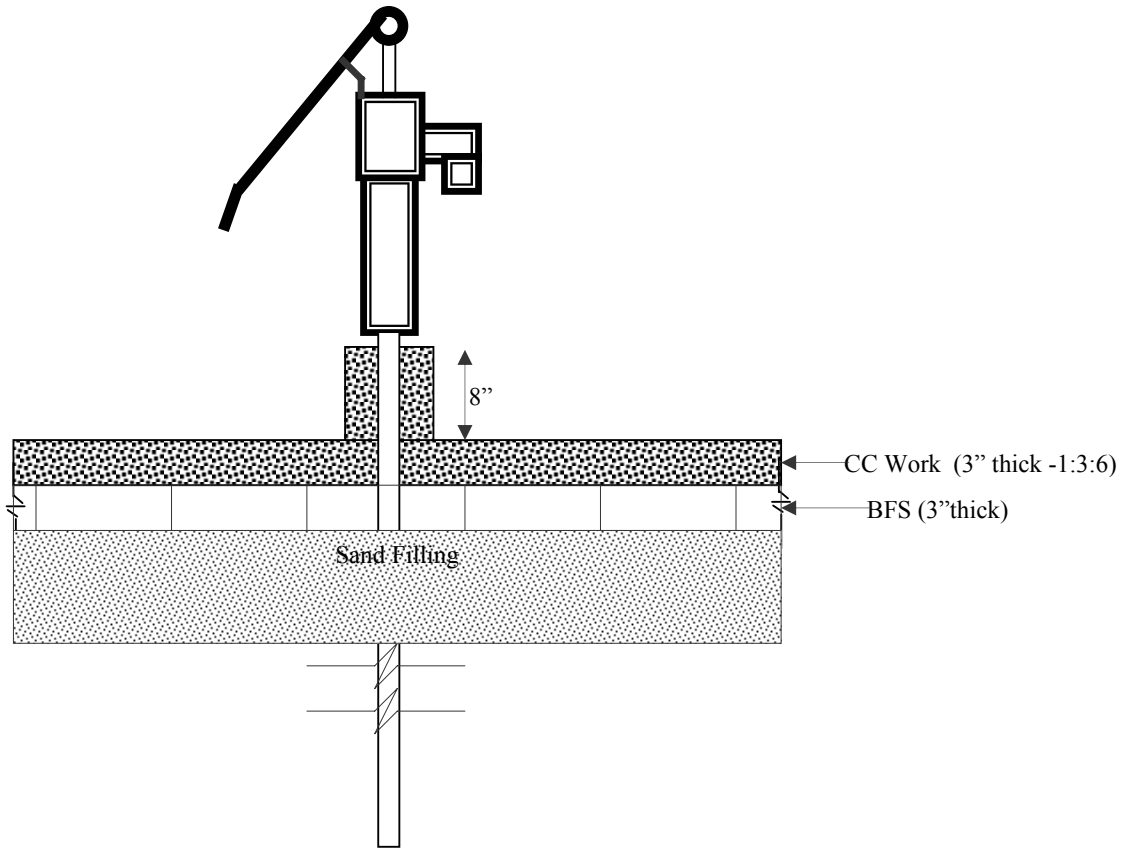
Steel Door
(2'-3" X 6'-00")



