

2.04.3 05EA



NGO Forum

WatSan

Communication

Materials

An easy access to IEC/BCC world

204.3-05EA-18537



*Overall supervision*

**S M A Rashid**

*Script*

**Development Communication Cell**

*Translated by*

**Rehana Akhter, Shaheen-Bin-Siraj**

*Photograph*

**Abul kalam Raja**

*Design*

**Waresul Haque**

*Published*

**May 2005**

*Printed by*

**Printoline**

**LIBRARY**  
IRC International Water  
and Sanitation Centre  
Tel: +31 70 30 899 80  
Fax: +31 70 35 899 64

**LIBRARY IRC**  
PO Box 93190, 2509 AD THE HAGUE  
Tel: +31 70 30 899 80  
Fax: +31 70 35 899 64

BARCODE: 18537  
LO: 204.3 05 EA

# Introduction

“A picture of a visual material can express a message than cannot be explained with even a thousand words” The importance of Information Education and Communication (IEC) and Behavioural Change Communication (BCC) lies in the above statement.

Development communication has already been recognised one of the most important and central issue of the development process. The main aspect of development communication is communication for development. In this line the main objective of the IEC and BCC materials are to provide information, creating awareness and to motivate in practising a new habit and help enhancing the skill thus being positive changes in the traditional/ongoing practices of the community people.

NGO Forum for Drinking Water Supply and Sanitation has been working for about two decades for the promotion of safe water and environmental sanitation among the community people. From the very beginning under the development communication activities different IEC/BCC materials are being developed and they are being distributed to the targeted communities through different training, motivation, and information exchange activities. Among communication these materials there are different information Materials Package, Poster, Booklet, Leaflet, Guide book, Flipchart, Flash card, Audio Visual etc.

The centre of all the development initiative of NGO Forum for DWSS is the target community. Therefore all the development communication activities are planned and implemented in such a manner so that it can be appropriate for the target community and make the development initiative more meaningful and effective.

The "P" process is followed while preparing the IEC/BCC materials. In this process participation of people from all walks of life is ensured. The message and the pictures are selected in such a way so that it can be understandable to both literate and illiterate. In every stage of the development of a material from the beginning to the end, feasibility, field testing, opinions of the target community and the experts are taken into account. Not only NGO Forum for DWSS utilized these IEC/BCC materials but other organisations involved in WatSan intervention (Go, NGO, UN

Bodies) and those who are interested in using the IEC/BCC materials are using them widely.

The objective of taking initiative for publishing this brochure is to introduce different communication material of NGO Forum for DWSS and especially for those people who are interested in using these materials. In these document efforts has been made to present a short introduction of the present IEC/BCC materials of NGO Forum, objective of each material, which material are useful for what activity, and what are the topics that was covered in each material.

This is the third edition of the Communication Material Brochure. In this edition summarised introduction of materials that have been published up to the year 2004 have been presented.



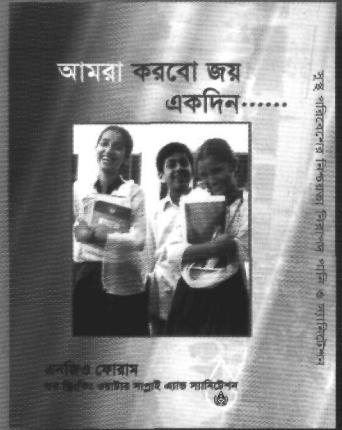
# School Material Package

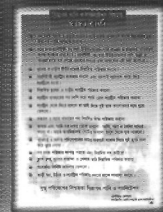
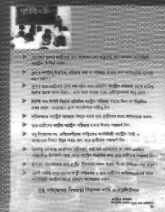
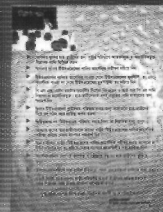
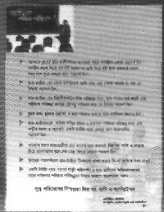
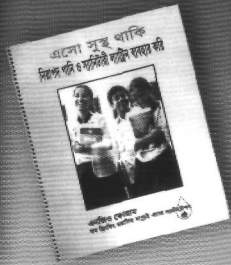
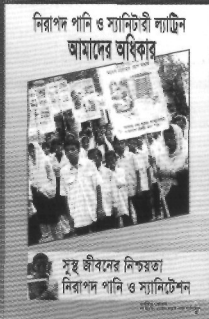
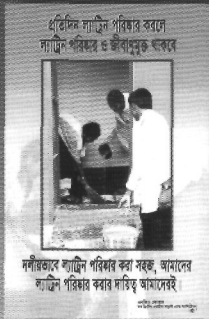
## Introduction

A combination of school communication materials with safe water, sanitation and personal hygiene related information.

## Objective

School students as well as teachers are considered as important agents for disseminating information and influencing others. The School Material Package has been developed to orient and motivate the students and teachers towards improved behavior relating to safe water use, personal hygiene and usage of hygienic latrine.





## Content

This attractive package include 2 Posters on WatSan rights and cleanliness of latrines. Health Illustrated Story Book with WatSan messages, 4 types of Leaflets in a nice Folder.

## Activity

School WatSan Program, Discussion, Session on WatSan at school.

## Potential User

Students, Teachers, Trainers, NGO Workers.



# School Routine

## Introduction

A motivational material on personal hygiene.

## Objective

The Routine has been developed for promotion of personal hygiene practice among school students along with formal education through enter-educational process. Improved WATSAN behavior at school will bring a positive impact on WATSAN promotion program.

## Content

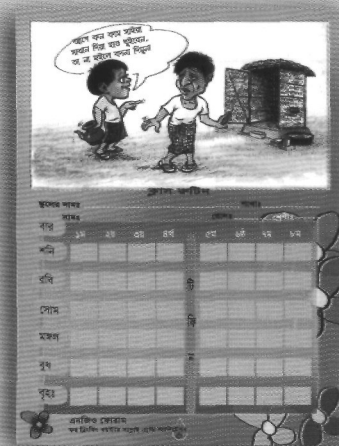
Messages on proper hand washing have been disseminated in the routine through interesting story and attractive illustrations.

## Activity

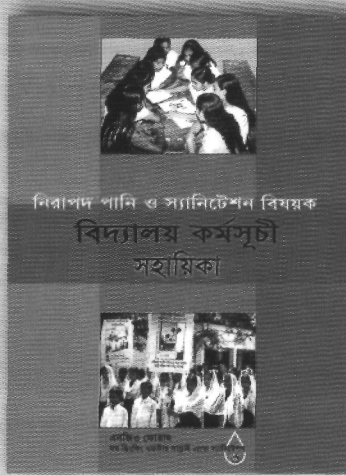
School WatSan program.

## Potential User

School Students.



# School WatSan Program Manual



## Introduction

An Operational Guideline for school WatSan program.

## Objective

School WatSan Program is one of the key components of WatSan promotion. The school WatSan programs are arranged involving the students and teachers as they can motivate and influence the community towards improved WatSan behavior. This Guideline has been developed as a support material for implementing the school program effectively.

## Content

The Manual describes the objective, strategies, implementation process and activities of school program.

## Activity

School WatSan program.

## Potential User

Teachers, NGO Workers.





# School WatSan Information Booklet

## Introduction

This is a booklet on safe water, sanitation and personal hygiene to be used in the school WatSan programmes

## Objective

To provide information to the school students in the simplest way possible about WatSan and to make the school WatSan programme a successful one.

## Content

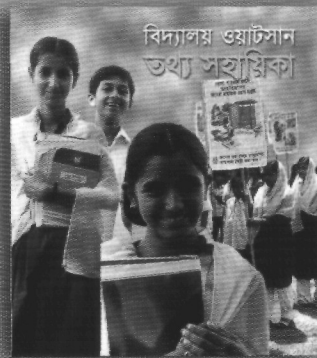
In this booklet WatSan related information have been given in message form and the role of the students in the WatSan intervention have also been clearly described.

## Activity

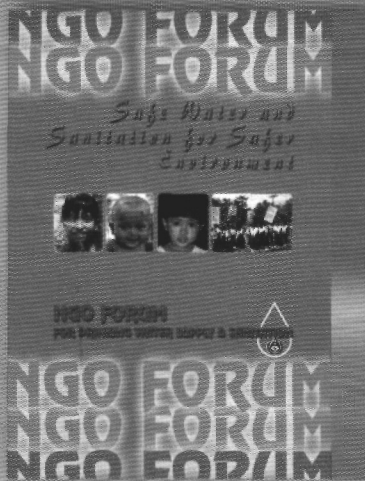
This material can be used in School WatSan Programme, Safe Water and Sanitation related discussion meeting of the school.

