Keep the following in mind while developing your CSP with SANi-KiT:

Ensure Convergence at all levels
It is essential while planning a CSP that all national, state and city level institutions and policies/schemes is taken into account.

Importance of stakeholder involvement:
Often city level documents are restrained to be prepared by a certain set of selected stakeholders. This results in no-holistic planning. SANi-KiT highlights and gives guidelines on the importance of integrated planning while preparing and planning a CSP.

Spatial representation of city :
This toolkit also gives data analysis a different dimension, by enabling users to present their key issues and opportunities of interventions spatially.

Long-term planning :
SANi-KiT promotes the concept of long-term planning. This toolkit shows the user the importance of categorizing strategies into short-medium and long term action plans.

Examples of tools available for preparing CSPs

Stakeholder Analysis Tool
This tool guides the identification of stakeholders for the formation of the city sanitation task force. It allows the ULB to identify relevant stakeholders from all sectors of sanitation and cross-cutting sectors, as well as gives an indication for their role and type of participation within the CSTF.

SFD Graphic Generator
This tool guides the user as to how to make the SFD. The SFD gives a clear picture of how wastewater and faecal sludge management services are delivered in a city. It is an easy-understood advocacy tool that can be used to support decision-making on urban sanitation planning and programming.

Rapid Assessment Tool
This tool highlights the infrastructural and financial requirements based on data pertaining to number of properties dependent on OSS and the quantity of sludge generation etc. A ward-wise report is generated by this tool, indicating the number of on-site facilities to be cleaned in the ward on monthly basis

Data Analysis Tool
This tool allows the user to identify data gaps in one's city through the comparison of relevant benchmarks/national standards for each sanitation sector. In addition, the tool also guides the user on how to conduct spatial analysis and identify gaps subsequently.

Citywide Issues Tool
This tool allows the user to formulate clear and relevant key issues and its supportive rationale. It also allows the user to formulate the goal, strategy and action plan for each key issue. It provides an overview or snap shot of the city's strategy towards citywide sanitation.

Examples of other relevant tools for data collection and analysis

FSM STAKEHOLDER ANALYSIS
This tool can be used to identify, analyse and understand possible ways of engaging a particular category of stakeholders.

SANITAB
An android-based application which assists in performing a household or property level sanitation survey for creating a database on OSS. This tool can be used by city councils.

MOUNT
This tool is an aggregator platform for various sustainable technologies, encouraging and disseminating knowledge and good practices for wastewater management. The preference for sustainable technologies is mainly due to CSE's continuous motivation towards usage of sustainable and environmentally harmonious technologies.

SANITECH
It is a pre-feasibility tool that provides stakeholders with information on existing and new technology in a localized context. This tool was designed as a decision support tool that will help all, especially the cities in India, to provide cost effective and sustainable sanitation solutions for the urban poor, through integrated framework for the assessment of sanitation option.
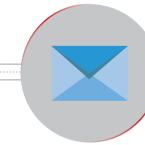
Contact the CSP help desk for any assistance:
- Having problems with one of the CSP steps?
- Need technical assistance with technology implementation?
- Do you want us to review your CSP ?
- Need handholding support for pilot technology intervention?
- Stuck with collecting data?

Reach out to the helpdesk for any queries or support required while preparing your CSP.

Email us at: water@cseindia.org

Circulate SANi-KiT to other cities who might need to develop CSPs! Send them this QR Code!

How to use
SANi-KiT
A web-based tool for preparing City Sanitation Plans

Welcome to SANi-KiT !

