# Governance-into-Functionality Tool (GiFT) User Guide

The **Governance-into-Functionality Tool (GiFT)** measures community governance of water and sanitation schemes and their functionality. It provides a snapshot of the status of the WASH schemes and is thereby a way to explore current scheme preparedness for future sustainability and to plan how best to strengthen governance to support longer-term functionality.   The tool identifies areas that require the attention of communities and wider use group, as well as those charged with providing external support, including government, NGOs and the private sector. The GiFT quantifies 4 categories of governance: functionality, finances, accountability, and management.

The following is a user-guide with information to assist you in using the tool to analyze water point governance in your region.  It includes tool administration recommendations, advice on inputting survey results into Microsoft Excel, and how to score the surveys in order to produce a governance score. As all organizations and settings are different we strongly encourage you to amend or tailor this tool to reflect your particular needs.

*If you have any further questions, please reach out to the <u>CARE Water Team.</u>*

## I. Tool Administration Recommendations

Each GiFT can be completed by a group of 3 to 10 adult community members.  Within this group attempt to have leadership, community members and both genders represented.  Ideally the group would consist of equal numbers WASH committee (WASHCo) and non WASH committee members, evenly split across gender.  This combination offers a range of opinions among varying levels of leadership and different genders; and also ensures that all members of the community are properly represented.

We recommend orally administering the survey in the native language to ensure clear representation of the questions and accurate responses.

If more than one water scheme existed in a community, functionality questions can be asked about the water scheme that participants in the group use.  More than one GiFT can be done in each community with groups specific to each water scheme.

It is recommended to record as much information as possible for future reference.  Utilize the notes column to record add any qualitative component of the discussion.
*For example:*

| Data Type | Answers | Notes |
|---|---|---|
| 5.5 What is the role of women within WASHCo decision making? | i. No role<br>ii. Limited role<br>iii. As important as men<br>**iv. Main decision makers** | **The WASHCo president is a woman** |

## II. Inputting Data into Excel

Attached is an Excel spreadsheet ("GiFT_Data_EXAMPLE") with a full entry from a GiFT.  This is just a guide to help set-up your data entry process, feel free to edit as to your needs as a group.

There is a tab for the raw data entry from the survey. It is recommended to enter all data, both quantitative and qualitative into your excel spreadsheet for safe-keeping.  This is why our example spreadsheet includes a comment section for each question.

*Example from excel spreadsheet "RAW DATA" tab with comments*

**Management Approach**

| 5.1 | Comment | 5.2 | Comment | 5.3 | Comment | 5.4 | Comment | 5.5 | Comment | 5.6 | Comment |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **WASHCo** | _ | **Meetings** | _ | **Caretaker** | _ | **Caretaker function** | _ | **Mechanic** | _ | **Women's role** | _ |
| *3* | | *3* | | *2* | | *2* | | *1* | WASHCo was trained & have the skills | *2* | Woman is WASHCo treasurer |

The example Excel contains a second tab with how to enter the data to produce the Governance scores.  The numbers on this tab come from the scoring system table, which can be found in section III of this user guide.

*Example from Excel spreadsheet "GOV SCORING" tab for the accountability category*

| Open Elections | Multiple Elections | By-laws exist | Finance report | Records | Audits | *Accountability Score* |
|---|---|---|---|---|---|---|
| *1* | *0* | *2* | *0* | *0* | *0* | *3* |

If Microsoft Excel is a new program for you, the main calculation short-cut that will be helpful with this process is the sum function, seen below.

*How to do a sum calculation in Microsoft Excel: type "=SUM(the cells you want added)" then press enter*

| | A |
|---|---|
| 1 | 1 |
| 2 | 2 |
| 3 | 3 |
| 4 | =sum(A1:A3) |
| 5 | |

## III. Governance Scoring System

Each category of governance (Functionality, Finances, Management, & Accountability) is scored separately using the following table. Once each category has a score (out of a possible 10 points), these are added up to produce the final governance score (out of a possible 40 points).

