



Annual Report 2012

HYSAWA

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HYSAWA Fund Management Office

Chaklader House (Level 7) House 22 Road 113/A Gulshan-2, Dhaka-1212

Web : www.hysawa.org Email : info@hysawa.org Tel: +88 02 9888143, 8861425 Fax : +88 02 9889729



Secretary
Local Government Division
Ministry of Local Government
Rural Development and Co-operatives
Government of the People's Republic of Bangladesh

Chairman's Forword

In spite of the prediction that by 2025, two-thirds of the world's population could live in severe water crisis, we at HYSAWA are focused on turning the tide in Bangladesh. Therefore, in line with our values and commitment, I feel much obliged to share the HYSAWA Annual Report 2012 which demonstrates the results that HYSAWA could deliver in one year. Our huge variety of hygiene, sanitation and water supply interventions have improved lives across the country by mobilizing communities and strengthening capacity of the Local Government. In the process we have also significantly increased our financial turnover and expanded our knowledge base.

As part of the Millennium Development Goals (MDGs) 7C, HYSAWA was set up in 2007 with an aim to reduce poverty through improved sanitation and increased safe water supply. Following the Government of Bangladesh (GoB)'s strategy to decentralize authority to the Local Government, HYSAWA works with the Union Parishads - the lowest tier of the government administrative system. Though we have made remarkable progress, there are still some lingering issues like equity of access to safe water, water quality and even sustainability of water supplies. HYSAWA is actively addressing these issues.

I convey my sincere thanks to our development partners, the GoB for their generous support- hope their support will continue to exist in future. I am also indebted to the local government functionaries, various NGOs, contractors, service providers and volunteers whose active involvement and relentless efforts have made these achievements possible. I also extend my thanks and appreciations to all my colleagues on HYSAWA Board and all the staff for their devotion to work.

I wish all the best for HYSAWA!

Mr. Abu Alam Md. Shahid Khan
Chairman, HYSAWA Governing Board
& Secretary, Local Government Division (LGD)

TABLE OF CONTENTS

Contents	Page
HYSAWA Governing Board	2
Chairman's Foreword	3
HYSAWA Key Accomplishment in 2012	5
Introduction	6
Capacity Building	6
Hygiene Promotion	9
Sanitation	14
Water Supply	16
Financial Management	18
HYSAWA Working Areas	21

ABBREVIATIONS

CDF	Community Development Forum
Danida	Danish International Development Agency
GOB	Government of Bangladesh
HYSAWA	Hygiene, Sanitation and Water supply
LGD	Local Government Division
LGI	Local Government Institution
MDG	Millennium Development Goals
MoLGRD&C	Ministry of Local Government Rural Development & Cooperatives
NGO	Non-government Organizations
PEC	Proposal Evaluation Committee
SDC	Swiss Agency for Development Cooperation
TEC	Tender Evaluation Committee
UP	Union Parishad
WatSan	Water and Sanitation
WSS	Water Supply and Sanitation

HASAWA Key Accomplishments in 2012

130,000



People participated in hygiene promotion activities including hand-washing, latrine hygiene, food hygiene, household waste management and safe water use in 2012.

331



Institutional/ public latrines constructed in schools, public/ market places, mosques, Madrasa and temples.

4,133

Water points installed benefiting more than 200,000 people of which 44% are hardcore poor.



7,632

Caretakers trained in 2012 on simple operation and maintenance of water points including promotion of water safety - 50% participants were female.



1,000



New connections were built from the rural piped water supply schemes.

91,125



Latrines were either newly installed or upgraded to make them hygienic, primarily with water seal

349

Union Parishad (UP) functionaries including UP project staff trained on project management, procurement, finance and other cross cutting issues.