SANi-KiT is a web-based portal which offers a comprehensive collection of essential tools to enhance the capability of urban local bodies in India to prepare a high quality, city owned, city sanitation plan (CSP). To use this tool, visit the following website to use this easy guide to start developing your effective CSP! -
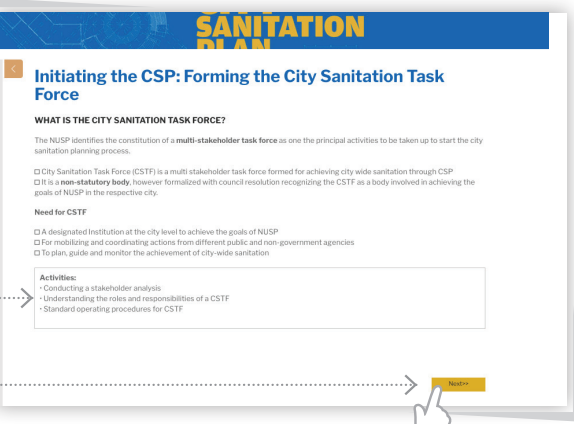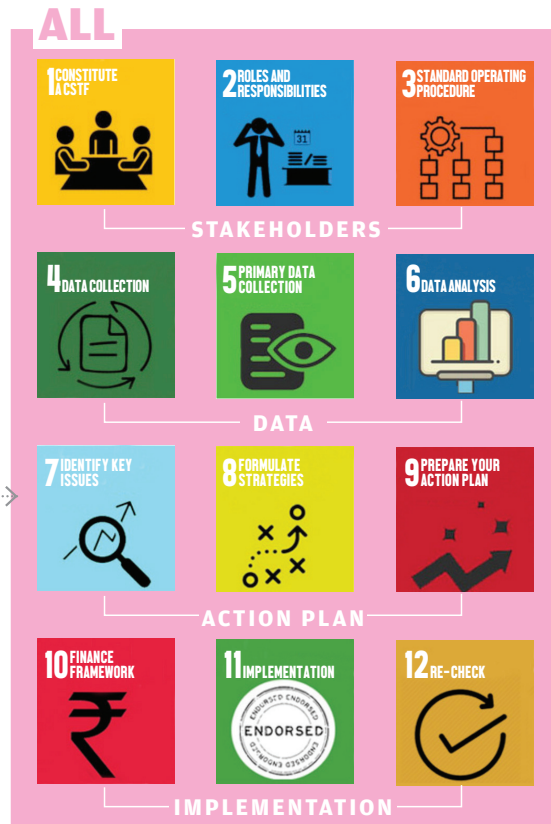
https://www.cseindia.org/sanikit/index.html

How to use SANi-KiT ?

1. This is the home page of SANi-KiT. You will find a depiction of 12 steps to prepare your CSP

2. If you are just about to start to prepare your CSP, click on Step 1 and follow the instructions accordingly.
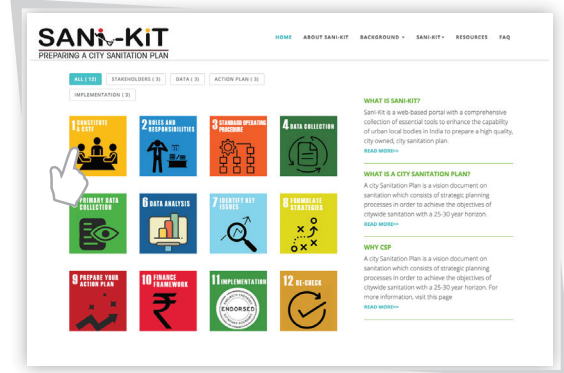
3. Read and get to know more about the current step to prepare your CSP.

4. Download relevant exercises to complete the step! You can download excel sheets / word documents for editing as per your city context

5. Click this button when you are ready to go to the next section.

ALL

1 CONSTITUTE A CSTF
2 ROLES AND RESPONSIBILITIES
3 STANDARD OPERATING PROCEDURE

STAKEHOLDERS

4 DATA COLLECTION
5 PRIMARY DATA COLLECTION
6 DATA ANALYSIS

DATA

7 IDENTIFY KEY ISSUES
8 FORMULATE STRATEGIES
9 PREPARE YOUR ACTION PLAN

ACTION PLAN

10 FINANCE FRAMEWORK
11 IMPLEMENTATION
12 RE-CHECK

IMPLEMENTATION

SANi-KiT
PREPARING A CITY SANITATION PLAN

HOME | ABOUT SANI-KIT | BACKGROUND | SANI-KIT | RESOURCES | FAQ

WHAT IS SANI-KIT?
Sani-kit is a web based portal with a comprehensive collection of essential tools to enhance the capability of urban local bodies in India to prepare a high quality, city owned, city sanitation plan. READ MORE>>

WHAT IS A CITY SANITATION PLAN?
A City Sanitation Plan is a vision document on sanitation which consists of strategic planning processes in order to achieve the objectives of citywide sanitation with a 25-30 year horizon. READ MORE>>

WHY CSP
A City Sanitation Plan is a vision document on sanitation which consists of strategic planning processes in order to achieve the objectives of citywide sanitation with a 25-30 year horizon. For more information, visit this page. READ MORE>>

SANITATION PLAN

Initiating the CSP: Forming the City Sanitation Task Force

WHAT IS THE CITY SANITATION TASK FORCE?

The NUSP identifies the constitution of a multi-stakeholder task force as one the principal activities to be taken up to start the city sanitation planning process.

☐ City Sanitation Task Force (CSTF) is a multi stakeholder task force formed for achieving city wide sanitation through CSP
☐ It is a non-statutory body, however formalized with council resolution recognizing the goals of NUSP in the respective city.

