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**USAID/OFDA Proposal Guidelines
WASH Annex A**

WASH Sample Assessment Data Table

GENERAL			WATER SUPPLY				SANITATION	Other Sectors ⁷	Other Relevant Data ⁸ (Unit)	Remarks ⁹
Location and Assessment ¹ Date	Population details (Number and Type)	Context ² (Type)	Overall Average Water Usage ³ (l/p/d)	List All Water Sources Available ⁴	Functional (Yes/No)	Current Estimated Total Water Production ⁵ (m ³ /day)	Crude Latrine Coverage ⁶ (# people per latrine)			
Location 2 May 2017	Host: 0	Camp	11.3	High Production Borehole #1	Yes	289	250	Health, Nutrition	xxx	IDP camp is 6 months old; key WASH priorities are excreta disposal, drainage, hygiene promotion, repair borehole #2, hydrogeological survey, drill additional high production boreholes, and NFI distribution for new arrivals. Insecurity prevents the population from leaving the camp. Boreholes operate an average of 17 hr/day. Estimate 10% water loss due to spillage. Cholera, skin infection, and malnutrition are the major issues. Camp population continues to slowly grow.
	Returnee: 0			High Production Borehole #2	No	Zero, was producing 250				
				High Production Borehole #3	Yes	374				
				High Production Borehole #4	Yes	323				
				High Production Borehole #5	Yes	272				
IDP: 100,000 (and growing)	Rural Host Community	22.7	Water yard	Yes	144	No latrines. Open defecation in fields away from homes.	xxx	Piped schemes support 80% of population. IDPs were displaced in April 2015. WASH priorities are to improve WASH at health clinic and conduct community hygiene promotion.		
			Handpump	No	0					
			Handpump	Yes	6					
			River	Yes	unlimited					

Purpose

The purpose of this sample assessment table is to provide an example of how potential USAID/OFDA WASH partners can succinctly and quantitatively describe the WASH conditions in the proposed intervention areas within a proposal. OFDA prefers to see this type of data in tabular format as it is often much more descriptive and powerful than when presented in narrative format. Partners should modify the table as required to ensure it presents the critical assessment data which supports the need for a WASH response. Please use the written proposal narrative to discuss and provide analysis of the data (or gaps in the data) where necessary within each relevant subsector. If a similar data table is provided within the proposal, there is no need to simply repeat the data presented in the table within the proposal narrative. When preparing a proposal, the assessment data table can be either embedded within the proposal narrative document or it could be submitted as an attachment to a proposal.

Notes

1. In the narrative, briefly describe the assessment methodology, sample size, and any other statistical descriptors that help demonstrate the validity of the assessment.
2. Briefly state the context: e.g., camp, host community, urban, rural, transit center, etc.
3. State the human per capita water usage (from all sources) for drinking, cooking and hygiene. Ideally, this data should be based on household sampling. If water supplies are also used for productive purposes, please include volume of water required for productive uses.
4. List all known water sources used by the population (regardless of the quality of water): e.g., rooftop-rainwater, surface sources, protected dug wells, unprotected dug wells, hand pump, high production borehole, water yard, and piped water.
5. Provide the estimated current water production rate in m³/day for each functioning water source.
6. At a minimum state the crude latrine coverage (total population/# of usable latrines). If latrines are not commonly used, note the presence or absence of feces in the environment.
7. List other sectors that will be coordinated or integrated with the proposed project that will be/are being implemented in the same location. Indicate which organization is implementing, or planning to implement, those sectors.
8. Any other useful indicators that help demonstrate the priority needs of the population and justify the proposed interventions, e.g. water quality, access to hygiene NFIs, handwashing rates or access to handwashing infrastructure, evidence of open defecation, presence of solid waste, and disease prevalence.
9. Any additional pertinent information not captured elsewhere in the table.