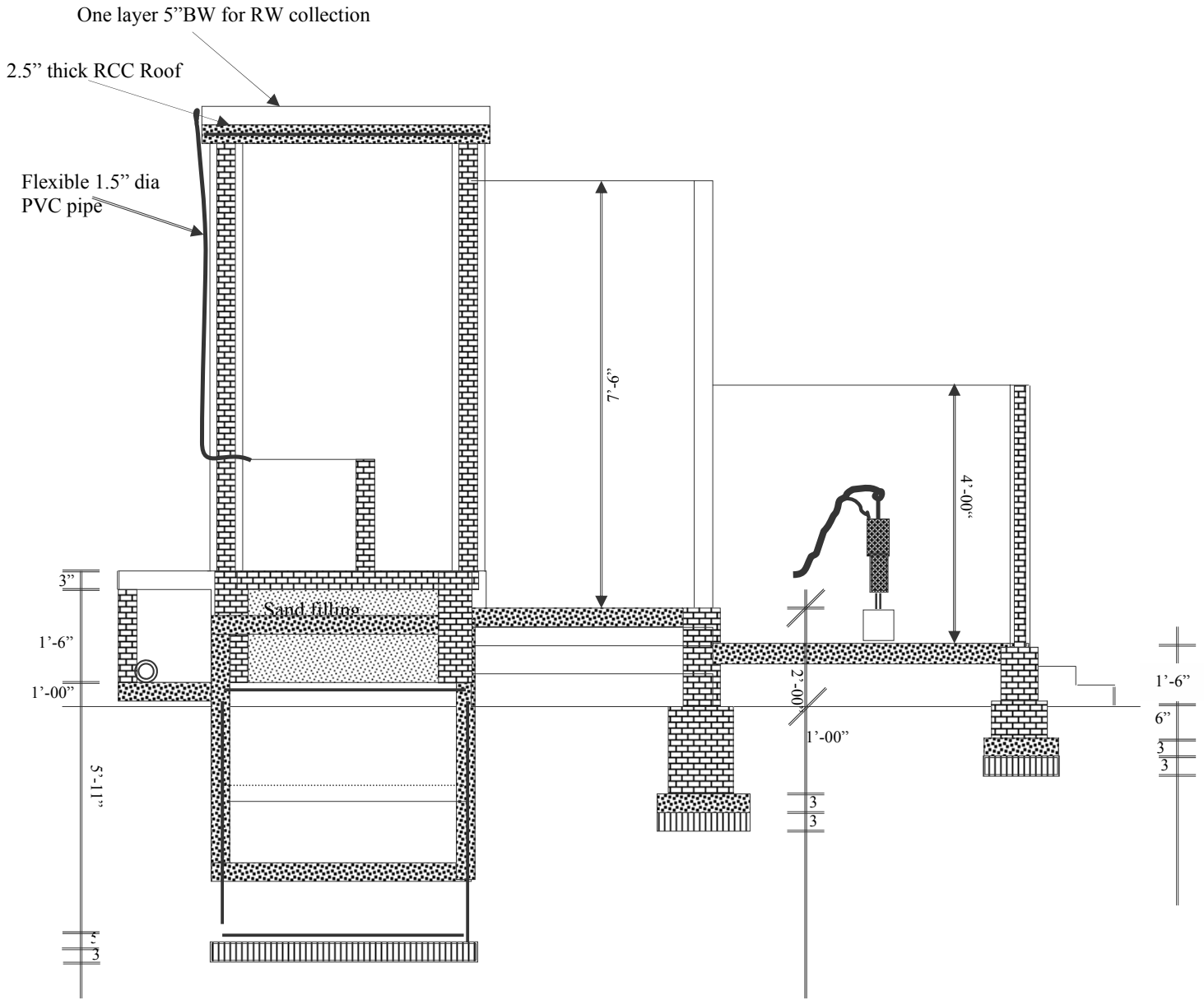
A - A' SECTION



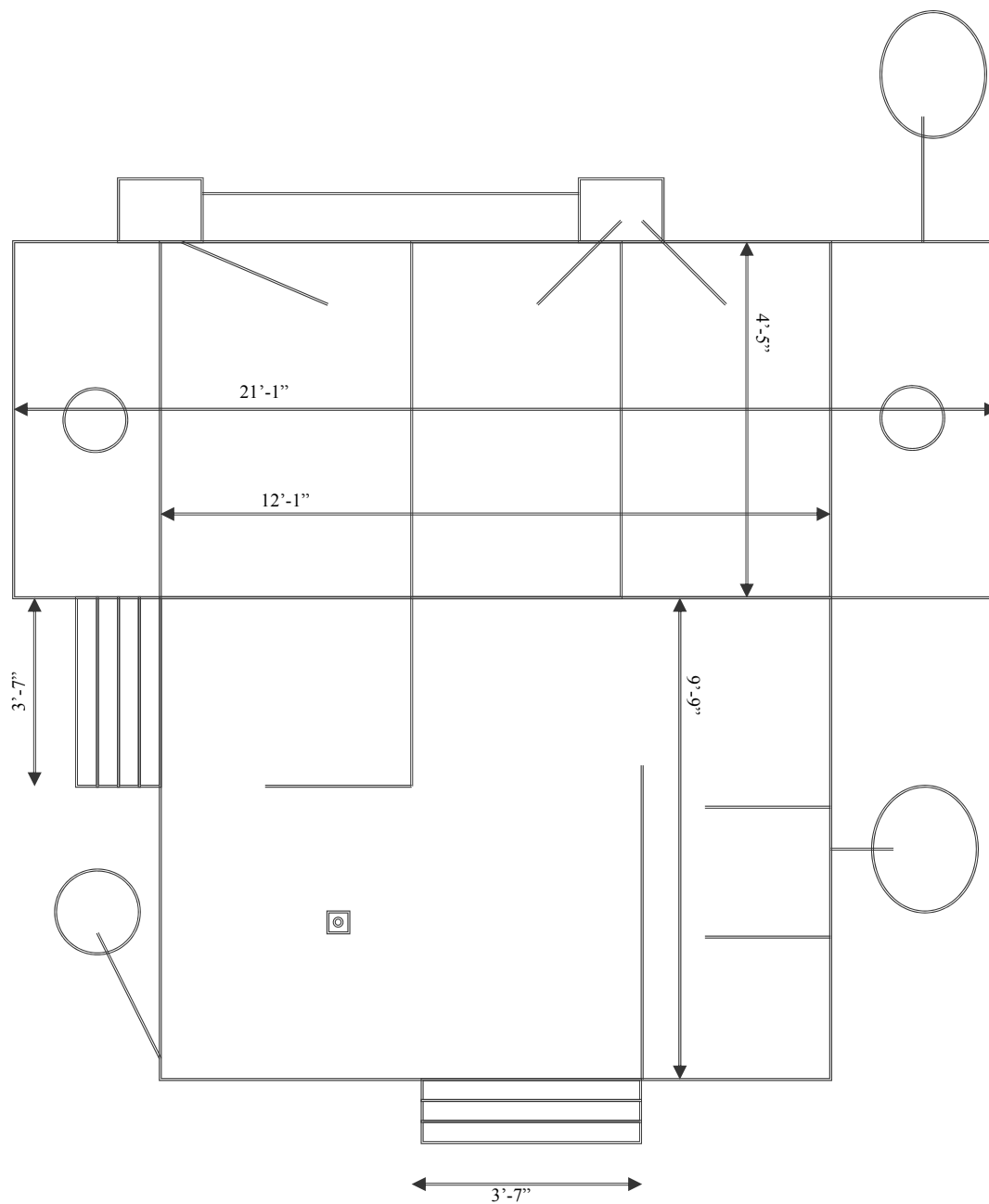
Section on B-B



Section on C-C



Section on D-D



Outline Diagram

Annex-B

Detail Design of Public Toilet

Model: PT-2

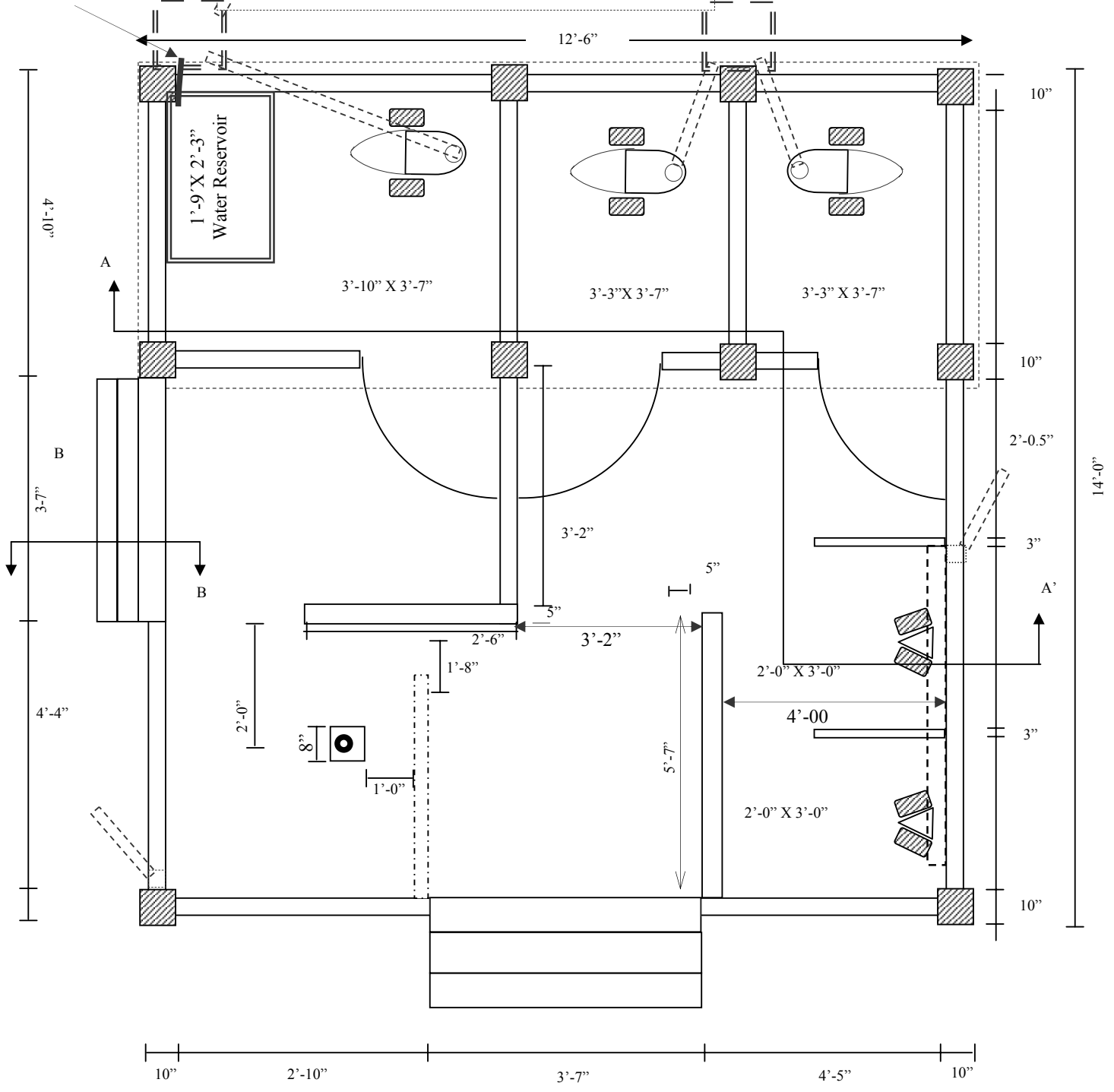
Bangladesh Design Parameters:

- ⊙ Nos of Users: 100 people
- ⊙ Design Period: 10 years
- ⊙ Estimated interval of de-sludging: 2 years

WaterAid Bangladesh
Advancing Sustainable Environmental Health (ASEH)
Details Design of Public Toilet

