



Advocacy Guide for the WASH sector

Introduction

TAWASANET is a national network of Civil Society Organizations (CSOs) working in the water, sanitation and hygiene (WASH) sector. Its establishment in August 2008 and official registration in October 2008, addressed the need for a coordinating body for strengthening voices of multiple sector CSO's across the country.

Since its establishment TAWASANET has been engaging into various WASH sector thematic priorities. These include among others, coordination, capacity building of its members and other sector players, and advocacy to influence different WASH issues. Other WASH sector thematic priorities are; documentation and dissemination of key sector resources and fuel networking spirits within and outside the network at the local and international context. This piece of work is among the advocacy initiatives designed as part of the simplified mechanism to extend advocacy skills to wider range of WASH players with specific focus to TAWASANET members. The work provides TAWASANET members and other WASH players with a guide to assist them advocate for prioritization of WASH issues by Local Government Authorities. As a guide, the work is written in conformity with TAWASANET key driving Strategic Statements; that is - Vision and Mission as outlined below:

Vision

“A strong and vibrant Tanzania Network in which all citizens have equal access to safe water and improved sanitation”

Mission

“To **strengthen coordination, networking** and building **capacity of** Tanzania's Civil Society Organizations and other stakeholders in the water and sanitation sector **through education promotion and advocating for good practices**”

Need for the Advocacy Guideline

WASH sector has unique importance to life of any human being. This is attributed to the fact that, daily life depends on spending water for consumption in various socio-economic uses. Such uses include; domestic use, agricultural, industries, and mining to mention a few. On the other hand sanitation and hygiene contributes to human survival through dealing with how wastes are controlled and managed to avoid explosion of diseases. This is done through environmental cleanness and encouraging self hygiene at individual level. Examples of environmental cleanness and self hygiene include importance of good latrines, how we keep our bodies clean and neat all the time, washing hands, and maintaining public service like toilets.

In the recent past WASH issues have gained significant recognition in Tanzania and worldwide. Approaches like Community and School Led Total Sanitation; and School WASH have been well popularized. By nature, WASH issues are crosscutting, implying that they are supposed to be mainstreamed in all sector of human life. Nevertheless, in Tanzania although WASH issues are considered crosscutting; they are more popular in water, health, education and community development sectors. Such popularity in few sectors, defeat the very notion of crosscutting and by large may contribute to prevention of adoption of WASH related behaviours by large section of the society. Consequently, WASH stakeholders are forced to improvise mechanisms to address the situation. It is based on this understanding TAWASANET thought it necessary to develop this advocacy guide in contribution to addressing the same.

