

## City Sanitation Plans (CSPs)

### City Sanitation Plans (CSP) Self-Review Checklist:

#### An aid to Cities for ensuring quality while finalizing the draft CSP for submission

This Checklist will help cities assess the quality of the draft version of the CSP. The indicators in the Checklist are drawn to measure whether the key dimensions of sanitation are addressed in the contents; and ensure that the process followed in the preparation of the CSP was consultative and has full ownership of the city stakeholders. This is a *self-assessment* and needs to be done in-house by the ULB. The results should indicate the gaps in contents and process that need to be remedied – and thereby ensure that CSP is ready for submission, and presentation as one of the model CSPs prepared for implementation under the NUSP.

The Checklist is in two parts: CONTENT and PROCESS. In the city self-assessment, please fill in YES or NO in the relevant column, and provide remarks in the column.

#### 1. CONTENT SELF-ASSESSMENT

**TABLE (1): CSP *CONTENT* SELF-ASSESSMENT**

No	Item	Yes/No	Remarks/Status
<b>I</b>	<b>Baseline Data Collection &amp; Situational Analysis in terms of identification of short term or mid – term or long term measures</b>		
1)	Has the city carried out a baseline data collection (secondary and primary) and Situation Analysis of different aspects of sanitation viz:	(Score overall “Yes” if at least nine indicators below score “Yes”, else “No”)	
	i. Access to household level sanitation arrangements in general residential and slum areas		
	ii. Community and Public Toilets – location and status		
	iii. Safe collection and conveyance of human excreta (on-site and sewerage) – infrastructure and management (including status of de-sludging services)		
	iv. Treatment and safe disposal of human excreta		
	v. Solid waste collection, transport and safe disposal		
	vi. Drainage and flooding		
	vii. Drinking water quantity, quality and coverage		
	viii. Institutional arrangements and		

**TABLE (1): CSP *CONTENT* SELF-ASSESSMENT**

No	Item	Yes/No	Remarks/Status
	finances for capital creation and O&M management of environmental services (water, sanitation, solid waste, drainage)		
	ix. Current population and socio-economic categories; and projections by different categories		
	x. Arrangements and practices of commercial, public and other institutions in respect of sanitation and solid wastes		
	xi. Maps and physical features of settlements (wards, slums, etc.) and key city infrastructure (water, sewerage, drainage, roads, treatment plants, water and sewage pumping stations, etc.)		
	xii. Data on health-related indicators of sanitation and water supply		
	xiii. Other important and locally relevant details (specify)		
2)	Has the draft CSP identified specific data gaps and developed a plan for detailed data collection?		
<b>II</b>	<b>Institutional Roles and Issues</b>		
3)	Has the city identified an institutional home/s for sanitation planning, implementation, monitoring and regulation?		
4)	Has the draft CSP proposed specific actions to resolve institutional gaps and overlaps for:	(Score overall “Yes” if at least five indicators below score “Yes”, else “No”)	
	a. Planning and financing		
	b. Creation of physical infrastructure		
	c. O&M Management		
	d. Training and Capacity Building		
	e. Monitoring of Outcomes		
	f. Communications		
	g. Regulation		
<b>III</b>	<b>City-wide Sanitation Campaign</b>		
5)	Does the draft CSP contain a plan for the launch of a 100% Sanitation Campaign in the city?		
<b>IV</b>	<b>Technology Options and City-wide design</b>		
6)	Has draft CSP detailed and evaluated different technology options (on or off-site as well for collection, transport and safe disposal – i.e. full-cycle) for sanitation?		
7)	Do the proposed sanitation interventions (rehabilitation, retrofitting		

