

## ANNEX XI.

## NARRATIVE REPORT

----- Please delete the light grey guidance notes and examples when fields are completed -----

1. GENERAL INFORMATION		
<b>Date of report submission</b>	22-May-2014	
<b>Name of focal point</b>	Haji Mohammad Gul Country Director	
<b>Name of organisation</b>	Humanitarian Action for People of Afghanistan (HAPA)	
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2. PROJECT SUMMARY		
<b>Project title</b>	To protect the health of IDP families through expanded access to safe drinking water, improved hygiene and sanitation practices in 14 IDP sites of Helmand province.	
<b>Location of project</b>	IDP sites (Bolan Dasht, Obaidullah Aka, Anwar Agha, Dawood Khan, Bolan high area, Haji Khairullah, Mahboob, Rahman, Mumin, Abdul Ali, Allah Dad, Mulla Mohammad Tahir, Ismail, Khailo), Helmand province	
<b>Duration</b>	Four Months	
<b>Start Date</b>	14-Jan-2014	
<b>End Date</b>	15-May-2014	
<b>Reporting Period</b>	From 14-Jan-2014 to 15-May-2014	
<b>Gender Marker code:</b>	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2a <input type="checkbox"/> 2b	
<b>Sector(s) of intervention and % per sector</b>		
<input type="checkbox"/> Camp Coord/Mgmt ( __%)	<input type="checkbox"/> Emergency Shelter ( __%)	<input type="checkbox"/> Logistics ( __%)
<input type="checkbox"/> Coord/Support Services ( __%)	<input type="checkbox"/> Emergency Telecom. ( __%)	<input type="checkbox"/> Nutrition ( __%)
<input type="checkbox"/> Early Recovery ( __%)	<input type="checkbox"/> Food Security ( __%)	<input type="checkbox"/> Protection (10%)
<input type="checkbox"/> Education ( __%)	<input type="checkbox"/> Health ( __%)	<input type="checkbox"/> WASH (90%)
<b>Target Population</b>	Direct Beneficiaries: Direct Beneficiaries: 1,167 IDP Families including 8,169 individuals "4,000 males and 4,169 females"	
<b>Total Funds requested from the ERF</b>	(USD) 178,222.04	
<b>Total Funds received from the ERF</b>	(USD) 142,572.63	
<b>Total Funds spent as of 15/05/2014 from the ERF</b>	(USD) 177,518.94	
<b>Total balance to be received from the ERF</b>	(USD) 34,946.31	

### 3. Project overview

Helmand province located in Southern- region, representing the largest province of Afghanistan in terms of land area, divided into 13 districts, bearing 879,500 populations according to Afghanistan's Central Organization of Statistic. Helmand province is witnessed one of the most insecure Sothern provinces sharing borders with neighboring country (Pakistan) and this shared border formed means of insurgency activities leading to military offensive against the AOGs and insurgents, such condition further caused the human rights violation, general insecurity and tribal conflicts. On the other hand majority of the Helmand population are living in rural areas affected by worse security conditions, continuous drought, the blocked roads and ongoing military operations prevented the delivery of relief items to trapped families in districts as well as accessibility of Governmental and Non-governmental bodies. Due to aforementioned deteriorating conditions a significant increase in internal displacement is witnessed in the last few years. The return of Afghan returnees from Pakistan and Iran another entity causing more tension in IDP condensed sites of Southern region. On the other hand according to CAHAP 2013 Mid-Year review, the WASH vulnerability analysis indicated Helmand province the most vulnerable among the Afghanistan 34 provinces, and rating as "4".

The socio economic status of the target IDP communities is very poor, most of them belongs from very poor and ultra-poor family, daily laboring is the main means of livelihood, according to the survey the IDP families are facing critical problem in accessing safe drinking water, travelling long distance and fetching water from Karez and stream which are itself not safe because they don't have any other option rather than drinking the mentioned unsafe water which has improper quality, the average water fetching time from unsafe sources is about more than 2 hours in a day in general. Furthermore, it is observed that the IDP families do not practice properly or to wash their hands after defecation and it shows that the IDP families have very poor understanding of proper sanitation and hygiene behavior.

The data on Water-borne diseases provided by Basic Package of Health Services (BPHS) implementer in 14 target areas of Helmand including Loy Karez, Qalai Bust and Mukhtar Camp has reflected in below data for the period of Jan-13 to Nov-13:

There were 6,895 Water-Borne Diseases cases among male including boys under five years. 21,202 cases were among female including girls under five years old and the rate was very high among female. There were 15,380 cases among boys and girls under five years old and totally 22 deaths happened among boys and girls under five years old due to Water-borne diseases. The Grand total of water-borne diseases cases were 43,477.