## Potential User

This material can be used by teacher, trainer and NGO staff.



# Advocacy Material Package



## Introduction

The package comprising of some issue- based motivational and policy related messages on WatSan promotion is developed for effective facilitation of the Forum's Advocacy Services.

## Objective

Sensitizing the policy makers and other potential stakeholders in the WatSan sector to contribute their best for creating favorable sectoral atmosphere ensuring a wider WatSan coverage.

## Content

The package includes 3 types of leaflets with WatSan messages, WatSan policy of NGO Forum; WatSan Information Diary & Desk Calendar, WatSan Information Booklet and Case Study Booklet.

## Potential User

Policy makers, Key people in power structure, Local people's representatives, Potential stakeholders, Media people.



নিরাপত্তা পানি ও স্যানিটেশন সুস্থ গ্রামের অন্যতম পূর্বশর্ত

নিরাপত্তা পানি ও স্যানিটেশন সুস্থ গ্রামের অন্যতম পূর্বশর্ত

সবার জন্য নিরাপত্তা পানি ও স্যানিটেশন নিশ্চিত করা হোক আমাদের কাজসমূহ

NGO FORUM FOR DRINKING WATER SUPPLY & SANITATION

নিরাপত্তা পানি ও স্যানিটেশন সুস্থ গ্রামের অন্যতম পূর্বশর্ত

সবার জন্য নিরাপত্তা পানি ও স্যানিটেশন নিশ্চিত করা হোক আমাদের কাজসমূহ

NGO FORUM FOR DRINKING WATER SUPPLY & SANITATION

নিরাপত্তা পানি ও স্যানিটেশন সুস্থ গ্রামের অন্যতম পূর্বশর্ত

সবার জন্য নিরাপত্তা পানি ও স্যানিটেশন নিশ্চিত করা হোক আমাদের কাজসমূহ

NGO FORUM FOR DRINKING WATER SUPPLY & SANITATION

ওয়াটসান নীতিমালা

WATSAN POLICY

NGO FORUM FOR DRINKING WATER SUPPLY & SANITATION

WATER SUPPLY & SANITATION POLICY

NGO FORUM FOR DRINKING WATER SUPPLY & SANITATION

The Villages Stand Safe with Tap-water

NGO FORUM FOR DRINKING WATER SUPPLY & SANITATION

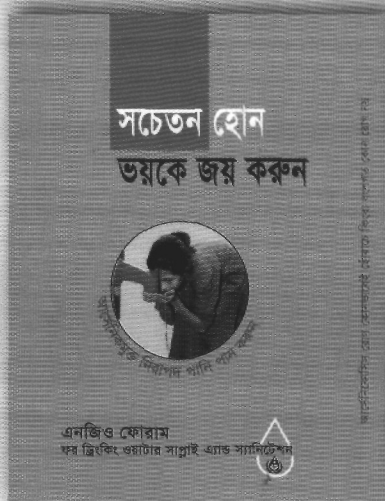
A Winner and Bygone Habit

NGO FORUM FOR DRINKING WATER SUPPLY & SANITATION

Counting on Catalysts

NGO FORUM FOR DRINKING WATER SUPPLY & SANITATION

# Arsenic Material Package

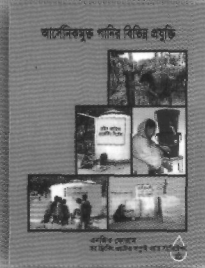
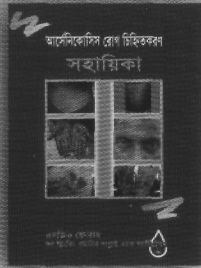


## Introduction

A combination of different communication materials with arsenic related updated information.

## Objective

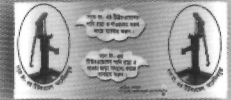
Presence of Arsenic in groundwater has become a serious threat to public health in Bangladesh. The achievement in water supply has now become a history. Moreover, awareness on arsenic is extremely low due to lack of correct information. This prompted NGO Forum to develop the Arsenic Material Package.



**Activity**  
Training Course on Arsenic,  
Promotional Activities.



**Potential User**  
Trainers, Researchers, NGO  
Workers, Students, People  
interested in Arsenic issue.



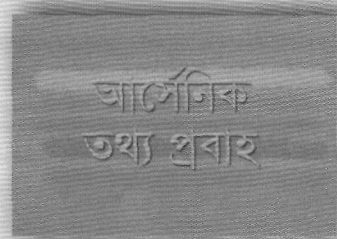
## Content

The package include 3 types of Posters with awareness raising messages on Arsenic, a Manual on identification of Arsenicosis patient, Flip Chart on alternative water options and an Information Booklet in a Folder. The material package has been designed with updated information, easy messages and photographs.



# Arsenic Information Flow Chart

আর্সেনিক  
তথ্য প্রবাহ



## Introduction

This is a 4 coloured visual communication materials with pictures which contains information about arsenicosis disease and other arsenic related information.

## Objective

To aware the community people about some important information on arsenic, different stages of arsenicosis, arsenic free water technologies, food habit of arsenicosis patients and primary care for arsenicosis patients.

## Content

This material contains information with picture on arsenic, how to identify arsenicosis disease, ways to prevent arsenicosis, arsenic free water options.

## Activity

This material can be used in the motivational activities and training.

## Potential User

This material can be used by NGO staff, teacher involved in the implementation of the motivational activities.

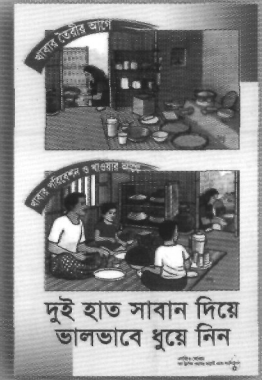
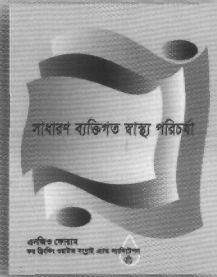
# Hygiene Material Package

## Introduction

This is a combined package of different communication materials with information and picture containing information on personal hygiene practices and ways to ensure good health.

## Objective

To provide information to the user the way to lead a disease free life by practicing personal hygiene and ways to keep the environment pollution free and beautiful.



## Content

This package contains two types of poster (Hand washing before preparing and serving food, Hand washing after coming back from the latrine and defecation), one flipchart (general personal hygiene),



প্ৰজনন স্বাস্থ্য পৰিচৰ্যা  
পানি ও স্যানিটেশ্বন

এনজিও ফোৰাম  
সহ ত্ৰিভুজৰ কাৰ্যসূচী সল্লাই বাৰা সানিটেশ্বন



বিশেষ স্বাস্থ্য পৰিচৰ্যা

এনজিও ফোৰাম  
সহ ত্ৰিভুজৰ কাৰ্যসূচী সল্লাই বাৰা সানিটেশ্বন



প্ৰজনন স্বাস্থ্য পৰিচৰ্যা  
পানি ও স্যানিটেশ্বন



প্ৰজনন স্বাস্থ্য পৰিচৰ্যা  
পানি ও স্যানিটেশ্বন



এনজিও ফোৰাম  
সহ ত্ৰিভুজৰ কাৰ্যসূচী সল্লাই বাৰা সানিটেশ্বন



এনজিও ফোৰাম  
সহ ত্ৰিভুজৰ কাৰ্যসূচী সল্লাই বাৰা সানিটেশ্বন

and two sets of flash card (use of water in the reproductive health service, and sanitation and other important hygiene messages). In these materials picture and messages have been used to describe the importance of hygiene practice, sanitation and water and importance of water and sanitation in the reproductive health of women.

## Activity

This material package can be used in any sorts of motivational activity, courtyard meeting, Trainings.

## Potential User

Trainers, NGO workers, Researchers, Any interested people.





# Guideline for Promotional Activities

## Introduction

A Guideline for conducting WatSan Promotional Activities.

## Objective

Success of promotional activities largely depends on proper facilitation and implementation. The Manual is the out come of the need to have an uniform guideline for conducting the WatSan promotional activities at the field level.

