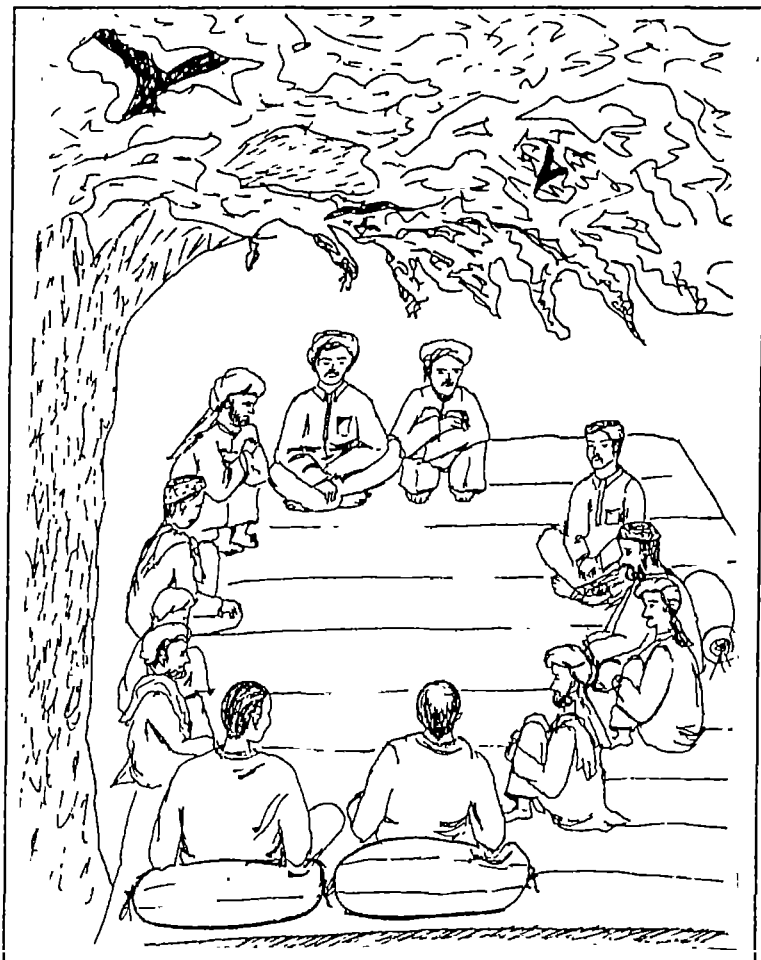


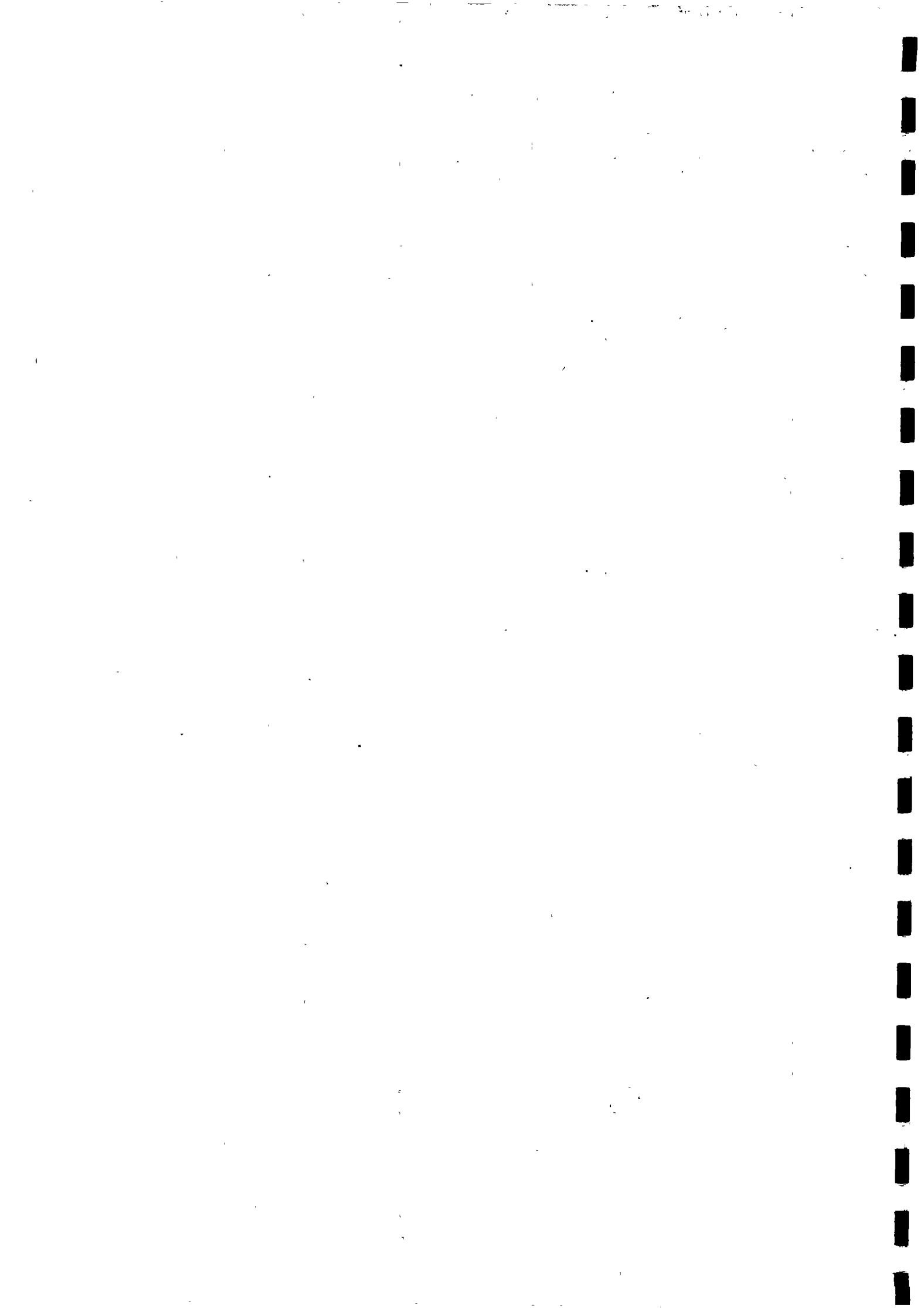
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WATER AND SANITATION CELL

**LOCAL GOVERNMENT AND RURAL DEVELOPMENT DEPARTMENT
QUETTA, BALOCHISTAN**

*FIELD MANUAL FOR
MALE COMMUNITY
ORGANISER*





MALE COMMUNITY ORGANIZER'S FIELD MANUAL

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STEP NUMBER 1:**ACTIVITY: INTRODUCE PROJECT AND EXPLAIN PROCEDURES.****Objectives:**

- To inform community participants about the project policy and scope of work.
- To explain the procedures and process of the project
- To show what the facilities look like and explain how they will work.

Target Group:

- Male community members.

Methods:

- Explanations
- Discussions and questions
- Demonstrations

Means and Materials:

- Sketches and pictures of well, pump and latrine
- Latrine model
- Pump model (?)

Organisation:

- Community meeting with male members.
- Inform community of their responsibilities and commitments on the the project.

Main Messages and Outputs:

- Village men should understand the concept of the project
- Village men should understand the procedures of the project
- Village men should understand the importance of the community involvement.
- Village men should understand the importance of the role of σ in project implementation.
- Village men should understand the concept and design of completed facilities.



STEP NUMBER 1:**ACTIVITY: INTRODUCE PROJECT
AND EXPLAIN PROCEDURES.**

- **Explanations**
- Using the guidelines and checklist for the introduction of the project, explain the project policy:
- Balochistan Rural water Supply and Sanitation cell, LGRDD is helping needy communities (those who do not have safe water facility) with the provision of safe water and sanitation facilities for improved hygienic conditions.
- This project is funded by LGRDD, Dutch government and Unicef.
- Community has to take maximum responsibilities for operation and maintenance i.e. community managed programme.
- There are points of commitment (roles & responsibilities) which villagers have to take care to get the facilities, these are:
 - Organise community/user group for project activities.
 - Arrange contribution to bear construction cost (including well improvement, slab & apron) which is nearly Rs.2500- 3000/-
 - Select communal place to install Hand Pump.
 - Identify Hand Pump Caretakers at village level.
 - Take care of operation and maintenance of the facility.
 - Ensure proper usage of the facilities.
 - Willing to construct latrines at household level.
 - Ready to sign agreement regarding above mentioned points with LGRDD.
- Ensure women involvement .
 - Ask the men why we need women involvement, answer would be:
 - * main user of the facility.
 - * responsible for cleanliness & cooking food.
 - Explain the men what will be the responsibilities of women.
 - * Ask about the importance of ♀ consultation on site & design.
 - * Explain use of the facilities.
 - * Explain water transportation and storage.
 - Explain men how the ♀ staff work to organise women.
Tell them atleast 2 ♀ from each compound will be needed.
- one pump is enough for about 15 to 20 families.
- If community is ready to take care of the above mentioned points than project will provide with handpump unit for communal use and
- **Discussions**
Invite the participants to ask questions about any thing regarding project activities.
Discuss with them about their point of view and get their feedback on community responsibilities.
Show to the village men models of handpump and latrine.



STEP NUMBER 1:

**ACTIVITY: INTRODUCE PROJECT
AND EXPLAIN PROCEDURES.**

- **Demonstrations and Discussions:**
- Using the pictures of the unimproved and improved wells explain the importance of a protected ground water source.

Discuss with the men and ask them if they have seen or used pumps in other villages or towns in the district; if they have, ask them if they know why a pump and improved well is important, and if they know how the pump works.

Using the sketch of the pump and section through a completed well explain to the men how the pump mechanism works; after this discussion ask the men questions to see if they have understood what you have just explained.

- **Visual Aids:**

[sketches and pictures of pump facility and latrine]



SEPT NUMBER 1:

**ACTIVITY : ASSESS COMMITMENT TO
PROCEDURES, INVOLVEMENT AND
SELECT CARETAKER.**

Objectives:

- To assess community participation and commitment regarding project activities
- To explain basic design and give approximate cost estimate to community.

• **Target Group**

At least one male representative from every compound and/or household

• **Method**

Lecture, discussions

• **Organisation**

- Time :-
- Community meeting with σ regarding community commitment
- Invite them to discuss about the project policy and community's role

Main messages and outputs

- At the end of the activity community men should understand their role
- Project staff should be able to judge community commitment for project implementation
- Village men should understand pump design and know about the approximate financial cost.



STEP NUMBER 1:

ACTIVITY :ASSESS COMMITMENT TO PROCEDURES, ♂ INVOLVEMENT AND SELECT CARETAKER.

• Discussions:

- Inform the community that handpump can work effectively upto 50m water table.
- pump will work for years without any major repairs required
- The cost of one handpump is Rs.15,000/-
- Community/users group have to bear the construction cost which is about Rs.3000/-
- This facility will provide safe water which can help to prevent many diseases specially among the children.
- Discuss the points regarding community commitment activity
- Briefly inform community about their role in latrine promotion activity.
- Brief them about the role and responsibility of caretaker.
- Finalise the list of the caretaker.
- Brief them about their role and invite them to ask questions.
- At the end of the session ask the participants to tell the main points of the whole discussion.



STEP NUMBER 1:**ACTIVITY : ASSESS COMMITMENT TO PROCEDURES, ♂ INVOLVEMENT AND SELECT CARETAKER.**• **Discussions:**

- Using the pictures and sections of a typical well, show all the main components of the pump: pump head, pedestal, lifting rods, rising main and foot valve.

If there is an existing well it will be possible to tell the men whether they will have to pay for extra casing pipe or anchor clamps. If the well is deeper than 15 metres then the rising main will need to be stabilised, either with clamps (if the soil is stable for fixings), or with 100 mm casing pipe. It is up to the community to pay for this additional cost.

Casing pipe costs approximately Rs ___ per metre

Anchor clamps cost Rs ___ each; you will need one clamp every 10 metres

- It is difficult to give the men exact costs for their own specific village well until the more detailed survey is carried out. However it is possible to give an approximate costing of how much an average head works and drainage structure will cost them to build.

To do this use the guideline figures for a typical well improvement given in Table 1 below. It is better to tell them the quantities needed, and let them discuss how much this will cost in their own district town from local suppliers.

- Table 1: quantities for typical head works with 4 m drainage channel, constructed on well with assumed diameter of 1.0 metre and using un-cut stone:

MATERIAL:	UNIT:	QTY:
Cement (OPC)	bag	9
Reinforced steel (12mm)	kg	32
Well-hole cover	ea	1
Tie wire	kg	0.5
Fired bricks	ea	100
Un-cut stone	m3	0.5
Sand	m3	0.9
Aggregate	m3	1.0
Hardcore	m3	1.1

- The main message is to give the village men an idea of the approximate costs so that they can decide if they want to be involved in the project. The approximate cost for this typical well head construction, excluding labour and locally available materials, is around Rs 2,750 depending on local market prices



STEP NUMBER 1:

**ACTIVITY : ASSESS COMMITMENT
TO PROCEDURES, ♂ INVOLVEMENT
AND SELECT CARETAKER.**

• **Discussions:**

- If the well is not already lined, and has unstable soil, the community will also have to pay for at least 1.5 metres of new lining. The men should know about this and be told of the approximate costs involved, in order to decide if they want to be involved in the project.

Note: every well, except those built in stone or very stable soil, must have a lining to at least 1.5 m below ground level

- If un-cut stone is available in the village then the men can use traditional dry-stone lining techniques and plaster the inside of the lining with a mortar finish. The materials needed for this type of lining are 2 m³ stone, 1 bag of cement and about 0.3 m³ of sand for 1.5 metres of lining. The only cost will be for the cement which is about Rs 150, depending on local market prices.
- It is also important to talk with the men about any improvement works that might be needed to be done, but which require their time and labour and not a financial cost.

Depending on the condition of the well and surrounding area, this should include some, or all, of the following:

- drainage of any standing water within 15 metres of the site
- removal of any animal pens within 15 metres of the site
- building a fence to keep animals away from the site
- constructing a purdah wall, if the site is open or exposed
- clearing away any debris or rubbish around the site and levelling the land

• **Visual Aids:**

[pictures and technical sections of pump and head works]



STEP NUMBER 1:**ACTIVITY : DISCUSS POSSIBLE
COMMUNAL SITES & USER
GROUP/NUMBER****Objectives:**

- To sensitise village on the criteria for selection of site for handpump installation.
- To tell them the users group/number as requirement for one handpump

Target Group:

- Male community members at least one person from every compound.

Methods:

- Explanations
- Discussions

Means and Materials:

- Guide line for possible communal sites selection.