Furthermore, as per MoPH Surveillance Department – Diseases Early Warning System (DEWS) annual report for 2012, water-borne diseases such as Acute Watery Diarrhea (AWD) case remained highest than other regions by 228,911 (18.1%) cases only in the South and South East region, most of the cases have been reported among children less than five years old (62.8%). According to the Ministry of Public Health, about 14,000 Afghan children under the age of five die every year from diarrhea across the country.

The shortage of safe water and imperfect hygiene and sanitation practices, using the open fields, bushes and stream as defecation place and lack of proper waste management system are the main cause of water-borne diseases such as diarrhoea, typhoid, and Worm infection making the population prone to several other diseases. The proposed project was generated as instant response on mitigating the aforementioned risks in target areas through digging of a tube well per 20 families according to MRRD WASH Policy hence, the project will be targeting 1,167 families by 58 tube wells. Furthermore, controlling the unhealthy, improper hygiene and sanitation practices and improving the health quality of IDP families including children and women, 3 hours weekly hygiene and sanitation education sessions planned to be targeting 2,334 adult individuals (1167 male and 1167 females) as well as provision of Hygiene Kits (According to MRRD WASH policy = 1 Towel, 1 Body Soap, 1 Soap for washing of clothes, 1 Tooth brush, 1 Toothpaste) to 5,835 individuals. To measure the project impacts the collecting baseline and end-line data on Knowledge, Attitude and Practices of target communities was planned to be another most crucial entity within the coordination of Provincial-RRD. To make the WASH service more sustainable it was proposed to form 12 male Water Committees and 2 female Water Committees and provision of maintenance – toolkit and training of identified technical person.

#### 4. Project performance

All interventions of the project were implemented very well and in through good coordination with all involved stakeholders. The job announcements were made the professional staff members were hired and oriented very well on overall project objectives, work plan and activities. Meetings were held with MRRD and DoRR in Helmand province they were informed about the project, target areas, beneficiaries and goal of the project. A formal letter was delivered to MRRD to receive their formal feedback and cooperation for the well implementation of the project (please refer to enclosed 1-Introduction Letter to RRD2).

Different and numerous orientation sessions were organized to the target communities, the target communities received general information on the project, its impact and importance. The field staff had mobilized the target communities very well and received their positive response and support for the well implementation of the project. To make this mobilization and assistance more formalized the project team developed an MoU and signed the MoU with target communities and approved by RRD (please refer to enclosed 2-Sample\_MOU With Target Community). The project staff and the communities worked out together and pointed out the most suitable, accessible and appropriate location for each tube well, site selection letter was signed with target communities and approved by RRD (please refer to enclosed 3- Site Selection letter). The cost effective, most reliable and very reputed supplier was found to undertake the digging of the tube wells on pointed locations in each target communities, the digging of tube wells started as per project work plan. In order to make the WASH services sustainable in the target communities the project staff developed ToR for Water Committees formation and after numerous sessions with the communities the Water Committees were formed in each target communities and as per project plan 12 male and 2 female water committees were formed. The ToR of Water Committee was signed by the relevant members of the Water Committees (for sample please refer to enclosed 4-Sample\_Water Committee Formation ToR)

All 58 tube wells were dug and tube wells accessories were installed accordingly, the MRRD introduced a person to monitor the project activities and the tube wells installation process. In coordination with Water Committees a Technical person of Water Committee received training on how to take care of the tube well and then they trained the rest of introduced Technical Persons per tube well, the 58 Technical persons also received a toolkit/person related to Tube Well maintenance operation. In coordination with relevant stakeholders the Hygiene and Sanitation training materials were prepared and the trainers received training on the materials and meanwhile the project staff developed the training plan and time table with the coordination of target communities (please refer to enclosed 5-Training Plan\_Hygiene and Sanitation Promotion Sessions and 6-Hygiene and Sanitation Training Time Table). Training locations were pointed in each target community with the cooperation of targeted communities, separate location for male and female participants were specified. The male and female trainers carried out the planned training as per project requirements to target beneficiaries and 2,334 adult individuals (1167 male & 1167 females) received promotion sessions on key hygiene and sanitation practices, the trainees participation was monitored by enclosed attendance sheet approved by RRD (for sample please refer to enclosed 7-Sample\_Attendance Sheet for Hygiene and Sanitation Trainings).