460.9

Million taka expended in 2012, majority of which was on WatSan infrastructure development

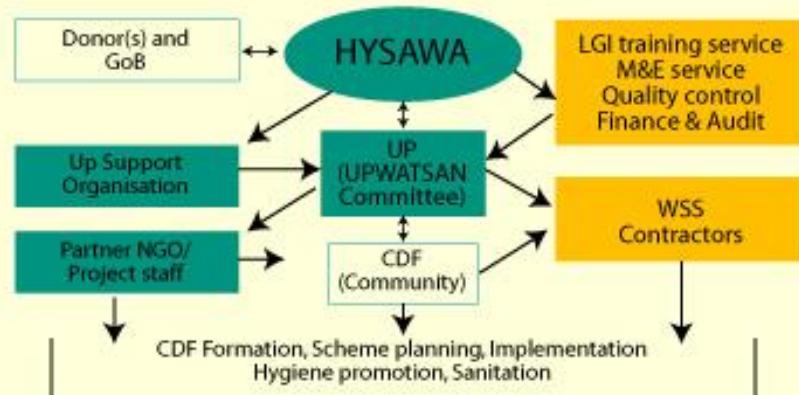


INTRODUCTION

The Government of Bangladesh (GoB) and Denmark have embarked on a new approach to improve rural water supply and sanitation in the country by setting up a national fund for rural hygiene, water supply and sanitation. The fund is called the HYSAWA Fund (Hygiene, Sanitation and Water Supply Fund) and is governed by a board with representatives of senior Government official, local government institutions, NGOs and civil society. A significant change in the funding procedure and a paradigm shift from "business as usual" to a direct demand driven approach in planning and implementing project at local level, are two challenging tasks being carried out at present. The HYSAWA Fund works as a basket fund to mobilize funds from Government and donor agencies currently DANIDA, AusAID and SDC. The HYSAWA was established in 2007 as a multi-donor funding mechanism for large-scale delivery of sanitation and water supply facilities through the Local Government Institutions (LGIs).

Programme Objectives	Key Strategies
<ul style="list-style-type: none">LGIs' capacity strengthened for service delivery in water supply and sanitation in the intervention areasHygiene behavior improved in the intervention areas.Access to hygienic sanitation and safe drinking water improved in the intervention areas	<ul style="list-style-type: none">Devolution of authority to LGIs through capacity building and empoweringDemand driven support/ financingCommunity participationTarget un-served/under-served areasSafety net for the poorQuality assurancePoverty, human rights and gender attentionPromoting good governanceSustainability- local community and Upazila Parishads' capacity building

Flow-chart showing HYSAWA Fund Project approach



HYSAWA CAPACITY BUILDING PROGRAM

CAPACITY BUILDING UNION PARISHADS

HYSAWA believes that capacity building of Union Parishads (UPs) and empowering them to make financial and management decisions is the key to achieving decentralized hygiene and WatSan (water and sanitation) governance. The key areas of capacity development include planning, budgeting of WSS interventions, accounting and book keeping, procurement and contract management and monitoring. While 157 UPs were already under operation from previous years, 72 new UPs (totaling to 229) were further enlisted in 2012. These UPs either engaged partner NGOs or staff of their own to implement hygiene, sanitation and water supply projects.

Training Title/Participant Number by Designation	UP Chairman	Secretary	Female Member	PNGO/UP Staff	Total
HYSAWA basic training/orientation on procurement and accounting	104	103	74		281
HYSAWA basic, community mobilisation, community project preparation				68	68
Total	104	103	74	68	349

Photo 1: UP functionaries undergoing training



HYSAWA employed training organization and Support Organization (SO) to provide formal training and hands-on technical support to UPs to strengthen their abilities to access and manage HYSAWA funds. A total of 229 UPs have received and managed regular grants from HYSAWA.

Building LGI Capacity on Procurement

Photo 2: PEC evaluating NGO proposals

Expression of Interests (EOI) are submitted by the NGOs and evaluated by Upazila Proposal Evaluation Committee (PEC).

Each PEC comprises UP functionaries from a particular Upazila. The 5 -7 member Upazila PEC is formed through a meeting of all UP Chairmen. The Committee examines all proposals of NGOs interested to work in that Upazila. They finally come up with a shortlist of 4 to 7 NGOs which will be issued RFP for submission to the respective Union.



Photo 3: Up Proposal Evaluation Committee evaluating NGO proposals



The Proposal Evaluation Committee (PEC) is examining proposals for final selection of PNGO.

