**Handover and End of Mission Document**

**Hygiene Promoter Officer (WASH ERU or WASH Rapid Response personnel)**

**IMPORTANT:** This is a confidential document and is not intended for wider sharing.

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| **Name of the Operation:** | |  |  | **Handover Date:** | | *Date* |
| **Operation timeframe** | **From** | *Date* |  | **Deployment timeframe** | **From** | *Date* |
| **To** | *Date* | **To** | *Date* |
| **ERU/ Deployment type:** | | *E.g. MSM/M15/M40/HHWTS/Personnel…* |  | **Rotation No.** | |  |

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| 1. **Key objective(s) of the deployment (link to your JD)** |
| * … |

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| 1. **Main actions and achievements**   *What are key or main actions you have done as part of your deployment? What have you achieved? Please include information on volunteer management (number, trainings conducted, supervision, monitoring etc.).* | |
| * … * … * … | |
| Is there a hygiene promotion plan in place? | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Yes |  | No |  | Under development | |
| Is there a monitoring plan in place for the intervention? | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | Yes |  | No |  | Under development |  | Needs revision | |
| Number of current WASH volunteers |  |
| Schedule and topics for trainings conducted |  |
| Coordination mechanism with NS |  |
| Is there a monitoring plan in place for volunteers? | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | Yes |  | No |  | Under development |  | Needs revision |   Please explain: |

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| 1. **Challenges and actions taken to address these challenges**   *What are key or main challenges you have faced in your deployment? Were there any critical decisions you made which impacted the direction of the ERU/deployment?* |
| * … * … |

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| 1. **Recommendations for the following deployment**   *Which tasks or areas should the next rotation focus on? Are there any plans in place, or outstanding issues?* |
| * … * … * … |

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| 1. **Coordination and links with other sectors**   *Which coordination mechanisms / groups have you been part of? Are there collaborations with other stakeholders and sectors (e.g. NSs, WASH, Health, green response, CEA?). Include contact details, time/dates etc. as much as possible).* |
| * … * … |

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| 1. **Other information or comments**   *Are there any security concerns of note, or important / useful information about the community or context? Have there been any issues with volunteer management?* |
| * … * … |

***Please make sure you annex a full contact list, and other key documents such as assessment report, baseline data, WASH/hygiene promotion plans, monitoring and evaluation plans, infrastructure designs, purchase order or requisitions, feedback mechanisms etc.***