International Federation
of Red Cross and Red Crescent Societies

# The Global Water and Sanitation Initiative (GWSI[1]) 2005 to 2025.

# A Guidance Note for the GWSI Portal

## How to get the best from the GWSI Portal for you and your National Society

> **Many people and organisations including donors do not know just how much we do in WASH – by providing better collective and individual data, we can access more resources.**

- ### What and who is the portal for?

The GWSI portal has been developed for you, Red Cross and Red Crescent National Societies, by Salesforce and on behalf of your Federation. The portal is to help you **store, update, access and maintain a visual overview of your long-term WASH projects data.** This will assist you and us to profile and position you and your NS and help you to raise more resources for WASH.

You will also be able to **easily generate marketing and reporting materials** from the portal to your own design and content that are ready to print out for donors and partners.

> **We have tested the portal with Ghana, Cambodia and Kenya Red Cross Societies, the message was clear from them "this is surprisingly easy and very useful for us!". It is our hope that you, too, will find the portal useful in your data saving and fundraising.**

We will be offering portal training and mentoring opportunities as we go forward.

### Is this portal a project management tool?

**No**, this portal is designed only to:

- Visualise, store and update data to enhance reports and marketing
- Make it easier to see what we do individually and collectively for SDG 6
- Allow some limited analysis of what we do individually or collectively for SDG 6

- ### Will my data be safe and under the control of my National Society?

**Yes,** you will see and be able to edit your data both historical and new data and it will only be accessible by IFRC and RC/RC NS's.

Historical WASH data up to 2014 is already loaded on the portal from over 100 NSs, and probably already includes the data from your NS. Have a look and see.

- ### Where can I get help and advice to use the portal?

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[1] All long-term large scale WASH projects can be included in the Global Water and Sanitation Initiative (GWSI) regardless who funded the project as long as it was implemented by an RC/RC NS (or NS's working together) and regardless if it was implemented with support of the Federation or not. To date we have reached over 20 million people worldwide thanks to your efforts.

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# How do I start?

## Understand the Definitions

If some of these definitions that follow are unclear at first before opening the portal do not be concerned. Once you open the portal and start uploading and editing project data it will become clearer. You may have to come back and check this list a few times until you are more familiar.

### *Which WASH projects qualify as long-term (GWSI) projects?*

- Each project should target more than 5000 people who will benefit from WASH services
- WASH services can be 'hardware' (water supply and sanitation) **and/or** 'software' (hygiene promotion, capacity building, training).
- The project should be for not less than one year.
- Projects that will be sustained by the target population and/or Government or other actors once you exit.
- You can include WASH project data that is part of other projects (for example Resilience, Health, Food Security, Disaster Risk Reduction and others) as long as you only abstract the WASH related project data or components.
- **Important Note: Emergency WASH projects or operations should not be included (such as ERU's of distribution of household water treatment items) BUT longer-term recovery projects can be included. We will begin a separate system for capturing Emergency WASH data at a later date.**

## Before you move on to uploading a project, there are a few more questions we need to answer:

### *1. Is my project an MDG or SDG project?*

**MDG** projects are projects that **began and finished** _before_ **31 December 2015**.

**SDG** projects are projects that **began and finished (or will finish)** _on or after_ **1 January 2016**.

Projects that **began before 31 December 2015, and ended on or after 1 January 2016** can be classified as **either a MDG or SDG project**. The decision relies on your discretion; however, it is advisable to consider the type of data that you have available on this project.

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**2. The SDG projects require a lot more information, but we have not yet desegregated our data according to men, women, children, schools and clinics. What do I do?**

Do not be concerned We are fully aware that not all National Societies have started grouping their beneficiaries according to the SDG requirements (men, women, children, clinics and schools), this is a kind reminder to please begin this process.

The concrete answer to the question; if you have the overall number of beneficiaries for an SDG project, but not the segregated data, then divide the total beneficiary number between men and women (50-50), and use the data for children served in schools for the overall number of children. You should have the data for schools and clinics separated already.

**Remember the desegregation also of urban and rural.**

**3. What if there is no data for a group of beneficiaries?**

For the MDG and SDG projects alike, if you **do not know** how many beneficiaries have been served, then **leave the field/box blank**. Only fill in a 0 if the **actual number of beneficiaries served is 0 (zero)**.

**4. How do I log projects that have changing donors over time?**

Projects with changing donors over time can be mapped as one with all donors listed, or as several individual projects (e.g. phase 1, 2, 3, etc.). This is up to you to decide, **as long as you do not double count beneficiaries**.

**5. How do I count beneficiaries?**

From 2005 up to 2015 (the end of the MDG) we were only required to count *number of people gaining access to an improved water supply* and *number of people gaining access to basic sanitation*. However, we began counting *number of people benefiting from hygiene promotion* from 2012.

> Handwashing is a physical thing (are the facilities established and functional?) and hygiene promotion, which includes washing of hands, is behaviour change – we must try to combine the two.

We will continue to count this way; however, we will now expand this to align with SDG 6 over time. Not all long-term GWSI project data will meet with SDG 6 requirements right away, it will be a gradual process for most projects and NSs.

Direct versus indirect beneficiaries: for long-term GWSI projects we have to stick to direct beneficiaries. The platform has a comment box where you can add indirect figures as well.