*Note:* The numbers from the GiFT survey do not match up to the numbers that will go into the governance score calculation. So use the table below carefully!

| FUNCTIONALITY | |
|---|---|
| *Break time:* The amount of time the water point was dysfunctional before being repaired before any given break. | If < 30 days)…………………………………………….2<br>If > 30 days………………………………………………0 |
| *Past functionality*: Proportion of time functional since implementation | If nearly always……………………………………………3<br>If fair (~80%) ……………………………………………2<br>If poor (~50%)……………………………………………1<br>If very poor (nearly always broken)………………0 |
| *Past repairs:* If the scheme has stopped, how was the problem fixed? | If resolved internally …………………………………2<br>If resolved with external help (NGO, gov)………1<br>If never repaired ……………………………………………0 |
| Who paid for the repair? | If WASHCO funded any repair…………………………2<br>If government or NGO paid for repair……………1<br>If never repaired ……………………………………………0 |
| Has the WASHCo ever had a problem they were unable to fix themselves? | If no ……………………………………………………………1<br>If yes ……………………………………………………………0 |
| **Total Possible Functionality Score** | **10** |
| FINANCES | |
| *Revenue collection*: Does the WASHCo collect fees for water? | If yes …………………………………………………………2<br>If no ……………………………………………………………0 |
| *Small repair:* Do the funds adequately cover operation and maintainence? | If yes …………………………………………………………2<br>If no ……………………………………………………………0 |
| *Large repair:* Do these funds cover capital replacement costs? | If yes …………………………………………………………2<br>If no ……………………………………………………………0 |
| *Year-round collection:* Is money regularly collected during the rainy season | If yes …………………………………………………………2<br>If no ……………………………………………………………0 |
| *Maintenance*: Has there been preventative maintenance carried out in the last year? | If yes …………………………………………………………2<br>If no ……………………………………………………………0 |
| **Total Possible Finances Score** | **10** |
| MANAGEMENT | |
| *WASHCo*: Does the WASHCo exist? | If exists and functions …………………………………2<br>If exists and doesn't function ………………………1<br>If no ……………………………………………………………0 |
| *Meetings*: Does the WASHCo hold meetings? | If regularly…………………………………………………2<br>If sometimes………………………………………………1<br>If never …………………………………………………………0 |

| | |
|---|---|
| *Caretaker:* Does a caretaker exist? | If yes ............................................................1 |
| | If no .............................................................0 |
| *Caretaking*: What is the situation regarding caretaking? | If exists formally, they are paid...........................1 |
| | If exists informally, they are volunteers.............0.5 |
| | If exists, but doesn't function............................0 |
| *Mechanic*: Does the community have a mechanic? | If yes and mechanic makes repairs adequately...2 |
| | If yes but does not makes repairs adequately.....1 |
| | If no...............................................................0 |
| *Women:* What is the role of women on the WASHCo? | If women are the main decision makers.............2 |
| | If women are as important as men.....................1 |
| | If women have a limited role..............................0.5 |
| | If women have no role........................................0 |
| **Total Possible Management Score** | **10** |
| **ACCOUNTABILITY** | |
| *Open Elections:* Have elections been held open and transparent? | If yes......................................................................1 |
| | If yes, but not open and transparent................0.5 |
| | If no .......................................................................0 |
| *Multiple Elections:* After the first WASHCo elections, have there been re-elections? | If yes......................................................................1 |
| | If no .......................................................................0 |
| *By-Laws:* Does the WASHCo have by-laws? (ie. Clear rules and procedures that are known and updated as required) | If yes, known and updated...............................2 |
| | If yes, but there is uncertainty over them........1 |
| | If no .......................................................................0 |
| *Financial Reporting*: Is there a mechanism of reporting back to uses, for example, about the financial status of the scheme? | If yes and works well............................................2 |
| | If yes, but ineffective...........................................1 |
| | If no .......................................................................0 |
| *Records*: Are written functionality records kept up to date? | If yes, full records are kept................................2 |
| | If some records are kept, but incomplete........1 |
| | If no .......................................................................0 |
| *Audits*: Are there audits and/or financial checks carried out every year? | If yes, every year................................................2 |
| | If yes, but not every year...................................1 |
| | If no .......................................................................0 |
| **Total Possible Accountability Score** | **10** |
| **TOTAL POSSIBLE GOVERNANCE SCORE** | **40** |

Thank you for using the **Governance-into-Functionality Tool.**

*If you have any further questions, please reach out to the* **CARE Water Team.**