Organisation:

- Group discussion with village men
- Village walk if necessary

Main Messages and Outputs:

- LGRDD staff should know the well sites in the village
- Participants should know the selection requirements for sites to install hand pump.



STEP NUMBER 1:

**ACTIVITY : DISCUSS POSSIBLE
COMMUNAL SITES & USER
GROUP/NUMBER**

• **Points to be discussed**

- Well must be communal for installation.
- Well must be assessable for all women in user group, (not at public places like masque, school, public gathering place etc.
- If no communal well, ask them to arrange the communal well (as in the agreement contract)

- Tell them that after technical inspection and female inputs site selection will be finalised during the next visit.
- Discuss the number of user for one hand pump.



STEP NUMBER 1:**ACTIVITY: CONDUCT VILLAGE WALK****Objectives:**

- To know the community characteristics (Community Profile)
- To assess feasibility of project implementation.
- Field staff will have option list of possible sites for handpump in the village/user group.

Target Group:

- Male community members.

Methods:

- Observations
- Discussions and questions

Means and Materials:

- Pencil and paper
- Survey instrument, drawing paper.
- Instructions/Guidelines to fill the instrument.

Organization

- community meeting
- Village walk of the projet staff.
- **Main messages and outputs**
- Project staff collect the required information from the village.
- List of pump site options (if any) to be handed over to the women staff for getting the user group women's consent on the best site of these options to finalise the site.



STEP NUMBER 1:**ACTIVITY: CONDUCT VILLAGE WALK****• Things to be done:**

- Village Inventory
- Village mapping

- This activity is the responsibility of LGRDD field staff (Community organiser + Technician)
- Both are responsible to collect the information relevant to their field.
 - Community organisers- collect Socio-Cultural & economic development information and sketch village map.
 - Technician (Sub engineer/UCS) collect technical information like condition of well, water table, water quality etc, etc. For details see the Technical Manual.
- Ask the community members to provide the information for the village inventory.
- Request the elder of the community to allow the LGRDD staff for village walk with the community person as a guide.
- Sketch the village map through observations and ask questions from the guide.
- Share all these information with the female staff.



STEP 1**Team Checklist**

- Before starting activities in step number 2, review the activities of step number 1 to make sure that the whole team is ready to begin
- If any of the key activities have not been fully completed the team should make a note of further action required before moving on to step number 2

Key Activity**Expected Outputs**

1. involvement of women

men agree to women's involvement for:

- hygiene education
- facility siting and design decisions
- two female representatives to attend meetings

2. community participation

both men and women understand:

- communal site and access
- coat-sharing
- hygiene education
- operation and maintenance

3. preparation for well siting

- technical survey for feasibility of well sites

- male option list given to women for site selection

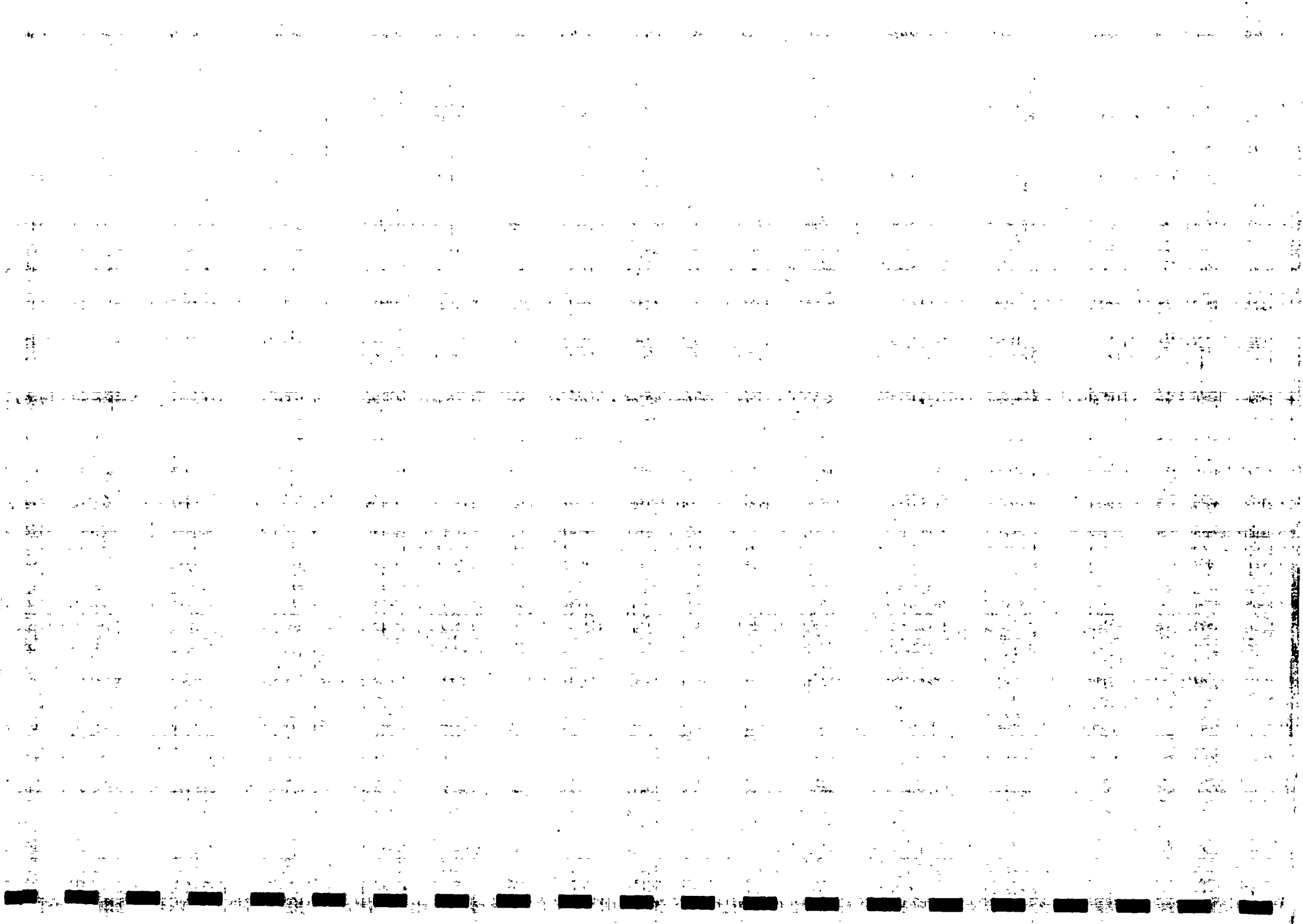
4. assessment of village water supply situation

- village mapping (population and compounds)

- male and female input for water use and sanitation

5. female communication channel

- female representatives selected
- communication channel established



STEP NUMBER 2:**ACTIVITY: INFORM ♀ INPUTS,
FINALISE SITING, DESIGN &
IMPROVEMENTS FOR PUMP.****Objective:**

- To sensitise ♂ on the importance of ♀ consultation for siting.
- To know the final place/places and designs with improvement of well for installing handpump with the consent of community people.

Target Group:

- Male community members.

Methods:

- Discussion
- Explanations
- Demonstration

Means and Materials:

- Flip charts with pictures.

Organisation:

- Meeting with ♂ community members.

Main Messages and Outputs:

- At the end of this exercise village people will finalise the sites.
- Village men should understand the importance of ♀ inputs in pump affairs.
- Village men should understand the improvements required for pump installation on the well.



STEP NUMBER 2:

**ACTIVITY: INFORM ♀ INPUTS,
FINALISE SITING, DESIGN &
IMPROVEMENTS FOR PUMP.**

Points to be discussed:

- Tell the participants about the requirements of site selection (criteria).
- Inform the male members about the opinion of women as the best option for handpump installation.
- Discuss this outcome with the participants and finalise the site.
- Explain the details of improvements required on the well before installation of pump. Use the posters and get help from the technical manual.
- Discuss the importance of the design to prevent contamination.
- Invite them to ask questions especially to the identified caretakers.



STEP 2

Safe water source

Objectives: at the end of the activity the participants

- **Understand:**
 - * which activities can contaminate the pump area
 - * which maintenance of the slab is needed to prevent contamination of pump water
 - * the need of a soak-pit if the water is not used for gardening/watering the animals
 - * the need of constructing an animal trough if they want to use the pump area for watering their animals
 - * the need of constructing a washing platform if the women want to wash their clothes at the pump site
 - * that the water can be contaminated during storage
- **are willing to**
 - * construct a good drainage system, if needed with a soak-pit
 - * maintain the concrete when cracks appear ✓
 - * discuss the need of add-on facilities with all the members of the user group before the next visit of the team
 - * to discuss the needs of the women concerning add-on facilities during the next visit of the team

Target Group:

- all household heads of the user group

Methods:

- discussion with the help of posters

Materials:

- posters with hygiene education messages
- poster with section picture of a pump

Organization:

- Time: 1 hour
- No. of participants: 10 till 20

Main messages

- No washing or bathing on the slab of the pump
- No animals near the pump
- Need of a good soak-away system (soak-pit or agriculture purpose)
- Need of animal trough if watering the animals
- Need of washing place if women want to wash clothes
- Need of safe water storage



STEP 2

Safe water source

How to carry out the activity?

Introduction

- a pump provides safe water compared to a well or a stream because the system is much more closed
- but still certain risks exist that the water becomes dirty
- we would like to discuss with you how to keep the pump water clean
- introduce procedure
 - * explain that you will show some posters
 - * explain that some posters show a good activity or situation, some posters show a bad activity or situation
 - * they have to decide if it good or bad poster
 - * if they think it is good they are invited to stand on right hand site
 - * if they think it is a bad poster they are invited to stand at left hand site
 - * each person should decide for himself

Execution

- show first poster, check if they understand what is on
- invite the men to stand at left or right hand site
- ask one man at left hand site why he thinks the poster is wrong
- ask somebody of the right hand site why he thinks the poster is right
- start discussion
- give conclusion
- repeat this procedure for the other posters

Closure

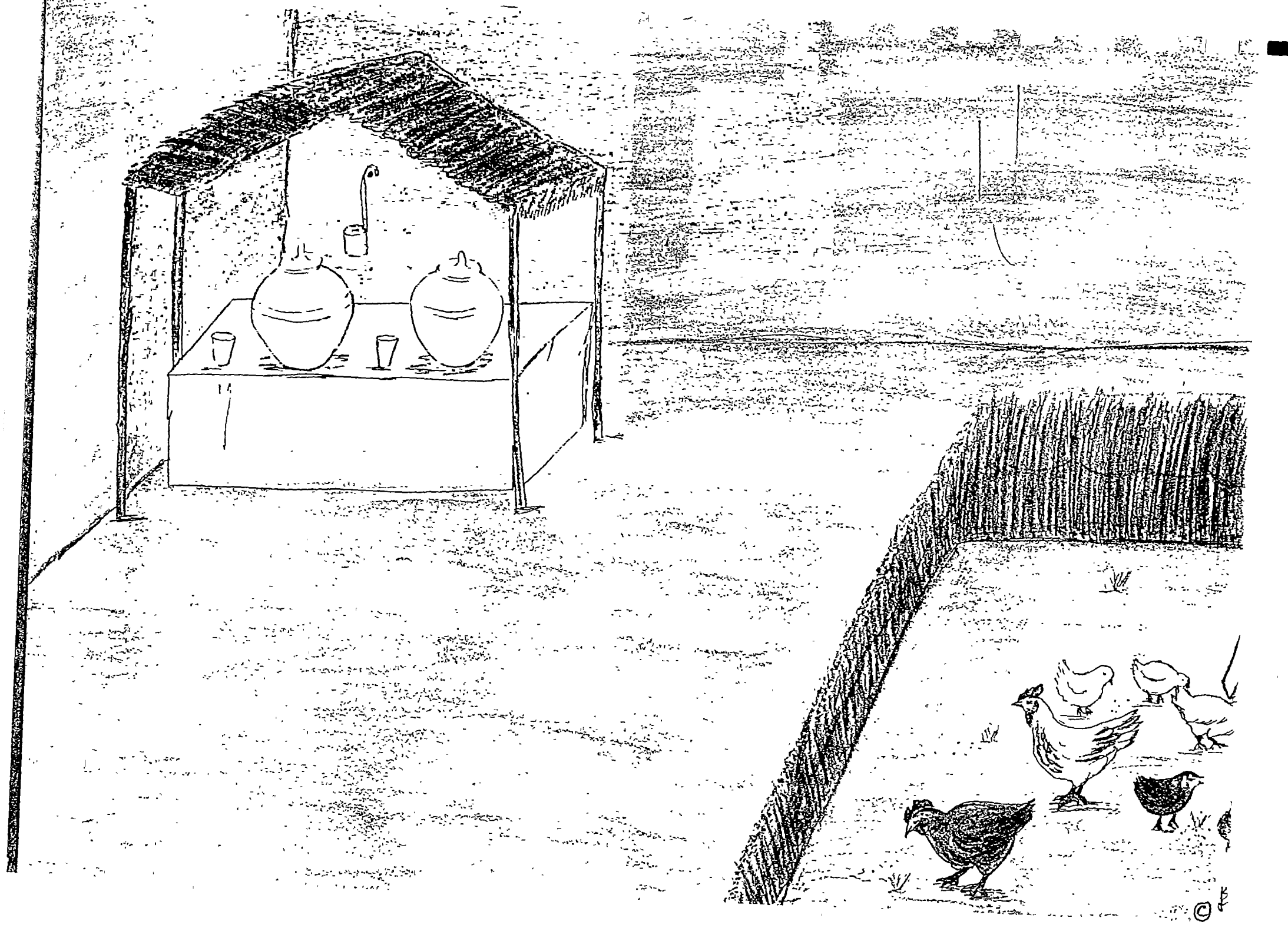
- ask for each poster somebody to repeat why it is a right or wrong situation/activity
- tell the participants that they have to build a drainage and if necessary a soak-pit
- tell them that if they, or their wives, want to water their animals with the pump water they have to build an animal trough
- tell them that if their wives want to wash clothes, children or dishes at the pump area they have to build a wash stand
- tell them that the female team staff will also ask their wives if they need some add-on facilities and the outcome will be discussed with the men
- tell the men that you will explain the costs of the several facilities with them