Model: PT-2

1.5" dia Flexible pipe for Rainwater

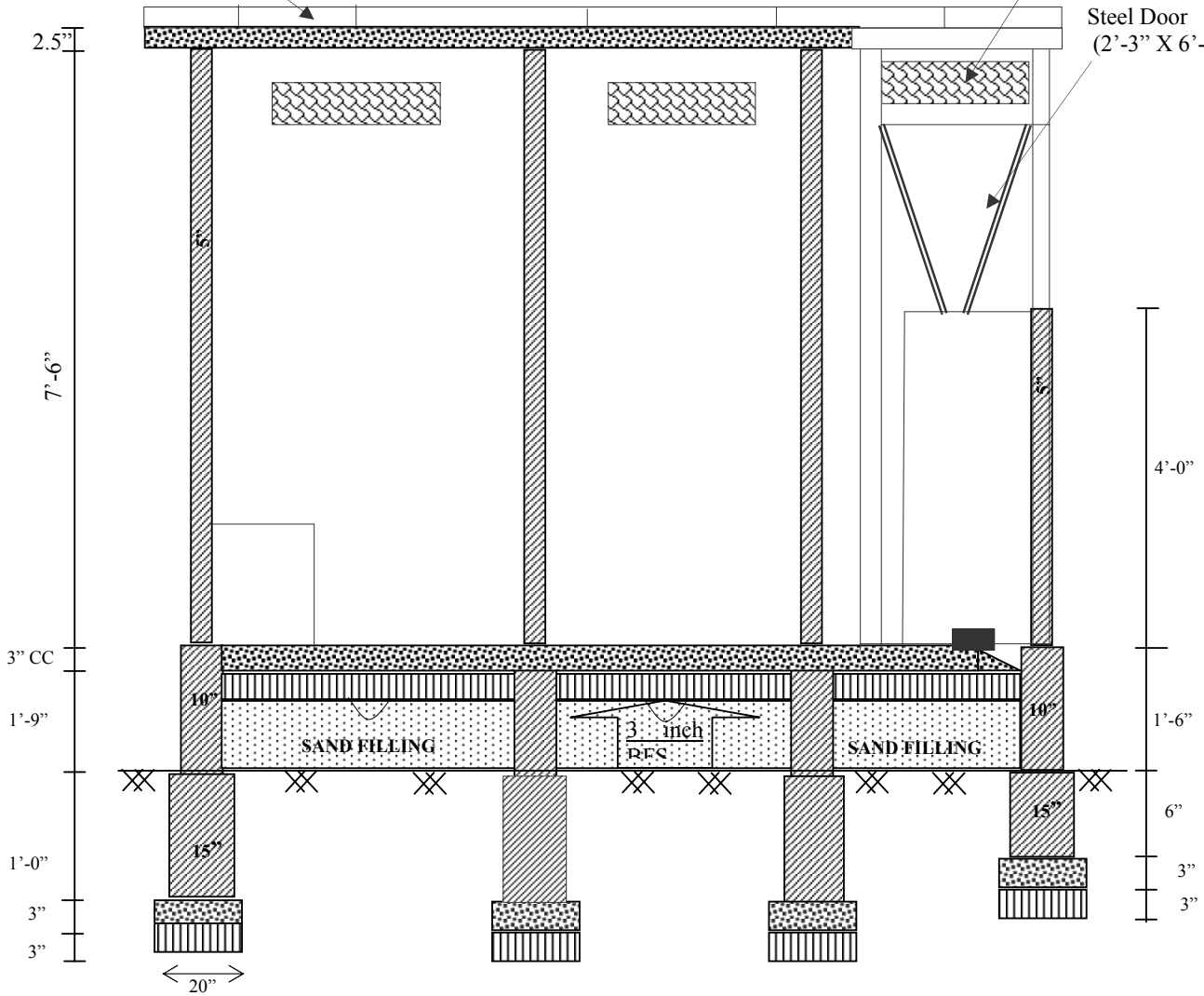


Plan Over Plinth

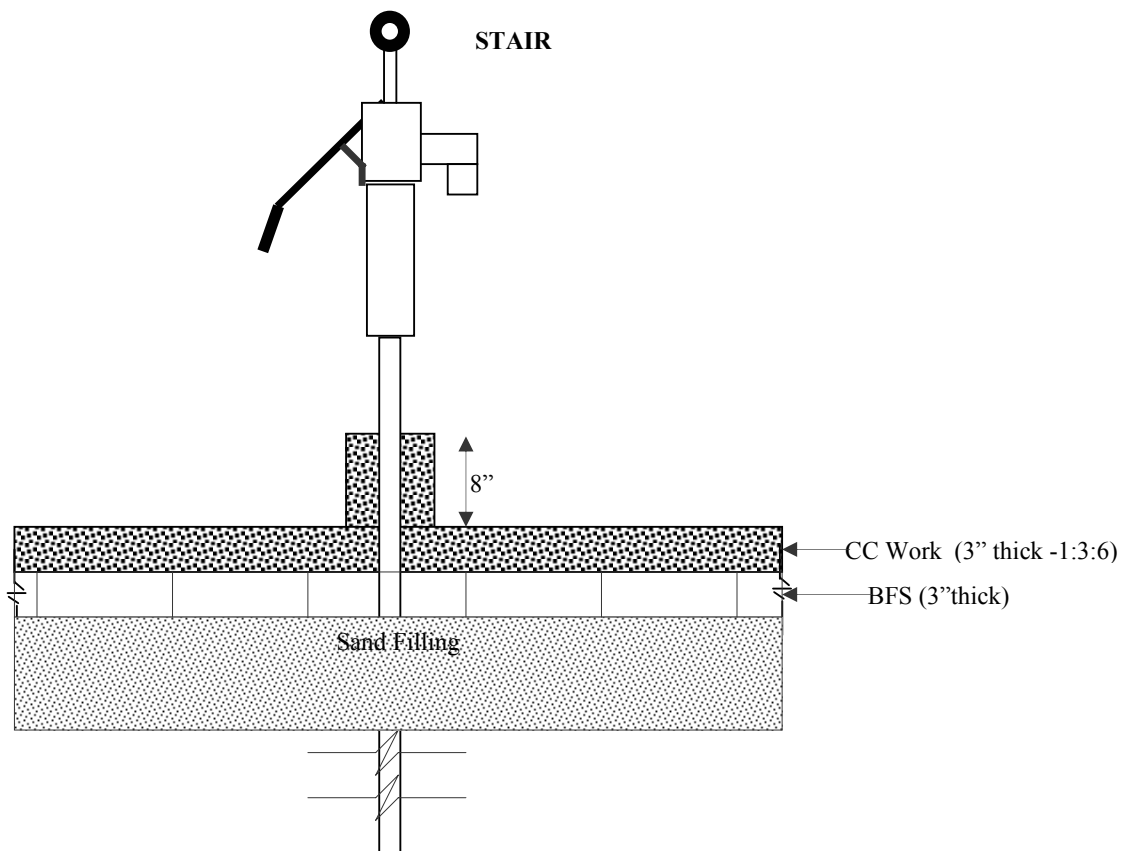
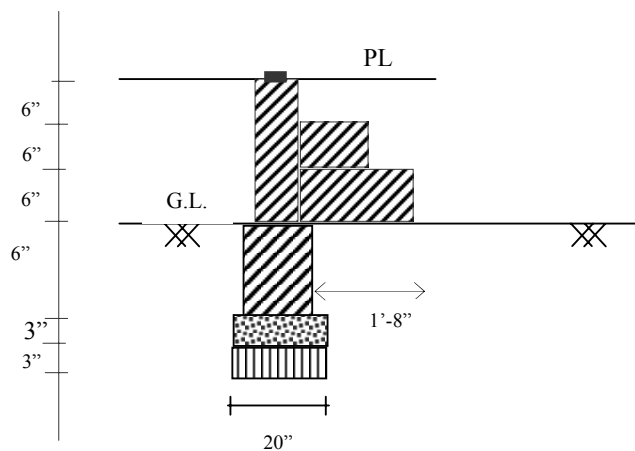
One layer 5" Brick work for RW collection

