

Annex 3 - Worm Supply Planning (example from Sierra Leone)

Notes

- This is a quick guidance for the facilitating team for the planning meeting with supplier to ensure that will be able to meet the demands of the worm supply to TWT toilets.
- Begin your meeting with the usual practice

Objectives

1. To ensure that the supplier of worms will be able to meet the demands for worm supply for their specific areas.
2. Come up with the Worm Supply Plan, which will guide the supplier on the quantity of the worms required monthly by Oxfam.
3. Come up with strategy/sites to increase the worm production output.

Steps

- a. Preliminaries (calling the meeting to start, prayer, etc.)
- b. Explain the **objectives** of the meeting and ask for any clarification
- c. Present to the group the scenario
 - TWT construction has been going on and we soon need to harvest worms to supply these worms to the toilets.
 - In February, each of the chiefdom will be ready to have 30 toilets to be supplied with worms.
 - Each toilet needs a minimum of 2 kilos of worms.
 - The toilet cannot be used until we have the system complete with worms in the bio-digester.
 - For 30 toilets, we need 60 kilos of worm.
 - Oxfam will buy the worm at SLL 40,000 per kilo. If they can produce 60 kilos, that is SLL 2,400,000.
 - Let them understand that each group will need to supply 100 toilets for Oxfam and there is a possibility that other community members will also buy worms from them. If they cannot supply enough worms to Oxfam, we will be forced to find other ways to buy worms from other sources. (At least, they will understand the situation).
- d. Ask the group what they think of the scenario. Can they come up with 60 kilos of worm in February? How? What strategy can they propose? Let the women brainstorm first so they will refine their ideas. You can give them 15 minutes to discuss first then ask them to present their ideas afterwards.
- e. You can use the flip chart paper to write key points then transfer these to the Worm Supply Plan form.
- f. Use the Worm Supply Plan as your guide to ask for the details of their strategy.
- g. Before ending the meeting, run through their plan and ask for any clarifications.
- h. Have a copy of the plan for our reference.
- i. Find out which support we can provide so they will be able to facilitate their plan, thus they can cope up with the requirements of the TWT project on worm production.

Follow up

- Monitor the wormery daily.
- Support the women on the harvest schedule for the beds and sacks that are mature enough for harvesting.
- Revisit their Worm Supply Plan and ask updates on their progress.
- Spot any support that they require. Note that most of the challenges lie in their busy schedule and ability to a) provide good substrates and b) collect parent worms for propagation.

Worm Supply Plan

Women's Group	Location	Date
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Objectives To ensure a consistent supply of good quality earthworms for the Tiger Worm Toilets to estimated 100 units.

What is your Strategy? (Activity)	How will you do it?	Support needed?	When do you start doing it?

	Monthly Target											
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Kilos of Worm												
No. of TWT												
Validated by											Role	Signature