A five-membered PEC is formed at the Union level by the Chairman who is the head of procurement entity (HOPE) i. e. approval authority. HYSAWA support mechanism provides orientation to the committee members on the evaluation process and easy- to-use evaluation tools. 51 Union Parishads contracted PNGOs in 2012. More than 300 are in process.

HYGIENE PROMOTION

Hygiene promotion activities are facilitated by the NGOs or UP project staff and assisted by Community Volunteers identified and trained to act as catalysts at the community level. Four areas of hygiene behavior have been given extra emphasis, including hand-washing, menstrual hygiene, latrine hygiene and food hygiene. Practical demonstration sessions on hand-washing, food hygiene, menstrual hygiene, use and maintenance of hygienic latrines, water safety plan, and garbage disposal are conducted at the court yard level as well as at schools. These include training of school teachers and volunteers at the schools, child-to-child approach, video show and folk theatre in addition to the common courtyard sessions.

Promotion of hand-washing, especially among children

Photo 4: Hand-washing demonstration at school

HYSAWA emphasizes on practical hand-washing demonstration for the people especially school going children. A water bucket fitted with a tap is being promoted for hand washing in HYSAWA funded areas. About 130,000 people were given hands-on training on hygienic hand-washing. Furthermore, 372,000 people attended refresher training on the same topic.



Photo 5: School cleanliness



School student groups, by rotation, take responsibility to clean class rooms, school yards, latrines, tubewell platform etc.

Photo 6: Menstrual hygiene session at school



Menstrual Hygiene Management (MHM) remains an underserved area across rural Bangladesh. HYSAWA is now giving special attention to developing hygiene awareness on this issue among females, particularly targeting school going females of pubertal age.

So far, over 35,000 girls have attended a total of 2813 awareness sessions conducted in schools and communities.

Women from 128,240 houses viewed practical demonstration on food hygiene.

Food hygiene sessions cover topics such as the proper storage of food before use, washing one's hands before handling food, maintaining a clean environment when preparing food and making sure that all serving dishes are clean and free of contaminants.



Photo 8: Play and learn



The schools organize engaging games that allow students to play as hygienic behavior, "Ludu"- a popular indoor game in Bangladesh- has been redesigned to include pictures and messages on hygiene, sanitation and water, while simultaneously retaining its fun part

BEST HYGIENE BOY: SETTING EXAMPLE FOR HYGIENE PROMOTION

"I now know the magic of keeping well", said Suzon spiritedly, a student of Grade II in Gulishakhail Primary School of Morrelgonj Upazila of Bagerhat district.

Suzon hails from an underprivileged family. His father is a day-labourer and mother is a

domestic help in the neighbouring community.

In absence of his parents, his grandmother takes care of him. Suzon used to come to school as a careless and untidy student. His

attendance in school was also irregular as a result of his falling ill frequently. His friends used to tease him for all this.

However, a tide of change swept over the school when the students were exposed to hygiene education through games and cartoons. The

"Ludo" with his friends and watched Meena video. He learned about hygiene and turned out to be such an active learner that he became the "best hygiene boy" on World Hygiene Day 2012. He is now a role model for others and has earned respect from his friends and teachers. He is now trying to change hygiene practice at home too.

This teaching approach, employing senior students and teachers, is common in all 600 primary schools in the working areas of HYSawa. Children learn through interactive methods, using multiple approaches to hygiene promotion.

About 113,000 children were brought under hygiene promotion activities including hand-washing, menstrual hygiene and safe use of water. 60,000 caretakers learned water safety measures at the user level including collection, transportation, preservation and consumption of water.

In addition, water supply and latrine facilities were either created or improved in 300 schools as a result of which they now have clean toilets, with safety tank, running tap water and wash basins. Student brigades have been created and teachers are playing active role in maintaining these facilities. Children learned how to use and clean toilets. About 300 Schools now have clean toilets, with safety tank, running tap water and wash basins. Student brigades have been created and teachers are playing active role in maintaining these facilities.



domestic help in the neighbouring community.