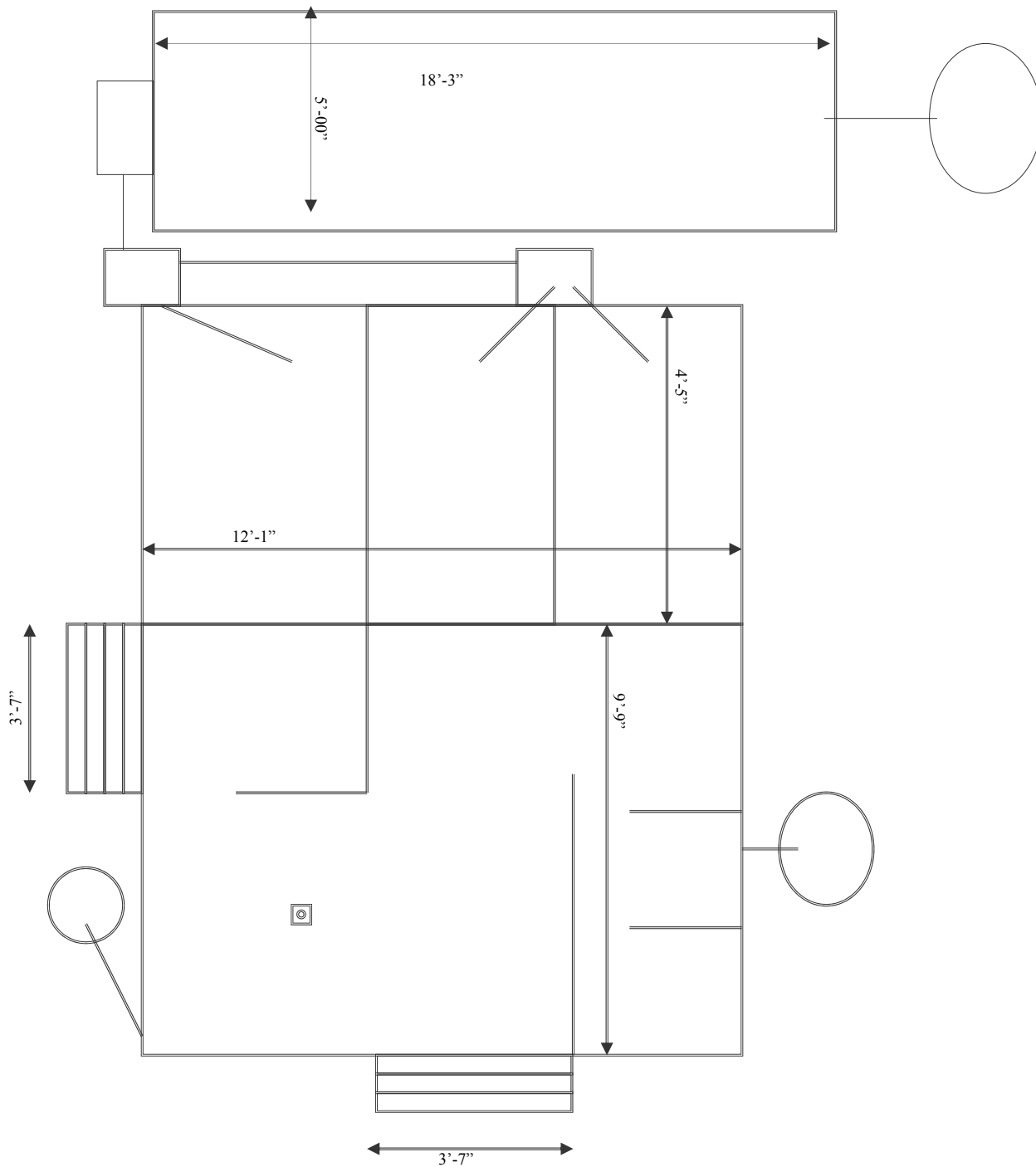
CC Ventilator (1'-9" X 6")

Steel Door (2'-3" X 6'-00")