## Content

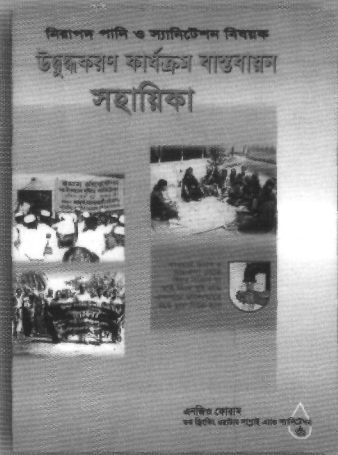
The Manual describes the specific objective, expected out come, facilitation process, intended participants, duration and materials to be used for each of the promotional activities.

## Activity

Training Course on communication & facilitation of promotional activities, Promotional Activities.

## Potential User

Trainers, NGO Workers.



# Motivational Flash card for personal Hygiene



## Introduction

This is a communication material that contains messages on hygiene practice.

## Objective

To aware and motivate the illiterate and less literate persons about hygiene practices through pictures.

## Content

This material consists of 27 cards containing messages through pictures on hygiene practices and issues that hamper personal hygiene. The participants through arranging the cards in order will understand about their duties and the practice that they need to get rid of. In the packet of the flash cards the rules of arranging the flash cards and the role of

the facilitator is described which is to be used as the guide to use the flash cards.

## Activity

This material can be used in training courses and motivational activities

## Potential User

NGO workers,  
Trainers.



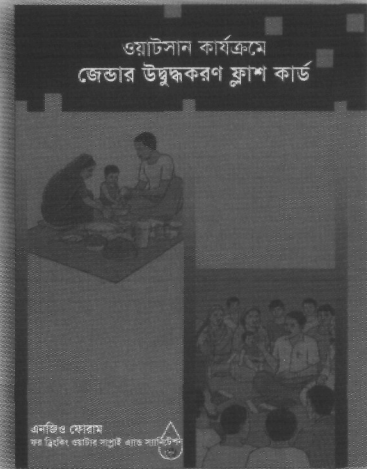
# Motivational Flash card on Gender in WatSan Activities

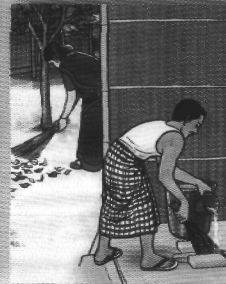
## Introduction

This material contains information about the status of male and female in the WatSan activities and cooperation between male and female.

## Objective

Participation of both male and female is very much important in the sustainability of the WatSan Activities. Therefore this material was prepared to create gender sensitivity among the target communities.





## Content

The set of sixteen flash cards contains pictorial messages on present role of male and female regarding water, sanitation and personal hygiene issue, and what the ideal situation could be i.e. what the role of male and female could be for the sustenance of the WatSan Activities. The material also contains the guideline to use the flash cards effectively.

## Activity

This material can be used in motivational activities and training

## Potential User

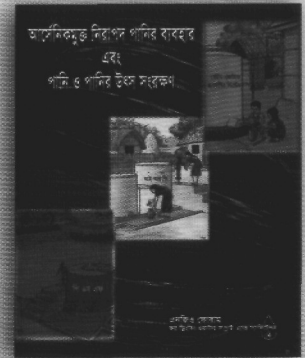
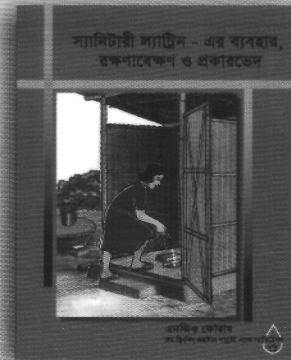
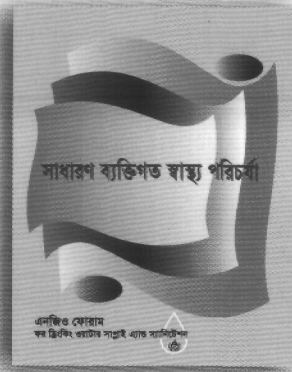
This material can be used by NGO staff, trainer and researcher.



# Flipchart

## Introduction

This is a visual informative communication material with pictures which includes messages on use of arsenic free safe water, safe water, sources of safe water, use, maintenance and types of sanitary latrine, general personal hygiene.



## Objective

To make clear some issues to all like sources of arsenic free safe water and their maintenance, different types of cost effective latrine options and their maintenance, and personal hygiene, at the same time to make the community people active to ensure public health these three flipcharts have been published.

## Content

The flipchart titled "Use, maintenance and types of Sanitary Latrines" contains different advices and messages on the use of sanitary latrines, its maintenance, and six different types of latrine options. The flipchart titled "Use of Arsenic free safe water and the maintenance of water and water sources" contains messages on use of arsenic free safe water, alternative technology, and at the same time idea of safe water and sources of safe water. The flipchart titled "General Personal Hygiene" contains message on what to do at personal level to keep a disease free health.

## Activity

These materials can be used in different motivational activities, training courses.

## Potential User

NGO worker involved in the implementation of motivational activities, Trainers.



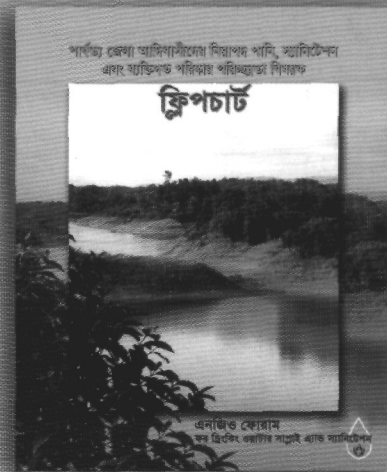
# Flipchart on safe water, sanitation and personal hygiene for the indigenous communities of the Chittagong Hill Tracts

## Introduction

This is a visual informative communication material with pictures which include messages on safe water, sanitation and personal hygiene based on the practical situation of the Chittagong Hill Tracts.

## Objective

To involve indigenous community in the WatSan activities based on their practical situation and culture and to implement the WatSan intervention in the Chittagong Hill Tracts to ensure the use of safe water, sanitation and personal hygiene among the communities of the Chittagong Hill Tracts.



## Content

The flip chart is divided into three sections. The first section contains information on the existing water options that are available in the Chittagong Hill Tracts and ways how to make that water safe and drinkable. The second section contains information about the traditional sanitation practices, their demerits and at the same time way to overcome from that situation. And the third section contains information about ways to ensure personal hygiene. Each section contains pictures on the indigenous communities and relevant messages.



## Activity

This material can be used in the motivational activities to be implemented in the Chittagong Hill Tracts and relevant motivational training for the Chittagong Hill Tracts.

## Potential User

NGO worker involved in the implementation of motivational activities, Trainers.





# Low Cost Technology for Safe Water and Environmental Sanitation

## Introduction

An Information Booklet on low cost safe water and latrine technologies.

## Objective

This Booklet has been published to provide information on different affordable and appropriate low cost water and latrine technologies suited to various geo-physical characteristics of Bangladesh.

## Content

Detail information on 14 different types of water & water purifying technologies and 9 types of latrine technologies, that are suited for different geo-physical areas have been provided in the booklet.

## Activity

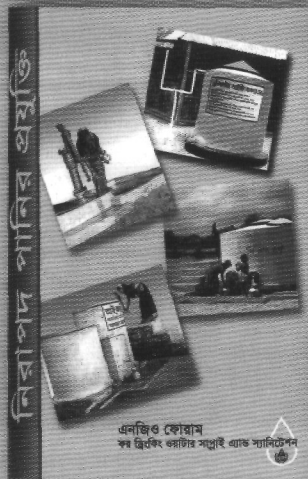
Technology Training Course.

## Potential User

Organisations working in WatSan sector, Planners.



# Booklet on Safe Water Technology



## Introduction

An Information Booklet on different alternate water technologies.

## Objective

The gradual declination of groundwater, increase of saline-belt and iron in groundwater, the invasion of arsenic, all are the causes of crisis in present safe water situation. Thi information booklet is to introduce different types of alternate safe water technologies and promote these technologies suited for different geo-physical areas.

## Content

The booklet include detail information on advantages & disadvantages, installation process, operation & maintenance of six safe alternate water technologies.

## Activity

Technology Training courses.

## Potential User

Trainers, NGO Workers.



