

## WASHwatch.org – guidance for contributors

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### **1. Introduction**

WASHwatch.org is an online platform for civil society organisations (CSOs) to monitor government commitments and financing in a collaborative way. In order to be useful as a comparison tool, it is important for as many people to upload analysis as possible. So please help us improve the site by adding what you know about the WASH sector in your country.

This document aims to assist contributors to WASHwatch.org, by outlining a step-by-step process to adding information. It also gives specific guidance on what data you need to enter. WASHwatch.org aims to show data that is comparable across countries and this guidance helps ensure the consistency of contributions. Please note the following points in particular

- **Please read the whole of this document before adding data.**
- Do type out all your data in a word document first and save it. You can then copy and paste each bit into the website. This will save you time if your internet connection is poor
- Do look at other country pages and see the sorts of things other people have added, and what your country page will look like when you add data.
- **If you have any questions about this document or about what data to add, do not hesitate to contact washwatch@gmail.com**

### **2. The three types of information on WASHwatch.org**

To contribute to WASHwatch, first sign in using your allocated username and password, then to go to the page of the country you wish to edit.

We are collecting data about 3 different areas: sanitation policy, water policy and WASH finance. If you are signed in, you should see three coloured boxes at the top of the country page:

Edit Sanitation – to contribute policy analysis relating to the sanitation sector in a particular country

Edit Water – contribute policy analysis relating to the water sector in a particular country

Edit Finance – to contribute financial data relating to what a particular government is spending on WASH

### **3. How to “Edit Sanitation” and “Edit Water”**

Data inputted here relates to policy content and political commitments. For African countries the sanitation questions relate to the eThekweni declaration, and in South Asia, the questions relate to commitments made in SACOSAN declarations. For regions without a recent political declaration, the questions are generic. There are separate sections for sanitation and water. If you feel these questions can be improved, please send feedback to the email address above.

To edit, go to your country page and click “edit sanitation” – you will be taken to a list of 10 questions, each with a set of buttons from which you can choose one answer.

- The answer can be either “don’t know” (0 points), “no progress” (0 points), “some progress” (1 point), or “good progress” (2 points).
- Click on the button for the answer you wish to give, and then explain why you have chosen this option in the box marked “justification”. Answer as many questions as you can, but do not be afraid to leave the answer as ‘don’t know’ if you really cannot answer. Do check with colleagues in case they may know.
- In the justification box, describe why you chose that answer, reference sources of verification, or paste hyperlinks to documents or websites, so that someone looking at your analysis can see the evidence for your answers.
- When you have finished, click “save” and you will be returned to the country page. Scroll down to check that your responses have appeared correctly.

### **4. How to “Edit Finance”**

Please read all the detailed guidance below before adding data, or your figures may not be comparable with other countries. Some fields have already been completed by the website administrators, so that data is comparable. The fields added by administrators are (i) GDP for that year – IMF, and (ii) average \$US exchange rate for that year – xe.com. You do not need to amend these boxes.

- To edit, click on the “edit finance” button, and three boxes will appear for you to fill in. The boxes are for the most recent year (currently 2010) which is underlined in the list of years above the boxes.
- To edit another year, click on that year in the list. You must click save each time you have finished editing a year. Please add data for several years so we can see trends over time.

You can edit the following boxes:

(1) Gov. WASH budget in local currency – This is the amount allocated to **water supply and sanitation** in the government budget for that year

(2) Gov. sanitation budget in local currency – This is the **part of (1) above** that is allocated **specifically to sanitation**. If it is impossible to know this, then make a good an estimate as you can.

(3) Total Gov. budget in local currency – This is the grand total of the whole government budget for all economic sectors. This information is necessary to calculate “WASH budget as a % of total government budget”, which is one of the indicators that WASHwatch.org compares between countries.

