GIZ Support to Ministry of Urban Development
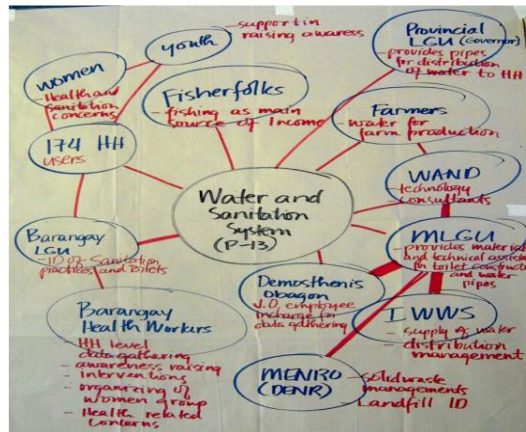## Training on Preparation of City Sanitation Plan – Part III
State of Andhra Pradesh

Session 5:
Preparation of Action Plan
Vijayawada, 11-13 April 2016

What is Action Plan?

An **action plan** is a document that lists **A sequence of steps/activities to be taken in order to achieve a specific goal.**

Action plan is having three main elements:

1. Specific tasks – **What** will be done

2. Time horizon: **When** it will be done (short – medium – long term)

3. Resource allocation: **Money**, management, legal etc.

4. Responsibility: **Who** is responsible for this action

The action plan should meet several criteria.

Complete

- It should list all the action steps or changes to be sought in CSP in all relevant sectors (e.g., technical, financial, management, social etc.)?

Clear

- It should be clear who is responsible for what and by when to achieve

Current

- It should be based on your current status

- It should reflect the all ongoing works to avoid duplications

- It should consider ongoing/upcoming govt. schemes, proposed projects, laws/regulations etc. in sanitation sector

1ˢᵗ step – List all identified goals

- Open defecation free city

- Integrated Solid Waste Management – source segregation, door to door collection, treatment, recycle/reuse & disposal

- Implement a septage management with clear roles and responsibilities

- Make open drains/spaces & roads litter-free

- 100 cost recovery in sanitation sector

- 24 X 7 complaint redressal system

2nd Step: Identify specific actions for each goal

Goal: To make XXXX city open defecation free

1. Detailed survey of existing facilities and identify open defecation areas

2. Repair and upgradation of existing public/community toilets

3. Construction of new public and community toilets in Open Defecation areas

4. Support private households (without toilet facilities) for construction of household toilet facilities through subsidies, grant etc.

5. Initiate phasing out of dry latrines

6. Develop system for sustainable management of public toilet facilities

Categories actions into: Technical, financial, local administration, capacity development, IEC, legal provisions

3rd Step: Detail out the actions

Divide large tasks into smaller, more manageable steps/activities to understand steps/activities which are/can be:

Example 1:
Action: Repair and upgradation of existing public/community toilets
1. Preparation of estimates
2. Tendering
3. Award of contract

Example 2:
Action: Door to door collection system to be implemented
1. Assessment of current system and requirements of no./type of vehicles
2. Preparation of estimates, identification of funding source
3. Tendering
4. Procurement
5. Deployment of vehicles for door to door collection

4th Step: Structuring actions of each goal according to timelines and priorities

- **Short term actions:** On-going projects, easy to implement, funds available, high political will, etc.

- **Medium term actions:** Pre-planning requirements, funding options to be explored, prior legal provision required

- **Long term actions:** Large scale infrastructure project, require short-term and medium term actions to be completed, long-term changes in institutional structure

5th Step: Preparing an Action Plan

Sectors	Goals	Actions			Responsible agency
		Short (upto 3 to 5 yrs.)	Medium (5 to 10 yrs.)	Long term (10 yrs. to ---)	
Water supply		1) 2)	1) 2)	1) 2)	
SWM					
Wastewater					
Access to toilets					
Finances					
Capacity Enhancement					

Goals identified in Session 2	Options to achieve the Goal	Main actions and steps for implementation Reflect also time-frame:	Supportive Action on			
			institutional strengthening	ensuring financing	capacity building	ensuring inclusiveness
Goal 1: 100% ODF free city	Individual Household Toilets through SBM Public Toilets at market and touristic places Community Toilets at Slum settlements not eligible for IHHT	Immediate: • Prepare a map and inventory for PT & CT • Complete application process for IHHT • Review existing contracts and status of existing toilets Short-term: • Prepare Project Plans for selected PTs incl. Business Model • Prepare tender and contracts & Award contract • Design Monitoring System Medium-term: • Maintain an online inventory and online monitoring system	Introduce Data Management System (ONLINEN INVENTORY) Involve CSTF in awareness campaign	Develop business model Earmark municipal budget for PT and CT	Train sanitary inspectors on mobile app	Develop Awareness Raising Campaign Include gender needs into toilet design Involved CBOs in Operation and Maintenance of Community Toilets

Goals	Options	Main actions and steps for implementation Reflect also time-frame:	Supportive Action on			
			institutional strengthening	ensuring financing	capacity building	ensuring inclusiveness
Goal 2: Introduce Septage Management System	Using existing septic tanks as an asset Regulation of private service providers Introduce Septage Treatment	Immediate: • Conduct a survey of existing septic tanks in selected wards (beyond reach of proposed/existing UGD) • Hire consultant for feasibility study on SM • Introduce local laws for design and construction of septic tanks Short-term: • Design an awareness campaign for HH to improve septic tanks • Retrofitting of existing tanks • Select treatment option and identify land for plant • Start tender process and award contract Medium-term: • Construction of septage treatment facility • Introduction of O&M system	Introduce local laws for regulation of septage management	Develop a business model for financial sustainability	Sanitary inspector and engineers to participate in training on Septage management	Introduce community septic tanks in slum settlements

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Registered offices, Bonn and Eschborn, Germany

"Support to National Urban Sanitation Policy Programme"

"2nd floor, B-5/2, Safdarjung Encalve , New Delhi – 110029"
T   011 - 494945353
F   011 - 49495391

E   dirk.walther@giz.de,

I   www.giz.de

Responsible
GIZ – SNUSP & CSE

Author(s)
GIZ and CSE

In cooperation with

Ministry of Urban Development, Government of India