STEP 2**Safe water source****List of posters and main messages**

1. pump with woman washing cloth on the slab	wrong	no washing on the slab, dirty water will wash into the well
2. pump with woman cleaning mud pot on the slab and fetching water	right	cleaning of water vessels on the slab before filling them is allowed, but not washing of all kitchen utensils
3. animals near the pump drinking water from the slab and the drainage	wrong	no animals near the pump, they will <u>shit</u> all over the place and make the well water dirty
4. pump with a cracked slab and stagnant water and no drainage system	wrong	the stagnant water will become dirty and will wash into the well, make sure that all the water runs off trough a proper drainage
5. women washing the drainage with a sweeper	right	keep the drainage clean, so that the water can flow away easily
6. women bathing children at the slab	wrong	no bathing at the slab, it will damage the slab and make water from the well dirty
7. safe water storage	right	make sure that your wife stores the water in a safe way (pin the animals in the compound, put lids on the vessels, use vessels which are easy to clean) provide her with new vessels if necessary
8. risky water storage	wrong	water from a safe water source can easily become dirty after fetching it, as on this picture during storage



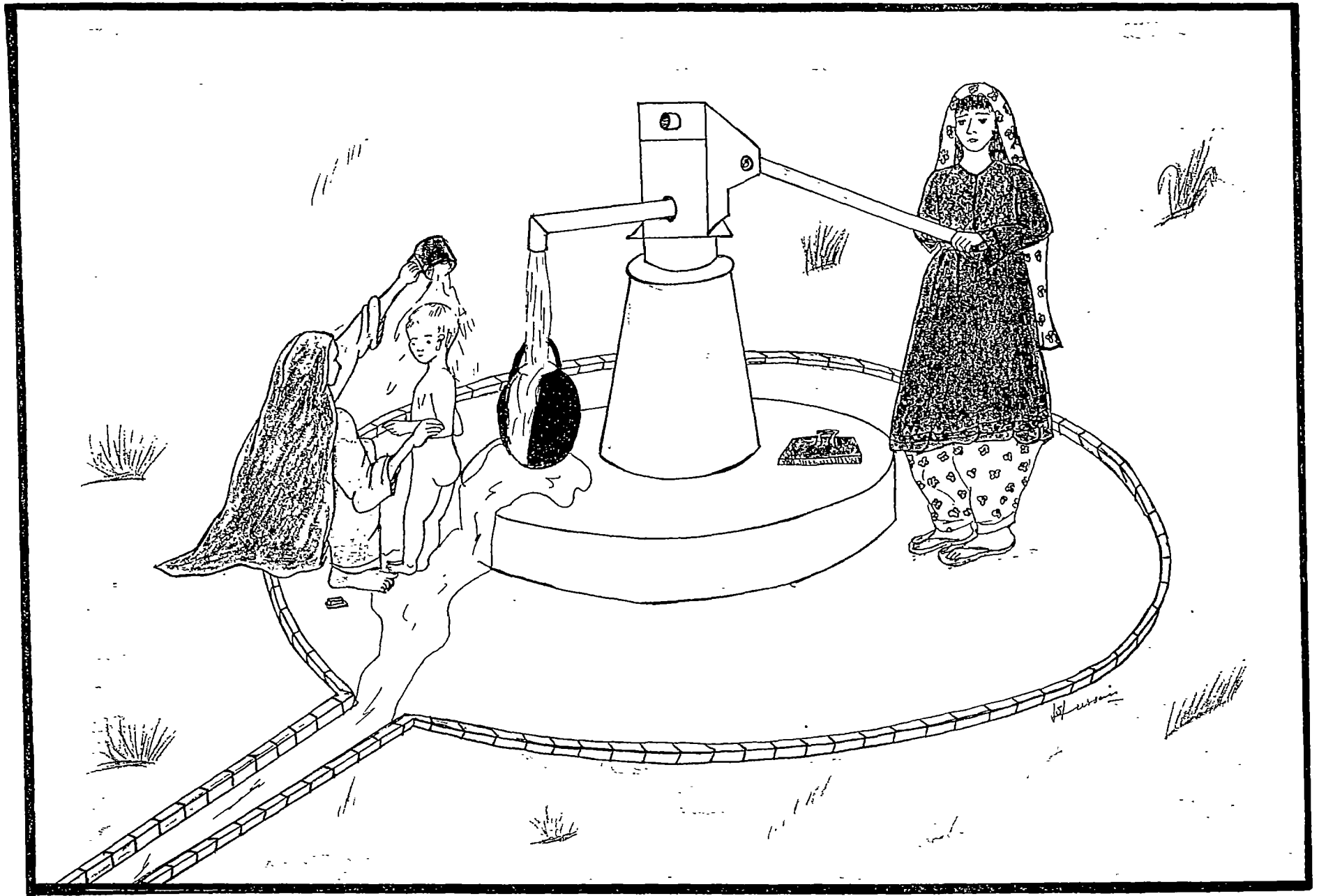




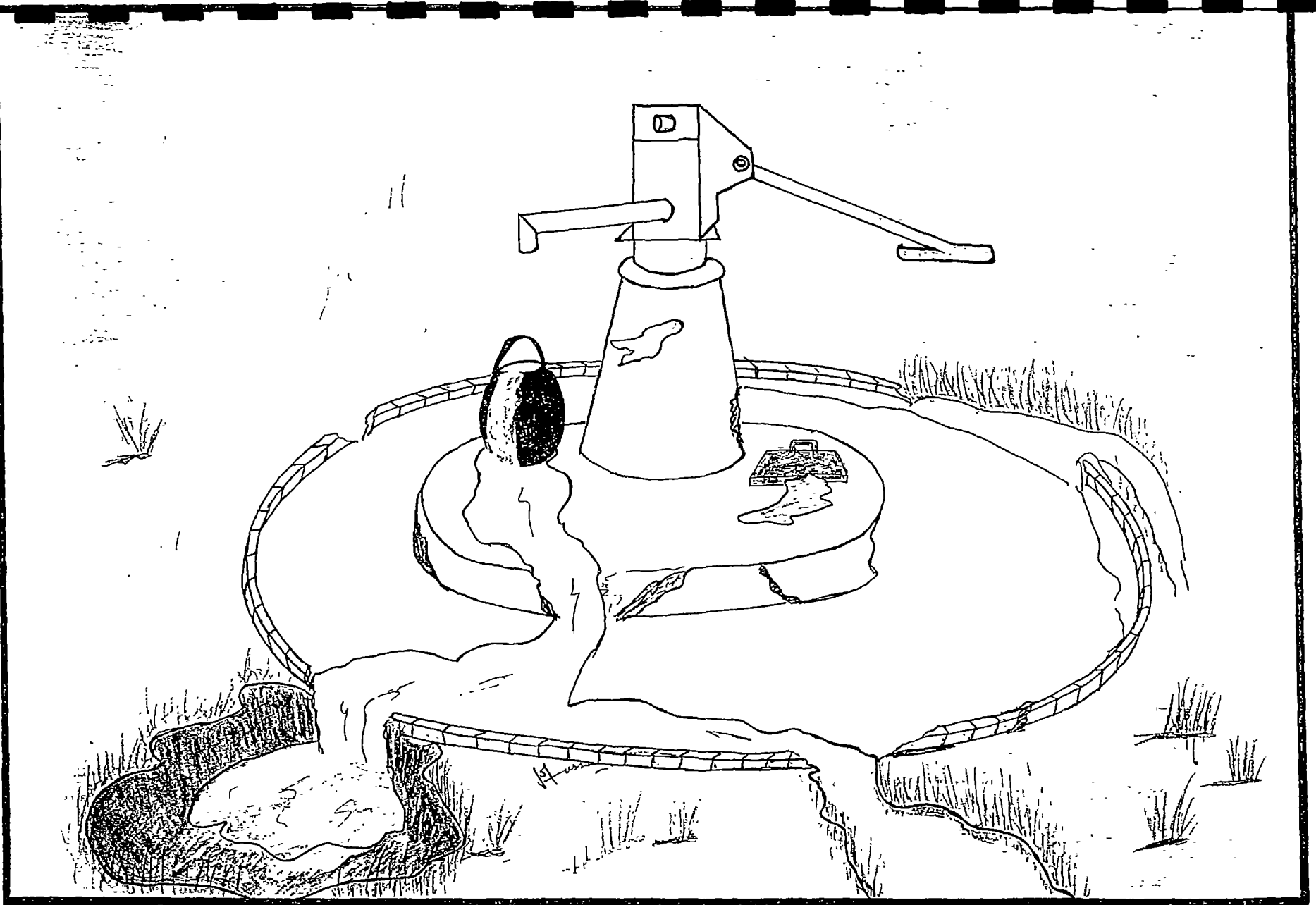


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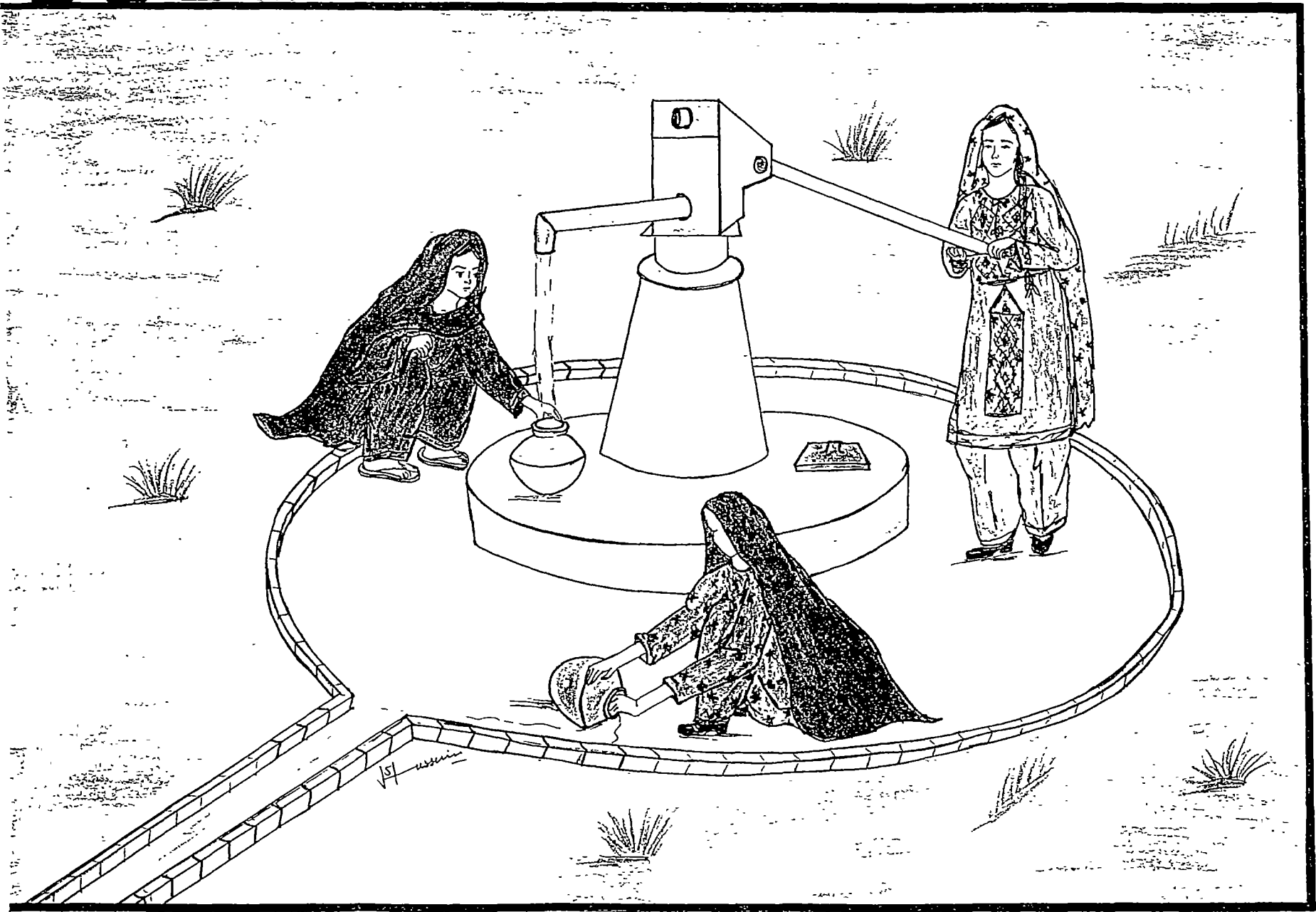