Gulishakhail Union Community Organizers and senior students (called the School Brigade by HYSawa) adopted this "child to child" approach to positively influence children like Suzon. Suzon played sanitation related

Photo 9: School students enjoying and learning from theatre shows



189 theatre shows-a convenient medium of communication in the rural Bangladesh- were organized in schools and communities

Photo 10: Video Shows (Meena)



Video clips showing fun stories and messages on hygiene and sanitation are powerful tools to educate children. 350 video shows were organized in schools and communities

"Children are future parents as well as carriers of hygiene messages to their offspring"

"I am proud to be a volunteer and promoter of hygiene, sanitation and water supply project of Sriramkathi Union. This role has given me additional respect in the community," Shulata Majumder, a 23-year old volunteer from Sriramkathi Union, enlisted under HYSawa

consisting of mothers and children, Shulata's training uses BCC materials such as posters, flip chart, flash cards and Ludu. Video shows and street dramas are also being planned. Shulata said women of her community now can access water within a short distance whereas in the past they

purely on voluntary basis without any payment. These volunteers have received training on hygiene, sanitation and water supply from community workers and NGOs engaged by the Union. The ultimate objective is to leave behind trained volunteers in the community to



Fund, expressed her excitement while talking to us in the field.

Shulata is a college graduate and have been engaged with this work for over eight months. She proudly said she had made 100% sanitation coverage among 20 families she is responsible for. One tube well was installed by the UP with HYSawa Fund for these families but is not enough, she pointed out. Working alongside her male counterparts, Shulata organizes monthly community meetings and provides practical training on hand-washing, menstrual hygiene, food hygiene and safe use of water. With an audience

used to cross the canal to fetch water, a task that cost them at least two hours a day. She aspires to have one more tube well in her community. The community has already identified, with her help, where the next tubewell might be installed.

In HYSawa funded programmes, there are, on an average, 100 such volunteers in each Union totaling to more than 40,000, of which more than 50% are women. The volunteers are selected on the basis of their acceptance by the community, their willingness to spare time and their basic level of education. They work during flexible hours

sustain these promotional activities when the project inputs are phased out. The best performing volunteers are often given awards in kind. Shulata has also been awarded once for her performance.

Shulata aspires to be a teacher in future and wants to teach children the things that she learned through her involvement in these activities. "Children are future parents and if they learn hygiene, sanitation and water use, they can then bring about these changes in their own children and that's how life will change" she confirms.

SANITATION

Sanitation is an indispensable part of WASH (water, sanitation and hygiene cycle). The PNGO staffs engaged at the Union level are the key promoters of sanitation. They are formally trained to provide education to the communities with the help of local volunteers. The staff and volunteers organized regular sessions with people, organized in groups (called CDF in HYSAWA programme). Emphasis is usually given to families who are still defecating openly and or using unhygienic latrines. over 73,000 hygienic latrines have been either newly built or improved by the community with their own resources.

Community/Public Sanitation

In addition emphasis is given to improve school latrines. The old ones were either renovated to improve water supply (piped-water) and safety tanks or new ones were constructed in case of unavailability or inadequate latrine. The outer and inner walls were tiled to avoid rusting and damage caused by salinity. Community/Public latrines were identified and installed in 331 schools or public places. The school brigades were formed with senior students who, alongside teachers, provided education to the junior students. Children also learnt how to use toilets. Student brigades and teachers also monitored the cleanliness of these facilities.

On a test basis, some latrine infrastructures are designed to be user-friendly for people with disabilities.

Photo 11: Public latrine with ramp (top); Latrine renovation (below)



HYSAWA encourages schools to have their unhygienic latrines renovated. The renovation works include modification of structures with beautiful tiles in floor, internal and external walls, septic tanks, and overhead water tank with motor, handles for disable students, external tap to fetch drinking water etc.

331
Community/public latrines were built. Picture shows a school latrine with ramp for easy use by the students with disability.

