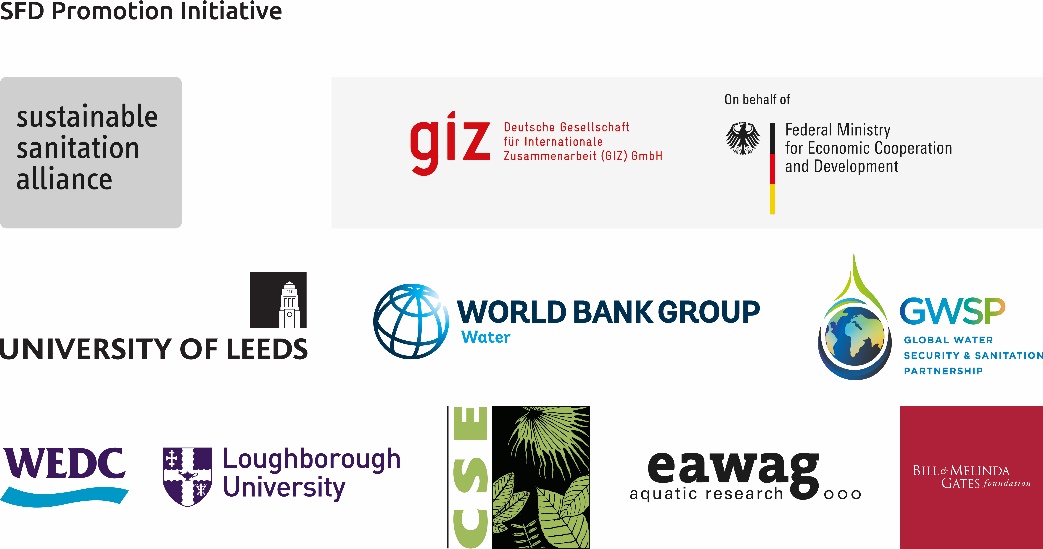
**SFD Promotion Initiative**

**SFD Review Procedure**

**User’s Checklist**

Effective: November 2017

Updated: November 2020



**User’s Checklist**

Before uploading an SFD for review, please answer the following questions and add the answers to your upload-materials on the SFD Helpdesk.

|  |  |  |
| --- | --- | --- |
| **General Questions** | **Answer** | **Comments** |
| Are all four parts of the SFD provided?  (i.e the SFD Report, json file, SFD Source Evaluation Tool and User’s Checklist) | * Yes ☐ No |  |
| Is your SFD the first produced for the city?   1. *If no:* Are there significant changes in facts and figures? 2. *If no*: Does it progress the previous report, i.e. has additional primary   and secondary data been collected and used? | * Yes ☐ No * Yes ☐ No * Yes ☐ No |  |
| Is the executive summary informative and does it follow the template provided (5 pages maximum)?  *If no:* Please provide an explanation  (Note: an executive summary is not required for an SFD Lite Report) | * Yes ☐ No |  |
| **Style Questions** | **Answer** | **Comments** |
| Is the report written in English?  *If no:* Please indicate the language used | * Yes ☐ No |  |
| Are international units used as units of measurement?  *If no:* Is this fact explained in the report? (Please indicate the system used) | * Yes ☐ No * Yes ☐ No |  |
| Does the report follow the template provided? | * Yes ☐ No |  |
| Are all chapters provided? | * Yes ☐ No |  |
| Does the report contain the main and necessary facts?  (For SFD Report levels 1, 2 or 3 = 25 pages maximum of writing, excluding annexes; and for an SFD Lite Report = 8 to 10 pages in total) | * Yes ☐ No |  |
| Is the table of contents included? | * Yes ☐ No |  |
| Is a list of acronyms included (if needed)? | * Yes ☐ No |  |
| Are table headers short, concise and informative and referenced? | * Yes ☐ No |  |
| Are figure legends short, concise and informative and referenced? | * Yes ☐ No |  |
| Are all data sources used to produce the SFD graphic and report referenced according to the template given? | * Yes ☐ No |  |
| **Content questions** | **Answer** | **Comments** |
| Was the SFD methodology used?  *If no:* Are the reasons for the change explained? | * Yes ☐ No * Yes ☐ No |  |
| Have you used the terminology as defined in the glossary consistently throughout the report? | * Yes ☐ No |  |
| Where you have used local terminology to describe sanitation systems, are they clearly defined and explained in the report? | * Yes ☐ No |  |
| Was the SFD Graphic Generator used for preparing the graphic?  *If no:* please explain how the graphic was prepared and provide the data used. | ☐Yes ☐ No |  |
| Does the SFD Report include explanations of the SFD Graphic and of all assumptions made? | * Yes ☐ No |  |
| Are all assumptions explained, justified and referenced? | * Yes ☐ No |  |
| Were surveys carried out for data collection?  *If yes:* Please, include all surveys (including a summary of the methodology) in the corresponding annex. | * Yes ☐ No |  |
| Does the report provide information on all stakeholders?  (Not required for an SFD Lite Report) | * Yes ☐ No |  |
| Does the report include an overview of stakeholders engaged in the process?  *If no:* Please explain why no stakeholder engagement was possible.  (Not required for an SFD Lite Report) | * Yes ☐ No |  |

SFD Review Procedure, User’s Checklist

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