# Role of Imam in WatSan

## Introduction

An Information Pocket Booklet on the role of Imams in the promotion of safe water and environmental sanitation situation.

## Objective

This Booklet has been published to mobilize Imams in motivating the people towards improved WATSAN behavior as they have strong influence on the followers.

## Content

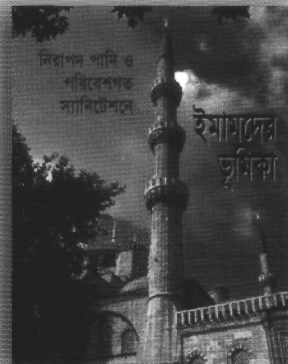
Usage of safe water, sound sanitation practice and maintenance of personal hygiene are the important issues discussed in the booklet from religious point of view.

## Activity

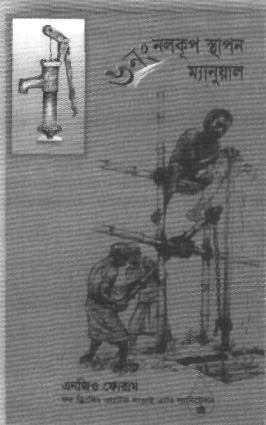
Imam Orientation Course/Training, During salat at mosque.

## Potential User

Imams, NGO Workers.



# Manual on No. 6 Tubewell Installation



26

## Introduction

An Information Guideline on No. 6 hand tubewell installation.

## Objective

Appropriate site selection for tubewell installation, water layer, installation as per guideline, construction of platform are the pre-requisite for getting sufficient safe water from No. 6 Tubewell.

## Content

Detail information on installation of tubewell, concern issues during boring, issues to be considered for re-boring etc. are provided in the booklet.

## Activity

No. 6 Tubewell installation Training Course, During installation of Tubewell.

## Potential User

Trainers, Masons.



# VDC Manual

## Introduction

A support material for Village Development Committee.

## Objective

Village Development Committee (VDC) is for sustainability of WatSan program through ensuring community participation from planning to implementation. This Manual has been developed to address the need to have an uniform guideline on formation & operation of VDC.

## Content

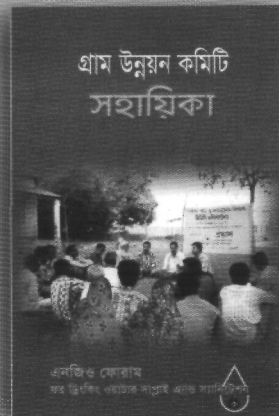
The Manual focuses on objective, importance of VDC, VDC formation procedure, activities and responsibilities of VDC.

## Activity

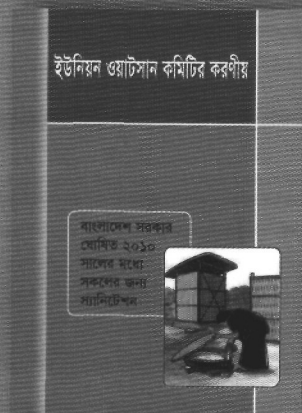
VDC Orientation, Activities of VDC.

## Potential User

PNGOs mid-level workers, VDC members.



# Manual on the duties of the Union WatSan Committee



## Introduction

This is a manual that contains the duties of the Union WatSan Committee.

## Objective

To make the role of the union WatSan Committee more proactive and to implement the government declaration to achieve sanitation for all by the year 2010.

## Content

The material contains information on the duties of the union WatSan committee and issues to involve the mass people in the WatSan activities as a public representative.

## Activity

This material can be used in motivational activities for the public representative and training courses.

## Potential User

This material can be used by trainer, public representative and NGO staff.



# Manual on VSC Operation

## Introduction

An Operational Guideline for Village Sanitation Centre.

## Objective

NGO Forum through its partner NGOs has established a number of village sanitation centres to increase the hygienic sanitation coverage at the grassroots level. Systematic management and operation of the VSC is an important issue. The Manual on VSC has been published to address the need.

## Content

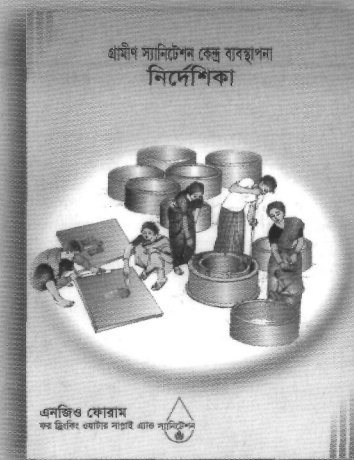
The Manual provides information on conditions for VSC establishment, description of different latrine technologies with advantages and disadvantages, activities of VSC and procedure of VSC relocation etc.

## Activity

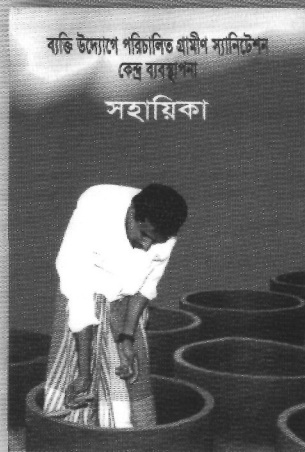
VSC Training Course, Operation & Management of VSCs.

## Potential User

NGO Workers, NGO Forum Regional Personnel.



# Manual on VSC Operation through Private Producer



## Introduction

A Guideline for village sanitation centre operation through private producer.

## Objective

Potential private producers have been integrated in NGO Forum's WatSan efforts with a view to achieve higher coverage by providing low cost sanitation facilities at the grassroots level.

## Content

The Manual has been published to help the private producers in operation and management of the VSCs.

## Activity

Training Course on VSC operation, Operation & Management of VSCs.

## Potential User

Private Producers, NGO Forum Regional Personnel.





# Latrine Mason Manual

## Introduction

A Instructional Manual on production of Ring Slab, Pan Syphon of water-seal latrine.

## Objective

Experience shows that sound technical knowledge and skill are the pre-requisite for a quality sanitary latrine. This Manual is to help the masons in producing quality latrines and enhance the skill.

## Content

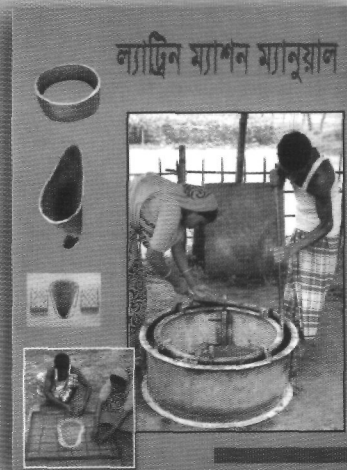
The Manual has been systematically designed with different steps of producing ring slab, pan syphon and slab with plastic pan through photographs and simple instructions.

## Activity

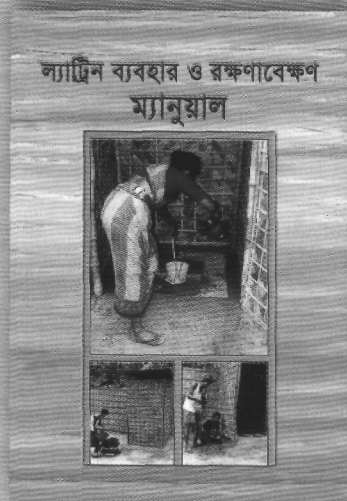
Mason Training Course, During latrine production at VSCs.

## Potential User

Trainers, Masons, NGO Workers.



# Latrine Maintenance Manual



## Introduction

An Instructional Manual on hygienic maintenance of household latrine.

## Objective

Having a sanitary latrine is not enough for a healthy life. Cleanliness and maintenance are also important issues. The Manual has been developed to address the issue.

## Content

A set of specific instructions and related informations on how to keep a latrine clean have been presented in the Manual through photographs.

## Activity

Court Yard Meeting, During cleaning of latrine at household.

## Potential User

Trainers, Latrine users, NGO Workers.



# No. 6 Tubewell Maintenance Manual

## Introduction

An Instructional Manual on proper operation and maintenance of No. 6 Tubewell.

## Objective

It has been observed that due to lack of necessary technical knowledge and skill, the tubewell has become inoperative within a very short time. The Manual has been developed to help the caretakers in proper operation and maintenance through applying the training knowledge.

## Content

The Manual has been designed with a set of photographs to describe the technical name and functions of each parts of Tubewell and assembling of different parts of Tubewell.

