

WASH in Schools International Learning Exchange 2024

Zanzibar, Tanzania

Country Preparation Guidelines

The second African WASH in Schools (WinS) International Learning Exchange (ILE) will be held on 7-10th May 2024 in Zanzibar, Tanzania. In pursuit of improving water, sanitation and hygiene (WASH) conditions in schools in Africa, the event aims to:

> Facilitate learning among country delegations led by representatives of Ministries of Education and relevant line government agencies and their respective development partners who are working on national level to develop policies and guidelines to support schools in the implementation of WinS in order to reach SDG 4a.

> Generate momentum and political commitment towards accelerating progress on WASH in Schools using the EE or Enabling Environment Matrix to analyse the political and implementation environment, report progress and build on the momentum of the ILE 2023.

> Strengthen the regional network of ministries of education, health and water and WinS practitioners.

In order to maximize that exchange of experiences and each country's participation in the event, specific sessions will require certain outputs/activities that you will have to prepare in advance. These activities will be coordinated by the specific country coordinator, with the Ministry of Education taking the lead in presenting their countries' experiences. These outputs are:

1. Completed and updated **WinS Enabling Environment Matrix** (see attached format) for your country. For countries that participated in the ILE 2023, kindly utilize your previous WinS Matrix as the foundation for updates and tracking progress. An Enabling Environment of WinS is an analysis of a set of interrelated functions that impact on the capacity of governments, public and private partners to engage in the development of WinS in a sustained and effective manner. Such an analysis helps to better understand the conditions needed for a country to have sustainable, at-scale WinS that will ultimately facilitate achievement of the WinS SDG targets. This tool has been effectively used by Ministries of Education, government departments responsible for WASH, and development partners to engage and discuss the 'environment' and preconditions to successfully implement WinS in their respective country in advance of the WinS international learning exchanges.
2. The country team should **identify a challenge** that they are currently facing within their WinS enabling environment that they wish to share and discuss with other countries and where they would ask other country delegations for advice. This is required for the Country Consultation/Dialog Session.
3. **Optional:** Prepare a **film** (maximum 3 minutes) on WinS in your country or a **poster**. The topic of the film/poster should ideally refer to one of the four recommendations from the outcome document of the last ILE. These are: EDUCATION SECTOR LEADERSHIP AND INTERSECTORAL COLLABORATION, NATIONAL WinS POLICIES & IMPLEMENTATION GUIDELINES, NATIONAL WinS MONITORING, and ADVOCACY AND INCREASED BUDGET ALLOCATION FOR WinS (Outcome Document can be found [HERE](#)). Key questions to consider include:

- What has been the greatest accomplishment in your country in WinS in the past year on either of these topics?
- What is the main key challenge you are still facing?
- What do you hope to accomplish in the coming year?

The film can be a combination of video (e.g. existing video material, professionally recorded, recorded with mobile phone - get creative) , interview and photographic slides that have accompanying voice commentary. The film should either be in English or in local language with English subtitles with decent sound quality and shooting resolution (please see the attached **ANNEX 1 – VIDEO PRODUCTION GUIDELINES** for technical guidance).

This aims to showcase country efforts towards improving WASH in Schools in a creative and memorable way. There will be a dedicated slot at the ILE showcasing the best film examples in relation to the ILE 2023 outcome recommendations. Posters will be exhibited in the ILE venue during the event. All submitted videos and photos of the posters will be uploaded on the WinS Network for viewing. It is hoped that the films will not only highlight achievements, but also spark discussions among the participants on how WASH in schools (WinS) can be implemented and managed better at nationwide scale, given the prevailing needs and challenges in the respective countries.

- **Deadline: All submissions should be sent via Mail to Natalie.Schmitz@giz.de and Grace.mwanza@giz.de with the Country Name as the file name by 19.04.2024 as this will allow the organisers to test run the files before the event.**

ANNEX 1 - VIDEO PRODUCTION GUIDELINES

All material should be shot in 16:9 HD 1080.

Package instructions

For each story you should produce a package with the following components:

- 1) Split version* (no mixing of audio tracks)
- 2) Script and shotlist with full names, ages and titles of each character in the story

*1. Split version has **A1**: Narration. **A2**: Natural sound. All soundbites should be on the natural sound track.

Compression to FTP: H.264 video at 12000kbps; AAC Audio at 256kbps

Shooting Interviews Guide

These guidelines are intended to set minimum production quality standards. All material should be shot in 16:9 HD 1080 / 25 FPS or 29.97 FPS / Progressive if possible.

Standard Requirements:

- Not too much headroom at the top.
- Crop mid-chest.
- Avoid tight close-up shots. A mid to a mid-close shot is preferred.
- Room is needed along the lower third of the frame for graphics.
- The interviewer should be at the same height as the camera and as close as possible.
- The camera should be eye height and on a tripod.
- As you're rolling but before you begin the interview, ask the subject for their name, spelling of their last name, and title.
- Keep it short: ask a few direct questions.

Audio is 75% of shooting an interview. The reason to shoot an interview is to share what they have to say. Audio requirements:

--- Get a clean take for each response. Start over if there is an error. We do not cover our interviews with broll or do jump cuts.

--- Keep out of the wind. Microphones are sensitive to rushing wind. Interview subjects in a quiet, sheltered place.

--- Get the microphone close to the subject. Use a clip-on lavalier microphone for your subject or a microphone on a boom pole. Never use the on-camera microphone for an interview.

--- Please pay attention to sound levels. If the red over-modulation light goes on, the clip is not usable.

Correct Levels

Over-modulated

