

SECOND EDITION



Well Completion Ceremony (Handover)

Supplementary Module 7n



R9U/N-WASHE May 2000

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PREFACE

THE CORE TRAINING MANUALS AND SUPPLEMENTARY MODULES

The Core Training Manuals and Supplementary Modules have been produced to support the implementation of WASHE in Zambia.

WASHE

Water Sanitation Health Education



WASHE has been developed in Zambia over the last ten years. Learning mainly from the experiences of Western and Southern Provinces, it is now recognised to be a sustainable approach to rural water supply and sanitation. The government has adopted this as a strategy towards implementation of rural water supply programmes.

The Core Training Manuals provide the background to this development and explain its context in view of decentralisation. The Manuals are intended to provide flexible guidelines to assist the growth of WASHE primarily at district level.

The Supplementary Modules provide community management guidelines for use at all levels; national to community. The series includes technical, participatory health and hygiene education and community management titles. Each module has been written to 'stand alone' or be used as part of an overall community management approach where each title in the series complements the next. It is helpful to get to know the titles and become familiar with the contents to enable you to make informed decisions.

At the back of this module is a list of the titles that comprise the Core Training Manuals and Supplementary Modules Series. Full details of the contents of each title can be found in ***The Water Sector Reform Support Unit Publications List***. All titles are available from the RSU.

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The National WASHE (N-WASHE)
Co-ordination and Training Team

The N-WASHE Team is a multi disciplinary group, based in Lusaka to develop WASHE principles and assist the national implementation.

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The concept of the Project cycle for Community Management in Rural Water Supply is elaborated in more detail in Section 1 of this Module.



The guidelines and materials form the basis for the advocacy and training work of the National WASHE Co-ordination and Training Team (N-WASHE) which is the implementing Unit of the RSU.

The Core Training Manuals and Supplementary Modules have been developed and drafted by the Community Management and Monitoring Unit (CMMU) The edition is produced by the RSU.

This is Supplementary Module 7n in the Project Cycle for the Community Management in Rural Water Supply and is called Well Completion Ceremony.

Well completion is **stage 13** in the Project Cycle For Community Management in Rural Water Supply.

WHO THE SUPPLEMENTARY MODULES ARE FOR

The Supplementary Modules are written for people who are intending to develop community management as part of their overall objective for rural water supply and sanitation. These people are likely to represent :

- district councils and D-WASHE committees
- specific line ministries
- NGOs
- Donors
- volunteer agencies
- development organisations

The individuals are likely to be :

- rural and peri-urban extension officers from WASHE line ministries
- environmental health technicians
- community development workers
- community health workers
- teachers
- project personnel

The guidelines have been developed within a Zambian context but can easily be adapted to meet the needs of other developing countries.

Throughout the Core Training Manuals and the Supplementary Modules, **the Community** refers to a group of people with a common present or potential interest in WASHE. A single family unit is referred to as a **household**.

By **Community Management** we mean : the ability of the community to have the **responsibility, authority, accountability** and **control** of the WASHE process that exists for their benefit.

The RSU believes that community management will only become a reality if issues of gender are seen to be integral to the project cycle and participatory process. By **gender** in rural water supply we mean : **the context and reality of both women's and men's lives that can together affect self determined change. Gender is not a women's issue alone.**

HOW THE SUPPLEMENTARY MODULES WERE DEVELOPED

CMMU was mandated in 1993 to address issues of long term sustainability in the rural water and sanitation sector. CMMU began a programme of participatory research throughout the country and it was during this time that it became evident that some regions had a greater chance of sustainability than others. The approaches being used by projects involved in the sector varied from one area to the next. Whilst projects agreed that a community management approach through participation was appropriate there was little or no standardisation. The absence of a standardised community management approach for Zambia meant that the quality of delivery and ultimate level of choice for the community was at best patchy.

In order to address this the CMMU set about collecting "best practice" ideas, knowledge and materials from around the country. It concentrated on participatory techniques, technology options and community management issues for rural water supply and sanitation. The result, through a series of consultative workshops, committees and core working groups, is the current series of supplementary modules.

The RSU which has taken over the activities of the CMMU further recognises the need to continue with the promotion

of the WASHE concept is being undertaken by the N-WASHE Training and Co-ordination Team.

ACKNOWLEDGEMENTS

Many people and organisations were involved in the development of the Core Training Manuals and Supplementary Modules. The RSU would like to thank the Community Education and Participation (CEP) - Mongu; Rural Water for Health Project (RWHP) - Solwezi; Irish Aid -Northern Province; Rural Water Supply (JBG) - Central Province and Village Water Supply (GTZ) - Kabompo for their inputs and constructive criticism during the elaboration of the methods. Additionally we would like to acknowledge our appreciation of all Government, donor and NGO field workers at community, extension, district, provincial and national level for their invaluable experience, ideas and opinions. Special thanks to the members of staff of the former CMMU for the research and development done to produce these modules.