The project staff started the beneficiaries registration by enclosed format for receiving of Hygiene Kits for sample (please refer to enclosed 8-Card For Hygiene Kit Beneficiaries Registration), the listing and registration process was completed successfully and the all 5,835 targeted beneficiaries received hygiene kits, please refer to enclosed beneficiaries list for detailed information (9-Distribution List of hygiene kits). After the completion of each tube well, the tube well was handed over by enclosed (10-Handover certificate) official letter and approved by RRD. The WASH cluster at regional level was requested to share the KAP survey format, we were provided by the format please refer to enclosed format (11-KAP survey Format) the KAP survey was carried out during the starting and at the end of the project, the summarized results of the survey showed significant improvement in overall hygiene and sanitation of the targeted population, the survey also showed that the knowledge of the targeted population has improved on how keep themselves and their environment clean and how to keep their food and drinkable fluids as well. The survey also showed that the communities got on importance of WASH services availability and sustainability for a good and happy life standards please refer to enclosed format of WASH KAP survey. The

monitoring reports of the project showed the very positive impacts of the project and positive feedback of the target communities and also health improvement in the target communities. Please refer to enclosed Monitoring and Evaluation Reports, and at the end the RRD provided the attestation letter on successful completion of the project, please refer to enclosed letter (12-RRD-Attestation Letter on Project Completion).

- 5. PROJECT REPORT – PLEASE REFER TO YOUR PROJECT PROPOSAL – PLEASE ATTACH NECESSARY DOCUMENTATION OF PROJECT IMPLEMENTATION**
1. INTRODUCTION LETTER TO RRD
  2. SAMPLE\_MOU WITH TARGET COMMUNITY
  3. SITE SELECTION LETTER
  4. SAMPLE\_WATER COMMITTEE FORMATION LETTER
  5. TRAINING PLAN\_HYGIENE AND SANITATION PROMOTION SESSIONS
  6. HYGIENE AND SANITATION TRAINING TIME TABLE
  7. SAMPLE\_ATTENDANCE SHEET FOR HYGIENE AND SANITATION TRAININGS
  8. CARD FOR HYGIENE KIT BENEFICIARIES REGISTRATION
  9. DISTRIBUTION LIST OF HYGIENE KITS
  10. HANDOVER CERTIFICATE
  11. KAP FORM
  12. RRD-ATTESTATION LETTER ON PROJECT COMPLETION
  13. M&E Reports
  14. Final Financial Statement

**Overall Objective: To protect the health of 1,167 IDP families particularly focusing children and women through increased and improved access to quantity and quality water supply and sanitation in 14 IDP sites of Helmand province.**

***Planned Outcome 1. 58 suitable locations in 14 IDP sites are identified and 58 tube wells dug and setup that caused relief and improvement in health and key sanitation practices of target IDP population.***