This table shows what we need to collect, the *minimum information we need is in the white section*, *the red section is what we hope you may have started collecting or hope to start collecting over time, if you have to leave the red section blank do not worry:*

| Item | Description | Total No. of people | As a % increase against base line | % Men | % Women | % Children* |
|------|-------------|---------------------|-----------------------------------|-------|---------|-------------|
| 1 | Number of people who have gained access to an improved water supply | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **2** | Number of people who have gained access to basic sanitation | | | | | | |
| **3** | Number of people who have gained access to a hand-washing facility | | | | | | |
| **4** | Number of people who have benefited from Hygiene Promotion activities or campaigns | | | | | | |
| **5** | Number of water supplies where the water quality is tested regularly | | | | | | |
| **6** | Number of water supplies where IWRM has been applied/considered | | | | | | |
| **7** | Number of water supplies where waste water has been safely disposed or recycled | | | | | | |

*Children under 16 years

**Schools and Health Structures**: (note; should be separate from the figures provided in 1 to 7 above)

| Item | Description | Number of schools/health structures | Total number of people served |
|---|---|---|---|
| **8** | Provision of WASH facilities/activities at schools | | (Pupils/Students) |
| **9** | Provision of WASH Facilities/activities at health structures | | (General Population) |

### *6. How do I map a cross-border project?*

If you have a project that is active on both sides of an International Boundary, or is perhaps a regional project, you should divide the data to only reflect what is achieved *in each country separately*. This will avoid doubly counting.

## How to upload a project

Before going into the exact steps to follow, a piece of advice: it is a good idea to save projects once or twice through the process and then go back and edit (see how in the next section), as opposed to filling everything out and then accidentally hitting "return" or "go back" which takes you to the previous page without saving your inputs.

It is also important to highlight that projects can *always be edited and changed, so do not worry about making mistakes – just go back and adjust/edit the projects* when you notice the error.

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## *Now let's get you onto the Portal...*

1. Go to www.ifrc.force.com/gwsi/. Log in.
2. On the home page, click NEW PROJECT. Select NEW MDG PROJECT if you identified it as an MDG project (see definitions above), or NEW SDG PROJECT, if you identified it as an SDG project.

### For MDG projects:

3. Fill in the information in the boxes. For INTERNAL PROJECT NAME, type the name you have assigned the project internally so you can easily identify it in the list of your projects. The title may include location, project type, phase number (if applicable), or any other indicator you use to identify the project.
4. For PROJECT TYPE, choose BILATERAL if the IFRC is **not** involved in the project. Choose MULTILATERAL if the IFRC **is** involved in the project. Partners will be added in step 9.
5. In the comment section, if applicable, answer the following three questions:
   i. What went well?
   ii. What went not so well?
   iii. What did you learn for next time?
6. Click CONFIRM to save the project.  Go to step 9 below to add partners involved in the project.

### For SDG projects:

3. Fill in the information in the boxes. For INTERNAL PROJECT NAME, type the name you have assigned the project internally so you can easily identify it in the list of your projects. The title may include location, project type, phase number (if applicable), or any other indicator you use to identify the project.
4. Fill in the blanks. Notice that PROJECT PLANNED START/CLOSING DATE may vary from PROJECT ACTUAL START/CLOSING DATE. If the project has not yet ended, leave PROJECT ACTUAL CLOSING DATE blank.
5. For PROJECT TYPE, choose BILATERAL if the IFRC **is not** involved in the project. Choose MULTILATERAL if the IFRC **is** involved in the project. Partners will be added in step 9.
6. Remember: if you have the overall number of beneficiaries for an SDG project, but not the segregated data, then divide the total beneficiary number between men and women (50:50), and use the data for children served in schools for the overall number of children. You should have the data for schools and clinics separated already.
7. In the comment section, if applicable, answer the following three questions:
   i. What went well?
   ii. What went not so well?
   iii. What did you learn for next time?
8. Click CONFIRM to save the project.  Go to step 9 below to add partners involved in the project.

### Adding partners to a project:

9. Click on RELATED.
10. Next to PROJECT PARTNERS, click NEW. Fill in the information, choosing between LEAD PARTNER, OTHER PARTNER (for any RCRC partner who is not the lead partner) and EXTERNAL.

11. Click SAVE if there are no other partners. Click SAVE & NEW if you wish to add another partner.

## How to edit a project

1. Go to www.ifrc.force.com/gwsi/. Log in.
2. Do you already know the GWSI code of the project you wish to edit? **If no**, go to step 3 below.
   **If yes**, type it in the SEARCH field and go to the project.
3. If you do not know the GWSI code;
   **FOR HNS USERS**: click MY PROJECTS, and choose the project from the list.
   **FOR PNS USERS**: click MY PARTNER PROJECTS, and choose the project from the list.
4. Click EDIT and edit or update the necessary fields.
5. Click SAVE.

## How to delete a project

If a project was wrongly entered (and must be deleted) – contact you regional IFRC WASH team/delegate, who can delete the project. Contact information can be found here.

## Other functions

- You can follow projects to receive e-mails every time the project is updated.

- Add info on mentions, comments, like function, follow, and which documents to attach "notes and attachments"

## Printing Reporting/Marketing Material

In the SEARCH field, type in your National Society and click on your National Society's account as it appears. Click on GWSI SUMMARY – HNS if your wish to get the GWSI summary for a HNS. Click GWSI SUMMARY – PNS if you wish to get the GWSI summary for a PNS.

## *Vocabulary for the portal*

Bilateral projects: Projects where the IFRC **is not** involved

Health facilities: clinics/health centres

HP: Hygiene Promotion

HW: Handwashing

MDG project: projects that **began and finished _before_ 31 December 2015**

Multilateral projects: Projects where the IFRC **is** involved

SDG project: projects that **began and finished (or will finish) _on or after_ 1 January 2016**

SWWD: Safe Waste Water Disposal

WWT: Waste Water Treatment