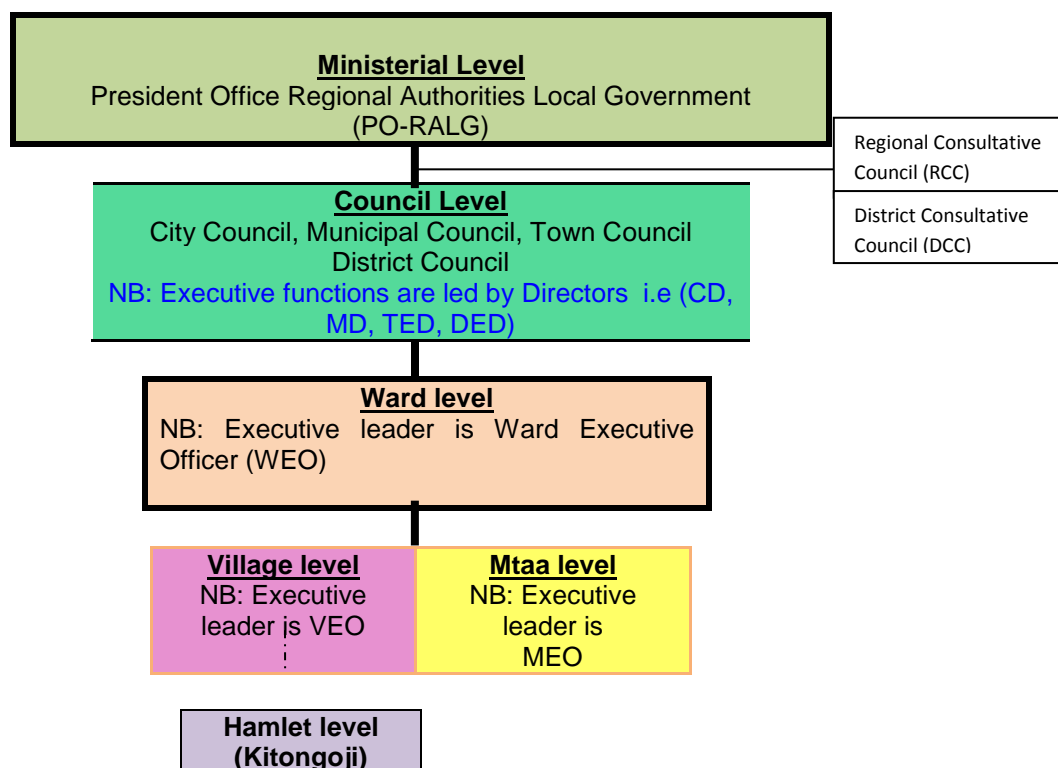
This guideline is designed to help TAWASANET members and other WASH players to use minimum efforts and time to get high impact in the course of facilitating changes required by the communities as

well as achieving their advocacy goals. To achieve advocacy goals require understanding of accountability and communication structures of the system one want to influence. Implying that, one should understand who decide what and who report to who at all levels of the organization (in this case LGA). This understanding will facilitate the recognition of people with influence or ability to make things happen in the organization. Such recognition will enable TAWASANET members and other WASH stakeholders to push WASH agenda by targeting people who real matters in the organization.

Local Government Authorities (LGAs) Accountability structures

Tanzania government is structured into Central and Local Government Authorities. The highest level of LGAs is Ministry, which is housed in the President Office. This level is followed by Council level which has different forms including; (City, Municipality, District and Town Councils). Below the Council level, there is Ward level, which is further subdivided to Village in rural context and Mtaa/Street for urban context. In the rural context, the Villages are subdivided into the smallest units of accountability structure known as Vitongoji/hamlets.

The LGAs in the country, are very clear with how they plan and budget for various priorities. The planning process in the LGAs is designed in a way that is expected to foster development and create a room for wider participation; through a very special process termed Opportunities & Obstacles for Development (O&OD). This process is being conducted in a regular basis to ensure participation of lower communities in the planning process. The ultimate aim is to provide opportunity for citizen to identify and discuss priorities of their own choice and decide how to address them. Through O & OD process issues that are beyond the community's ability to address are passed to the Council level to be included in the Council's Strategic Plan. Pictorial presentation of LGA accountability structure(s) is as given below:



O & OD process seems to be a means to channel grass root priorities to high level of Government, it is indeed a LGAs prioritization value chain. As such anyone interested to have WASH issues on top of LGAs priority should take trouble to understand who matters in the value chain of LGAs prioritization.

Therefore to allow effective advocacy for WASH issues to be one of the LGAs' priorities, this guide identify and elaborate accountability structures of LGAs from the grass root to national level as a way to clarify roles and power at each level. The identification and elaboration is expected to reveal who real matters when it comes to influence prioritization of WASH issues in the LGAs.

1. Hamlet (Kitongoji) level

The lowest level in the local government hierarch composed of small number of household which in collective of 3 or more constitute the formation of a village. The head of this unit is known as the Chairperson. However, at this stage LGA planning process (O&OD) process is not structured in the mechanism. Nevertheless, all Chairpersons are the member of the Village Council therefore influencing and advocacy can take place to facilitate understanding of the WASH concepts at the individual level. Face to face conversation/meetings with Vitongoji leaders is encouraged at this level.