A - A' SECTION

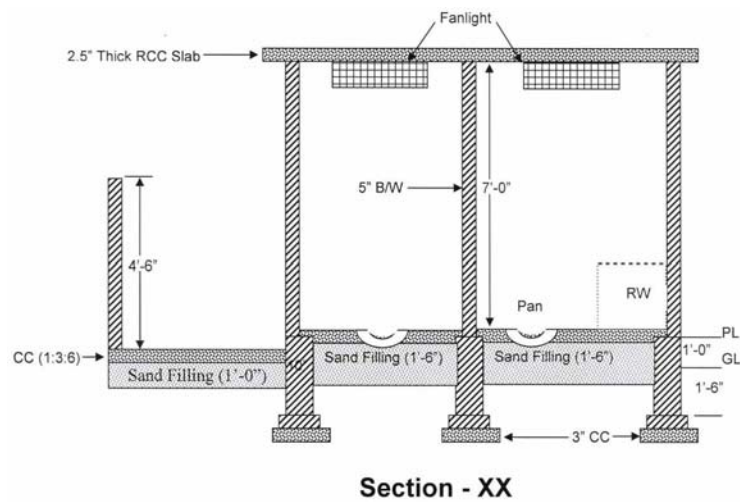
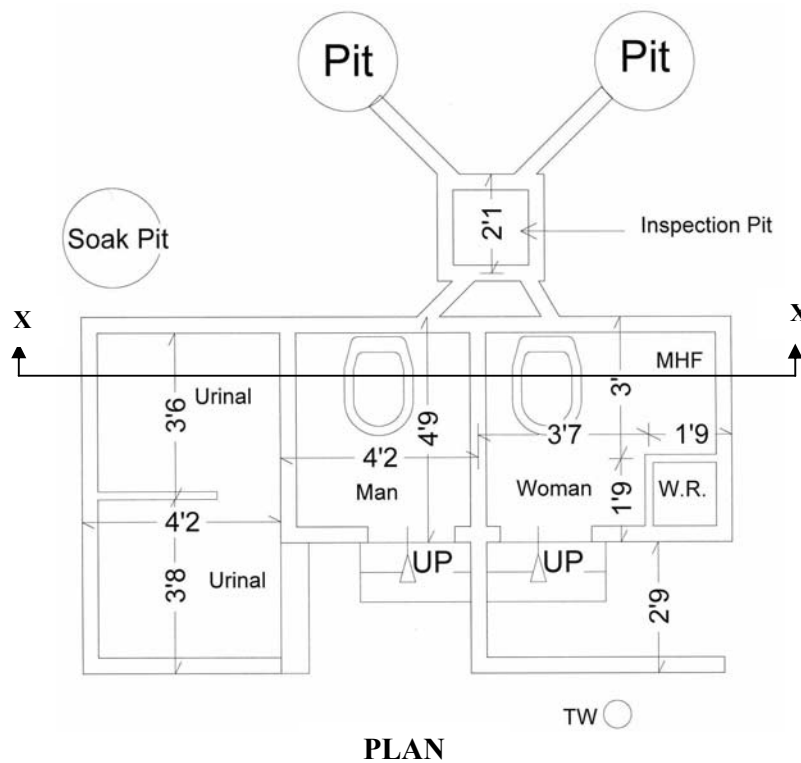




Outline Diagram

WaterAid Bangladesh
Advancing Sustainable Environmental Health (ASEH)
Details Design of Public Toilet

Model: PT-3



Annex-1**Partner Organization: _____****Situation Analysis of Public Place**

1. Name of public place:
2. Location:
3. No. of Permanent structure (shop/shed etc.):
4. Population gathered:
 - a. hat day:
 - b. non-hat day:
5. No. of existing public toilet:
6. Condition of existing public toilets:
 - a. Hygienic
 - b. Unhygienic:
7. Functionality of existing public toilet:
 - a. Functional:
 - b. Partially functional:
 - c. Non-functional:
8. No. of average daily users of each public toilet:
9. Availability of water near sanitation facility:
10. No of existing public toilets with caretakers:
11. Provision of payment system by users in existing public toilets:
12. Provision of leasing out system in existing public toilets
13. Existence of committee/ association etc. in the public place:
 - a. Name of committee/ association etc.:
14. Need for rehabilitation in existing public toilets:
15. No. of potential daily users in the public toilet, if rehabilitation is done:
16. Need for new construction:
17. No. of potential daily users in the public toilet, if new construction is done:
18. Need for reform committee/ association:
19. Willingness to provide matching fund by committee/ association for construction / rehabilitation of public toilet:
20. Committee/ association willing to provide land for new construction of public toilet:
21. Committee/ association willing to be responsible for O&M and repairing with generated fund:
22. Any other information which may be useful:
23. Comments:

Annex-2

Partner Organization: _____

Application Form for Public Toilet

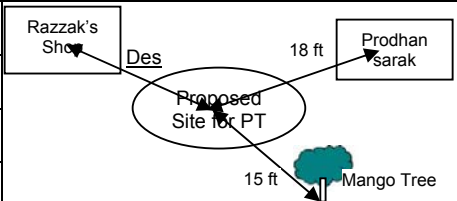
Model No: (after approval of design)

1. Application Sl. No: 2. Latrine Code No: (After construction)

3. Date of Application: 4. Name of public place:

5. Ward: 6. Union: 7. Upazila: 8. District:

8. Proposed site for Public Toilet

Location:	
Type of public place: (bazaar/ bus stop/.....)	
Ownership of proposed site: (khas/ private/	
Distance from nearest HTW/ WP: (meter)	
Distance from nearest public toilet (if any): (meter)	

9. Information of Applicant Committee:

	Name	Name of Father/ Spouse	Designation	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Name of the Chairperson,
Applicant Committee

Name of Frontline Staff

Signature

Signature of Frontline Staff

Date: -----

Date: -----

10. Main Condition for Applying:

- A socially & technically feasible common and agreed land shall be provided by the applicant committee at free of cost for construction of the public toilet.
- The land provide for public toilet must be undisputed and thereby endorsed by the applicant committee/ UP chairman.
- After approval of application, the applicant committee must open a bank account and deposit the upfront matching fund upon signing an MoU with the Partner Organization.
- Upon completion of construction, the applicant committee must lease-out the public toilet and/or engage caretaker(s) for O&M of the public toilet.