<b>Achieved Outcome 1.</b>	58 suitable locations in 14 IDP targeted communities pointed and 58 tube wells dug and installed successfully, the beneficiaries’ feedback, KAP survey and Monitoring report showed significant improvement in health and key Sanitation practices among population of targeted IDP communities.
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<b>Planned Output(s) 1.1.</b>	<i>1.1 The target communities have received safe drinking water, the KAP survey conducted, the children mortality rate reduced and 14 water committees have been formed taking up the responsibility on well delivery of WASH services in 14 IDP sites of Helmand province</i>
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<b>Achieved Output(s) 1.1.</b>	<i>The target communities have received safe drinking water through 58 tube wells, the WASH cluster provided the KAP survey format the survey was conducted accordingly and the KAP survey results showed significant positive change in Health and hygiene situation in the targeted communities, the 12 male and 2 female Water Committees were formed within the support and coordination of 14 targeted communities, the water committees signed the ToR to undertake their duties and responsibilities and approved by RRD.</i>
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<b>Measurable Indicators (Expected results) 1.2.</b>	<p><i>1.2.1: In coordination with all potential stakeholders 58 suitable locations are identified for digging of tube wells.</i></p> <p><i>1.2.2: A total number of 1,167 deserving IDP families have obtained access to safe drinking water in 14 IDP sites of Helmand province.</i></p> <p><i>1.2.3: The target communities are mobilized to sign the MoU – highlighting the communities’ responsibilities to take care of the tube wells.</i></p> <p><i>1.2.4: 12 male and 2 female Water Committees have been formed and took up the responsibilities on well delivery of WASH services.</i></p>
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	<p>1.2.5: <i>The Water Committee introduced a technical person – received training and maintenance toolkit to take care of tube wells.</i></p> <p>1.2.6: <i>All involved potential stakeholders including target communities’ members appreciated the project’s positive impacts and improved health conditions.</i></p> <p>1.2.7: <i>The report is generated on baseline and end-line KAP survey</i></p> <p>1.2.8: <i>Community’s capacities are enhanced to manage, operate and maintain water supply and sanitation services in a sustainable way</i></p>
<p><b>Achieved Results 1.2.</b></p>	<p>1.2.1: <i>The 58 suitable, appropriate and most accessible locations were identified within the coordination of MRRD and targeted communities.</i></p> <p>1.2.2: <i>After digging and installing of all tube wells in 14 IDP sites a total number of 1,167 deserving IDP families got access to safe drinking water.</i></p> <p>1.2.3: <i>To receive the formalized support of the target communities the MoU was developed by project staff and were signed with targeted communities, the MoU specified the involved parties duties and responsibilities for the well implementation of the project.</i></p> <p>1.2.4: <i>Within the support and coordination of the targeted communities 12 male and 2 female Water Committees formed successfully and all committee members took up the responsibilities as per developed TOR in order to make sure the well delivery of WASH services in the targeted communities.</i></p> <p>1.2.5: <i>Based on communities’ coordination and cooperation, each community introduced a technical person who received training and tool kit to take care of the tube wells therefore 58 take care persons received repair tool kit and training .</i></p> <p>1.2.6: <i>The project report, field staff visits, KAP survey, beneficiaries feedback and monitoring reports showed that the project impacts is appreciated and showed health improvement among targeted communities.</i></p> <p>1.2.7: <i>The KAP survey was carried out during the starting and at the end of the project, the report as summarized and the results of the survey showed significant improvement in overall hygiene, sanitation and health of the targeted population.</i></p> <p>1.2.8: <i>The good cooperation of the target communities, formation of water committees, project reports and survey results showed that the communities capacities have been raised and are able to manage WASH services in a good and effective manner within their communities.</i></p>
<p><b><i>Planned Outcome 2. Key hygiene and sanitation promotion session as well as hygiene kits are delivered to 14 IDP target communities resulting in improved and better health preventive measurements especially among vulnerable women and children.</i></b></p>	
<p><b>Achieved Outcome 2.</b></p>	<p>Hygiene and Sanitation promotion session were delivered as per developed training plan and tme-table in 14 targeted IDP sites, the beneficiaries feedback, project reports, monitoring report and KAP survey results showed the improved health situation specially among women and children and the targeted beneficiaries are able on how to prevent themselves from hazardous diseases or from water-borne diseases.</p>
<p><b>Planned Output(s) 2.1.</b></p>	<p><i>Hygiene and sanitation practices and health of target population improved by conducting key hygiene and sanitation promotions sessions as well as delivery of hygiene kits to 14 target IDP communities.</i></p>
<p><b>Achieved Output(s) 2.1.</b></p>	<p><i>The hygiene kits were delivered to all listed beneficiaries, the beneficiaries feedback and KAP survey results showed that the health and hygiene and</i></p>





<p><b>Measurable Indicators (Expected results) 2.2.</b></p>	<p><i>sanitation practices are improved well among the target population.</i></p> <p><i>2.2.1: In the light of project overall objective and RRD WASH Guideline the Key hygiene and sanitation promotion sessions package is generated</i></p> <p><i>2.2.2: The key hygiene and sanitation training plan is generated</i></p> <p><i>2.2.3: 2,334 adult individuals (1167 male &amp; 1167 females) received promotion sessions on key hygiene and sanitation practices</i></p> <p><i>2.2.4: 5,835 individuals received hygiene kits</i></p> <p><i>2.2.5: All involved potential stakeholders including target communities' members appreciated the project's positive impacts and improved health conditions.</i></p>
<p><b>Achieved Results 2.2.</b></p>	<p>2.2.1: In coordination with WASH cluster and RRD WASH Guideline the Key hygiene and sanitation promotion sessions package was prepared and made ready to be conveyed to target beneficiaries.</p> <p>2.2.2: the project staffs with the coordination and cooperation of targeted communities have organized hygiene and sanitation training plan and time-table.</p> <p>2.2.3: After the finalization of training plan, 2,334 adult individuals (1167 male &amp; 1167 females) have successfully received promotion sessions on key hygiene and sanitation practices</p> <p>2.2.4: The beneficiaries in targeted communities were registered by particular format and all 5,835 individuals received hygiene kits.</p> <p>2.2.5: The targeted beneficiaries feedback, project report, interview with targeted community members and KAP survey results showed that the health, hygiene and sanitation practices are improved well among the target population</p>

**6. FINANCIAL STATUS – PLEASE COMPLETE THE FINANCIAL REPORTING TEMPLATE AND ATTACH TO THIS FORM**

**Although final financial statement is enclosed with this report by provided format yet below is the summary of project financial report:**

1. The total requested fund for this project was 178,222.04 USD.
2. 142,572.63 USD was released as first instalment of the project
3. A total amount of 177,518.94 USD was spent during the project life

Below is the breakdown of the expenditures by category:

-  Staffing line: 15,141.50 USD
-  Relief Items line: 137,163.93 USD
-  Operating Cost: 13,600.11 USD
-  Administrative line: 11,613.39 USD

A Total amount of 34,946.31 USD is pending.

The financial documents are available in hard copy as well.