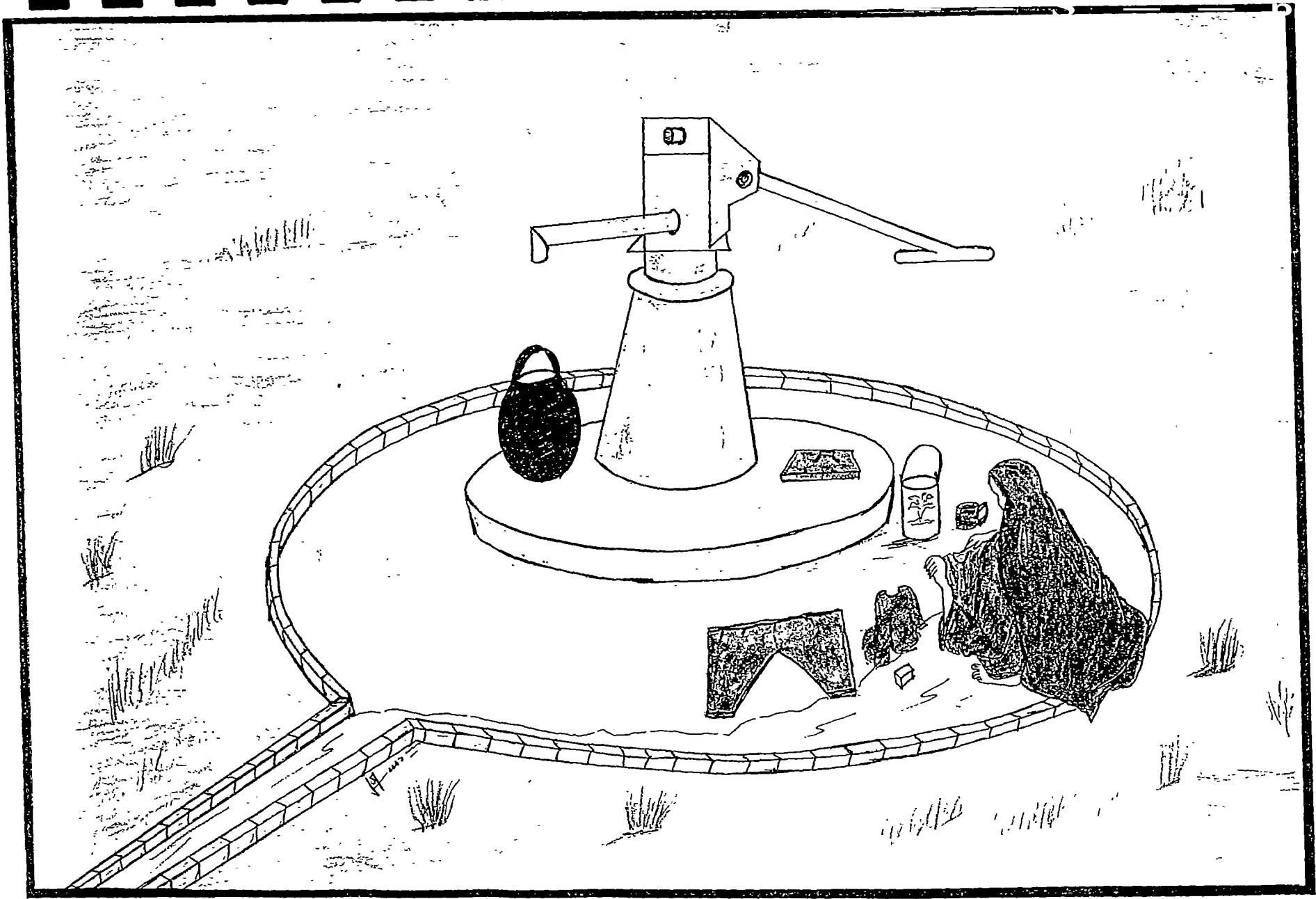




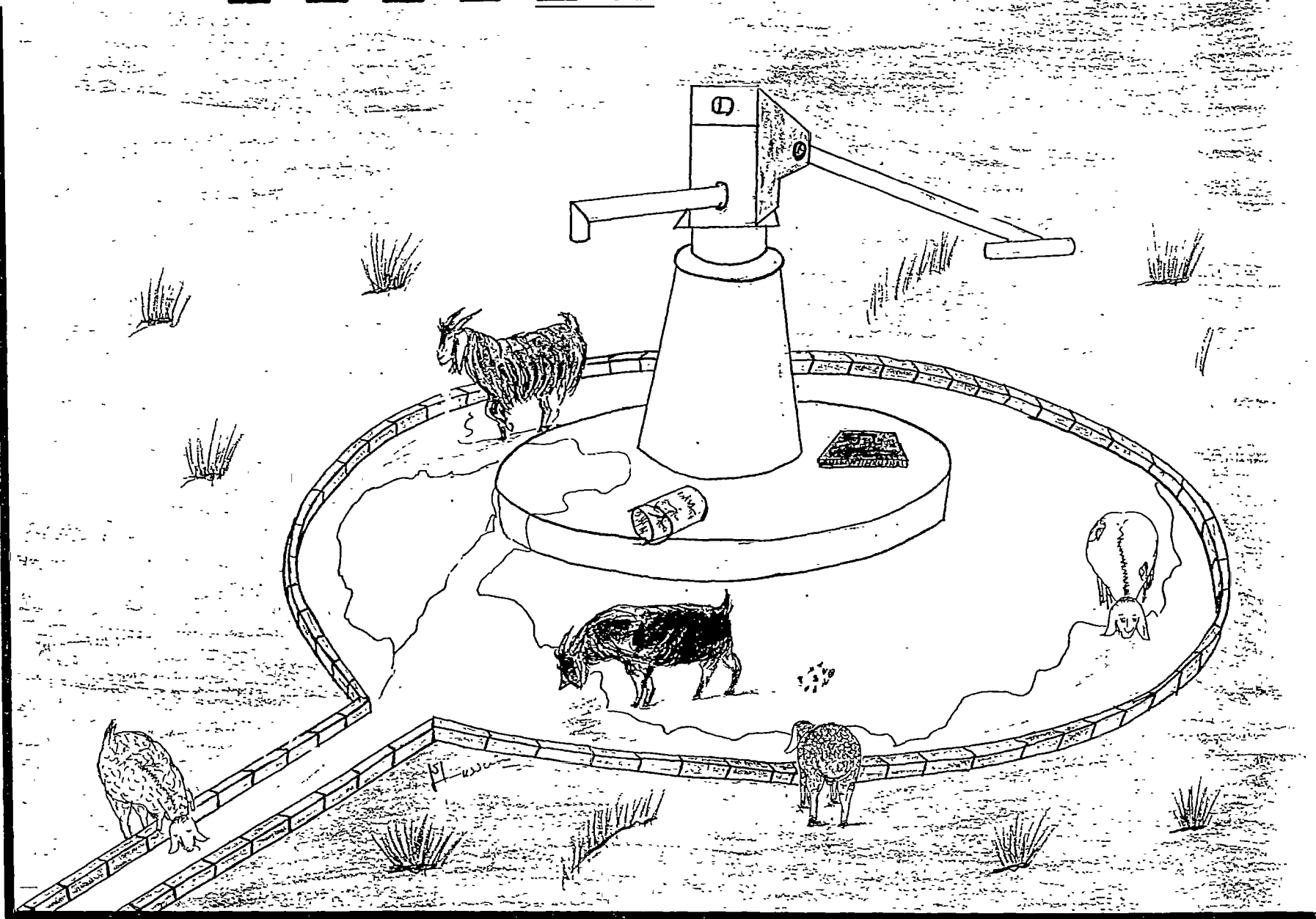


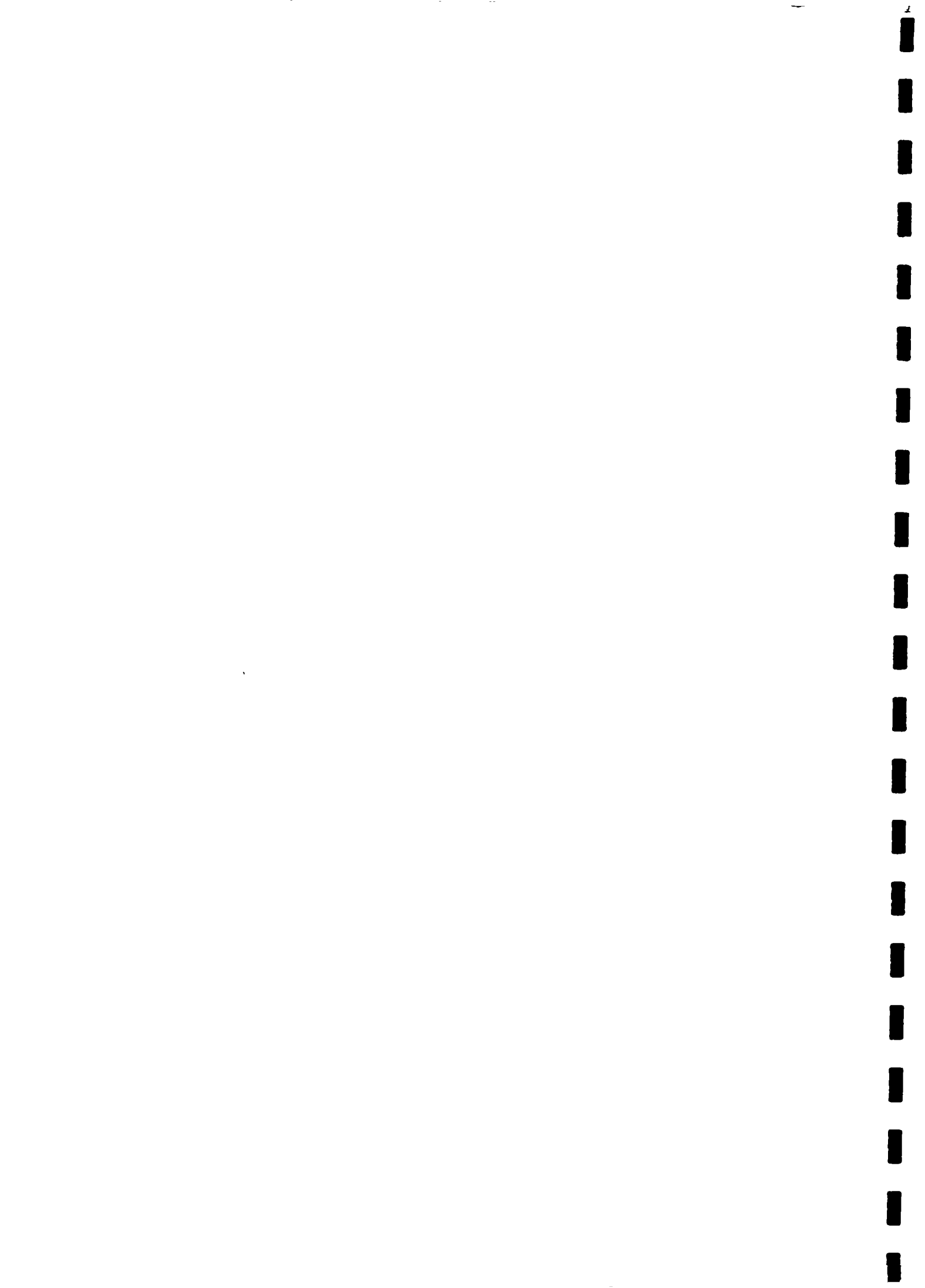












STEP NUMBER 2:**ACTIVITY: INTRODUCE ADD ON
OPTIONS WITH COSTS.****Objectives:**

- To sensitise participants about the need and requirements of facilities as place for watering animal, washing place in the design of handpump construction.
- To inform village men of approximate costs for the facilities.

Target Group:

- Male community members.

Methods:

- Discussions
- Explanation
- Demonstration

Means and Materials:

- Drawings/ posters on " Add on options".
- Cost estimates for facilities.

Organisation:

- Community meeting.

Main Messages and Outputs:

- Village men will know the cost estimates of the facilities.
- Village men know about the importance of facilities.



STEP NUMBER 2:**ACTIVITY: INTRODUCE ADD ON
OPTIONS WITH COSTS.**

- **Points to be discussed:**
- Ask participants if they want to use the well water from handpump for watering their animals washing cloths than they have to construct a watering place in the design.
- Discuss the importance of these add on facilities.
- Discuss the waste water usage or digging of soak pit for waste water.

- **Financial Costs of Add-on Facilities:**

It is important to tell the men how much these extra facilities will cost for the community, this will help them to make their decision as to whether they want them.

- every washing place will require the following quantity of materials (see design sketches below) for the standard dimensions of 2.0 x 2.5 metres:

MATERIAL:	UNIT:	QTY:
Cement (OPC)	bag	2.5
Un-cut stone	m3	0.4
Sand	m3	0.2
Aggregate	m3	0.4
Hardcore	m3	0.4

The main message is to give the village men an idea of the approximate costs so that they can decide if they want pay for the facility. The approximate cost for this washing place, excluding labour and locally available materials, is only for the cement which will be approximately Rs 380 depending on local market prices.

- every animal trough will require the following quantity of materials (see design sketches below) for the standard dimensions of 3.0 x 0.3 x 0.3 metres:

MATERIAL:	UNIT:	QTY:
Cement (OPC)	bag	1.5
Un-cut stone	m3	0.1
Sand	m3	0.2
Aggregate	m3	0.3
Hardcore	m3	0.9

The main message is to give the village men an idea of the approximate costs so that they can decide if they want pay for the facility. The approximate cost for this washing place, excluding labour and locally available materials, is only for the cement which will be approximately Rs 250 depending on local market prices.



STEP NUMBER 2:

ACTIVITY: FINALISE USER GROUP & CP & CARETAKER, SIGN GROUP CONTRACT & HAND OVER PUMP.

Objectives:

- To know the exact number of user of the facility.
- To identify and finalise the list of the potential caretaker
- To come to the level where community sign the contract to take care of their responsibility.
- Project come to boundation to provide with the facility to them

Target Group:

- Community male members (one from each compound)

Methods:

- Discussion.
- Explanations

Means and Materials:

- Contract/Agreement form.

Organisation:

- Meeting with community males.

Main Messages and Outputs:

- All the end of the activity commitment points will be finalised.
- Project & community will be committed to take care of their responsibilities.





WATER AND SANITATION CELL

SUPPORTING AGENCIES
IWACO
AGRI-BI-CON
UNICEF

LOCAL GOVERNMENT AND RURAL DEVELOPMENT DEPARTMENT
GOVERNMENT OF BALUCHISTAN - PAKISTAN

AGREEMENT

The LGRDD/Water and Sanitation Cell of the Government of Balochistan, hereafter called the Cell, on the one hand
and

The Community People of village _____

in Union Council _____

in the District of _____

hereafter called the Community, on the other hand

have on this _____ of _____, 19__

come to an agreement to improve the water supply and sanitation conditions in the village.

The terms and conditions of the agreement are as follows:

1. WITH RESPECT TO THE WATER SUPPLY IN THE VILLAGE

In order to improve the water supply in the village the Cell will:

1. provide a total number of _____ suitable handpump(s) to the Community
2. assist the Community in determining the most appropriate site(s) for the installation of the pump(s)
3. assist the Community in organizing compound groups for the installation, operation, and maintenance of the pump(s)
4. provide the Community with all technical advice that is necessary to install, operate, and maintain the pump(s) including the training of pump caretaker(s)
5. provide the Community with the hygiene education advice that will help to ensure the proper collection, transport, storage, and use of the water collected from the pump(s)



In order to support the water supply programme in the village, the Community will:

1. ensure that the site(s) at which the handpump(s) is/are going to be installed are made accessible to all members of the Community. If selected sites are not communal or accessible by the general public, the user group will obtain the following Waqf agreement from the owner of the site

WAQF AGREEMENT	
The undersigned	: _____,
Son of	: _____,
of Union Council	: _____,
<p>declare herewith to have given in Waqf a piece of land of 6 x 6 metres of which the exact location has been established in the presence of the two witnesses to this agreement. The plot will be used for the installation of a communal handpump. From this day my family and myself will not have any private right on this land.</p>	
Date	: _____
Witness no. 1	: _____
Witness no. 2	: _____
Owner	: _____

2. ensure that all members of the Community can freely draw water from the pump(s) provided by the Cell
3. ensure that Community women can:
 - a. fully participate in determining the preferred site(s) and design(s) of the handpump installation(s) to be established
 - b. organize themselves for full participation in a hygiene education programme in the village that is especially directed at female Com-



munity members

4. bear all the costs of digging one or more new wells wherever necessary, and/or of preparing existing wells for the installation of a handpump, all according to the technical and financial specifications that were verbally agreed upon between the Community and the Cell
5. nominate two handpump caretakers for the following purposes:
 - a. to receive training in handpump operation and maintenance and in basic hygiene education
 - b. after which he will bear the responsibility for maintaining and repairing the handpump(s) and supervising the use of the site(s)

2. WITH RESPECT TO THE CONSTRUCTION OF LATRINES

For the construction of latrines in the village the Cell will:

1. provide a total number of _____ latrine pans and materials to various compounds in the Community, as specified in the list that is attached to this contract
2. assist the inhabitants of compounds that want to install latrine(s) in determining the most appropriate site(s) for their installation
3. provide compound inhabitants with all technical advice that is necessary to install and maintain the latrines

The households that participate in the latrine construction programme in the village will:

1. nominate two persons for the whole village that will be willing to receive training in latrine construction, and after that assist other households in the correct construction and installation of latrines
2. bear all the costs of digging the latrine pits and of preparing them for final installation, according to technical and financial specifications provided by and agreed upon with the Cell
3. construct a super structure for all installed latrines
4. nominate one or more female village volunteers that will provide monitoring and hygiene education services to Community compounds that participate in the latrine installation programme



- 5. allow these volunteers to enter their compounds and talk with the female compound members

SIGNED FOR THE VILLAGE COMMUNITY BY:

()

()

SIGNED FOR THE LGRDD/W&S CELL BY:

()

()



STEP NUMBER 2:**ACTIVITY: FINALISE USER GROUP & CP & CARETAKER, SIGN GROUP CONTRACT, HAND OVER THE PUMP.****Points to be discussed**

- Tell the participants all points written in the contract one by one.
- Explain every point clearly.
- Invite them to ask questions if they have any.
- Invite them to sign the contract (atleast one representative from each users group should sign) to formalise their commitment.
- Provide the handpump unit to them to keep it with them till the installation.
- Get the receipt of handpump from community.
- Inform them about the next visit and ask them to arrange construction materials before next visit.
- Ask them to provide final list of users of the facility (No. of compounds and total population)
- Ask the participants to finalise the names of potential caretakers.
- Invite one of the participant to tell the main points of this meeting.