The Core Training Manuals and Supplementary Modules have been produced entirely within the RSU/NWASHE..



This research and development required and the production of these publications would not have been possible without considerable financial support from the European Union, NORAD and UNICEF, for which we are most grateful.

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Section
1

INTRODUCTION



SECTION ONE

ABOUT THIS MODULE

This module looks at the **thirteenth stage** of the project cycle for the community management in rural water supply. It provides step by step guidelines to participatory commissioning of the water point. This module is designed to be used in conjunction with the other titles in Supplementary Modules 7a - 7p.

- Section 1 Introduction
- Section 2 Preparation for Participatory Commissioning of the water point
- Section 3 Facilitating the Participatory Activities
- Section 4 Evaluation and the Next Stage

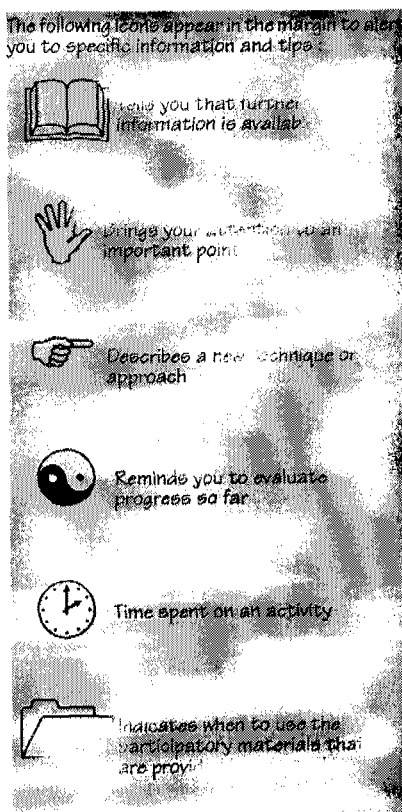
The format is designed to help you :

- find things quickly
- work systematically through the contents
- prepare yourself for participatory activities with the community

Remember the Supplementary Modules are intended as guidelines. Your final choice of action will be based on your dialogue with the community, their needs as they perceive them and local circumstances. Community management is a dynamic process - be creative and use local expertise and the advice of local institutions wherever possible.

In the margin of each page you will find useful information and tips.

Space has also been left for your own notes.



THE APPROACH

To equip you with the knowledge and information to :

- understand the basic philosophy of a participatory approach to community management
- understand the project cycle for the community management of rural water supply
- facilitate participatory commissioning of the water facility
- to prepare the community and yourself for the next stage in the project cycle

The CMMU was mandated to look at issues of long term sustainability in the rural water supply and sanitation sector. The provision of information on and guidance about community management strategies using participatory methods and techniques is part of the process.

The RSU/N-WASHE believe that a **participatory approach** to community education and sensitisation is an effective way of ensuring **community participation** which leads to **community management**, that ultimately ensures **sustainable development**. In rural water supply the long term aim of government is to see programmes that are "community based" and it is in this context that the CMMU has developed the "project cycle for community management in rural water supply".

The terms community participation and community management are often used interchangeably and this is misleading. Community participation is an activity, or series of activities, that through the community's involvement leads to community management. So for example community participation might be :

- the contribution of labour
- collecting river sand and breaking stones
- collecting money as a contribution towards the water point
- attending a meeting that you have asked them to attend

All these examples ask that the community be involved but this is very different to taking a lead and being responsible for the decisions and the consequences of those decisions.



OVERALL OBJECTIVE OF THIS MODULE



THE COMMUNITY MANAGEMENT PROCESS



The RSU/N-WASHE believe that a participatory approach to community education and sensitisation is an effective way of ensuring community management that ultimately ensures sustainable development.



Community participation is a stage of community involvement that leads to community management.

Community management is **a process** and if facilitated effectively will develop a true sense of ownership and continued development for community gain and benefit. Community management and acceptance of ownership is the ultimate goal in such a participatory process.

The RSU agrees with current thinking that **community management** means **the community** has the **responsibility, authority, accountability** and **control** over their development. Community management works throughout the life cycle of a project or facility and beyond and so leads to sustainable development.

