

## **Draft Terms of Reference for the City Sanitation Task Force (CSTF) / Swachh Bharat City Level Task Force (SBCLTF)**

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### **1. Background**

In October 2008 the Ministry of Urban Development, Govt. of India launched a “National Urban Sanitation Policy“. The vision of this policy is to achieve that

*“All Indian cities and towns become totally sanitized, healthy and liveable and ensure and sustain good public health and environmental outcomes for all their citizens with a special focus on hygienic and affordable sanitation facilities for the urban poor and women.”*

NUSP identifies the City Sanitation Plan as main planning tool at local level to provide a strategic framework for achieving the goals of the policy and formulate a city-wide sanitation vision. The City Sanitation Plan is a comprehensive document, which details out the short, medium and long term plan for the issues related to Governance, Technical, Financial, Capacity Building, Awareness and Pro-poor interventions to ensure 100% access to safe sanitation.

City Sanitation Plan should consider an integral solution covering safe management of human excreta, solid waste management, safe disposal of industrial and other specified hazardous wastes, drainage, and the management of drinking water supply. It envisages achieving the following outputs:

- Cities must be free of open defecation.
- They must eliminate the practice of manual scavenging and provide adequate protective equipment that ensures the safety of sanitary workers.
- Proper disposal of municipal wastewater and storm water drainage should be arranged.
- Recycle and reuse of treated wastewater for non-potable applications should be implemented, wherever possible.
- Solid waste should be fully collected and safely disposed of.
- Basic services for the poor should be provided adequately and maintained properly.
- Measures for improved public health and environmental standards should be taken.

It will also identify key areas where further detailed studies (Detailed Project Report) are required. The CSP exercise is viewed as an effort to generate the much needed momentum in a segment of urban infrastructure that has been neglected for long.

The CSP process will follow a structured multi stakeholder consultative process through creation of appropriate institutional structures such as the creation of City Task Force.

In line with the Swachh Bharat Mission (SBM) launched by Ministry of Urban Development in October 2014 also emphasize that the city wise projects under the SBM shall be prepared emanating from City Sanitation Plan ([For further details refer to SBM guidelines](#)).

**With reference to D.O No. MD-SBM/AA/71/2016 (dt. 7<sup>th</sup> June, 2016), Mr. Praveen Prakash, IAS (Joint Secretary & Mission Director- SBM) has requested all states to setup a “Swachh Bharat City Level Task Force”- SBCLTF / CSTF as part of Swachh Bharat Mission (SBM) to oversee the responsibility of the various components of the programme.**

## **2. Objective and status of the CSTF / SBCLTF /**

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

*“The first step in making the cities 100% sanitized is to elevate the level of consciousness about sanitation in the mind of municipal agencies, government agencies and most importantly, amongst the people of the city.” (NUSP 2008)*

The first step in making the cities 100% sanitized is to elevate the consciousness about sanitation in the mind of municipal agencies, government agencies and most importantly, amongst the people of the city. As per the requirement of CSP, major role is to be played by the members of institutions, organizations, individuals, NGOs, academics, journals, local councilors, industry owners, consultants, representatives of private sector, etc. Constitution of CSTF / SBCLTF is facilitated by drawing members from these groups in consensus with citizens who will be constantly supporting the CSP preparation by analyzing the strengths and competencies required to overcome the current situation and for better sanitation facilities.

For this purpose, CSTF / SBCLTF has to be constituted in the ULB and it has to organize a multi-stakeholder, multi- party meeting in the preparatory stage, and take a formal resolution to make the city 100% sanitized.

The objective of forming the CSTF / SBCLTF is to have a multi-stakeholder institution at city level to achieve the goals of NUSP and to mobilize joint actions from different public and non-government agencies. Through the CSTF / SBCLTF it should be ensured that the process of CSP preparation and implementation is of high quality, takes into account all relevant perspectives and focuses on outputs.

The CSTF / SBCLTF shall be a non-statutory body. However it is recommended that a council resolution is passed recognizing the CSTF / SBCLTF as body involved in achieving the goals of NUSP. The Urban Local Body should furthermore publicize the appointment of the City Task Force in the city through a wide range of mass communication platforms for e.g. news papers, television channels and radio. The notification of the formation of City Task Force should be send to the concerned authorities at the State and the Ministry of Urban Development, Government of India.

## **3. Composition of CSTF / SBCLTF**

The CSTF / SBCLTF is a multi-stakeholder committee with representatives from the following sectors:

- Public bodies (ULB, UDA, Sectoral departments like solid waste, water and sewerage, public health, etc.)
- Private organisations (contractors, industries, hoteliers, etc.)
- Civil society organisations for in the fields of water and sanitation, urban development and slums, health and environment and gender

- Service providers (Union of safai karamchais, recycling agents, sanitary workers)
- Educational and cultural institutions (Universities, schools, etc.)
- Community-based organisations (Slum dwellers, Residential Welfare Associations, etc.)
- Media

The Mayor/Chairperson should be the head of the CSTF / SBCLTF and the commissioner or head of the urban administration the convener.

At least one organisation or expert working on women's issues needs to be included in CSTF / SBCLTF to assure the inclusion of women's needs in the sanitation sector.

The exact composition may vary from city to city according to size, existing institutions and focal areas.

The selection of stakeholders to be included should be done according to following guiding questions:

- Who might benefit or be negatively affected (e.g. groups such as the urban poor, policy proponents such as environmental NGOs)?
- Who should be included because of their relevant formal position (e.g. government authority)?
- Who should be included because they have control over relevant resources (e.g. financial resources, technical expertise, access to social groups)?