Need for CSTF

☐ A designated institution at the city level to achieve the goals of NUSP
☐ For mobilizing and coordinating actions from different public and non-government agencies
☐ To plan, guide and monitor the achievement of city-wide sanitation

Activities:
• Conducting a stakeholder analysis
• Understanding the roles and responsibilities of a CSTF
• Standard operating procedures for CSTF

ALL 12 STEPS LEAD TO THEIR RESPECTIVE HOME PAGE

1 CONSTITUTE A CSTF

Initiating the CSP: Forming the City Sanitation Task Force

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☐ For mobilizing and coordinating actions from different public and non-government agencies
☐ To plan, guide and monitor the achievement of city-wide sanitation

2 ROLES AND RESPONSIBILITIES

Entrusting the Roles and Responsibilities of the CSTF

Now that the stakeholders have been identified, the CSTF can be constituted. As mentioned previously, the CSTF is a non-statutory body, however it is recommended that a "council resolution" be passed which recognizes the CSTF as a body which has been formed to achieve the goals of the NUSP.

An example of a council resolution

In addition, a nodal officer must be appointed within the CSTF, who will be responsible for:

Step 2 – Identifying importance of role within CSTF

Now that the list of potential stakeholders has been indentified, the following question needs to be answered for each actor:

• Day-to-day coordination, management and implementation of the sanitation programs

3 STANDARD OPERATING PROCEDURE

STANDARD OPERATING PROCEDURE FOR CSTF MEETINGS

4 DATA COLLECTION

Baseline Data Collection

3.2 CITY PROFILE

Data Credibility Checklist
1. Identifying credible sources, verification is always required before collection
2. Designate an officer from the ULB who takes part and coordinates data collection and documentation
3. Consult with the CSTF on each item of data collection and presentation

Collecting data
The ULB must tap into current reserves of "existing data" which could range from the following:

Sources of existing data

5 PRIMARY DATA COLLECTION

PRIMARY DATA COLLECTION

FILLING IN GAPS IN DATA

Primary data

6 DATA ANALYSIS

Methodology for data collection

5. DATA ANALYSIS

Data Analysis

Comparison with standards / benchmarks | Identifying hot spots through spatial analysis
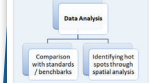
5.1 METHODOLOGY FOR DATA ANALYSIS

7 IDENTIFY KEY ISSUES

Identification of key issues

8 FORMULATE STRATEGIES

Creating an Action Plan

7.1 CONVERTING ISSUES TO GOALS AND STRATEGIES

SMART GOAL

Specific: precisely formulated
Measurable: verifiable (tangible)
Attainable: realistic
Realistic: must be related to the key aspect
Time bound: to be achieved within stipulated timeline

9 PREPARE YOUR ACTION PLAN

Creating an Action Plan

7.2 PRIORITIZATION OF GOALS

What would you do first? | Priority | Why would you do the chosen activity first?

10 FINANCE FRAMEWORK

Financial Framework

Financial Plan

11 IMPLEMENTATION

Implementation

12 RE-CHECK

Review your CSP

CSP

---

2 These steps will help you collect your data for your CSP!

DATA

4 Its all about implementation now!

IMPLEMENTATION

STAKEHOLDERS

1. Use these three steps for forming your city sanitation task force

ACTION PLAN

3. Create your action plan in these three steps.

GETTING ACCESS TO A VARIETY OF RESOURCES IN THE FIELD

TOOLS | DOCUMENTS

ACCESS TO TOILETS	DATA ANALYSIS TEMPLATE	SOLIDWASTE	SOLIDWASTE	STAKEHOLDER ANALYSIS
STORMWATER	TEMPLATE FOR CITYWIDE ISSUES	WATER SUPPLY	CITY PROFILE	WASTEWATER & SEPTAGE
CSTF HINDI	CSTF	GRAM PANCHAYAT SURVEY	QUESTIONNAIRE FOR INSTITUTIONS	QUESTIONNAIRE HH LEVEL

TOOLS | DOCUMENTS

GUIDELINES FOR FAECAL SLUDGE MANAGEMENT

GUIDELINES FOR FAECAL SLUDGE AND SEPTAGE MANAGEMENT

FORUM OF CITIES THAT SEGREGATE

MAINSTREAMING ENERGY EFFICIENCY AND WASTEWATER MANAGEMENT IN THE WAKE OF CLIMATE CHANGE

WATER EFFICIENCY AND CONSERVATION IN URBAN INDIA