

User guide: the GWSI portal

INTRODUCTION

The Red Cross Red Crescent **Global Water and Sanitation Initiative (GWSI)** promotes a common, yet adaptable, approach amongst National Red Cross Red Crescent Societies to establish large-scale, long-term sustainable water, sanitation and hygiene promotion programmes. It aims to continue its efforts in scaling up equitable, sustainable and affordable access to water and sanitation services for all, thereby contributing towards achieving the Sustainable Development Goals. Having reached over 20 million people between 2005 and 2017, we plan to reach a further 20 million people by 2025.

The **GWSI portal** is an online portal that helps you store, update, access and maintain a visual overview of data from your long-term WASH projects. This will assist you to profile and position your National Society and help you raise more resources for WASH.

Benefits of using the portal

- Visualisation of your long-term, developmental WASH efforts;
- Ability to easily generate a summary of your National Society's contribution which can be used for fundraising, advocacy and reporting;
- Ensures minimum standard of data collected on WASH projects as well as build data capacity for National Societies.

A clear message from Ghana,
Cambodia and Kenya Red Cross
Societies;

*“This is surprisingly easy and
very useful to us!”*

It is our hope that you, too, will find
the portal useful in your data
management and fundraising

Who developed the portal? The portal was developed for you, National Red Cross and Red Crescent Societies, by Salesforce on behalf of the Federation. Salesforce is a multinational corporation specialised in providing cloud-based solutions. Their employees volunteered to develop this portal pro-bono.

The **rollout of the portal** is currently underway. To sign up for trainings, please contact Robert Fraser (robert.fraser@ifrc.org) or Sarah Bach (sarah.bach@ifrc.org).

- 💡 Historical WASH data up to 2014 is already uploaded on the portal from over 100 National Societies, and probably already includes the data from your National Society. Have a [look](#).
- 💡 Many people and organisations, including donors, do not know just how much we do in WASH – by providing better collective and individual data, we can access more resources. Specifically, you can print out GWSI Summaries for any National Society (see how below), which clearly showcases your previous achievements in WASH in development. This two-page document demonstrates transparency and credibility of data and capacities as it builds on previous projects, it helps you set clear targets for a new projects and it communicates all of this to your audience in a clear and concise manner.

USING THE PORTAL

How to create a new project

1. Go to <https://ifrc.force.com/gwsj>. Log in.

2. On the home page, click **NEW PROJECT**. Select **NEW MDG PROJECT** if the project began and finished before 31 December 2015, or **NEW SDG PROJECT**, if the it began and finished (or will finish) on or after 1 January 2016.



For visual examples, please see the visual guidelines. These can be found on the [Wiki](#).



It is a **good idea to save projects** once or twice through the process and then go back and edit (see how below), as opposed to filling everything out and then accidentally hitting “return” or “go back” which takes you to the previous page without saving your inputs.

FOR MDG PROJECTS:

3. Fill in the information in the boxes. For **INTERNAL PROJECT NAME**, type the name you have assigned the project internally so you can easily identify it in the list of your projects. The title may include location, project type, phase number (if applicable), or any other indicator you use to identify the project.



We recommend naming your project based on type of project, location (community) and phase (where applicable). For example; “*Rural WASH in Machakos*” or “*Urban WASH in Sululta (Phase I)*” or “*Integrated OCV-WASH in Mafeteng & Maseru*”.

4. For **PROJECT TYPE**, choose **BILATERAL** if the IFRC is **not** involved in the project. Choose **MULTILATERAL** if the IFRC **is** involved in the project. Partners will be added in step 9.
5. In the comment section, if applicable, answer the following three questions:
 - i. What went well?
 - ii. What went not so well?
 - iii. What did you learn for next time?
6. Click **CONFIRM** to save the project. Go to step 9 below to add partners involved in the project.

FOR SDG PROJECTS:

3. Fill in the information in the boxes. For **INTERNAL PROJECT NAME**, type the name you have assigned the project internally, so you can easily identify it in the list of your projects. The title may include location, project type, phase number (if applicable), or any other indicator you use to identify the project.



We recommend naming your project based on type of project, location (community) and phase (where applicable). For example; “*Rural WASH in Machakos*” or “*Urban WASH in Sululta (Phase I)*” or “*Integrated OCV-WASH in Mafeteng & Maseru*”.

4. Fill in the blanks. Notice that **PROJECT PLANNED START/CLOSING DATE** may vary from **PROJECT ACTUAL START/CLOSING DATE**. If the project has not yet ended, leave **PROJECT ACTUAL CLOSING DATE** blank.
5. For **PROJECT TYPE**, choose **BILATERAL** if the IFRC is **not** involved in the project. Choose **MULTILATERAL** if the IFRC **is** involved in the project. Partners will be added in step 9.
6. Remember: if you have the **overall number of beneficiaries** for an SDG project, **but not the desegregated data**, then **divide the total beneficiary number between men and women (50:50)**, and use the **data for children served in schools for the overall number of children**. You should have the data for schools and clinics separated already.
7. In the comment section, if applicable, answer the following three questions:
 - i. What went **well**?
 - ii. What were the **challenges**?
 - iii. What are the **lessons learnt**?
8. Click **CONFIRM** to save the project. Go to step 9 below to add partners involved in the project.

