

## SFD Report Template – Guidance Note

The SFD Promotion Initiative (SFD PI) has developed recommended methods and tools for preparing SFD Graphics and Reports. A full SFD Report consists of the SFD Graphic, the analysis of the service delivery context and enabling environment for service provision in the city for which you are preparing your SFD, and the complete record of data sources used. This analysis allows a systemic understanding of excreta management in the city, with evidence to support it.

- The SFD Graphic, the SFD Selection Grid and SFD Matrix are produced with the SFD Graphic Generator (online and offline version available).
- The SFD Report can be uploaded to the SFD web portal after being reviewed.

A team of experts from the SFD Promotion Initiative is available to review your work and support you in assessing your data sources and assumptions. If you are interested, we can also publish your report on the SFD Portal and database, once it has gone through the SFD Review Procedure.

## SFD Reporting Template

The reporting template provides an outline to be followed when producing an SFD report. Guidance is provided on which data to report and to what level in the SFD Manual. The template includes:

### 1. Executive summary

- a. The Executive summary is a 4-page document. The purpose of the Executive summary is to present the key outcomes of the assessment. It is not a summary of the detailed report (see below), but rather presents key conclusions from the assessment.
- b. The Executive summary supports the SFD graphic, so that the graphic is not a stand-alone component.
- c. The SFD graphic on page 1 is produced with the SFD Graphic Generator. This Executive summary, together with the detailed report (**see below**) can be uploaded to the SFD website portal after being reviewed.

### 2. Detailed report

3. There are three levels of SFD Report that can be produced (Initial, Intermediate and Comprehensive) and they differ on the basis of five main criteria: the purpose of the SFD, the resources required, the extent of data collected, the extent of stakeholder engagement and the depth of data analysis. The table (**overleaf**) provides you with an overview of the information required, according to the different level of SFD.
4. This is a report including all information collected as part of the implementation of the SFD production process. The report should be concise but cover all relevant and credible information collected, according to the level of the SFD as indicated in the table below. The report can be provided on request as a supplement to the Executive summary. It should not be longer than 20 pages, with additional details provided in the Appendix

The template to write an SFD report can be found [here!](#)

Enabling environment to service delivery	Data collected at all stages of the service chain	Reporting		
		✓ = required    ✗ = not required    If collected = recommended		
		Level of SFD		
		Initial (1)	Intermediate (2)	Comprehensive (3)
Policy, legislation and regulation	Policy	✓	✓	✓
	Institutional roles	✓	✓	✓
	Service provision	✓	✓	✓
	Standards	✓	✓	✓
Planning	Targets	✗	Include if data is collected	✓
	Investment	✗	Include if data is collected	✓
Equity	Choice	✗	Include if data is collected	✓
	Reducing inequity	✗	Include if data is collected	✓
Output	Quantity / capacity	✗	Include if data is collected	✓
	Quality	✓	✓	✓
Expansion	Demand	✗	Include if data is collected	✓
	Sector development	✗	Include if data is collected	✓
Service Outcomes	Quantity	✓	✓	✓

For more information on how to produce an SFD, please refer [to SFD Manual – Volume 1 and 2](#).

For working online or downloading the SFD Graphic Generator, please access: <http://sfd.susana.org/data-to-graphic>

For examples of SFD reports, please visit: <http://sfd.susana.org/sfd-worldwide>

For Frequently Asked Questions (FAQ), please visit: <http://sfd.susana.org/faq>

Find more information on the [Review Procedure](#).

If you are interested in having your SFD Report reviewed, please submit it via Helpdesk or via email:

<https://sfd.susana.org/dashboard/sfdform>

[sfd-helpdesk@susana.org](mailto:sfd-helpdesk@susana.org)

If you have questions or comments, please contact us. We will be happy to support you.