**TABLE (1): CSP *CONTENT* SELF-ASSESSMENT**

No	Item	Yes/No	Remarks/Status
	or new investments) consider the whole city? (not just a part thereof)		
<b>V</b>	<b>Urban Poor and Unreached</b>		
8)	Has the draft CSP identified the locations or settlements of the urban poor and other unreached population segments with have no or limited access to sanitation?		
9)	Does the draft CSP identify actions for assisting unreached/poor households with individual, community or public sanitation facilities (in that order); and efficient disposal from these facilities?		
10)	Has the draft CSP identified or proposed sources of financing the CSP (schemes, grants, loans, etc.) for extending access to sanitation and related behavior change communication activities?		
<b>VI</b>	<b>Financing and O&amp;M management</b>		
11)	Does the draft CSP consider an appropriate time-frame and spatial and demographic dimensions to remain relevant (at least for the 12th Five Year Plan period, even if investment numbers are indicative or work-in-process)?		
12)	Were the different sanitation options (hardware plus software) evaluated on the basis of financial viability? (i.e. Cost Benefit Analysis done)		
13)	Whether O&M implications of each of the investment options evaluated i.e. implications on tariff increases and willingness to pay for services; personnel number and capacities etc.?		
14)	Has the draft CSP considered options for partnering with private sector, NGOs etc. for implementation or O&M management of sanitation facilities?		
<b>VII</b>	<b>Expedient and Other Actions</b>		
15)	Has the draft CSP identified the steps for implementing improved enforcement of existing laws and provisions? (e.g. prohibiting hazardous discharge of untreated sewage, scrutiny about sanitation arrangements before issue of building permits)		
16)	Have gaps and overlaps in existing regulations identified for resolution? (e.g. provisions in development		

**TABLE (1): CSP *CONTENT* SELF-ASSESSMENT**

No	Item	Yes/No	Remarks/Status
	regulations or building bye-laws to promote sanitation including safe disposal)		
17)	Does the draft CSP have a plan for <i>improving septage management</i> ?		
18)	Whether the draft CSP includes an Implementation Plan and Timeline?		
19)	Whether the draft CSP has a disaster preparedness component?		
20)	Whether the draft CSP identifies Short term/Medium Term/Long Term Measures to achieve identified outcomes?		
21)	Does this draft CSP leads to improvement of service levels with respect of SLB related to MSW/Storm Water Drainage/Solid Waste Management?		
22)	Outline of expected improvements on rating as per NUSP?		

**GUIDE FOR SELF-ASSESSMENT OF CSP CONTENT****PLEASE ENSURE THAT THE DRAFT CSP SCORES:****\* AT LEAST ONE “YES” IN EACH OF THE 7 SECTIONS IN THE TABLE****AND****\* AN OVERALL MINIMUM SCORE OF 12 “YES” IN THE TOTAL OF 18 INDICATORS.****2. PROCESS SELF-ASSESSMENT****TABLE (2): CSP *PROCESS* SELF-ASSESSMENT**

No	Item	Yes/No	Remarks
<b>I</b>	<b>Stakeholder Participation</b>		
1)	A multi-stakeholder City Sanitation Task Force has been formed and has met at least sufficient consultations have been held?		
2)	All agencies working in the City (ULB, State Government, NGOs, private sector involved in planning, implementation, management or regulation of environmental services (water, sanitation, solid waste, drainage), representatives of different community groups, and key waste-generating segments have been consulted in the process of preparation of the draft CSP?		
3)	Number of Area Sabhas/Mohallas/RWA’s etc. consulted?		

**TABLE (2): CSP *PROCESS* SELF-ASSESSMENT**

No	Item	Yes/No	Remarks
4)	Whether sufficient consultations have been held with urban poor groups in the city? Indicate the number.		
<b>II</b>	<b>Ownership of the Draft CSP</b>		
5)	Has the draft CSP gone through an appropriate process of "appraisal" or "agreement" at the ULB and the City Sanitation Task Force?		
6)	Is the draft CSP aligned to other plans of the city (CDP, Master-plan, Development Plan, etc.) and differences if any, highlighted for resolution in the CSP?		
7)	Are there any current or pending/ proposed projects (under various schemes) that are in conflict with the recommendations and decisions in the CSP? Have these been highlighted for resolution?		
<b>III</b>	<b>Communications</b>		
8)	Has the CSP process formally recognized the importance of communicating with stakeholders, right from the beginning of the process, and drawn up as a <i>Communications Plan</i> ?		
9)	Have the basic steps of the communication plan started being implemented?		
10)	Level of awareness in the city about CSP (Indicate Yes/No)?		
<b>IV</b>	<b>Links with Related Exercises</b>		
11)	If the city is participating in the Service Level Benchmarking (SLB) exercise, have the relevant indicators been measured and uniformity ensured between that and the CSP?		

**GUIDE FOR SELF-ASSESSMENT OF CSP PROCESS – followed including evidences, solutions suggested & cost thereof, financial projections as well as measures to meet them.**

**PLEASE ENSURE THAT THE DRAFT CSP SCORES:**

**\* AT LEAST TWO “YES” IN SECTIONS I AND II, AND AT LEAST ONE “YES” IN SECTIONS III AND IV IN THE TABLE.**