## Activity

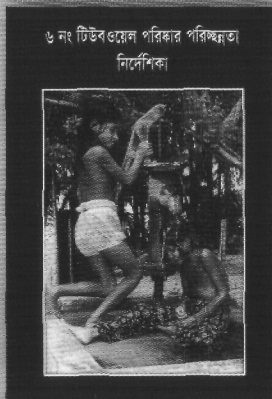
Tubewell Training Courses, TOT, Operation & maintenance of No. 6 Tubewell.

## Potential User

Trainers, Tubewell Caretakers, NGO Workers.



# No. 6 Tubewell Cleanliness Manual



## Introduction

An Instructional Manual on hygienic maintenance and cleanliness of No. 6 hand tubewell.

## Objective

A large number of No. 6 Pump become inoperative only due to lack of simple repairing and regular cleanliness. Considering the issue, this Manual has been developed to orient and create awareness on regular cleaning and maintenance of hand pump.

## Content

The Manual has been very systematically designed with a set of visual instructions which gives the user a clear idea on how to keep the tubewell clean.

## Activity

No. 6 Tubewell Training Course, Cleaning & maintenance of No. 6 tubewell.

## Potential User

Trainers, Tubewell users, Caretakers, NGO Workers.



# Pond Sand Filter (PSF) Construction Manual

## Introduction

This is a manual that contains pictures and information on the construction of the Pond Sand Filter.

## Objective

To enable a mason to be able to construct the Pond Sand Filter properly and to ensure that they use the skill gained from the mason training properly.

## Content

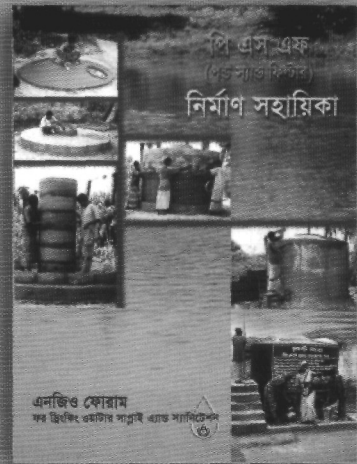
The material contains chronological sequence of the construction of Pond Sand Filter with picture and guideline to enable a mason to construct a pond sand filter properly without any mistake.

## Activity

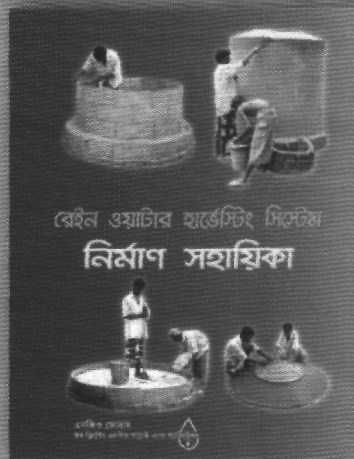
This material can be used in Pond Sand Filter Mason training course.

## Potential User

This material can be used by trainer and masons.



# Rainwater Harvesting System (RWHS) Construction Manual



36

## Introduction

This is a manual that contains pictures and information on the construction of the Rainwater Harvesting System.

## Objective

To enable a mason to be able to construct the Rainwater Harvesting System properly and to ensure that they use the skill gained from the mason training properly.

## Content

The material contains chronological sequence of the construction of Rainwater Harvesting System with picture and guideline to enable a mason to construct a Rainwater Harvesting System properly without any mistake.

## Activity

This material can be used in Rainwater Harvesting System Mason training course.

## Potential User

This material can be used by trainer and masons.



# Arsenic Iron Removal Plant (AIRP) Construction Manual

## Introduction

This is a manual that contains pictures and information on the construction of the Arsenic Iron Removal Plant.

## Objective

To enable a mason to be able to construct the Arsenic Iron Removal Plant properly and to ensure that they use the skill gained from the mason training properly.

## Content

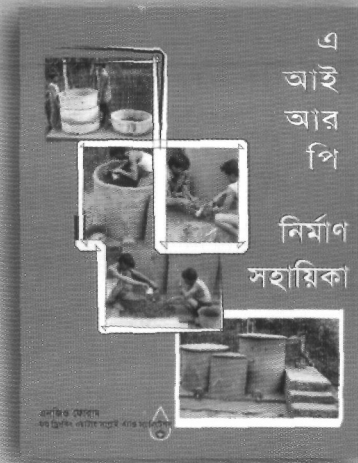
The material contains chronological sequence of the construction of Arsenic Iron Removal Plant with picture and guideline.

## Activity

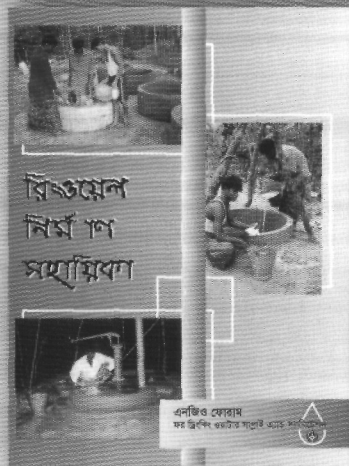
This material can be used in Arsenic Iron Removal Plant Mason training course.

## Potential User

This material can be used by trainer and masons.



# Ring Well Construction Manual



## Introduction

This is a manual that contains pictures and information on the construction of the Ring Well.

## Objective

To enable a mason to be able to construct the Ring Well properly and to ensure that they use the skill gained from the mason training properly.

## Content

The material contains chronological sequence of the construction of Ring Well with picture and guideline.

## Activity

This material can be used in Ring Well Mason training course.

## Potential User

This material can be used by trainer and masons.





# PSF Caretakers Manual

## Introduction

An Instructional Manual on maintenance of Pond Sand Filter (PSF).

## Objective

Pond Sand Filter is an alternate water technology. Proper operation of plant and hygiene maintenance are the pre-requisite for getting safe water from PSF. The Manual has been developed to help the caretakers in proper maintenance of PSF.

## Content

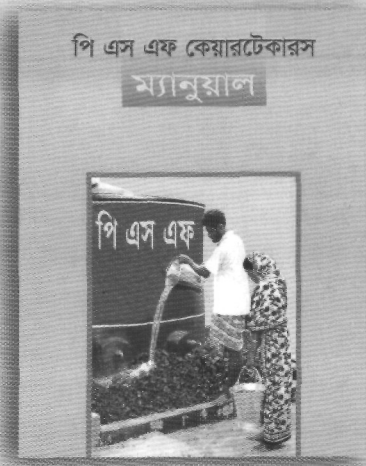
The Manual has been designed with possible problems of plant including different technical problems and measures to be taken through specific instructions and photographs.

## Activity

Training courses on PSF, TOT, Operation & maintenance of PSF.

## Potential User

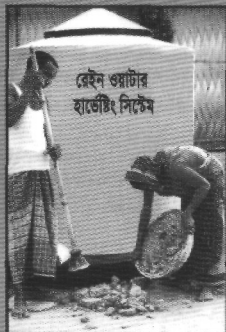
Trainers, Caretakers, NGO Workers.



# RWHS Caretakers Manual



রেইন ওয়াটার হারভেস্টিং সিস্টেম  
কেয়ারটেকারস ম্যানুয়াল



## Introduction

An Instructional Manual on maintenance of Rain Water Harvesting System (RWHS).

## Objective

Rain water is arsenic free and safe. The Manual has been developed to orient the caretakers on proper collection and preservation of rain water, operation & maintenance of RWHS.

## Content

Information and instructions on rain water collection process, preservation of water, technical problems and solutions related to the plant have been systematically presented through photographs.

## Activity

Training Courses on RWHS, TOT, Operation and maintenance of RWHS.

## Potential User

Trainers, Caretakers, NGO Workers.

# IRP Caretakers Manual



## Introduction

An Instructional Manual on Maintenance of Iron Removal Plant (IRP).

## Objective

IRP is an alternative technology to get iron free water. The Manual has been developed to orient the caretakers on the technical aspects of IRP and help in proper maintenance of IRP.

## Content

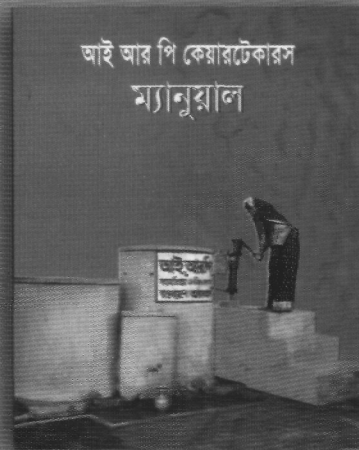
The Manual focuses on technical aspects of IRP, possible problems of IRP and measures to be taken for solving the problem. All instructions have been presented in a very systematic manner through photographs.