(4) Remarks – In this box you should explain where your figures come from, e.g. state the page numbers of the budget, or if you have totalled two different budget lines (‘heads’), then say so. If the budget is available online, then put a link to it. If it is not, then state where someone can find it. Only the remark for the most recent year (i.e. 2010) will be shown

Please note:

- Enter the number as a whole number in national currency, even if that involves large numbers of zeroes. Enter the number **without** spaces or commas, e.g “344000000000” and **not** “344 billion” or “344,000,000,000”.
- After you add data into the boxes, click “save” so that the data is recorded.
- After clicking save, you will be taken back to the country page. Scroll down and check that the data has been displayed correctly. Automatic calculations will display your data in tables and graphs.

## **5. Detailed guidance on how to “Edit Finance”**

*PLEASE NOTE – follow the below guidance as closely as possible, and please email [washwatch@gmail.com](mailto:washwatch@gmail.com) if you have any questions. Obviously the situation and availability of data in every country is different, so we cannot expect everything to fit these criteria perfectly. Please add as much data as you can, even if you cannot fulfil all the criteria below.*

Government budgets – Please copy the figure **exactly as it is written** in the government budget (or the sum of the relevant figures/‘heads’). Someone else should be able to look at WASHwatch.org, and work out what you have done. The total budget for water and sanitation may be spread across several budget lines (‘heads’). If this is the case, total all the relevant ones together. Use the ‘remarks’ box to explain what you have done. In the future WASHwatch.org might look into what percentage of budgeted funds are actually spent, but for the moment we are only looking at budgeted amounts.

Adding budget Lines – WASH budgets sometimes distinguish between capital/recurrent (or investment/maintenance). WASHwatch.org seeks to record *all* allocations relating to WASH, so **capital and recurrent budgets should be added together (if possible)**. Some countries also distinguish between urban WASH and rural WASH, particularly if responsibility for these sits with two different ministries. **Urban and rural allocations**

***should be added together.*** The situation is likely to be different for each country, so just add what you consider to be most appropriate for your country, and state what you have done in the “remarks” box.

On-budget or off-budget aid – In some countries, a large portion of the spending in the WASH sector is made up of external assistance from donors. Some of this aid, all of it, or none at all, may be included within the figures in the government budget. Even if the aid is ‘on-budget’, it may not be shown as such. To make the data as transparent as possible, ***WASHwatch.org records resources as they are written in the government budget***, regardless of project aid which is off-budget. Therefore, please just input the amount exactly as it is written in the budget (or the sum of the relevant figures/‘heads’).

WASH, WRM and irrigation – WASHwatch.org monitors finance for water supply, sanitation and hygiene. In many countries, financing may be split across several institutions. Contributors should include information from all relevant ministries that spend money on water and sanitation (e.g. water, health and education). A government definition of “water” might include water resources management (WRM) or irrigation development. Wherever possible, contributors should ensure that the numbers they enter ***exclude*** financing for WRM and irrigation. If it is not possible to disaggregate then add the data anyway, and note this in the remarks section.

Water V Sanitation and Hygiene – WASHwatch.org documents expenditure on water supply and on sanitation and hygiene together, as WASH. There is a second box on the ‘edit finance’ page for you to record the ***part of the overall WASH budget*** that is set aside for sanitation and hygiene, if this is available. If it is not possible to disaggregate data for sanitation and hygiene, then leave the box blank, but please do your best to estimate. Institutional roles and responsibilities for WASH are often shared across several ministries, particularly for sanitation. As far as possible, contributors should aim to capture relevant financing from WASH budget lines in all concerned ministries.

Countries with federal / highly decentralised systems – levels of decentralisation vary across countries. Where states/regions have a large amount of fiscal autonomy, water and sanitation is often financed through inter-governmental transfers. This means that the federal budget for water and sanitation may not be representative of what the government as a whole is spending. Where possible, budget allocations from all states/regions should be totalled up, and added to the federal allocations. Explain your calculations in the remarks section.

Utilisation rates – In many countries, two sets of figures are available for any given year: the amount originally proposed on the budget (“budgeted” or “allocated”), and the amount actually spent (“utilised” or “actual”). For comparability across countries, WASHwatch.org only records “budgeted” numbers, though their may be a potential to look at utilisation rates in the future.