

PHAST checklist

Enabling factors	Yes	Not	Guidance
1 Does the National Society have a volunteer management policy?	Yes	No	Page 1
It is crucial for the correct deployment of PHAST to have a pre-developed volunteer policy within the National Society since this is what will guide the National Society on how to recruit, motivate and retain PHAST volunteers.			
2 Have you considered establishing a coaching system?			Page 1
A coach can be defined as someone who ensures that networks of community volunteers are recruited, trained, motivated, supervised and monitored on a continual basis.			
3 Does the National Society a well functioning and effective branch in the project area?			Page 2
It is critical to sustain PHAST Red Cross Red Crescent volunteers in the communities with well functioning Red Cross Red Crescent structures so proper follow up of their activities and effective support is provided.			
4 Has the Red Cross Red Crescent branch been operating in that area before?			Page 2
In those areas where the Red Cross Red Crescent branch has been involved in community activities prior to the PHAST programme, the foundation for a future close relation between Red Cross Red Crescent community volunteers and community villagers would be reasonably established.			
5 Is the National Society and target community familiar with participatory methodologies?			Page 2
Some communities are not familiar with the participatory approach and expect to have lectures or teacher-centred sessions, so the involvement of the community members is minimal at the beginning.			
6 What is the community seasonal calendar?			Page 2
A key element on participation is the need to adapt the PHAST activities to the community seasonal calendar, so activities are not incompatible with farming or day market, or set up in rainy season.			
7 What is the level of education (percentage of illiteracy) in your target communities?			Page 3
In some communities, where the villagers had higher education level, the visual aids developed for PHAST were considered too simple, basic and even infantile, more appropriate for children than for adults.			
PHAST in action: training	Yes	Not	Guidance
8 Have you got a clear map of your PHAST training cascade system? Have you clearly identified the different training workshops you need to plan for?			Page 3
PHAST training follows a cascade system with at least 2 levels that may vary according National Society structure: 1) Training of trainers at headquarters/province level; and 2) training of Red Cross Red Crescent volunteers at province/district level			

9 <i>Have you identified the different audiences and their training needs?</i>	Yes	No	Page 3
It is recommended for PHAST ToT training to introduce ToT topics in the training agenda and not focus exclusively in PHAST methodology. The same for PHAST training for volunteers, in the areas of communication skills, facilitation techniques, coordination, reporting, coaching, etc.			
10 <i>Have you identified the minimum requirements for selecting the participants?</i>			Page 3
PHAST trainers should have strong communication skills, ability to facilitate in a participatory manner, experience in training/mentoring activities and implementation of health or/and Water and Sanitation activities at community level. PHAST Red Cross Red Crescent volunteers should be willing to volunteer, be able to read and write in the local language, have the ability to train others.			
11 <i>Have you placed enough resources (venue, transport, facilitators, tool kits, field visits, etc) for conducting those trainings?</i>			Page 4
A PHAST ToT training should be held for a maximum of 25 – 30 people. The suggested ratio of facilitators to participants is, 2 – 3 facilitators to 25 – 30 participants. The duration of the training should not be less than 10 days and it should include a one-day field trip.			
12 <i>Have you considered the need for refresher trainings?</i>			Page 4
To exchange experiences, review PHAST progress and strengthen the skills and knowledge of the volunteers, a refresher course should be factored in every two years when designing a PHAST programme.			
PHAST in action: deployment	Yes	Not	Guidance
13 <i>Have you developed a Plan of Action for PHAST deployment in the communities?</i>			Page 4
Further to PHAST training, a Plan of Action should be developed by the participants for their respective branches. It should define how the programme will be implemented, by whom, in which areas, who and what are the links with the community, and ways to mobilize them.			
14 <i>Based on the context/reality of your project target area, will you be able to implement the traditional seven steps PHAST programme (as set out in the original standard guidelines for PHAST, produced by the World Bank/UNDP)?</i>			Page 4
PHAST consists of 17 activities organized in seven main steps. One activity is usually carried out each week and the whole programme, typically, lasts from four months to six months.			
15 <i>Have you placed enough resources (PHAST tool kits, transport, incentives, volunteer's equipment, etc.) for conducting PHAST activities in the community?</i>			Page 5
The volunteer management policy will be an effective guide at the early state of the programme on what kind of incentives should be given out to the volunteers.			
16 <i>Have you developed a pre-tested, context-related PHAST toolkit? Have you planned for enough samples?</i>			Page 5
The PHAST tool kit consists of drawings made by a local artist reflecting the local culture and conditions. A set of drawings should be developed specifically for every activity in each step.			