## Activity

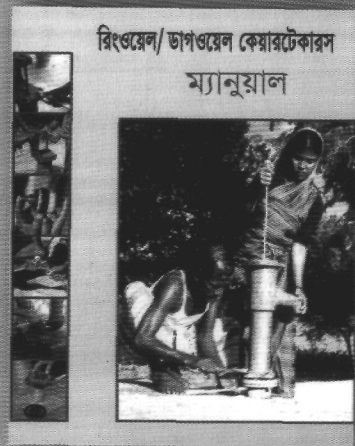
Training courses on IRP, TOT, Operation & maintenance of IRP.

## Potential User

Trainers, Caretakers, NGO Workers.



# Ring Well/Dug Well Caretakers Manual



## Introduction

An Instructional Manual on maintenance of Ring Well/Dug Well.

## Objective

Ring Well/Dug Well is an alternate source of safe water. This Manual is to orient the technical aspects of Ring Well/Dug Well and help the caretakers in maintenance of Ring Well/Dug Well.

## Content

Description of technical problems of Ring Well/Dug Well with No. 6 Tubewell and technical problem of Ring Well/Dug Well with Deep Set Pump, possible ways of solutions, assembling different parts of tubewell with Ring Well etc. are the main contents of the manual. All instructions are presented through action-oriented photographs.

## Activity

Training Courses on Ring Well/Dug Well, TOT, Operation and maintenance of Ring Well.

## Potential User

Trainers, Caretakers, NGO Workers.



# Tara Pump Caretakers Manual

## Introduction

An Instructional Manual on maintenance of Tara Deep Set Pump.

## Objective

The Manual is to orient the caretakers on technical aspects of Tara Pump and help in operation and maintenance of Tara Pump.

## Content

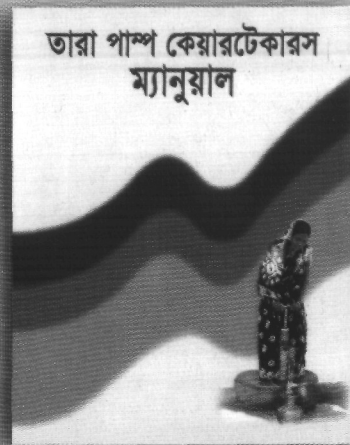
Information on assembling of both Standard Tara Pump and No. 2 Tara Pump, specific name of each parts of Tara Pump have been focused in the Manual. Possible problems of Tara Pump with solutions have also been presented through photographs and messages.

## Activity

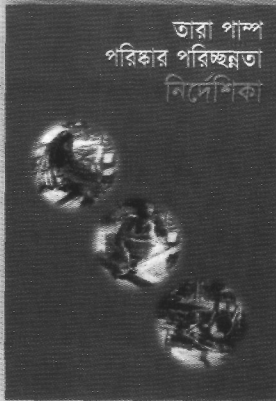
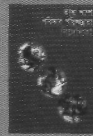
Training Courses on Tara Deep Set Pump, TOT Operation & maintenance of Tara Pump.

## Potential User

Trainers , Tara Pump Caretakers, NGO Workers.



# Tara Pump Cleanliness Manual



## Introduction

An Instructional Manual on hygienic maintenance and cleanliness of Tara Pump.

## Objective

Regular maintenance and cleaning is an important issue for keeping Tara Pump in operation. The Manual has been developed to motivate and orient on how to keep the Tara Pump and its surrounding clean.

## Content

The Manual has been systematically designed with specific messages and instructions on cleanliness through photographs.

## Activity

Training Courses Tara Pump, TOT, Maintenance & cleaning of Tara Pump.

## Potential User

Trainers, Tara Pump users, Caretakers, NGO Workers.

# Poster : Safe Water

## **Introduction**

Visual communication material with messages on safe water.

## **Objective**

Gradual declining of groundwater, increase of saline-belt and iron in groundwater, the invasion of arsenic, all these are the causes of crisis in present water situation. This situation has created a need for providing necessary information and creating awareness on safe water sources. The Posters have been developed to address the need.

## **Content**

Simple messages on proper usage of water from IRP, Ring Well, PSF, RWHS and Green marked tubewell have been disseminated in 6 different posters through photographs and attractive illustrations.

## **Activity**

Training Courses, Different Promotional Activities.

## **Potential User**

Trainers, NGO Workers, Community People.

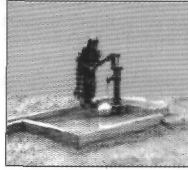
আর্সেনিক আক্রান্ত (আর্সেনিকোসিস)  
রোগী রান্না অথবা  
খাবার পরিবেশন  
করলেও এইরোগ  
ছড়ায় না।



আর্সেনিকোসিস রোগ  
কোনভাবেই ছোঁয়াতে  
অথবা বংশগত কোন  
রোগ নয়।



রিংওয়েলের পানি  
আর্সেনিকমুক্ত ও নিরাপদ



আর্সেনিক আক্রান্ত এলাকা ও পাহাড়ী  
এলাকার জন্য রিংওয়েল একটি  
সহজ ও লাগসই প্রযুক্তি।

পি এস এফ-এর পানি আর্সেনিকমুক্ত,  
আয়রণমুক্ত ও জীবাণুমুক্ত



- ▶ পি এস এফ-এর জন্য ব্যবহৃত পুকুরে গোল, কাপড় থোয়া ও মাছ চাষ করা যাবে না।
- ▶ পি এস এফ-এর জন্য ব্যবহৃত পুকুরের সঙ্গে কোন ড্রেন বা পায়খানার সংযোগ রাখা যাবে না।

এসিওস সোলার  
সিউবিওয়েল পানি সরবরাহ প্রযুক্তি

আর্সেনিক রোগের ভয় নাই, যদি বৃষ্টির পানি খাই

এভাবে  
বৃষ্টির  
পানি  
সংগ্রহ  
করা  
যায়



বৃষ্টির পানি আর্সেনিকমুক্ত ও নিরাপদ,  
বৃষ্টির পানি খাওয়া ও রান্নার কাজে  
ব্যবহার করুন।

এসিওস সোলার  
সিউবিওয়েল পানি সরবরাহ প্রযুক্তি

টিউবওয়েলের আরও পানি খাই আর পি-এর  
মাধ্যমে সহজেই আয়রণমুক্ত করা যায়



আই আর পি - এর আয়রণমুক্ত পানি  
খাওয়া, রান্না ও সংস্কারের সকল  
কাজের জন্য নিরাপদ।

এসিওস সোলার  
সিউবিওয়েল পানি সরবরাহ প্রযুক্তি

সবুজ রং-এর  
টিউবওয়েলের মাডেল



সবুজ রং-এর  
টিউবওয়েলের পানি  
রান্না ও খাওয়াসহ  
সকল কাজে  
ব্যবহার করুন

লাল রং-এর  
টিউবওয়েলের মাডেল



লাল রং-এর  
টিউবওয়েলের পানি  
রান্না ও খাওয়া ছাড়া  
অন্যান্য কাজে  
ব্যবহার করুন

এসিওস সোলার  
সিউবিওয়েল পানি সরবরাহ প্রযুক্তি



# Poster : Environmental Sanitation

## **Introduction**

Visual communication material on sanitary latrine.

## **Objective**

Posters have been developed to disseminate information and motivate community people on usage of sanitary latrine.

## **Content**

Simple messages on harmful effect of open defecation and advantages of low cost latrine technologies have been disseminated in 4 different types of posters through attractive illustrations.

## **Activity**

Training Courses, Different Promotional Activities.

## **Potential User**

Trainers, NGO Workers, Community People.

