



Sanitation Rapid Assessment Guidelines

A toolbox has been developed by the Citywide Inclusive Sanitation team at the World Bank to support the preparation of a rapid assessment of the sanitation status of towns/areas. This document presents the background, rationale and methodology of the exercise which can be replicated in any given country.

Note: Currently, this document does not contain the excel-based toolbox as we are in the process of developing a user-friendly online version of this toolbox. Please contact cwis@worldbank.org, for access to the attachments and use of the excel-based files.

Background and Rationale:

The sanitation rapid assessment was initially designed and developed to evaluate the existing status of sanitation in select secondary cities in Ethiopia, to identify challenges and to propose context-specific interventions for each of the 22 secondary cities under the Second Urban Water Supply and Sanitation Project (SUWSSP) in the short term. The purpose of the rapid assessment was twofold: (a) to understand the sanitation context of the city and to recommend short-term priority interventions that are in line with the project's development objective as well as the Sustainable Development Goals; (b) to equip the task team and government counterparts with comprehensive basic level information on each of the 22 towns identified under the project. The rapid assessment was developed as a quick, inexpensive instrument that would help to identify bottlenecks and suggests recommendations along the sanitation service chain. The assessment was carried out to identify critical non-regret investments to finance in the short term while feasibility and design studies were being prepared in parallel by engineering consultants to identify medium- to long-term interventions. The rapid assessment was initially developed for urban areas. However, it can be readapted for rural areas and small towns as well as for county-wide or local government area-wide assessments. It was carried out in Nigeria at the local government level which included urban and rural areas as well as small towns. Following the global COVID-19 pandemic, an additional checklist was added to assess needs and identify immediate actions to address service gaps following natural disasters and/or health-related shocks.

Methodology:

Step 1: Conduct the Rapid Assessment

A Rapid Assessment Checklist (*attached excel file*) was developed aligning sanitation intervention needs to the Sustainable Development Goal 6 (that of achieving universal safely managed sanitation for all). The questionnaire spanned over different aspects of the sanitation service chain (figure below). Technical, institutional, regulatory, financial and social aspects were considered for each part of the service chain. Both qualitative and quantitative data collection methods were considered. The Checklist was filled out depending on the amount of information available for a given town.





The Checklist presents detailed instructions on how to fill it. It comprises three parts.

- If information is available for the given town in the form of assessments, studies, etc., a literature review will be undertaken and Part I (Factfinding) of the Rapid Assessment Checklist should be filled out. The idea of the factfinding exercise is to capture data and key messages from existing studies or assessments that would shed light on the sanitation situation in a given town as it relates to the technical, regulatory, institutional and financial aspects.
- If a town has no available studies or assessments, field visits (site visits to public and communal toilets, fecal sludge disposal site, etc.), key informant interviews (KII) and focus group discussions (FGD) with relevant stakeholders (utility staff, municipality staff, public health officials, etc.) should be organized to gather information and fill out Part II (Deeper Factfinding) of the Checklist. The deeper factfinding exercise would equip project teams with preliminary information of the sanitation status and the status of complementary services (water, energy, solid waste, drainage, etc.) for a given town. The KII and FGD can interchangeably be organized to fill in any knowledge gaps that persist. Part II can also be used to fill knowledge gaps identified in Part I.
- In case of an emergency, field visits, KII and FGD with relevant stakeholders should be organized to quickly gather information and fill out Part III (Emergency Assessment). This checklist enables teams to rapidly assess service gaps following natural disasters and/or health-related shocks at the town/area level or at a specific location and identify immediate actions to address said service gaps. Steps 2 and 3 can be skipped in this case. However, the team can fill out Part I or Part II and follow Steps 2 and 3 afterwards to come up with short- to medium-term solutions.

Step 2: Validate the Results of the Rapid Assessment

Once the information gathered for the given town is reviewed and the team had knowledge of the sanitation challenges affecting the town/area, the results of the rapid assessment can be standardized and summarized in a response spreadsheet (*see attached template*). Subsequently, a workshop with the relevant stakeholders can be organized to discuss the identified challenges and proposed solutions and pin down any priorities. The outcome of the workshop is to have a list of sanitation challenges and proposed solutions and priorities along the sanitation service chain i.e. for interface, emptying, conveyance, treatment and end/reuse, as well as challenges related to the integration of urban services with the sanitation sector (with complementary services such as water supply, energy, solid waste, health, environment, gender, etc.).

Step 3: Finalize the Rapid Assessment





Following the workshop, the team can propose recommendations along the sanitation service chain as well as cross-cutting recommendations and priority investments. If priority investments and cross-cutting recommendations require interventions at different government levels, the team should map out the roles and responsibilities of different stakeholders during implementation. The findings of the rapid assessment should be shared and vetted by all stakeholders. The rapid assessment can be concluded in less than a month. The template to summarize the results of the rapid assessment is *attached* for reference.

Documents attached:

- 1) Template of Sanitation Rapid Assessment Checklist (Excel file)
- 2) Sample Validation Workshop Response Sheet (Excel file)
- 3) Sample Results of the Rapid Assessment Template

