**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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.**  |  |

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

|  |
| --- |
| 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:  |

|  |
| --- |
| 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?*  |
| * …
* …
 |

|  |
| --- |
| 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?*  |
| * …
* …
* …
 |

|  |
| --- |
| 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).* |
| * …
* …
 |

|  |
| --- |
| 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.***