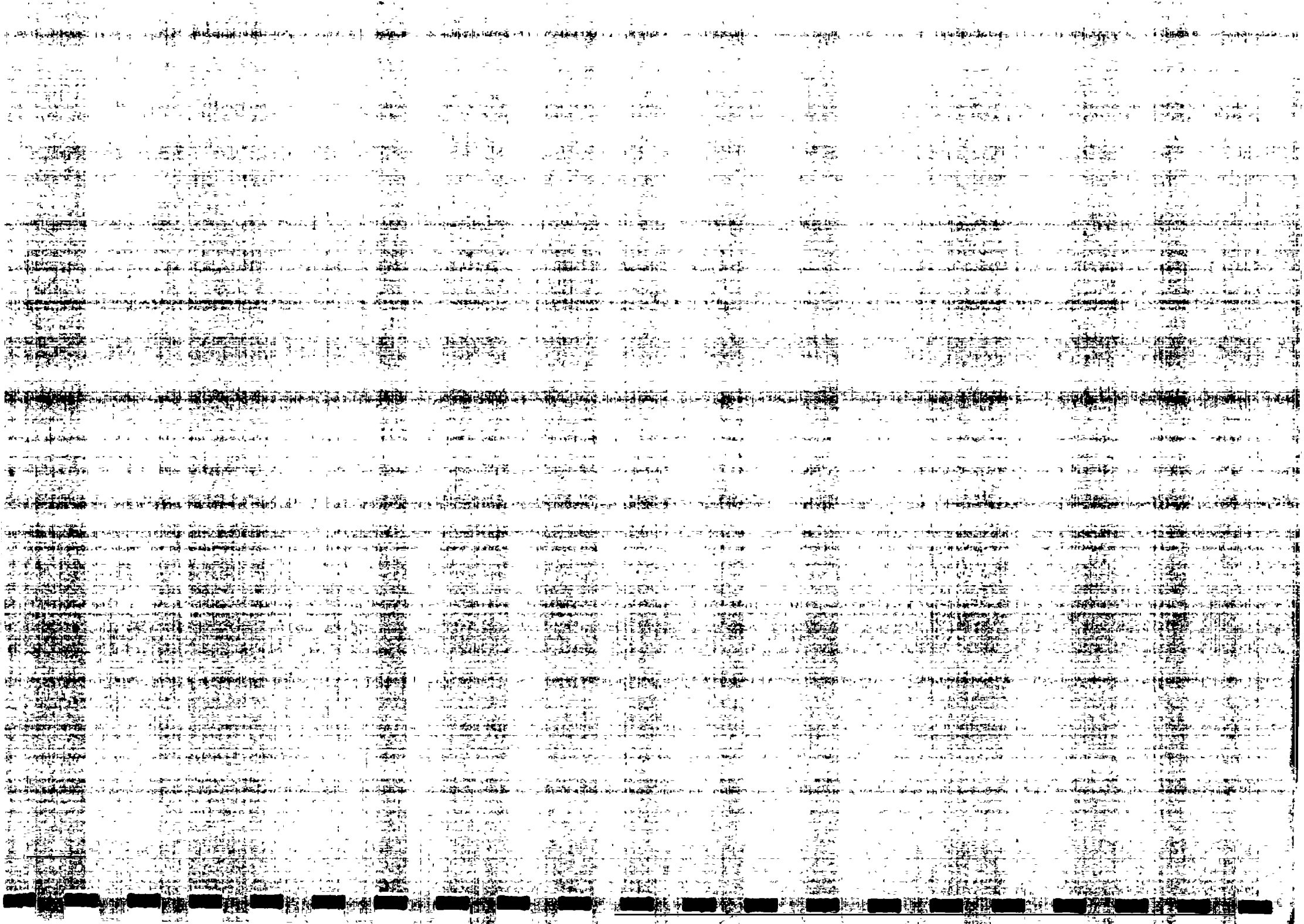


STEP 2**Team Checklist**

- Before starting activities in step number 3, review the activities of step number 2 to make sure that the whole team is ready to begin
- If any of the key activities have not been fully completed the team should make a note of further action required before moving on to step number 3

Key Activity**Expected Outputs**

1. female input in siting decision	male villagers have been given women's input for design and siting of pump before making final decisions
2. finalise siting and pump design	communal site has been chosen with female input for quantity and costing, including drainage requirements and pump specifications
3. pump caretaker	village men have selected caretaker(s) who will receive training and be responsible for maintenance and proper usage of facility
4. hygiene education	both men and women have received hygiene education about safe water sources, use and storage
5. community contract	village men have signed the community contract with LGRDD field staff showing their commitment to the project



STEP NUMBER 3:**ACTIVITY: DISCUSS FINALISED
DESIGN & INFORM OF EXACT COSTS;
GIVE GO-AHEAD TO ♂ FOR WELL
PREPARATION WORK****Objectives:**

- To inform community about the final cost requirements
- Provide list of materials to be purchased by the community
- To give them go-ahead signal for well preparation work.

Target Group:

- Male community members

Methods:

- Discussion
- Explanation

Means and Materials:

- List of the material required with exact cost.
- Poster/Model of the final design.

Organisation:

- Group discussion

Main Messages and Outputs:

- Community will get a list of required material.
- Community ♂ will know the final design and construction requirements.



STEP NUMBER 3:

**ACTIVITY: DISCUSS FINALISED
DESIGN & INFORM OF EXACT
COSTS; GIVE GO-AHEAD TO ♂ FOR
WELL PREPARATION WORK**

Points to be discussed:

- Discuss with the community the final design and confirm their agreement.
- Tell them about the total cost to purchase the material.
- Provide the list of the material.
- Ask them to arrange material on _____ such date.
- Inform them about the next visit to inspect the material.
- Give go-ahead signal to them to start well preparation work.
- Explain the well preparation work to the ♂ of the community.



STEP NO 3:**ACTIVITY: INFORM ABOUT ♂ INPUT AND FINALISE ADD-ON OPTIONS.****Objectives:**

- To inform village men about their role for project activities.
- To give ok signal to the male member of the community to start physically preparation work.

Target Group:

- Male Community members.

Methods:

- Demonstration
- Discussion
- Explanation

Means and Materials:

- Posters
- Flipcharts
- Physical work

Organisation:

- Group discussion with community men.

Main Messages and Outputs:

- The village men should understand about their inputs for project activities.
- At the end of this activity community will prepare themselves to start physical work.



STEP NUMBER 3:

**ACTIVITY: INFORM ABOUT ♂ INPUT
AND FINALISE ADD-ON OPTIONS.**

Points to be discussed:

- Ask participant to start doing physical work for
- Prepare place/site for construction
- Clean installation area.
- Identify/ arrange person/persons to be used as mason.
- Arrange required things like saw trolley etc.
- Check all material and telly with the list.



STEP NUMBER 3:

**ACTIVITY: INFORM ABOUT ♀ INPUT AND
FINALISE ADD-ON OPTIONS**

Objectives:

- To sensitise participants on the women involvement for site selection of hand pump.
- Finalise the add-on options on the feedback of ♀ with ♂ of the village.

Target Group:

- Male Community members.

Methods:

- Discussions
- Explanations

Means and Materials:

- Guidelines to discuss the need of ♀ consultation for siting.

Organisation:

- Male community members.

Main Messages and Outputs:

- At the end of the activity project staff will get the feedback from community about the involvement of ♀ in site selection of handpump & latrine.



STEP NUMBER 3:

**ACTIVITY: INFORM ABOUT ♀ INPUT
AND FINALISE ADD-ON OPTIONS**

- **Points to be discussed:**
- **Ask participant about bringing water for household usage (who is responsible to bring water most probably women.**
- **Ask them who is responsible for cooking food, cleanliness at home. Answer would be women.**
- **Ask them do they think to provide some help to the women in this regard. (Answer would be yes).**
- **Then ask them to discuss with their ladies about their consent on site where hand pump will be installed and also ask them to discuss.**
- **The place for latrine construction at household level with their ladies.**



STEP NUMBER 3:

**ACTIVITY: INTRODUCE LATRINE
CONCEPT AND POLICY.**

Objective:

- To sensitise participants about the importance of latrine facility at home.
- Inform them about the project policy regarding latrine promotion.

Target Group:

- male Community members

Methods:

- Explanations
- Discussions
- Demonstration

Means and Materials:

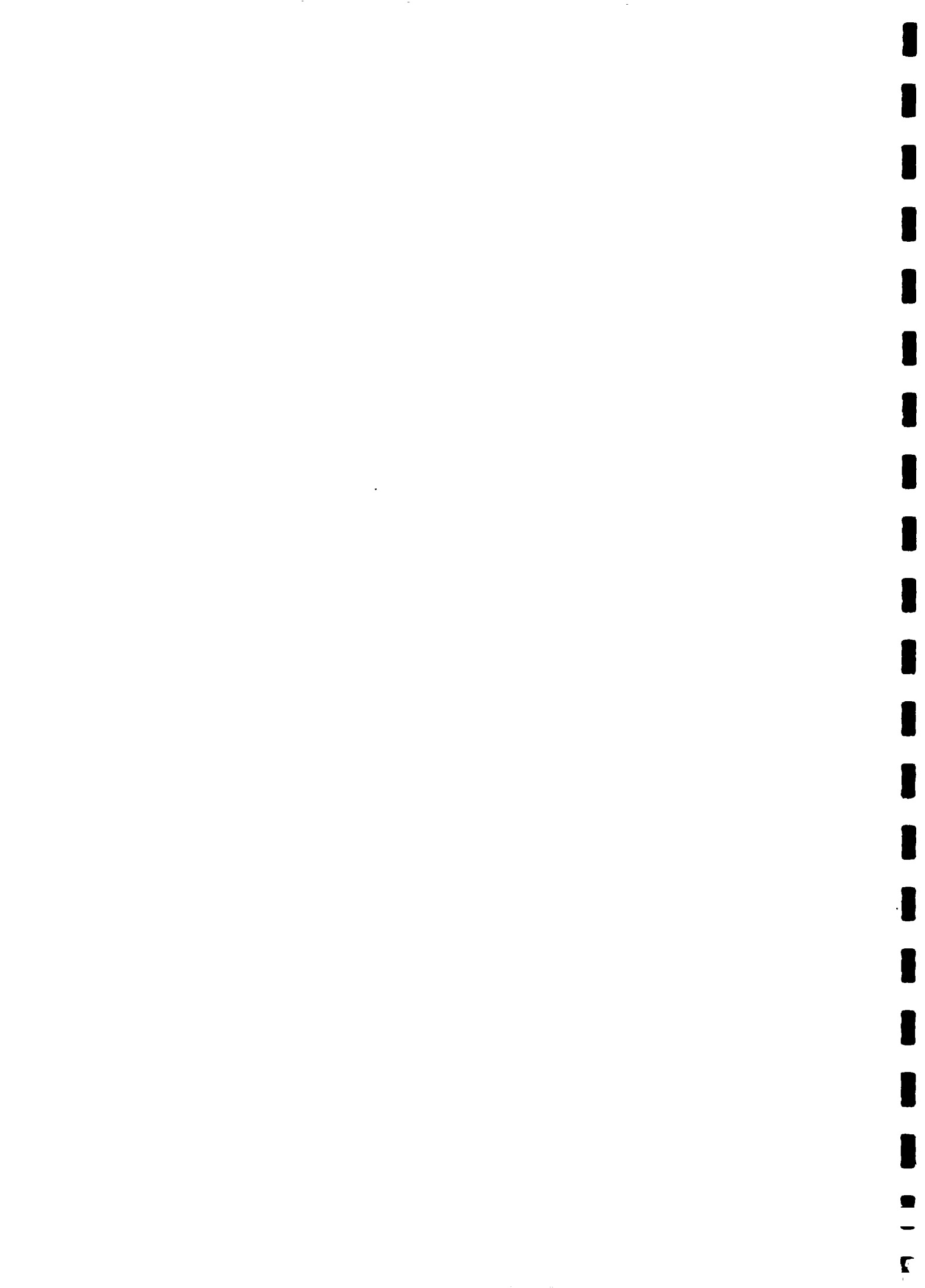
- Latrine Model
- Posters

Organisation:

- Community meeting

Main Messages and Outputs:

- Community should understand the Project policy & their role regarding Latrine promotion.



STEP NUMBER 3:**ACTIVITY: INTRODUCE LATRINE
CONCEPT AND POLICY.****Project Policy Regarding Latrine:**

- Project will help communities if they already taking care of water facility i.e Hand Pump.
- Majority of the house holders are ready for constructing latrines in their houses.
Community/householders are required to built superstructure and dig pits.
- Project will provide pan, pipe, wiremesh.
- Householders have to ensure the usage of latrine for family members.
- Discuss with the men about what the men, women and children do when they have to defecate, where do they go to defecate in the village? Ask them if they think that this is okay to do. Ask the men about the main illnesses in the village, discuss the ways in which these are linked to poor sanitation.

Show the men the model of the latrine and explain the importance of safe sanitation facilities.

Discuss with the men and ask them if they have seen or used a latrine in other villages or towns in the district; if they have, ask them if they know why a latrine is important and if they know how the latrine works. After this discussion ask the men questions to see if they have understood what you have just explained.