"Only luxury in our life"

"We are hand-to-mouth people, but we can claim that we have one great luxury that many rich people do not have, it is our latrine" said Aklima, a housewife dwelling in the slums of Rupsha Majhir Ghat. Her neighbours, Al-Amin, Kali Sikder, Sultan, Rina, Minara, Moyna, Monwara and many others supported her while she was making this statement. The slum is in Naihati Union, Rupsha Upazila of Khulna district. Rupsha Ghat was named after the Rupsha River and is a well-known place in Khulna. Thousands of people cross the river through this Ghat every day. There are lots of fish -processing industries around this Ghat turning the area into a buzzing work place for hundreds of people every day - some work at the fish processing industries, some pull rickshaw vans while others work as transport workers and boatmen. These low-income groups live in the slums around the Ghat. The slum of Rupsha Majhirghat is one which is largely inhabited by the boatmen. More than 500 people live in an area of about 200 square meters. For drinking water they depended on a shallow tube well affected by Arsenic. For other purposes they used river water which was also polluted. The habitants were relying on hanging latrines. With HYSAWA's financing, the UP installed 18 stand posts from a nearby piped water supply system. Crisis for safe drinking water was thus overcome. For want of space, individual



households could not construct their household latrines. So, strategically, two communal (shared) latrines have been installed, one with two chambers and another with four chambers, both having separate facilities and entrance for male and female users. Besides, intensive hygiene promotion sessions were conducted on hand-washing and use of latrines.

HYSAWA funded 15 such communal latrines throughout the project area in Khulna region. The community takes care of maintenance by forming a committee and collecting monthly nominal charges from each family to cover the cleaning costs.

Photo 12: Cheap yet hygienic option



HYSAWA has motivated local communities to step up and improve their living standard. As a result, over 91,000 hygienic latrines have been either newly built or improved by the community with their own resources.

Community volunteers educate the users on personal and latrine hygiene. The people of Majhir Ghat are now very satisfied. Women particularly who had to wait for the dark hours to attend to nature's call, have now found a comfortable place to go to when they need it. "Our children will now grow up in a clean environment and have less chance of becoming sick from poor sanitation and water borne diseases," Aklima said confidently.



WATER SUPPLY

Tube well

"People here value tube wells just as they value their own children," asserted one UP Chairman in the coastal belt area.

HYSAWA Fund financed installation of 4133 tube wells through the UPs who, in turn, engaged local villagers to identify the demand and locations of these tube wells. These tube wells created access to safe drinking water for more than 200,000 people out of which more than 40% beneficiaries are very poor families. They were also given subsidies of up to 50% in determining community contributions for the tube wells.

Alternative Options

Photo 13: Hand-pump tube well comes as a relief to women



Hand-pump tube wells are not feasible in many parts of the country, especially in the coastal belts. To supply water to these areas HYSAWA has been trying to promote alternative technologies.

In Khulna areas, HYSAWA has financed 13 Sky hydrants (chemical-free membrane filter) that can purify surface

water of up to 5000 litres a day. This is an easy-to-operate and sustainable option and has already become popular. User families pay 2 taka a day for 60 litres of purified water. More than 1300 families are regularly benefitting from these water points. In addition, the number of families subscribed to piped water system has risen from 3905 to 4656 in 2012.

Quality Control of WatSan Infrastructure

HYSAWA strictly maintains the approved sites for water points and any changes can only be made by a unanimous resolution adopted in a community meeting. Location of water points are monitored through site visits. Demonstrations and information on quality materials, including the requirement for laboratory testing of pipes on a sample basis, are provided to the CDFs before tube well installation. In addition, HYSAWA engineers provide on-site supervision while installing tube wells to monitor quality of equipment and materials, boring of pipes, pump development, discharge of tube wells and quality of platforms.

Water Quality

Owing to the absence of physical and laboratory facilities in different project areas, HYSAWA engages expert organisations to conduct water quality testing at the water point sites. For this purpose, the experts rely on field-testing kits and use scientifically acceptable methods which are internationally accepted as a substitute for laboratory tests. However 10% samples are still verified in the laboratory for confirmation. In addition to water quality, the expert team also collects GPS coordinates of the wells.