17 <i>Have you agreed on the desired coverage for a PHAST programme in the communities?</i>	Yes	No	Page 6
It is common that 1 PHAST volunteer meets the same group of community members (counted as number of households; HH) throughout the 7 steps. The number of community members in that group varies from one project to another, having low ratios (1 volunteer/10 – 15 HH) to high ratios (1 volunteer/30 HH). This group is your direct target group.			
18 <i>Have you planned for additional/complementary hygiene education programmes in the community?</i>			Page 6
It is recommended that the PHAST community members identify a strategy to target their peers in the community after the completion of 7 PHAST steps. A plan of activities might be developed including community meetings, religious gatherings, door-to-door hygiene campaigns and forming drama groups among themselves and sometimes inviting professional drama groups.			

Link between PHAST and hardware component	Yes	Not	Guidance
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19 <i>When have you planned to initiate your hardware construction?</i>			Page 7
Hardware activities should begin once step five is complete and especially after the community have agreed to their roles and responsibilities in community management. At the end of the process it is recommended to draft a plan with all the elements discussed and agreed by the different PHAST groups. The plan needs to be effectively linked to the construction element of the project, so the ultimate facilities erected by the projects are those facilities selected and agreed to by the community.			
20 <i>Have you planned involving the engineer in the PHAST process?</i>			Page 8
It is recommended that the engineer engages in the PHAST process from step four to step seven, specially in two critical phases: step four and five when the design for the facility is chosen and the management system agreed, and step seven, when it is decided the evaluation model to ensure that the construction of facilities meets the standards from the local authorities.			
21 <i>Have you established the link between PHAST members in the community and the Water and Sanitation committees?</i>			Page 8
It is common that as result of the PHAST step four and five, a technology choice is selected, a plan of maintenance discussed and agreed and a Water and Sanitation community committee selected. It is recommended that all members (or at least a significant proportion) of the committee were previously trained in PHAST.			

PHAST impact: monitoring	Yes	Not	Guidance
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22 <i>Have you planned for a baseline and impact survey?</i>			Page 8
The baseline provides the framework for monitoring and evaluation, with a follow-up study, (typically mid-way through the operation), to facilitate final analysis and overall impact of the programme.			

<p>23 <i>Have you included in your logical framework a set of indicators related to PHAST process and its impact in the community?</i></p>	<p>Yes</p>	<p>No</p>	<p>Page 8</p>
<p>Together with the set of general indicators identified in the logical framework and used to measure progress of project objectives and results, the PHAST programme should also obtain its own set of indicators. Hence one can easily quantify the level of success in implementing minimum standards for PHAST and its contribution to achieve the major goal in the project.</p>			
<p>24 <i>Have you allocated enough resources (field visits, monitoring forms, volunteers training, etc) for PHAST monitoring activities?</i></p>			<p>Page 9</p>
<p>It is recommended to include in the project proposal specific activities in relation to the establishment of a PHAST monitoring system so resources are soundly allocated from the beginning of the project.</p>			
<p>PHAST impact: evaluation</p>			
<p>25 <i>Relevance: Are the PHAST activities consistent with the overall goal of your project?</i></p>			<p>Page 9</p>
<p>PHAST methodology has been originally designed as a tool for helping communities to prevent and reduce diarrhoeal diseases but PHAST has been also proved to be a flexible method that may be filled with different topics or contents.</p>			
<p>26 <i>Effectiveness: To what extent were the objectives achieved?</i></p>			<p>Page 10</p>
<p>PHAST contributes to the goal of reducing diarrhoeal diseases in the community through 1) transferring knowledge to household members on the health benefits of adhering to safe sanitation and hygiene practices and 2) empowering the community to own and operate water and sanitation facilities. Indicators related to knowledge transfer and community based planning need to be reflected in the logical framework.</p>			
<p>27 <i>Efficiency: Were PHAST activities achieved at least cost and in a timely manner?</i></p>			<p>Page 10</p>
<p>Several reviews conducted by non Red Cross Red Crescent partners indicate that PHAST can be delivered in an effective and efficient manner on a cost of 4 USD/direct beneficiaries. In terms of timing, traditional PHAST cycle lasts from four to six months but it might be shortened or extended according to community needs.</p>			
<p>28 <i>Impact: What real difference has the PHAST process made to the beneficiaries?</i></p>			<p>Page 10</p>
<p>Implementing PHAST process successfully in the community should bring positive differences in terms of health status to the community but also in terms of community self-esteem and resilience. It is recommended to include qualitative methods as part of the M&E system so information about the community members'feelings of empowerment and personal growth are captured in the project documentation.</p>			
<p>29 <i>Sustainability: To what extent did the PHAST group remain active in the community after donor funding reached an end?</i></p>			<p>Page 10</p>
<p>The project team in conjunction should develop an exit strategy with the community. The exit strategy should identify those activities that will be continuing in the community after the completion of the project, and who will be responsible (at Red Cross Red Crescent branch and community level) for their implementation. It should also define the areas of support needed and the strategy to mobilise those resources.</p>			