### এভাবে রোগ ছড়ায়

সুস্থ থাকার উপায়

● হাতের মুঠো দিয়ে কাশি-জিহ্বা বন্ধ করে কখন।  
 ● সুস্থের কাশি নিরোধক পানি ব্যবহার করুন।  
 ● খাবার খায়ে এবং পায়খানা থেকে দূরে সরিয়ে  
 বা ছুঁই নিজে অন্যদের হাত মুছে নেবেন।

### এভাবে নিজের সর্বনাশ থেকে জানবেন না

এসব কু-অভ্যাস দূর করুন  
নিজেকে সুস্থ রাখুন

● পাবনা স্থানে গিয়ে  
 ● পাবনা স্থানে গিয়ে  
 ● পাবনা স্থানে গিয়ে  
 ● পাবনা স্থানে গিয়ে  
 ● পাবনা স্থানে গিয়ে  
 ● পাবনা স্থানে গিয়ে

### খোলা মল পরিবেশকে নোংরা ও দূষিত করে রোগ জীবাণু ছড়ায়

পরিবারের সকলে ম্যানিটোরী ল্যাট্রিন ব্যবহার করবো, পরিবেশ সুন্দর রাখবো, সুস্থ থাকবো।

প্রতিটি ঘরে  
 একটি ম্যানিটোরী ল্যাট্রিন

### খোলা পায়খানা থেকে ডায়রিয়াসহ অনেক মারাত্মক রোগ ছড়ায়

অনেক কম খরচে স্বাস্থ্যসম্মত পায়খানা তৈরী করা যায়।

প্রতিটি ঘরে  
 একটি ম্যানিটোরী ল্যাট্রিন

# Poster : Personal Hygiene

## **Introduction**

Visual communication material on personal hygiene.

## **Objective**

Posters have been developed to disseminate information and create awareness on personal hygiene.

## **Content**

Simple messages on proper hand washing, harmful effect of using dirty saree for cleaning the children etc. have been disseminated in 6 different posters through photographs and attractive illustrations.

## **Activity**

Training Courses, Different Promotional Activities.

## **Potential User**

Trainers, NGO Workers, Community People.

শুধু এক হাত নয়



এভাবে



খাবার আগে ও পায়খানা থেকে ফিরে সাবান বা ছাই দিয়ে দুই হাত একসঙ্গে ভালো করে ঘষে ধুয়ে ফেলুন

খাবার তৈরির আগে




খাবার খাওয়ার ও খাবার তৈরির পর




দুই হাত সাবান দিয়ে ভালভাবে ধুয়ে নিন

শাড়ীর ময়লা আঁচল দিয়ে মুখ মোছালে শিশুর বিভিন্ন রোগ হতে পারে




পরিকার কাপড় অথবা গামছা দিয়ে শিশুর মুখ মোছাবেন

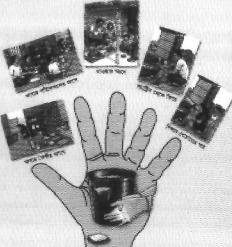
ব্যাট্রিন থেকে ফেরার পর এবং শৌচকার্য করানোর পর সাবান দিয়ে দুই হাত ভাল করে ধুয়ে নিন।



পানিতে শৌচকার্য করানোর পর



দুই হাত সাবান ও নিরাপদ পানি দিয়ে ভালো করে ধুবো



ডায়রিয়া আশায় থেকে রক্ষা পাবো।

সুস্থ জীবন গড়তে চান হাত ধুয়ে খাবার খান




• খাবার খাওয়া শুরু করার আগে হাত ধুয়ে ভালো করে পরিষ্কার করুন।  
• খাবার খাওয়ার পরেও হাত ধুয়ে ভালো করে পরিষ্কার করুন।



# Poster: Hilly Area

## Introduction

This is a communication material with picture that contains information in disinfecting the well, stream and fountain waters and sanitary latrines.

## Objective

To disseminate information on the importance of safe water and sanitary latrines based on the situation of the hilly areas.

## Content

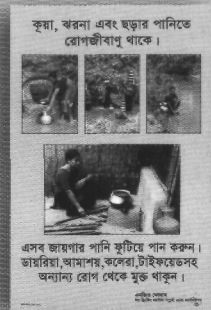
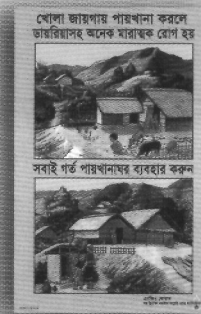
This material contains pictures and information on disinfecting the well, stream and fountains water and their use, demerits of the open excreta and use of sanitary latrines.

## Activity

This material can be used in different training courses in the Chittagong Hill Tracts and motivational activities in the Chittagong Hill Tracts.

## Potential User

This material can be used by trainer, NGO staff, and the community people of the Chittagong Hill Tracts.



# Tin Plate

## Introduction

Visual material developed on tin shade with WatSan messages.

## Objective

These Tin Plates were developed to create awareness on water, sanitation and personal hygiene.



## Content

6 types of Tin Plates have been developed with specific messages on Arsenic, sanitation practice, tubewell marking and proper hand washing.

## Activity

Promotional Activities.



# Sticker

## Introduction

Visual and attractive communication material on safe water, sanitation and personal hygiene.

## Objective

Different types of colorful stickers have been developed to disseminate information and create awareness on improved WATSAN behavior.

## Content

Messages on proper sanitation practice, personal hygiene, usage of safe water for different purposes, proper hand washing etc. have been presented in 15 different types of stickers through attractive illustrations.

## Activity

School WATSAN Program,  
Different Promotional Activities.

## Potential User

NGO Workers, School Students.





স্বাস্থ্যসম্বন্ধে পাঠখানা  
ব্যবহার করুন রোগ বালাই  
থেকে দূরে থাকুন

কমিউনিটি সেন্টার  
স্বাস্থ্য সচেতনতা সৃষ্টির জন্য



এভাবে নিজের  
**সর্বশেষ**  
ভেঙে  
আনবেন না

কমিউনিটি সেন্টার  
স্বাস্থ্য সচেতনতা সৃষ্টির জন্য



খাত্তার আগে  
টিউবওয়েলের পানি দিয়ে  
হাত পরিষ্কার করুন

কমিউনিটি সেন্টার  
স্বাস্থ্য সচেতনতা সৃষ্টির জন্য



"পায়খানা থেকে কিরে  
সাবান বা ছাই দিয়ে  
হাত পরিষ্কার করুন

কমিউনিটি সেন্টার  
স্বাস্থ্য সচেতনতা সৃষ্টির জন্য



রোগ বালাই থেকে বাঁচতে  
হলে পায়খানা সব সময়  
পরিষ্কার রাখুন

কমিউনিটি সেন্টার  
স্বাস্থ্য সচেতনতা সৃষ্টির জন্য



খাত্তার আগে এবং  
পায়খানা থেকে কিরে  
সাবান বা ছাই দিয়ে  
দুই হাত একসঙ্গে ভালো  
করে ধবে বুঝে ফেলুন

কমিউনিটি সেন্টার  
স্বাস্থ্য সচেতনতা সৃষ্টির জন্য



ছোট থেকেই আপনার  
বাচ্চাদের পায়খানায় যেতে  
অত্যাঁচ করান

কমিউনিটি সেন্টার  
স্বাস্থ্য সচেতনতা সৃষ্টির জন্য



ব্যক্তিগত পরিষ্কার  
পরিচ্ছন্নতা সুস্বাস্থ্যের  
নিশ্চয়তা

কমিউনিটি সেন্টার  
স্বাস্থ্য সচেতনতা সৃষ্টির জন্য



আপনার বাড়ীর  
নোগাে আবজলা  
একটি নির্দিষ্ট  
পর্তে ফেলুন

কমিউনিটি সেন্টার  
স্বাস্থ্য সচেতনতা সৃষ্টির জন্য



স্বাস্থ্যসম্বন্ধে পাঠখানা  
ব্যবহার করুন রোগ বালাই  
থেকে দূরে থাকুন

কমিউনিটি সেন্টার  
স্বাস্থ্য সচেতনতা সৃষ্টির জন্য



তুধু খাবার জন্মোই নয়  
সকল কাজে টিউবওয়েলের  
পানি ব্যবহার করুন

কমিউনিটি সেন্টার  
স্বাস্থ্য সচেতনতা সৃষ্টির জন্য



পরিবারের সকলে স্বাস্থ্যসম্বন্ধে  
পায়খানা ব্যবহার করুন

কমিউনিটি সেন্টার  
স্বাস্থ্য সচেতনতা সৃষ্টির জন্য



কমিউনিটি সেন্টার  
স্বাস্থ্য সচেতনতা সৃষ্টির জন্য



কমিউনিটি সেন্টার  
স্বাস্থ্য সচেতনতা সৃষ্টির জন্য



অনেক কম খরচে  
স্বাস্থ্যসম্বন্ধে পায়খানা  
তৈরী করা যায়

কমিউনিটি সেন্টার  
স্বাস্থ্য সচেতনতা সৃষ্টির জন্য



# Audio Video

## Introduction

Audio visual material on WATSAN and related issue.