**Figure: CSTF / SBCLTF Composition**

The task force should not comprise of more than 15-20 members, in small and medium towns the task force can function with a much smaller number of participants as well. Within the task force smaller working groups on focal areas can be formed to facilitate the task completion.

**This task force may be constituted as under-**

1. Hon'ble Mayor ( or Equivalent) – Chairman
2. Representative of ULB – Convener
3. Prominent Citizens of the city
4. Representative of the local chambers of commerce
5. Hon'ble MP & MLA – may be invited
6. Relevant experts may be co-opted

**4. Overall responsibilities for CSTF / SBCLTF**

- Providing overall guidance to the Sanitation Implementation Agency (SIA)
- Approving progress reports provided by the SIA
- Approving of CSP (prepared by SIA) after consultation with citizens
- Supervise progress regularly
- Issue briefing about the progress to media & state government
- Launching the City 100% Sanitation Campaign
- Generating awareness amongst city's citizens and stakeholders
- Recommend to the ULB fixing of responsibilities for city-wide sanitation on a permanent basis

This Task Force may be given the responsibility of overseeing and guiding the execution of various components of Swachh Bharat Mission; as well as initiating projects which go beyond SBM component's and will make the city a fore-runner in Sanitation and Solid Waste Management Suggested Terms of Reference for Swachh Bharat City Level Task Force-

**A. Sanitation**

- a. Review of action plan for declaring the city Open Defecation Free (ODF)
- b. Review of execution of ODF action plan – periodic
- c. Review progress of Individual HHs Toilets and Community Toilets- periodic
- d. Review action plan and execution of Faecal Sludge Management / Septage Management in the city.

**B. Solid Waste Management**

- a. Review action plan for achieving 100% door to door collection, transportation and processing of Municipal Solid Waste (MSW) in the city
- b. Review execution of MSW action plan – periodic
- c. Review progress and operations of MSW projects

**C. Behaviour Change**

- a. Review action plan for behaviour change communication (BCC)
- b. Actively support citizen mobilization for ODF
- c. Actively support citizen engagement for Swachh Bharat on an ongoing basis
- d. Monitor activities undertaken for thematic drives every fortnight

**D. Regulation**

- a. Review and make recommendations to ULB on requirements for change in rules & regulations related to Sanitation/ Solid Waste Management

## **E. Other related activities of Swachh Bharat Mission.**

### **5. Tasks assigned**

The Task Force should meet formally frequently (at least once a month) in the initial stages to monitor and guide the process of planning. At a later stage, meetings and field visits can be on an as-needed basis. Meetings of sub-committees working on specific focus areas can be held as per requirement.

More specifically, the task force will be required to collaborate and carry out the following functions:

#### **5.1. During the Planning Process**

- b. **Appointment of Sanitation Implementing Agency (SIA):** The task force should appoint one of the key agencies (preferably the ULB) to become the SIA for the city. SIA will be responsible for
  - Preparation of CSP (under the steering of task force)
  - Prioritising the activities in short, medium and long term implementation programmes.
  - Implementation of CSP
  - Day-to-day coordination, management and implementation of the sanitation programs on a city-wide basis
- c. **Awareness Generation:** The task force will create the awareness amongst the city's citizens and stakeholders about the concept, need, relevance and the process followed in the CSP. It will need to issue briefings to the press / media and state government about progress and outcome of the plan.
- d. **Data Collection support:** The task force will support the planning process and facilitate/enable the collection of all the relevant and required information/data relating to city demographics, infrastructure (water supply and sanitation in the city) and other related areas.
- e. **Planning support and Supervise Progress:** Undertake regular meetings to provide overall guidance to the City Sanitation Plan and monitor progress of the work undertaken. Hold at least three meetings coinciding with the following milestones:
  - a. Inception meeting to kick start the planning process
  - b. Presentation of and submission of the Status Report and based on this report formulate a city-wide vision for sanitation.
  - c. Presentation of and submission of the Draft CSP Report
- f. **Provide valuable inputs:** The task force will provide an overview of the local context, practical issues and concerned areas that need to be taken care of during the planning process and provide feedback. They will feed back the results from the process into their respective target groups. The Task Force will have a special role in ensuring the integration of planning tools and programmes from other sectors

relevant to the components of CSP (City Mobility Plan, Slum Free City Plan of Action, Solid Waste Management Strategy, etc.).

- g. **Consensus on Plans:** The task force will approve the prepared City Sanitation Plan after due consultations with citizens. Post preparation of the City Sanitation Plan, the task force will approve materials and progress reports provided by the implementing agency, other public agencies, as well as NGOs and private parties contracted by the Implementing Agency, for different aspects of implementation.

## 5.2. **During Implementation**

- a. **Implementation Management:** The City Task Force would oversee and coordinate implementation of the measures suggested in the CSP. It would help in assuring quality procedures, fairness and provide a focus on deliverables. Supervision and M&E of implementation will provide other methods of mid-course correction. The CSTF / SBCLTF will ensure that the most vulnerable groups and areas are targeted.
- b. **Monitoring and Evaluation of status:** The CSTF / SBCLTF will monitor the implementation of the CSP against the Action Plan and Milestones based on the M&E framework to be suggested by the task force.
- c. **Setting Legal and Institutional responsibilities:** The Sanitation Task Force will recommend the assigning of permanent responsibilities for city-wide sanitation to the ULB. The CSTF / SBCLTF will examine all relevant municipal and local legislation to appropriateness, redundancies, and improvements to support the overall goal of improved sanitation and healthy environment in the city.
- d. **Capacity Building and Training:** The CSTF / SBCLTF will take part in the Capacity Building and Training exercises that will be conducted by various agencies the National and State level and will also assist the ULB in indentifying relevant target groups for the same.