OPERATION & MAINTENANCE (O&M)

Photo 14: Learning to be caretakers of tube wells



HYSAWA finances training of local mechanics so that they are available round the clock to fix problems. For routine and minor maintenance, one male and one female user from each water-point are trained and provided with a set of tools to function as caretakers of the tube wells. About 7600 people were given such training in 2012. These caretakers in each community are expected to continue providing information on water safety, especially on hand-washing, water collection, transportation, preservation and consumption.

Mainstreaming Poverty, Gender and Other Cross-cutting Issues

HYSAWA believes that community participation is the key to demand-driven planning and financing of its project. Accordingly HYSAWA follows Pro-poor Strategy for Water and Sanitation Sector in Bangladesh, prepared by LGD (2005). In line with this principle, HYSAWA makes it a priority to include poverty and gender issues in the entire process of planning, sub-project approvals and implementation. For instance, site selection for WatSan infrastructures is done in such a way that the marginal and women have easy access to them. Furthermore, care is taken to ensure that the poor and women are proportionately represented in all CDFs. Recruitment of women staff members is highly encouraged in both PNGOs (100%) and support organizations (50%) engaged by all HYSAWA projects.

Even the HYSAWA Fund Management Office is desperately trying to bring out gender balance in its staff composition.

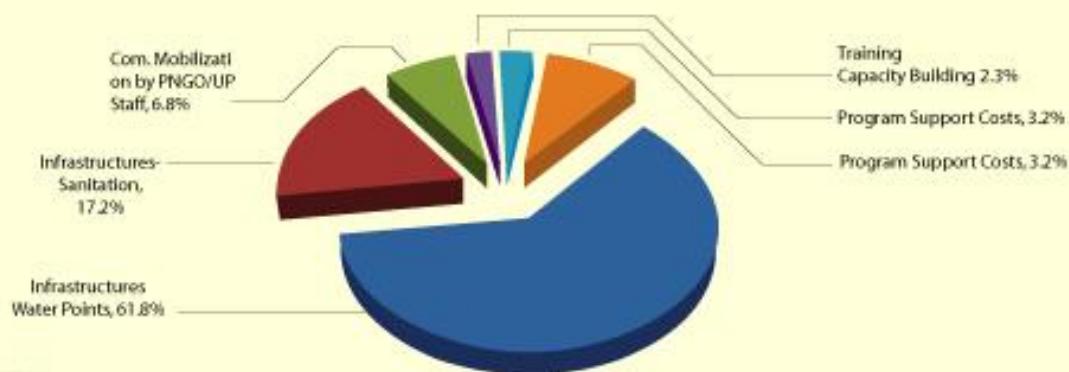
FINANCIAL MANAGEMENT

Financial Statement

The Table below summarises thematic expenditure of HYSAWA over the year 2012

Line Items	Budget 2012	HYSAWA Fund Project	HYSAWA BMDA Project	HYSAWA DANIDA AusAID Project	HYSAWA Gender Fund	Total Expenditure
Infrastructures-Water Points	3,391	195	-	2,654	-	2,849
Infrastructures-Sanitation	957	-	-	792	-	792
Community Mobilization by PNGO/UP staff	967	82	-	230	-	312
Training/Capacity Building	454	19	44	45	-	108
Program Support/Consultancies	538	-	-	146	-	146
Contingencies	82	-	-	-	-	-
HYSAWA Overheads & Logistics	699	-	-	-	402	402
Total (Lakh Tk.)	7,088	296	44	3,867	402	4,609

The Following pie chart shows that a large portion of the HYSAWA funds was used by the UPs in 2012 for developing WatSan infrastructure, community mobilization and capacity building through PNGOs.