Adding partners to a project:

9. Click on **RELATED**.
10. Next to **PROJECT PARTNERS**, click **NEW**. Fill in the information, choosing between **LEAD PARTNER**, **OTHER PARTNER** (for any RCRC partner who is not the lead partner) and **EXTERNAL**.
11. Click **SAVE** if there are no other partners. Click **SAVE & NEW** if you wish to add another partner.

 Projects can **always be edited and changed**, so do not worry about making mistakes – just go back and edit the projects when you notice the error.

How to edit a project

1. Go to www.ifrc.force.com/gwsi/. Log in.
2. Do you already know the GWSI code of the project you wish to edit? **If no**, go to step 3 below. **If yes**, type it in the **SEARCH** field and go to the project.
3. If you do not know the GWSI code;
 - FOR HNS USERS:** click **MY PROJECTS**, and choose the project from the list.
 - FOR PNS USERS:** click **MY PARTNER PROJECTS**, and choose the project from the list.
4. Click **EDIT** and edit or update the necessary fields.
5. Click **SAVE**.

How to delete a project

If a project was wrongly entered (and therefore must be deleted) – contact your regional IFRC WASH team/delegate, who can delete the project. Contact information can be found here.

How to print GWSI summaries

In the **SEARCH** field, type in your National Society and click on your National Society's account as it appears. Click on **GWSI SUMMARY – HNS** if you wish to get the GWSI summary for a HNS. Click **GWSI SUMMARY – PNS** if you wish to get the GWSI summary for a PNS.

DEFINITIONS

If some of these definitions that follow are unclear at first, do not be concerned. Once you open the portal and start uploading and editing project data, it will become clearer. You are welcome to come back and check this list a few times until you become familiar with the terms.

-  **GWSI projects** are **long-term WASH projects**. They are developmental in nature, and therefore, not emergency projects.
 - Each project should target **more than 5000 people** who will benefit from WASH services
 - WASH services can be **'hardware'** (water supply and sanitation) **and/or 'software'** (hygiene promotion, capacity building, training)
 - The project's duration should be **at least one year**.
 - GWSI Projects are those that will **be sustained by the target population and/or government** or other actors once you exit.
 - **Important:** **Emergency WASH projects or operations should not be included** (such as ERU's of distribution of household water treatment items) **BUT longer-term recovery projects can be included**. We will begin a separate system for capturing Emergency WASH data at a later date. For example, the post-emergency WASH programming after the South-East Asian Tsunami.
-  **MDG projects** are projects that **began and finished before 31 December 2015**.
-  **SDG projects** are projects that **began and finished (or will finish) on or after 1 January 2016**.
- Bilateral projects** are projects in which the IFRC **is not** involved
- Multilateral projects** are projects in which the IFRC **is** involved

- Q **People targeted/served** refers only to **direct beneficiaries**.
Projects that **began before 31 December 2015, and ended on or after 1 January 2016** can be classified as **either a MDG or SDG project**. The decision relies on your discretion; however, it is advisable to consider the type of data that you have available on this project.
- Q **Children** are people under the age of 18.
- Q **Handwashing (HW)** refers to the hardware; are the facilities established and functional? In these fields, please indicate **how many people have been targeted/served with handwashing facilities**.
- Q **Hygiene promotion (HP)**, includes washing of hands and refers to the software component (behaviour change). In these fields, please indicate **how many people have been targeted/served with hygiene promotion activities**.
- Q **Health facilities** are clinics, health centres and hospitals (or local context equivalents)
- Q **Safe waste water disposal (SWWD)** is disposal of discarded water that is no longer required by users in a manner that reduces the generation, use and discharge of hazardous substances.
- Q **Waste water treatment (WWD)** is any process of treating wastewater to ensure that it meets applicable environmental standards or other quality norms.
- Q **Peri-urban**, there is no globally accepted definition of what is urban, peri-urban or rural, therefore it is country context specific (most countries have their own definitions). However, population density is often the means chosen to identify if an area is any one of the three options above. Peri-urban is usually used to describe the areas around a major city or town that is in effect transitioning from rural to urban.
- Q **Direct beneficiaries** are those people that have gained access, or improved access, to any one or more of the three WASH components (water, sanitation and hygiene promotion including community based management) due to the direct intervention of Red Cross and Red Crescent WASH activities. This includes activities of non-Red Cross and Red Crescent partners who are jointly working under the umbrella of a Red Cross and Red Crescent project.
- Q **Indirect beneficiaries** are those people not targeted directly by a Red Cross and Red Crescent WASH project, but have benefitted anyway, most commonly by accessing WASH facilities or campaigns by living close to the Red Cross and Red Crescent target areas. It is also common that HP activities especially, impact upon a larger number of beneficiaries than originally targeted.