For Official Use Only

Site Verification:

Union level Supervisory Staff and/or Engineer of Partner Organization will fill-up the following box after visiting the site and verifying the information in the Application Form:

Comments:	
Name & Designation:	Name & Designation:
Date & Signature:	Date & Signature:
Available standard designs of latrine option can be constructed: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, specify model for public toilet: _____	
If no, write detail about site and other information needed for re-designing public toilet: (by Engineer)	
Name & Designation:	
Date & Signature:	
Site Recommended: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Site Approval:

Approved: <input type="checkbox"/> Not Approved: <input type="checkbox"/>	Name: _____ Approving Authority* Designation: _____ _____ <p style="text-align: center;">Signature & Date</p>
---	---

**Union Sanitation Taskforce/ Union WatSan Committee / respective PO official will review and give approval.*

Annex-3

Partner Organization: _____

Advancing Sustainable Environmental Health Project

**Approval Letter
for
Public Toilet**

Model No: (after approval of design)

Date: _____

To: _____
Designation: _____
Name of Public Place: _____
Address: _____

The Union Sanitation Taskforce/ Union WatSan Committee / Partner Organization is hereby pleased to inform that the application for a Public Toilet submitted by you and other applicants has been approved.

You are invited to sign an MoU with the Partner Organization _____ regarding the modality of construction, operation and maintenance of the Public Toilet by _____.

Please read the following conditions carefully:

- The applicant committee has to open a bank account in consultation with the assigned staff of Partner Organization _____ within two weeks from signing MoU.
- Immediately after opening bank account, the applicant committee has to deposit ___ % Matching fund equivalent to taka to the account.
- The site mentioned in the application form can not be changed without prior approval from the concerned approving authority.

Prepared by

Signature

(Staff of Partner Organization)

Competent Approving Authority*

Date: _____

Date: _____

**Union Sanitation Taskforce/ Union WatSan Committee / respective PO official as decided to give approval.*

Annex-4A

Advancing Sustainable Environmental Health

**Contract Agreement
with
Local Meson Leader**

Date: _____

The agreement is made on _____ between:

1. Mr./Ms. _____, son of/ spouse of _____,
village: _____, ward: _____, union: _____,
upazila: _____, district: _____

And,

2. Public Toilet Implementation Committee (PTIC), name of public
place: _____, village: _____,
ward: _____, union: _____, upazila: _____,
district: _____

Both the parties are hereby agreed to the following terms and conditions for Construction of a public toilet at

Terms & conditions:

- PTIC will procure all the materials for construction of public toilet as per design, specification and estimate.
- PTIC ensure safe custody of the materials procured.
- The meson leader will be responsible for engaging required number of labors.
- The mason will construct of the public toilet according to the given design & drawing.
- The mason will start working within _____ days upon signing contract with PTIC and PTIC will ensure availability of required materials.
- The construction must be completed within _____ days from signing contract including mobilization at site.
- No advance will be paid.
- Mason will be paid as below:
 - Total Contact amount _____ tk for the entire construction.
 - Nature of payment will be _____, etc.
- Any payment will be paid upon certification from PTIC/ Partner Organization's Engineer.

Des.	Rate	Qty.	Man-days	Total
1. Mason leader	?00	X	XX	XXX
2. Skilled labor	?00	X	XX	XXX
3. Unskilled labor	?00	X	XX	XXX
4. Shuttering	???	X	XX	XXX
5. Others	???	X	XX	XXX
Total =				XXXX

Agreed by

Agreed by

Signature

Signature

(Name: _____)

(Name: Representative of PTIC)

Date: _____

Date: _____

Annex-4B

Partner Organization: _____

Advancing Sustainable Environmental Health

**Contract Agreement
with
Contractor**

Date: -----

To: Ms/Mr. _____

Detail address: _____

The Partner Organization _____ is hereby pleased to inform you that you have been awarded for the construction of Public Toilet on the basis of your quotation.....

You are, therefore, requested to come and visit _____ office of Partner Organization _____ in order to receive the work order for the same after signing this contract.

This is to mention here that you are obliged to follow the terms & condition stated below –

1. All materials/ components must be supplied/ procured (as applicable) according to the given design and specification.
2. Construction of mentioned Public Toilet must be done according to the given design & drawing.
3. The construction must be completed within _____ days from issuing work order.
4. The work order will be valid for one month period of time from the date of issuing the same.
5. No advance will be paid along with work order.
6. Partial advance may be given upon satisfactory progress of work.
7. Payment will be made through “A/C payee check”.
8. VAT and Tax will be deducted at source (Partner Organization’s office) according to the GoB rules, if applicable.
9. The price quotation will not be changed for this period (if applicable).
10. All payments will be paid upon certification from Applicant Committee and/or Partner Organization on satisfactory construction of facility.
11. The Contractor will be refunded with the security deposit (5-10% earnest money of unit cost) after certification from Applicant Committee and/or Partner Organization.
12. In case of **unsatisfactory*** performance, the Contractor will be obliged to do the rectifications as required in consultation with Partner Organization’s Engineer.

Agreed by

Signature

(Name:)

Date: _____

Signature

(Manager/Coordinator of
Partner Organization)

Date: _____

Annex-5

Partner Organization: _____

Advancing Sustainable Environmental Health

**I qvUvi GBW evsj v` k-G`v`tm cK`f`i i Avl Zvaxb
m`v`b`f`Ukb AeKvV`v`gv mbv³KiY**

I qvUvi GBW evsj v` k`i mn`thvMx ms`v Zv` i Kg`Gj vKvi vewf`b`e`v`tb m`v`b`f`Ukb AeKvV`v`gv %Zix Ki`f`Q| ASEH cK`f`i i Avl Zvq vbg`P`YKZ AeKvV`v`gv,tjvi m`v`K vnmv`f`ei Rb` mbv³KiY cK`f`i Rb| m`v`b`f`Ukb AeKvV`v`gv,tjvi t`qv`f`j i Mv`f`q evsj vq vewf`b`e`Z`_mgn thgb: m`v`b`Uvix j`v`v`U`f`bi aiY, cK`f`i i bvg, Kviv ev`ev`qb K`f`i`f`Q, cK`f`i i LiP, KvgD`v`b`U`i Askx`v`i LiP, cK`f`i m`v`u`f`b`e` Zv`i L BZ`v` Aek`B _v`k`f`Z n`e`| GB j`f`f`i v`b`f`g`b`g`b`v t`qv`n`j`v`t