2. (i) Village level (for rural settings)

This is the primary level of LGA (O&OD) planning process. The village assembly is the highest decision making body with mandate to gather in a quarterly basis. The political organ for controlling village affairs is the Village Council under the leadership of the formally elected Village Chairperson. Executive functions are done by the Village Executive Officer (VEO). The Table below presents the accountability structure at this level.

Accountability level	Accountability organs	Head of the organ	Executive Leader	Accountability/ specific Unit	Head/ Leader of the Unit
Village	<ul style="list-style-type: none"> Village Council (25 members) Village Assembly 	Village Chairperson	VEO	Social Welfare Committee	Chairperson

2. (ii) Mtaa level (for urban settings)

Mtaa level accommodates all requirements and roles played by the village level in rural localities. The head of Mtaa is known as Mtaa Chairperson an elected leader from competitive formal election. Mtaa Executive Officer takes charge for all executive functions of the area. Therefore, in urban context this is the lowest level of accountability in the LGAs hierarch.

Level	Accountability organs	Head of the organ	Executive Leader	Accountability/ specific Unit	Head/ Leader of the Unit
Mtaa	<ul style="list-style-type: none"> Mtaa Committee (6 members) Mtaa Assembly 	Mtaa Chairperson	Mtaa Executive Officer (MEO)	Mtaa Committee	Mtaa Chairperson

3. Ward level

This level is applicable for both rural and urban areas. Ward is an administrative portion formed by the collection of more than one village for rural or Mtaa for urban settings. Village and Mtaa leaders are the automatic members of the Ward Development Committee (WDC) under the Chairing of the Ward Councilor, an elected figure. The Councilor posses the automatic role of being the Chairperson and other members of the committee are all Villages Chairpersons, all VEO's, Councilors-special seats available in the specific ward. Other members are invitees which includes; extension officers, Faith Based Organizations, Non-Governmental Organizations, Religious institutions and VEOs/MEOs

Level	Accountability Organs	Head of the organ	Executive Leader	Accountability/ specific Unit	Head/ Leader of the Unit
Ward	Ward Development Committee (WDC) <ul style="list-style-type: none"> Village Chairs/Mtaa Chairs, Councilor(s) invitees-Extension officer, FBO's, NGO's, Religious VEO's 	Ward Councilor	Ward Executive Officer (WEO)	Ward Development Committee (WDC)	Ward Councilor

4. Council level

It is a very important level for planning and budgeting. Basically there are four types of Councils. These are City councils, Municipal councils, Town councils and District councils. They differ in terms of status and coverage but they all have the same roles in the planning process. Councils have wider coverage of technocrats with capacities in different field of expatriate like water, health, education, agriculture, community development, economists, planners, land specialists etc. All those fall under formal departments. WASH issues are cross-cutting but they are treated under the Council Water and Sanitation Team (CWST) which brings together respective departments and units dealing with WASH components in one way or another. These departments are; Water department. - for Water supply and sewerage, Health department. - for Sanitation and Hygiene issues, Education department. - for School WASH (SWASH), Community Development department. - for mobilization, Planning department - to accommodate priorities and set plans of all departments on motion.

4. (i) City & Municipal Councils

Level	organ	Head of the organ	Executive Leader	Accountability/ specific Unit	Head/ Leader of the Unit
Council	City & Municipal Council	Lord Mayor	City/Municipal Director	<ul style="list-style-type: none"> i. Social Service Committee (Councilors + Sector departments - Education, health, water, agriculture, community dev. livestock) ii. CMT iii. CWST iv. Full Council 	<ul style="list-style-type: none"> i. Chairperson of Committee ii. C/M Director iii. Director (C/M Water Eng. Secretary) iv. Lord Mayor