## Objective

Audio visual is an effective media in communication field. This media is very much capable of influencing people. Audio and video cassettes have been developed to create awareness through entertainment.

## Content

'Shammukhe Shanti'(Our Environment:Our Life),'Padakkhep' (Road to Empowerment),'Parashpar' (Participation in Action), 'Sada Megher Bristi' and 'Jiban Fotar Galpo' are the 5 videos available with messages on usages of safe water and sanitary latrine and personal hygiene. 'Nishabda Atataae' (Silent Killer) is a video film produced based on the present





arsenic situation of Bangladesh. **WATSAN Technology and Training Method** are the two instructional videos on different WatSan technologies and 6 training methods. **Strides Towards WATSAN Promotion** introduces the NGO Forum as an organisation. **Health Messages** is an audio cassette developed on WatSan messages through song, drama and gamvira.

**Activity**

Promotional Activities, Training Courses, Introductory session on NGO Forum.

**Potential User**

Trainers, NGO Workers.



# WatSan Information Booklet

## Introduction

The Booklet contains current information on national WatSan situation, and messages on WatSan & hygiene issues.

## Objective

To disseminate information on current national WatSan & environmental situation among the potential stakeholders in WatSan sector.

## Content

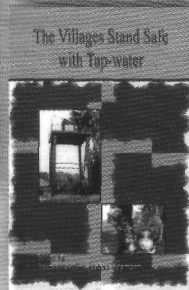
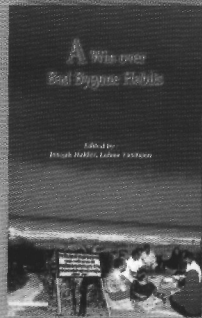
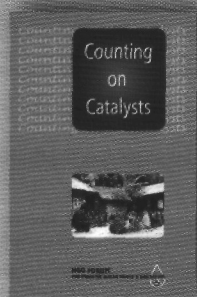
Current national WatSan situation, messages on WatSan & hygiene issues.

## Potential User

Sectoral organizations, Government Officials, PNGOs, Field staff, Private sector actors, Mass-media & Local allies.



# Case Study Booklet



## Introduction

The Case Study Booklet is based on impacts of NGO Forum's approach & activities at field level, highlighting some accumulated success stories.

## Objective

To highlight and disseminate NGO Forum's success in water supply & sanitation sector.

## Content

Successful case studies contributing in WatSan promotion at field level through different WatSan catalysts under the support of NGO Forum.

## Potential User

Donors, UN bodies, Policy makers, Government agencies, Local administrations, Mass-media, National & International NGOs at Central & Regional level.



# Choray Choray Arsenic

## Introduction

Rhymes book for children.  
Publication with arsenic related information through attractive poetries in easy and simple chapters.

## Objective

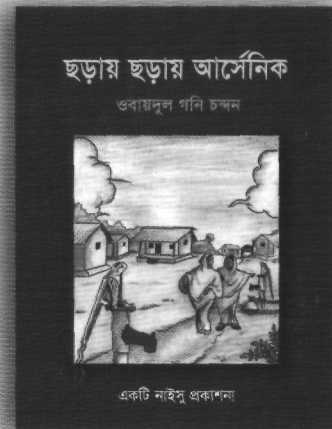
Dissemination of arsenic related information among the babies and teen aged children in easy and attractive way so that they can share the information in family level.

## Content

Arsenic related information to create awareness among the arsenic affected vulnerable peoples of Bangladesh.

## Potential Users

Mainly babies and teen aged children, Development workers, coordinator, teachers and trainers can use this as motivational tools.



# Golpey Golpey Arsenic



## Introduction

Story books for teen-aged children. Publication with arsenic related important message through easily understandable stories.

## Objective

It will be used as a learning tool for school going teen aged children that will be helpful to aware themselves as well as the society.

## Content

This is the publication for the next generations of different arsenic affected areas of Bangladesh.

## Potential Users

Mainly babies and teen aged children, Development workers, coordinator, teachers and trainers can use this as motivational tools for implementing the activity.

# Bornomalay Arsenic

## Introduction

Introduction of present arsenic and environment related important information through rhymes following to Bangla alphabet.

## Objective

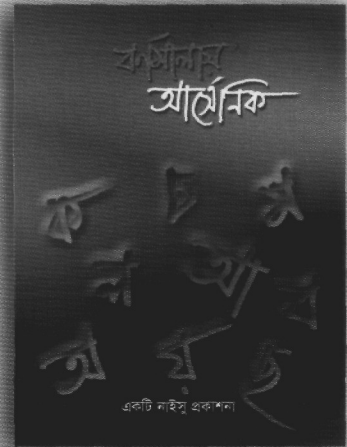
Disseminate arsenic related correct and valid information to the school children.

## Content

Spread up thinking on arsenic and environment related issue at children's mind nicely.

## Potential Users

Mainly children, NGO workers, work plan coordinators, and trainers are engaged in the implementation of the promotional activities.



# Procholito Choray Arsenic



## Introduction

Arsenic information through Bangla popular rhymes.

## Objective

To present arsenic related information effectively to the children through the melody of popular and folk rhymes.

## Content

Disseminate Arsenic related correct and valid information in easy and understandable way that can aware children with sound mentality.

## Users

Mainly teen aged children, NGO workers, work plan coordinators, and trainers are engaged in implementation of the promotional and educational activities.





# Namta Pathy Arsenic

## Introduction

Children poem book.  
Arsenic related  
information is  
accommodated in  
counting with rhythmic  
and easily  
understandable style.

## Objective

To disseminate arsenic  
related information with  
the melody of poem.

## Content

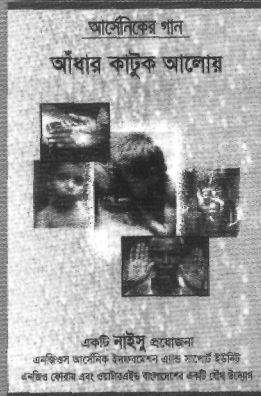
To develop awareness among  
children through counting  
with melody.

## Potential Users

Mainly children, NGO  
workers, coordinators,  
trainers engaged in the  
implementation of the  
promotional and educational  
activities.



# Adhar Katuk Aloy



## Introduction

In this cassette, different folk and popular songs are presented which have been written to raise awareness about Arsenic.

## Objective

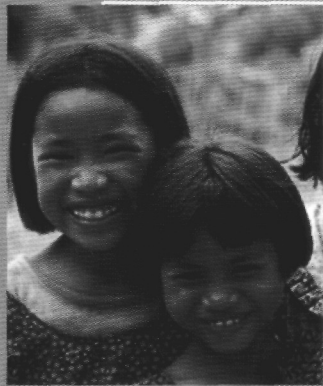
To present arsenic related information effectively through popular Bengali song and melody with easily understandable way.

## Content

To aware people on arsenic issue through popular Bengali folk songs.

## Potential Users

Community people, informal tea stall meeting and others little gathering, Development workers, coordinator, teachers and trainers can use this as motivational tools for implementing the activity.



NGO Forum has been implementing its software activities to create public awareness regarding safe water, sanitation and personal hygiene and at the same time to motivate the people of different walks of life. NGO Forum from its long experience has found that only hardware support cannot improve the public health situation, therefore started implementing its programme following the integrated approach of both hardware and software.

To make this integrated approach more effective and sustainable NGO Forum has been developing and distributing IEC and BCC Materials. In all the IEC and BCC materials message and pictures are organised in such a manner that it can be understandable to both literate and illiterate. These materials are being used in different training, dissemination of information, motivational activities, and advocacy activities.

Vast experience and expertise of NGO Forum in developing the communication materials have been recognized and is utilizing by government, national, international agencies active in WATSAN Sector.



For more information, please contact :

**Development Communication Cell**  
NGO Forum for Drinking Water Supply and Sanitation

4/6, Block-E, Lalmatia, Dhaka-1207  
Tel : 8154273-4, 8128258-9, Fax : 888-2-8117924  
E-mail : [ngofo@bangla.net](mailto:ngofo@bangla.net)