STEP 3**Team Checklist**

- Before starting activities in step number 4, review the activities of step number 3 to make sure that the whole team is ready to begin
- If any of the key activities have not been fully completed the team should make a note of further action required before moving on to step number 4

Key Activity**Expected Outputs**

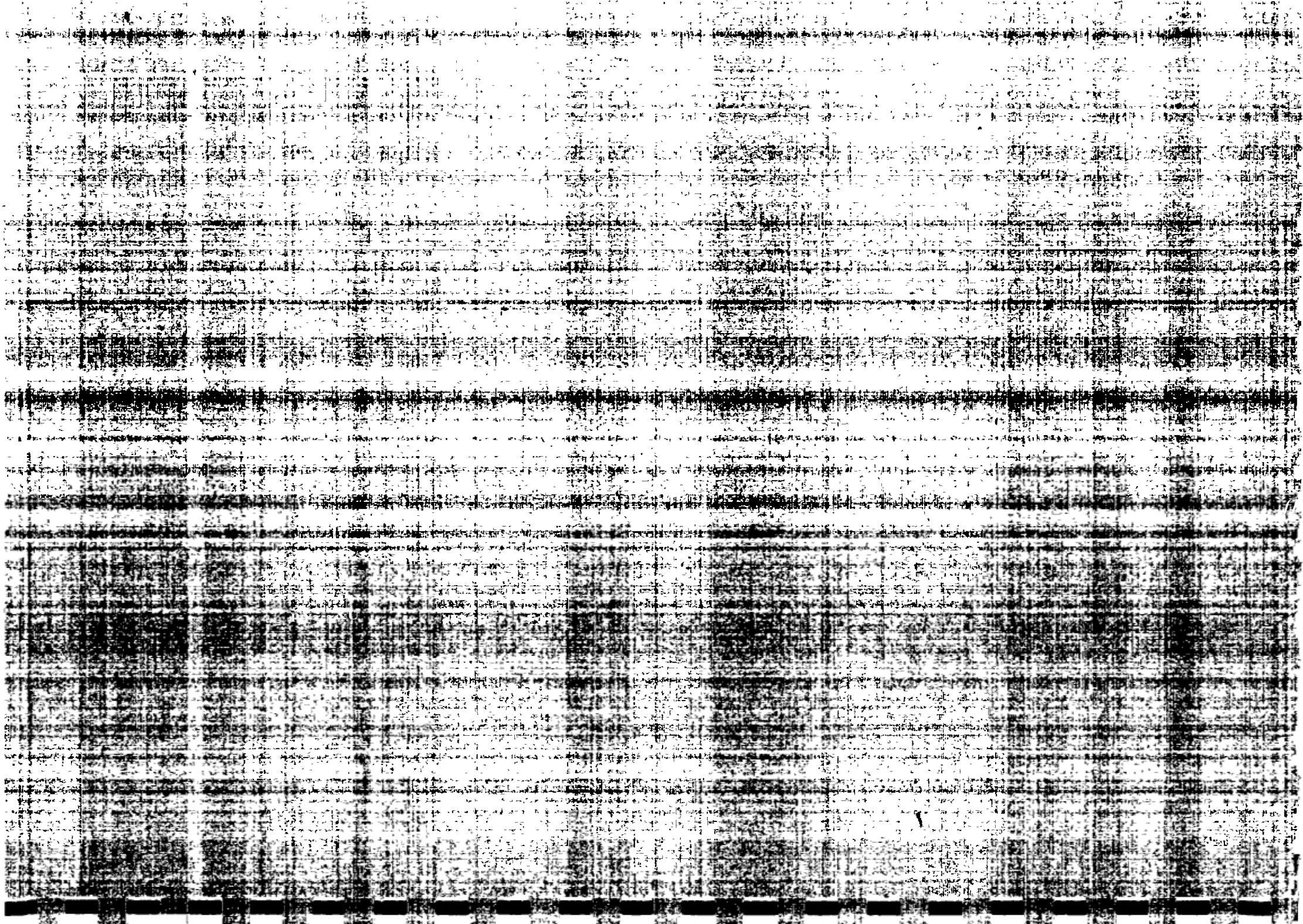
1. Preparation work for construction

Male villagers informed of:

- well improvement works, materials
- list specifications and date, construction time table set out

2. introduce latrine concept and policies

Both male and female informed about latrine programme, women asked to begin compound discussions about numbers of latrines



STEP NUYMBER 4:

**ACTIVITY: ORGANISE ♂ FOR
CONSTRUCTION & TRAINING
ACTIVITIES.**

Objectives:

- To organise community for construction work as their responsibility.
- To finalise the list of potential caretakers before construction work.

Target Group:

- Male community members

Methods:

- Discussions
- Explanation

Means and Materials:

- Drawing of construction process etc

Organisation:

- Meeting with community males.

Main Messages and Outputs:

- Community gets ready for construction work.



STEP NUMBER 4:

**ACTIVITY: ORGANISE ♂ FOR
CONSTRUCTION & TRAINING
ACTIVITIES.**

Points to be discussed:

- Tell the community about their role as commitment during construction process and their involvement during construction process.
- Ask the participants to organise themselves for construction work.
- Inform them about the next visit of the project staff.



STEP NUMBER 4:

**ACTIVITY: CARRYOUT
CONSTRUCTION WITH COMMUNITY.**

Objectives:

- To involve community in construction work.

Target Group:

- Male Community members

Methods:

- Physical work.

Means and Materials:

- All material required for construction.

Organisation:

Meeting with male community members.

Main Messages and Outputs:

- Construction work should be completed with maximum community involvement in physical work.
- Community men specially potential caretakers should be able to construct the required things i.e. slab, apron etc.



STEP NUMBER 4:

**ACTIVITY: CARRYOUT
CONSTRUCTION WITH COMMUNITY.**

Points to be discussed

- Check list of steps for construction work.
- Organise the community males for construction work.
- Brief them for the construction process.
- Invite them to ask questions
- Start the physical work.
- Let community to do max work.
- Supervise them on different aspects of construction.



STEP NUMBER 4:

ACTIVITY: PREPARE FOR ♀ VISIT TO PUMP SITE

Objectives:

- To inform community to arrange women visit to site.

Target Group:

- Community male members

Methods:

- Discussions
- Explanation

Means and Materials:

- Posters or drawings

Organisation:

- Discussions with ♂.

Main Messages and Outputs:

- ♂ should permit their ladies to visit the site with project ladies.



STEP NUMBER 4:

ACTIVITY: PREPARE FOR ♀ VISIT TO PUMP SITE

Points to be discussed

- Discussed with male community members about the importance of arranging visit at Pump site of their ladies.
- Invite them to discuss amongst them about the role of women in bringing water and it is always helpful for males if women know:
- How to use the pump and add on facilities (if any)
- How to clean the area
- How to know if something is wrong with the pump, so that they can ask their males to call the caretaker.



STEP 4**Team Checklist**

- Before starting activities in step number 5, review the activities of step number 4 to make sure that the whole team is ready to begin
- If any of the key activities have not been fully completed the team should make a note of further action required before moving on to step number 5

Key Activity**Expected Outputs**

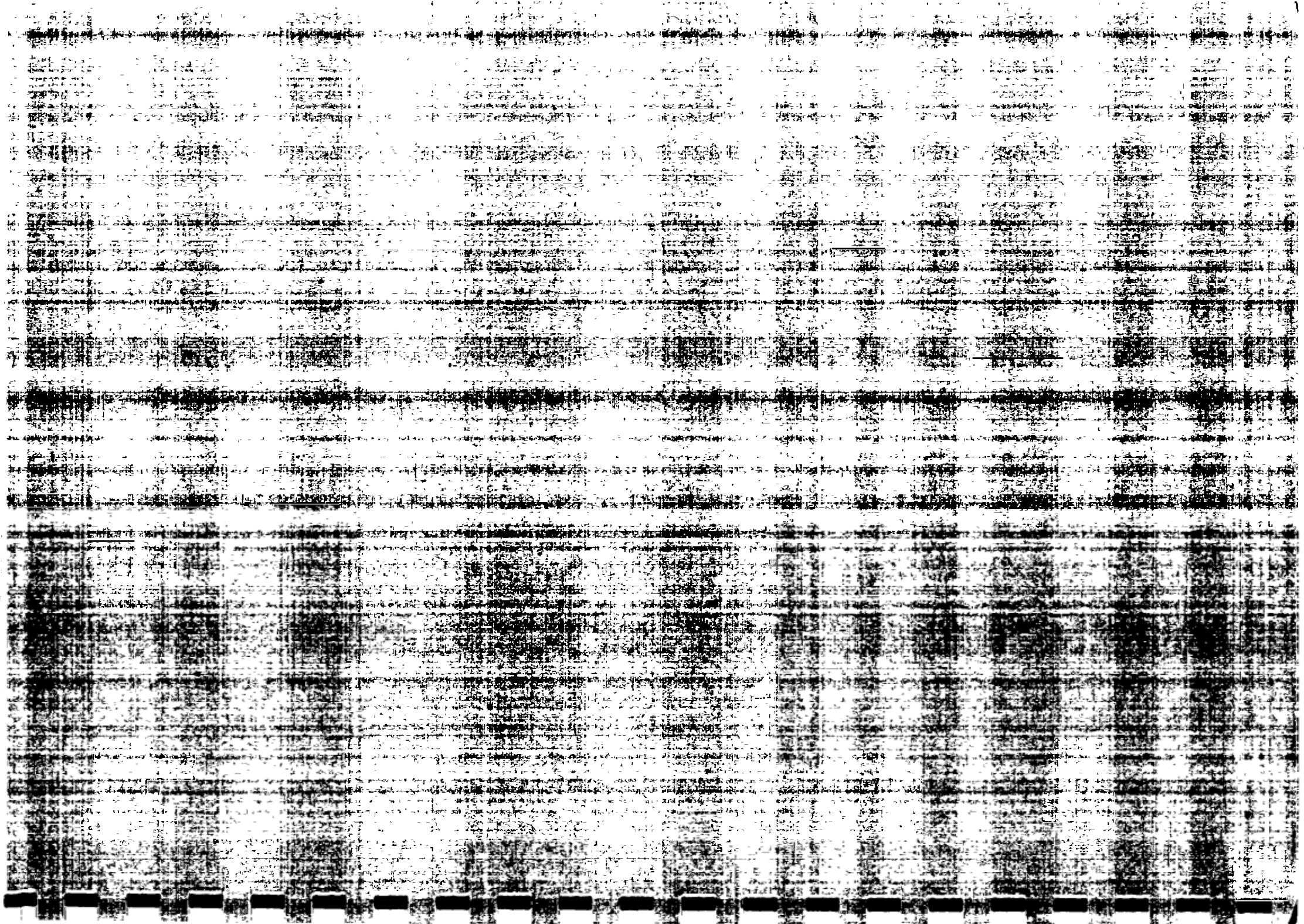
1. pump facility construction

review basic construction with men, build:

- headworks, apron
- cast slab and pedestal
- drainage channel
- return to place slab
- soak-pit if necessary

2. start latrine compound survey with women

detailed household survey with women, mapping compound for horizontal distances and wells if existing



STEP NUMBER 5:

**ACTIVITY: INSTALL PUMP WITH
♂, ORGANISE GET-TOGETHER TO HAND
OVER FACILITY TO USER
GROUP, DEMONSTRATE PROPER USE AND
O&M OF PUMP**

Objectives:

- To install Handpump with the involvement of community ♂ .
- To train Hand Pump caretaker during installation.
- To hand over the facility to the users.
- To demonstrate proper usage of the facility.
- To tell them O&M issues.

Target Group:

- Male community members.
- LGRDD field staff

Methods:

- Physical work.

Means and Materials:

- Handpump parts

Organisation:

- Community gathering.

Main Messages and Outputs:

- Hand Pump installed, Hand Pump caretaker got initial training.
- Handpump handed over to the community through caretaker.
- Village men should understand operation and maintenance issues.



STEP NUMBER 5:

**ACTIVITY: INSTALL PUMP WITH
♂, ORGANISE GET-TOGETHER TO HAND
OVER FACILITY TO USER
GROUP, DEMONSTRATE PROPER USE AND
O&M OF PUMP**

Points to be discussed

- Brief the community ♂ specially hand pump caretaker, about the parts and there functions.
- Start physical work and invite community to participate.
- Supervise the installation process.
- After installation, demonstrate it & handover the facility to the community by repeating their role for maintenance & operation.
- Tell them about operation & maintenance issues.
- For more details on technical aspects refer to the technical manual.



STEP NUMBER 5:**ACTIVITY: FINALISE LATRINE SURVEY WITH ♀ INPUT, GIVE GO AHEAD FOR PREPARATION WORK.****Objectives:**

- Inform males about the opinion of women on site selection and number of latrines required.
- Inform the Householders to start work for latrine construction.

Target Group:

- LGRDD Field staff.
- Community ♂.

Methods:

- Discussion
- Observation

Means and Materials:

- Compound survey proforma.

Organisation:

- Arrange ♀ house visits.

Main Messages and Outputs:

- Relevant information for latrine construction gathered.
- Community should prepare themselves for physical work.



STEP NUMBER 5:

ACTIVITY: FINALISE LATRINE SURVEY WITH ♀ INPUT, GIVE GO AHEAD FOR PREPARATION WORK.

Points to be discussed:

- Inform the men about the outcome of the latrine survey by female staff.
- Ask them if they are agreed with the numbers & sites of the latrines in their compound.
- Finalise number of latrines and sites in each compound.
- If there are some changes make notes on the survey forms.