4. (ii) Town and District Councils

Level	Organs	Head of the organ	Executive Leader	Accountability/ specific Unit	Head/ Leader of the Unit
Council	Town & District Council	Council Chairperson	Town/District Director	<ul style="list-style-type: none"> i. Social Service Committee (Councilors + Sector departments- Education, health, water, agriculture, community dev. etc) ii. CMT iii. CWST iv. Full Council 	<ul style="list-style-type: none"> i. Committee Chairperson ii. T/D Director iii. Director (T/D Water Eng. - Secretary) iv. Council Chairperson

5. Ministry - Local Government Authority (PO-RALG)

This is the Ministry responsible for LGAs matters including decision making for administrative issues. To date is the biggest ministry compared to other Ministries in the current government structure. The leader in this Ministry is the President of the United Republic of Tanzania. In the planning process the Ministry is responsible for overseeing all LGAs activities.

Level	Accountability organs	Head of the organ	Executive Leader	Accountability/ specific Unit	Head/ Leader of the Unit
Ministry	Present Office Regional Authority and Local Government (PO-RALG)	President - Minister LG	Permanent Secretary (PS)	Sector coordination department Social Service unit -Water & Environment -Environmental Health Education	Director Ass. Director Water Engineer Environmental Health officer

Chart of Guide influencing of WASH prioritization in LGAs planning process

Item	Accountability Level					Advisory levels		
	Village	Mtaa	Wards	Councils		Ministry	District	Region
				City/Municipal	Town/District			
Accountability organ	Village Council	Mtaa Council	WDC	City Council		PO-RALG	District Secretariat	Regional Secretariat
Head of the organ	Chairperson	Chairperson	Ward Councilor	Lord Mayor	Council Chairperson	Minister	District Commissioner	Regional Commissioner
Executive leader	VEO	MEO	WEO	City/Municipal Director	Town/District Director	PS	District Administrative Secretary (DAS)	Regional Administrative Secretary (RAS)
Specific unit to influence	Social Welfare committee	Mtaa Committee	WDC	Social Welfare Committee (Councilors) Sector departments (Water, Health, Education etc) CMT Full Council	Social Welfare Committee (Councilors) Sector departments (Water, Health, Education etc) CMT Full Council	Sector coordination department Social Service unit -Water & Environment -Environmental Health Education	District Consultative Committee (DCC)	Regional Consultative Committee (RCC)
Responsible Leader/ Officials	Village Chairperson	Mtaa Chairperson	Chairperson (Ward Councilor)	-Chairperson of Committee -C/M Director -Director (C/M Water -Eng) - Lord Mayor	-Chairperson of Committee -T/D Director -Director (T/D Water -Eng) Town/District Chairperson	Director Coordination Unit Ass. Directors -Water Engineer, Environmental Health officer Education	DC DAS	RC, RAS RWE, RHO, Regional Educational Officer
Role(s) in the planning	Mobilization of citizens to	Mobilization of citizens to	Validating and	-Budgeting -Consolidating	-Budgeting -Consolidating	Provide guideline	Advice Councils to	Advising Councils to

	participate in the planning meetings	participate in the planning meetings	Consolidating plans/priorities from village/Mtaa levels	plans/priorities from wards levels -Facilitating O&OD process -Supervision of the plans	plans/priorities from wards levels -Facilitating O&OD process -Supervision of the plans	Conduct ToT on O&OD Review the Councils plans/budgets for Consolidation Supervision of implementation	rely on the national priorities	rely on the national priorities
Timing	December to January	December to January	January	November December January February	November December January February	March	January/ February	January/ February
Possible time for influencing	July - October	July - October	November to December	July to October		September to February	Any time before January	
Proposed approaches	Face to Face consultations, Public Meetings, Educative materials, letters		-Lobbying meetings -Mini workshops -Face to Face conversations -Educative materials	Face to Face conversations Evidence (situational reports, researches etc) -Consultative meetings	Face to Face conversations Evidence (situational reports, researches etc) -Consultative meetings	Face to Face conversations Evidence (situational reports, researches etc) -Consultative meetings	- Face to Face conversations - Educative materials Reports etc	

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