Pbcrov KvgD`v`b`U` j`v`v`U`b
cK`f`i : G`v`tm
 ev`ev`q`f`b: w`c Gm v`U` v`m
 mn`thvMxZv`q: KvgD`v`b`U`
A`_`f`q`b: I qvUvi GBW evsj v` k`
 tgvU vbg`P`Y e`q` 140,000 UvKv
 KvgD`v`b`U` Ab`y`v`b` 40,000 UvKv (**c`f`q**)
 cK`f`i Ab`y`v`b` 100,000 UvKv
 vbg`P`Y m`v`u`b`e`n`l qvi Zv`i Lt 12 Gw`c`j` 2006
 j`v`v`U`b` t`KvWt

vewf`b`e`

mt`P`Z`b`Zv`g`j`K

Z`_`mgn KvgD`v`b`U` j`v`v`U`f`bi t`qv`f`j i Mv`f`q tj Lv th`f`Z cr`f`i | thgb:

t`Kv`b Ae`v`f`Z`B t`L`v`j v Rv`q`Mv`q g`j Z`v`M Ki`f`ev`b`v`|
 bvi x c`j`"l mev`B j`v`v`U`b cwi`v`i i v`L`f`ev`|
 j`v`v`U`f`b hvevi mgq m`v`f`U`j e`envi Ki`f`ev`|
 i`v`v`U`b e`env`f`i i ci`B nv`Z fvi K`f`i mev`b` l c`w`b w`f`a a`f`a t`d`i`f`ev`|

** GB Z`_`mgn v`b`x`q` mi Kv`i vewf`M KZ`K` c`U`E`

vewf`k`l v`b`f` R`b`v: Aek`" Ki`Y`x`q`

bvi x Ges c`j`"l i t`k`S`P`Mv`f`i i K`f`mgn Aek`"B Avj`v`v` nte Ges`i`Rvi Dc`f`i t`m`B Ab`h`v`q`x` Q`v`e` w`f`q` v`P`v`y`Z` Ki`f`Z` n`e`| thgb:



g`v`n`j`v`



c`j`"l

Annex-6

Partner Organization: _____

Advancing Sustainable Environmental Health

Latrine Completion Report

(Original copy to be kept at PO's office)

A. Latrine Identification :

1. Latrine Identification Code:
2. Latrine Type:
3. Latrine Model:
4. Name of Chairperson, Applicant Committee:
5. Name of Public Place:
6. Village:
7. Ward:
8. Union:
9. Upazila:
10. District:

B. Contract Identification:

1. Name & address of Mason group leader/ Contractor:
- 2.a) Work Order No:
- 2.b) Work Order Date:

C. Latrine Completion Detail:

1. Construction start date:
2. Construction completion date:
3. No of Chambers:
4. Size of each Chamber:
5. Separate Chamber of female available: Yes No
6. If yes, size of Chamber:
7. Size of Septic Tank:
8. No of Soakwell:
9. No of Inspection Pits:
10. Wastewater disposal facility available: Yes No
11. Type of water facility for public toilet:
12. Roof of latrine: Tin RCC

Comments about construction:

I certify that above statements are true.

Acknowledged by:

Name: Staff / Engineer
Partner Organization
Signature & date

Name: Chairperson, Applicant Committee
Signature & date

Annex-7

Partner Organization: _____

Advancing Sustainable Environmental Health

Handing Over Note (page-1)

(Original copy to be kept at PO's Office while the photocopy to be handed over to users)

Handing Over Date

A. Latrine Identification:

1. Latrine Identification Code: 2. Latrine Type:

3. Latrine Model:

4. Name of Chairperson, Applicant Committee:

5. Name of Public Place:

6. Village: 7. Ward: 8. Union:

9. Upazila: 10. District:

2. Latrine Completion Detail:

1. Construction start date: 2. Construction completion date:

3. No of Chambers: 4. Size of each Chamber:

5. Separate Chamber for female available: Yes No 6. If yes, size of Chamber:

7. Size of Septic Tank: 8. No of Soakwell:

9. No of Inspection Pits: 10. Wastewater disposal facility available: Yes No

11. Type of water facility for public toilet: 12. Roof of latrine: Tin RCC

3. Other Information:

1. Name and address of Mason group leader / Contractor:

2. Engineer of Partner Organization: 3. Frontline staff:

4. Total Cost of Public Toilet (actual):

Handed over by:

.....
 Manager/ Coordinator of Partner Organization

Advancing Sustainable Environmental Health

Handing Over Note (page-2)

For Partner's Official Use Only

Users Acknowledgement

(In case of Acceptable Public Toilet)

We, the _____ Committee, pleased to acknowledge that the construction of Public Toilet as described overleaf is satisfactory in our opinion.

We shall use and be responsible for leasing out the public toilet soon and ensure use both by male and female include maintenance.

The Committee will follow-up the day to day maintenance / cleanliness which to be done by lessee / caretaker. Any major repair related to this public toilet to be borne by us and to be met from the money generated from leasing out.

Witness
(One of the Applicant Committee member)

On behalf of Applicant Committee

.....
Signature

.....
Signature

Name:.....

Name of Chairperson:.....

Date:.....

Date:.....

Handed over by:

.....
Manager/ Coordinator of Partner Organization

Date:.....