STEP 5**Team Checklist**

- Before starting activities in step number 6, review the activities of step number 5 to make sure that the whole team is ready to begin
- If any of the key activities have not been fully completed the team should make a note of further action required before moving on to step number 5

Key Activity**Expected Outputs**

1. Pump installation and handover

- pump installed
- formal handover organised
- disinfect if necessary

2. female pump demonstration

Female visit to pump site, demonstration of:

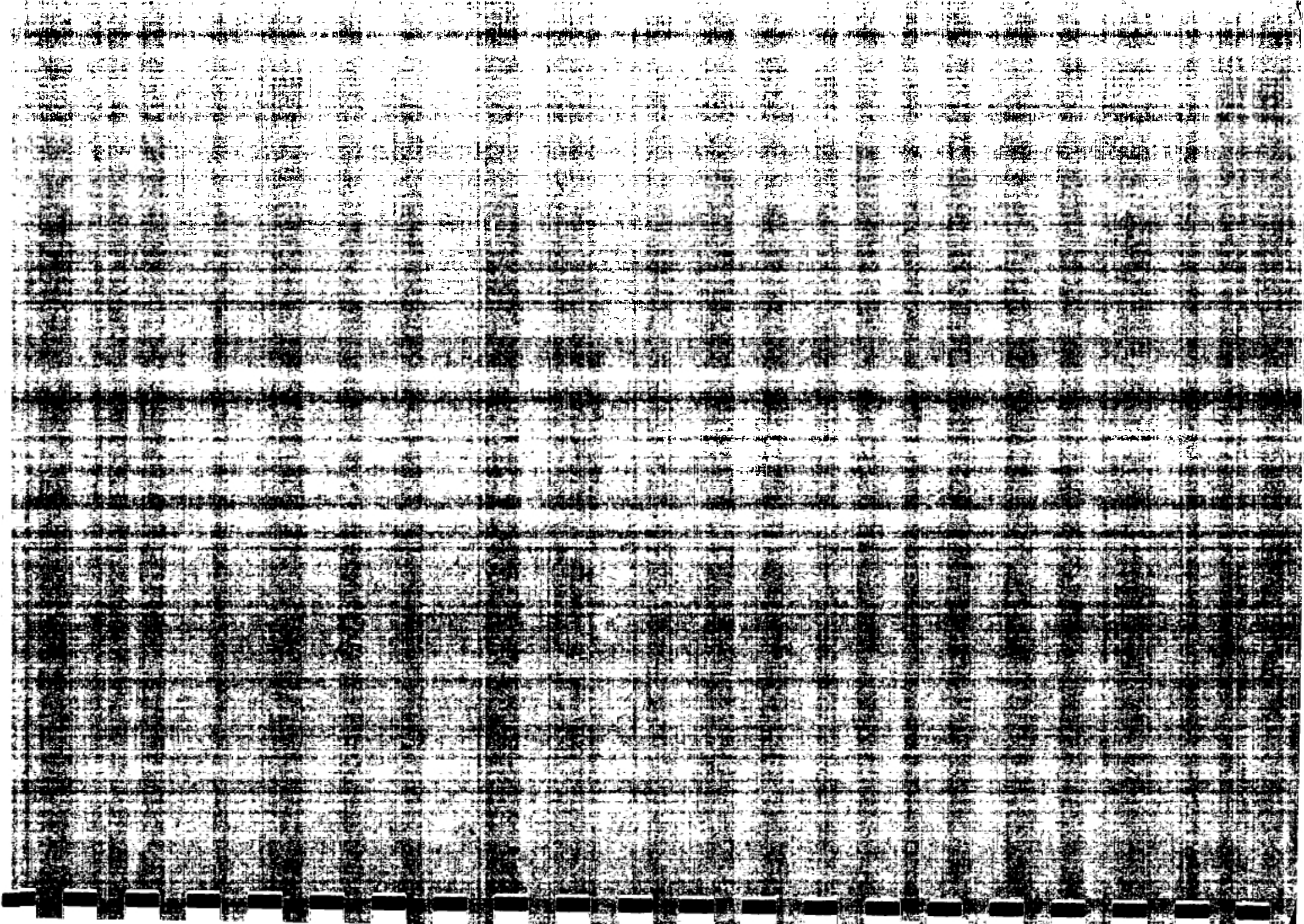
- proper use and maintenance
- signs of non-functioning
- site up-keep
- include add-on facilities if constructed

3. finalise latrine survey

finalise inventory of all latrines to be installed with men only after input of women's survey

4. give go-ahead for latrine programme

- indicate compound preparation work
- specify materials
- set construction time table



STEP NUMBER 6:

**ACTIVITY: ORGANISE ♂ COMPOUND
MEMBERS FOR TRAINING &
CONSTRUCTION OF LATRINES.**

Objectives:

- To impart training to the community ♂ regarding latrine construction.
- Construct latrine at house hold/compound level.

Target Group:

- LGRDD field staff and community ♂.

Methods:

- Briefing on construction work.
- Physical demonstration.

Means and Materials:

- Guide line for briefing.
- All material for latrine construction.

Organisation:

- Get-together of the community ♂ on the site.

Main Messages and Outputs:

- Latrine constructed caretaker/house ♂ trained.



STEP NUMBER 6:

**ACTIVITY: ORGANISE ♂ COMPOUND
MEMBERS FOR TRAINING &
CONSTRUCTION OF LATRINES.**

Points to be discussed:

- Ask householder to assemble at place where latrine is going to be constructed.
- Brief them about the construction procedures.
- Involve community ♂ in physical construction work specially caretaker.
- Invite them to ask question.



STEP 6

Discuss and Demonstrate Safe Latrine

Objectives: at the end of this activity the participants

- **understand**
 - * that the latrine should be used day and night, summer and winter, by men and women, by girls and boys
 - * that the latrine gets blocked if they throw stones in it
 - * that they need to flush the latrine with enough water directly after using it, because it is unhealthy to keep it lying and it starts smelling as well
 - * the need of hand washing with soap especially after defecation
 - * that they are responsible to teach their sons to use the latrine in proper way
- **will**
 - * always use the latrine, when they are in the village
 - * never throw stones in the latrine
 - * always flush the latrine directly after using it
 - * always wash their hands after defecation, preferable with soap
 - * teach their sons to use the latrine and wash their hands

Target group

- all household heads of the village who are interested to obtain a latrine

Methods

- explanation and demonstration

Materials

- installed latrine
- flipchart
- latrine model
- cotton lay out
- two clean water containers from village
- lota filled with water
- most commonly used soap

Organization

- Time: 1 hour
- No. of participants: 10 till 25
- Collect the materials from the village which you need for the demonstration and ask the household head of the compound with the installed latrine permission to do the latrine demonstration

Main messages

- use the latrine day and night, summer and winter
- do not throw stones in the latrine
- flush with enough water directly after using the latrine
- washing your hands only with water after defecation is not enough: you need to wash your hands with water and soap after defecation teach your sons to do the same



STEP 6

Discuss and Demonstrate Safe Latrine

How to carry out the activity?

Introduction

- make sure that all the participants understand the several parts of the latrine and their functions (pan, pipes, junction-box, pits) by using the latrine model and cotton lay-out
- introduce the topic proper use of the latrine: it is only a healthy and not smelling facility if everybody uses the latrine in the right way

Execution

- **Flipchart:** go through the flipchart and for each page:
 - * ask what the participants see
 - * try to get out the message of the picture
 - * repeat the message in your own words (see the backside of the flipchart)
- **Demonstration latrine use:**
 - * go to the compound in which the latrine is installed
 - * ask a man to show how to sit on the latrine
 - * explain with the latrine model that they should never throw stones in the latrine because:
 - for the 2 pit latrine: when stones are thrown the bend will get blocked
 - for the 1 pit latrine: the pits will full up very quickly
 - * ask a man to flush the latrine
- **Demonstration hand washing:**
 - * ask men when they wash their hands
 - * ask the men if and when they use soap
 - * ask one man to wash his hands only with water, so that the used water will be in the first container
 - * ask the same man to wash his hands once again, but this time with soap and water and store the water in the second container
 - * ask the man the difference between the water of the two containers
 - * explain how soap works to clean the hands

Closure

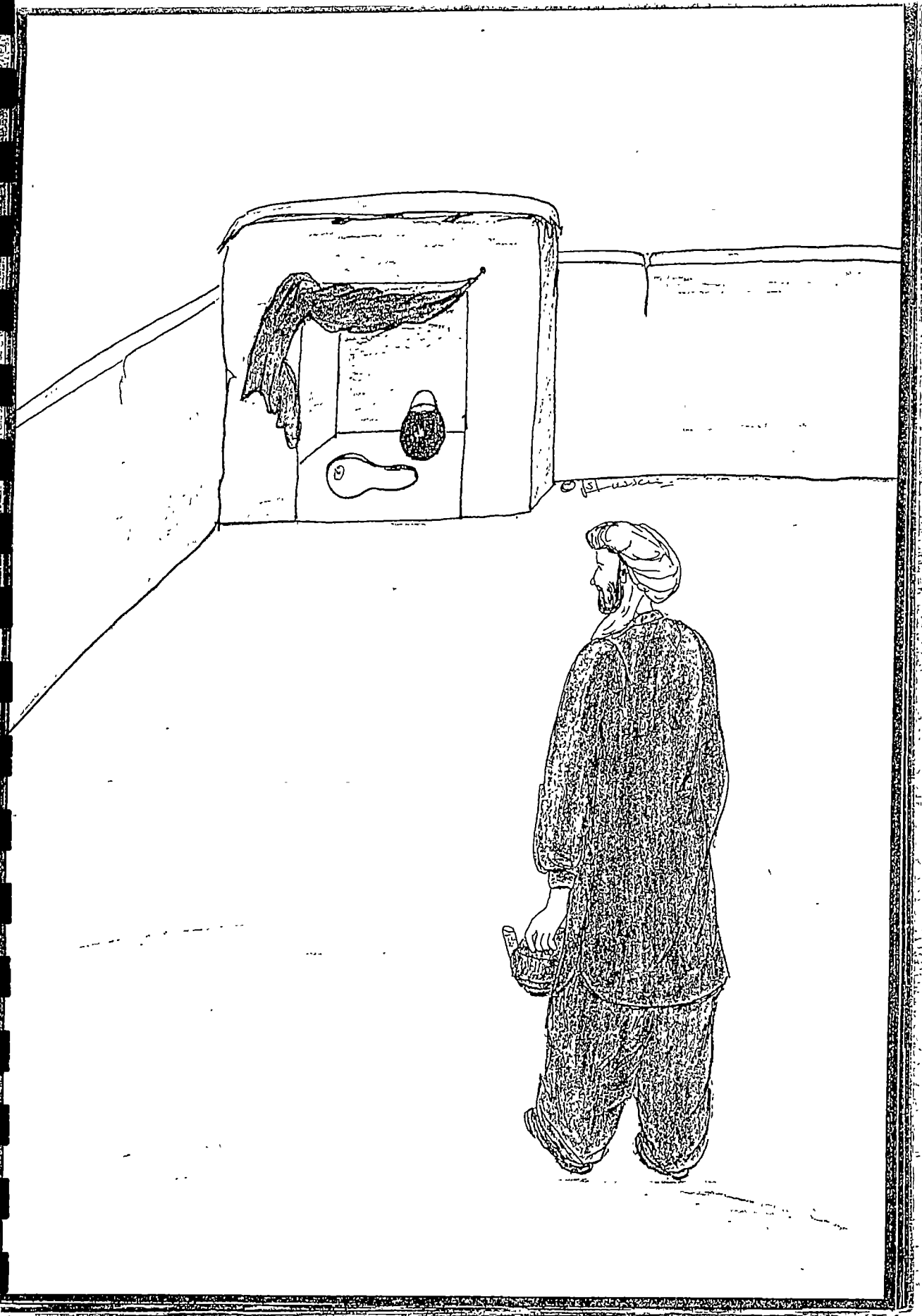
- ask at several participants to repeat one of the messages until all the major messages are covered



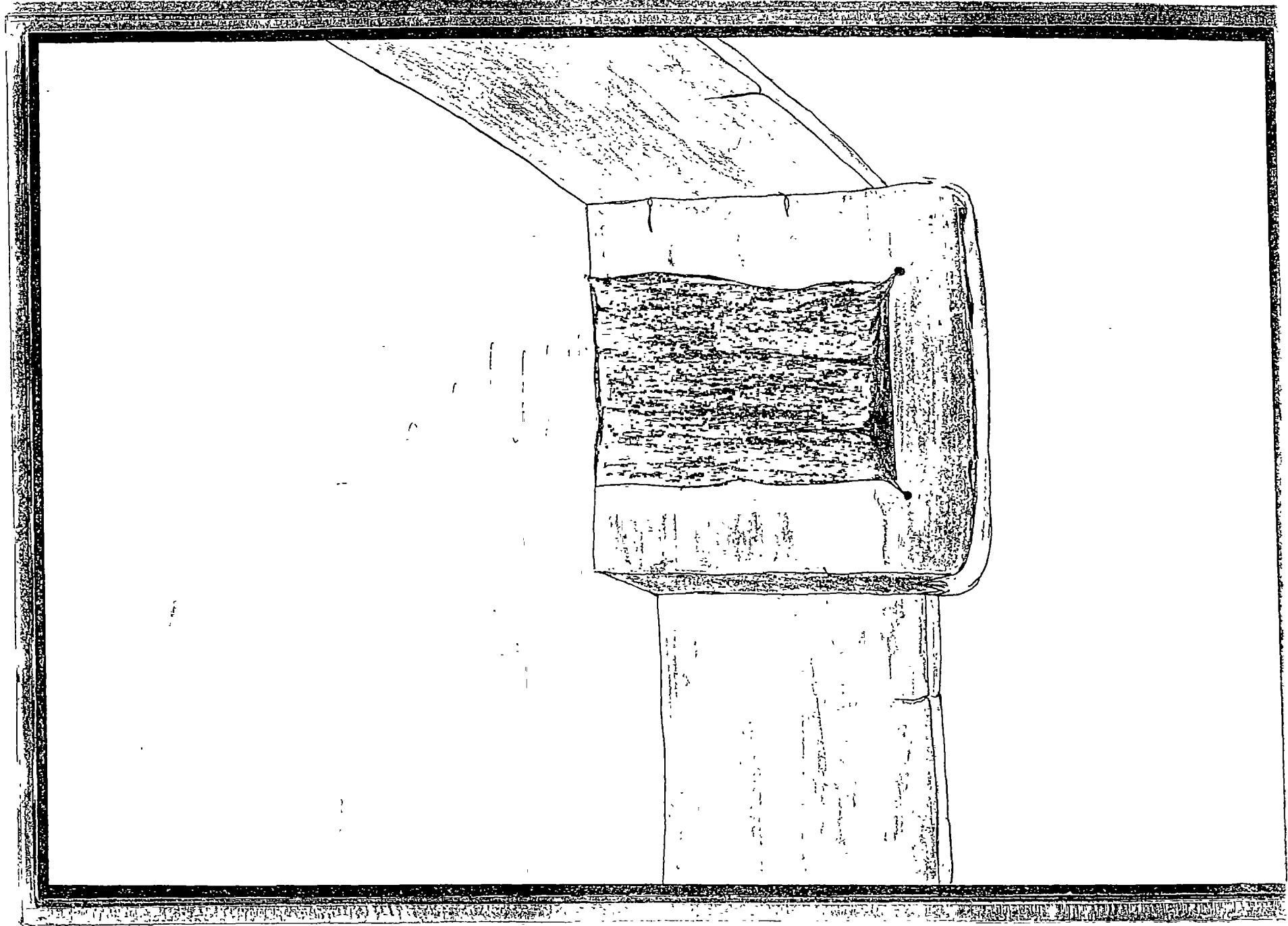
STEP 6**Discuss and Demonstrate Safe Latrine****Flipchart**