HYSAWA
STATEMENT OF RECEIPTS & PAYMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012

	Note s	Amount in Taka	
		2012	2011
INFLOW OF FUNDS			
A. Opening Balance of Funds		265,035,107	234,495,445
Cash in Hand		-	57,418
Cash at Bank		265,035,107	234,438,027
B. Receipts during the year		531,149,888	934,853,011
Receipt from DANIDA	15.01	280,829,929	472,537,000
Receipt from AusAID	15.02	252,748,850	418,759,840
Receipt from GoB	15.03	-	38,604,915
Fund Received as Gratuity		1,309,838	1,566,274
Interest Income	16.00	(3,867,029)	3,290,382
Advance recovered from Staff		37,000	94,600
Miscellaneous Income		91,300	94,600
Total Fund Inflow		796,184,995	1,169,348,455
OUTFLOW OF FUNDS			
C. expenditures/Disbursement			
Remittance to Union Parishad	17.00	401,514,768	819,110,273
Remittance to BMDA	18.00	4,409,272	6,038,121
Remittance to NGO-F	19.00	(1,238,775)	14,089,081
Pay of officer, consultants, staff		28,377,986	33,700,224
Vehicle Maintenance costs		3,335,679	1,330,647
Overhead Costs	9.00	6,283	3,001,368
Audit and Studies	10.00	4,022,700	2,875,212
Purchase of Fixed Assets	11.00	252,431	228,498
Training and Capacity Building	12.00	4,548,834	5,446,871
Contingencies	13.00	229,496	3,932,609
Program Support Cost	14.00	15,408,592	10,862,528
Staff Gratuity		337,550	3,622,417
Security Deposit		119,000	38,500
Advance to Staff		-	37,000
Total Application of Funds		461,323,915	904,313,349
D. Closing Balance of Funds		334,861,080	265,035,107
Petty Cash	6.01	60,243	-
Cash at Bank	6.02	334,800,837	265,035,107
Total Fund Outflow		796,184,995	1,196,348,455

The accompanying notes from an integral part of this financial

Sd/-

Director Finance

Sd/-

Managing Director

Sd/-

Chairman

As per our separate report of even date annexed.

Dated: 08 April, 2013
Dhaka

Sd/-
AHMAD & AKHTAR
Chartered Accountants

**HYSAWA
BALANCE SHEET
AS AT 31 DECEMBER 2012**

	Notes	Amount in Taka	
		2012	2011
ASSETS			
Fixed Assets			
Tangible Assets	4.00	-	-
Current Assets			
Advance, Deposit and Prepayments	5.00	400,500	318,500
Petty Cash and Cash at Bank	6.00	4,861,080	65,035,107
Petty Cash	6.01	60,243	-
Cash at Bank	6.02	334,800,837	265,035,107
Total Assets		335,261,580	265,353,607
FUND AND LIABILITIES			
Unutilized Fund	7.00	33,951,742	65,016,057
Gratuity Fund	8.00	1,309,838	337,550
Total Fund and Liabilities		335,261,580	65,353,607

The accompanying notes form an integral part of this financial statement

Sd/-	Sd/-	Sd/-
Director Finance	Managing Director	Chairman

As per our separate report of even date
annexed.

Dated: 08 April, 2013
Dhaka

Sd/-
AHMAD & AKHTAR
Chartered Accountants

HYSAWA Governing Board



Mission

HYSAWA is a non-profit financing organisation, registered under the Companies Act, 1994. It primarily aims at mobilizing resources and capacity building support to Local Government and communities, empowering them to manage decentralized WatSan services in Bangladesh

Vision

To establish HYSAWA Fund as a multi-donor funding mechanism for Local Government to deliver hygiene, sanitation and water supply services to 1 million people annually, primarily in underserved areas

Goal

To contribute to achieve MDG 7, through empowering Local Government & ultimately contributing to reduction of poverty.

Values

- Operate as a Fund and work in partnership at all levels, Private Public
 - Partnership (PPP) at the lower level;
 - Community and LGI demand-driven support;
- Community ownership and empowerment: through capacity building and devolution of authority;
- Promote justice and equity with emphasis on poverty, gender, disabilities and those who need most i.e., hard-to-reach areas;
 - Respect for local culture and leadership
- Effectiveness and efficiency: emphasis on sustainable technology and results;
 - Promotion of transparency and accountability in decision-making;
- Alignment and anchoring with existing laws/ regulations, procedure, structure and systems;
 - Innovations and learning: in both approaches and technologies - documentation of best practices;