Direct versus indirect beneficiaries: we **must stick to direct beneficiaries**.

FREQUENTLY ASKED QUESTIONS

- ? **Is the portal a project management tool?**
No, this portal is designed only to:
 - Visualise, store and update data to enhance reports and marketing for resource mobilisation and communication activities
 - Make it easier to see what we do individually and collectively for SDG 6
 - Allow some analysis of what we do individually or collectively for SDG 6
- ? **Will by data be safe and under the control of my National Society?**
Yes, you will see and be able to edit your data for both historical and new data, and it will only be accessible by the IFRC and National Societies.
- ? **Where can I get help and advice on using the portal?**
You can contact the WASH focal points in your IFRC Regional Office or Cluster Office, as well as the IFRC Geneva WASH team at WASH.Geneva@ifrc.org if required.
- ? **The SDG projects require desegregated information, but we have not yet desegregated our data according to men, women, children, clinics and schools. What do I do?**
Do not be concerned. We are fully aware that not all National Societies have started grouping their beneficiaries according to the SDG requirements (men, women, children, clinics and schools), this is **a kind reminder to please begin this process**.

If you have the overall number of beneficiaries for an SDG project, but not the segregated data, then divide the total beneficiary number between men and women (50-50), and use the data for children served in schools for the overall number of children. You should have the data for schools and clinics separated already.

? **What if there is no data for a group of beneficiaries?**

For the MDG and SDG projects alike, if you **do not know** how many beneficiaries have been served, then **leave the field/box blank**. Only fill in a 0 if the **actual number of beneficiaries served is 0 (zero)**.

? **How do I log projects that have changing donors over time?**

Projects with changing donors over time can be mapped as one project with all donors listed, or as several individual projects (i.e. phase 1, 2, 3, etc.). This is up to you to decide, **as long as you do not double count beneficiaries**.

? **How do I map a cross-border project?**

If you have a project that is active on both sides of an international boundary, or is perhaps a regional project, you should divide the data to only reflect what is achieved **in each country separately**. This will avoid double counting.

? **How do I count beneficiaries?**

From 2005 to 2015 (the end of the MDGs), we were only required to count **number of people gaining access to an improved water supply and the number of people gaining access to basic sanitation**. However, we began counting the **number of people benefiting from hygiene promotion** from 2012.

We will continue to count this way; however, we will now expand this to align with SDG 6 over time. Meaning, we will segregate our data to reflect men, women, children, clinics and schools served with water, sanitation, hygiene promotion and handwashing (see below). Not all long-term GWSI project data will meet with the SDG 6 requirements right away, it will be a gradual process for most projects and National Societies.

This table shows what we need to collect, the **minimum information we need is in the white section, the blue section is what we hope you may have started collecting or hope to start collecting over time**. Do not worry if you have to leave the blue section blank.

In communities:

Description	Total no. of people	No. of women	No. of children	No. of men
People targeted/served with water services (gaining access to improved water supply)				
People targeted/served with sanitation services (gaining access to basic sanitation)				
People targeted/served with handwashing facilities				
People targeted/served with hygiene promotion activities or campaigns				
What percentage of the served population have had handwashing facilities provided?				
What percentage of the project budget is allocated to waste water treatment or safe waste water disposal?				
What percentage of the budget is allocated to hygiene promotion and sanitation?				

What percentage of the project is in an urban/peri-urban setting?				
Schools and health facilities (note: should be separate from the figures provided above)				
Description	No. of schools/health facilities		Total no. of people served	
Provision of WASH facilities/activities at schools			(pupils/students)	
Provision of WASH facilities/activities at health structures			(general population)	

? **Who is responsible for updating projects on the portal?**

Although project managers may be automatically expected to update projects on the portal; we encourage National Societies to have a defined focal point who is able to input data into the portal. Whether this is the project manager or a PMER focal point is not as important. Rather, it is important that the focal person has been trained on the portal and has available accurate data.

? **What does “served to date” mean when a project has ended?**

How many people had you served when the project ended. i.e. during the entirety of the project.

? **What do you mean by “Non-RC partners”?**

By non-RC partners, we refer to non-Red Cross and Red Crescent partners who **have contributed financially or in-kind** to the given project.

? **What about WASH components of integrated projects?**

You can include **WASH project data that is part of integrated projects** (for example Resilience, Health, Food Security, Disaster Risk Reduction and others) as long as you only abstract the WASH related project data or components

Other functions

 You can follow projects to receive e-mails every time the project is updated by clicking **+FOLLOW**.

 Add info on mentions, comments, like function, follow, and which documents to attach “notes and attachments”.