Page number	page with picture showing	text on back side of the former page	
		trainer notes	major messages
1	man walking in compound towards a latrine with a lota in his hand		use the latrine always when you are in the village
2	latrine with a closed curtain	do latrine use demonstration in the compound	use only water to clean yourself do NOT use stones or cloth or any other material
3	man flushing latrine		flush immediately after using because it is unhealthy and starts smelling if you leave the shit
4	2 pit latrine: one lota for cleaning one lota for flushing 1 pit latrine: 1 lota for cleaning and flushing	ask them what containers they will use in the latrine	you need .. number of those containers to flush the latrine with
5	man washing hands with soap	do hand washing demonstration	wash your hands with SOAP after defecation
6	man sending his son to latrine		you are responsible to teach your elder sons to use the latrine in a proper way
7	man telling his son to wash hands with soap after defecation		you are also responsible to teach your elder sons to wash hands with soap after defecation

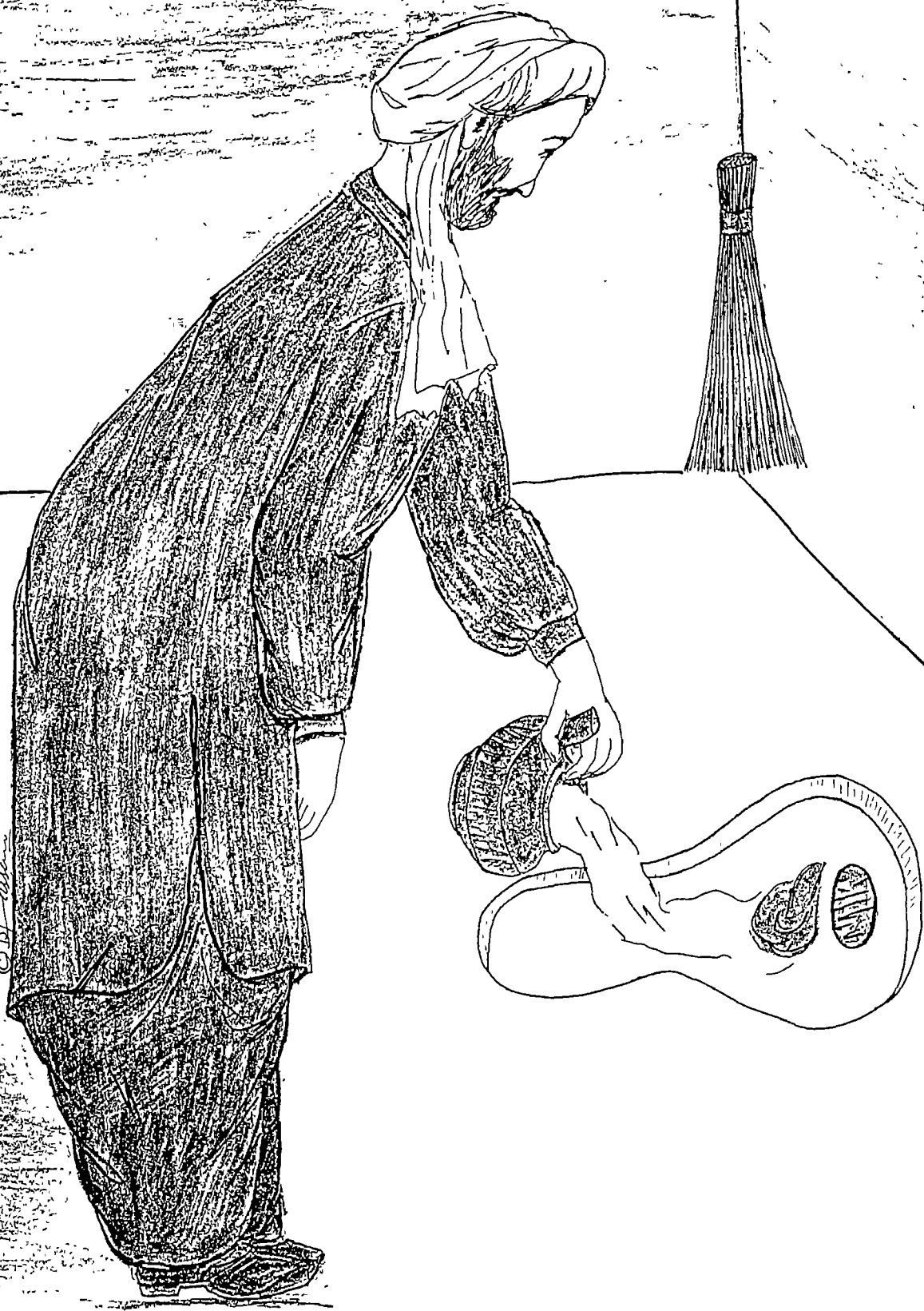






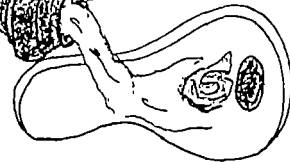
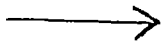
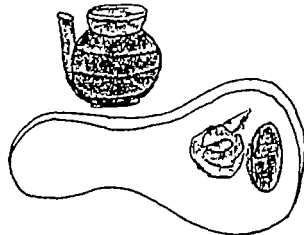
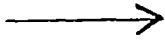






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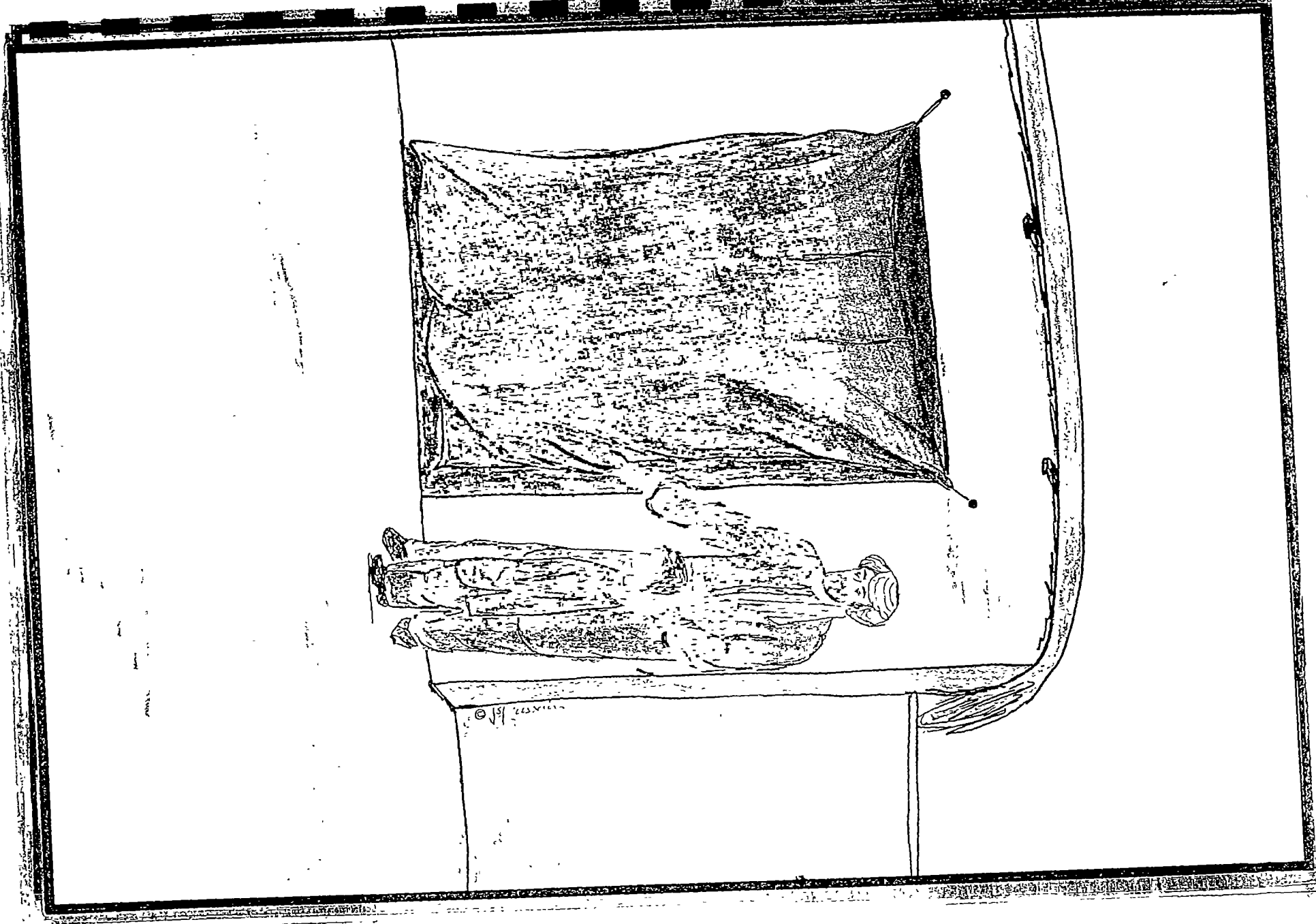




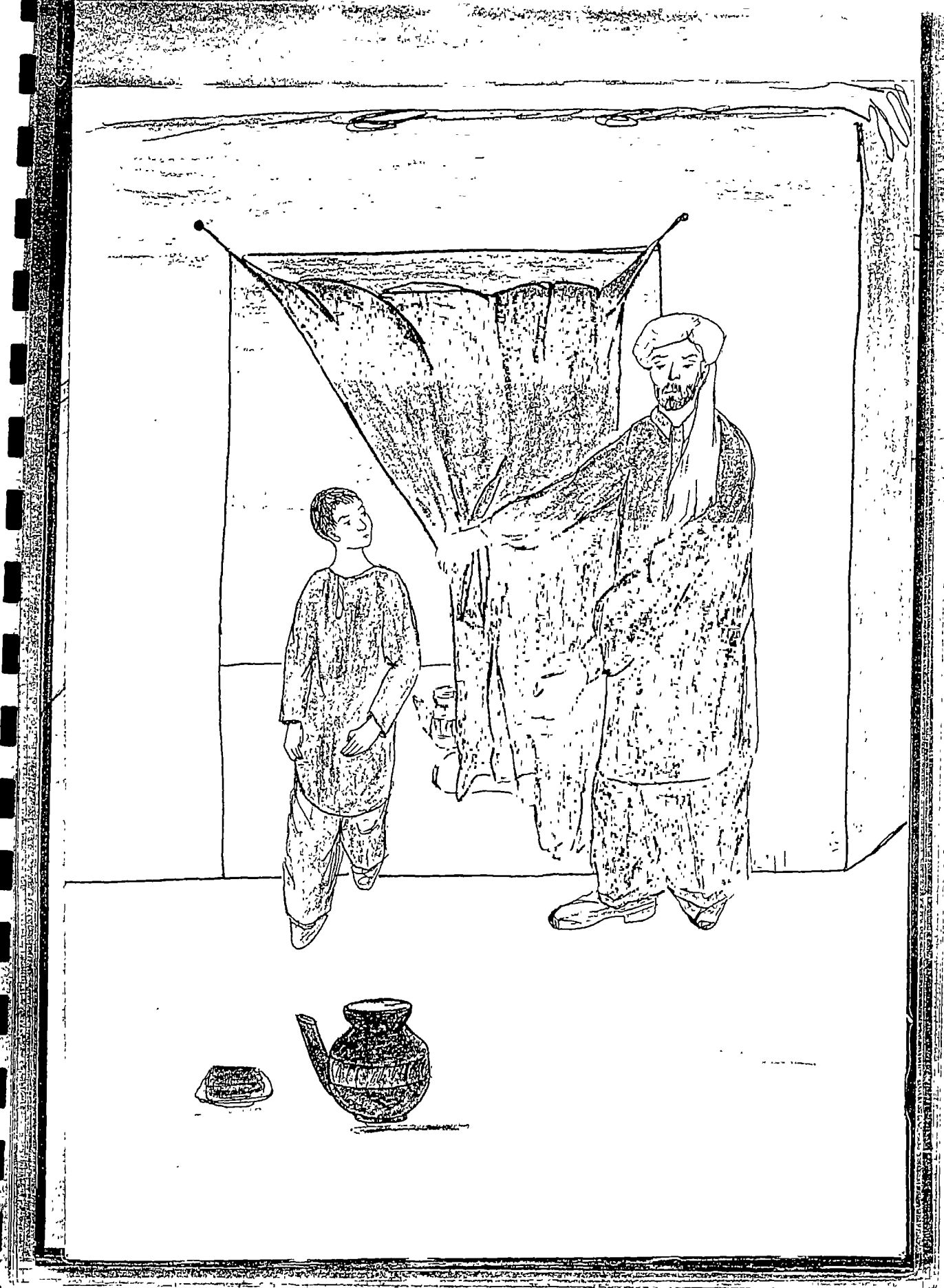














STEP NUMBER 6:

**ACTIVITY: DEMONSTRATE PROPER USE &
O&M OF LATRINE & HYGIENE
EDUCATION.**

Objectives:

- To give understanding for proper usage of the facility.
- To inform/discuss hygiene education messages with ♂.
- To discuss the role of ♀ in O&M with ♂.

Target Group:

- Male community members

Methods:

- Demonstrations.
- Explanations.

Means and Materials:

- Posters
- Flipchart

Organisation:

- Group discussions.

Main Messages and Outputs:

- Community ♂ understand the proper usage of latrine.
- Hygiene Education Messages for safe latrine usage should be understood by the ♂.



STEP NUMBER 6:

**ACTIVITY: DEMONSTRATE PROPER
USE & O&M OF LATRINE & HYGIENE
EDUCATION.**

Points to be discussed:

- Invite participants to go to a compound where a latrine is ready.
- Demonstrate how to sit on it and how to flush it.
- For technical points ask technician for explanations.



STEP 6**Team Checklist**

- Before finalising physical activities in the village, team members should review the activities of step number 6
- If any of the key activities have not been fully completed the team should make a note of further action required before closing the village activities

Key Activity**Expected Outputs**

1. pump facility completed

all work has been fully completed for pump and site, and there is full communal access for all members of user group

2. demonstration latrine constructed

demonstration latrines constructed with compound men including on-job training for mistry including hygiene education topics

3. demonstration proper latrine, operation and maintenance

demonstration of proper latrine use and hand washing for male and female compound users

4. establish latrine programme

all male compound head of households are informed about the programme:

- expected input of mistry
- supply of latrine hardware

5. establish communication channel

establish link between village and LGRDD district staff or Union Council on long term basis