So, the basic components of community management are :

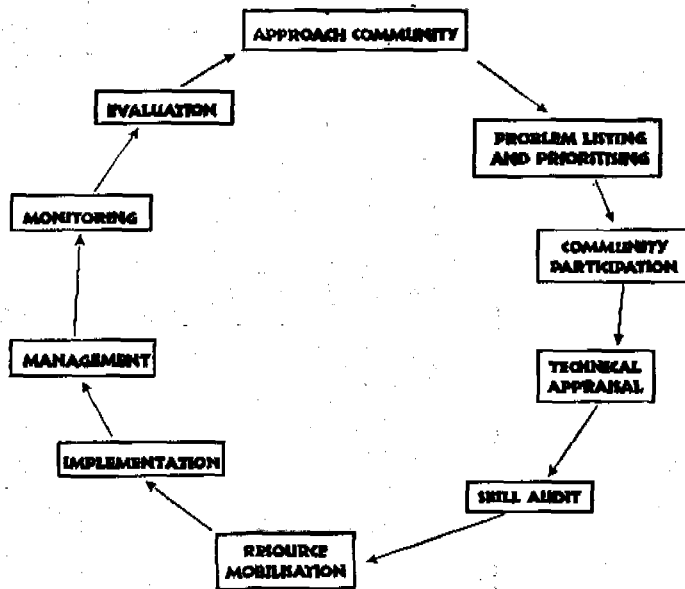
- **community responsibility** : the community assumes ownership of "the system" and "the process"
- **community authority** : the community has the right to make decisions about the action (or intervention) taken to change their situation
- **community accountability** : the community accepts the consequences of its decisions and understands that action rests with themselves
- **community control** : the community has the power to implement its own decisions

DEVELOPMENT OF THE METHOD

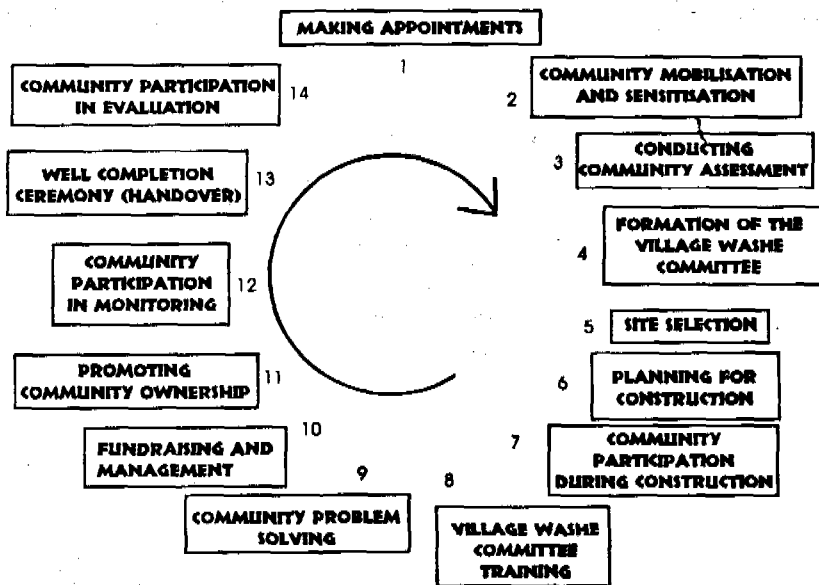


In November 1995 the CMMU initiated the formation of a core group of actors that are involved in rural water supply projects in Zambia. The task before the group was to compile and further draft the supplementary modules that are now known as series 7a - 7p. The Supplementary Modules were to concentrate on community participation for community management in rural water supply projects.

The core group agreed to focus on specific participatory techniques that related to the project cycle for community management in rural water supply. The project cycle, in 14 stages, has been adapted from the standard project cycle that is widely used in participatory community development projects throughout Zambia.



STANDARD PROJECT CYCLE



PROJECT CYCLE FOR COMMUNITY MANAGEMENT IN RURAL WATER SUPPLY



It is important that you fully understand the project cycle, how the stages are interconnected and are flexible. Read Supplementary Module 7a before you start work.

The stages in the project cycle for community management in rural water supply form the basis for the Supplementary Modules 7a -7p. So for example this Supplementary Module is 7n and looks at facilitation of participatory well completion ceremony, it is stage 13 of the project cycle.

It is intended that the reader becomes **the facilitator** of the process of community management. That means that the information acquired from this module becomes **shared knowledge** between the reader and the community so that **community based decision making** becomes a reality.



FACILITATION

PREPARATION FOR PARTICIPATORY COMMISSIONING OF THE WATER POINT

Section 2



SECTION TWO

PREPARATION FOR PARTICIPATORY COMMISSIONING OF THE WATER POINT

By the end of this section you will :

- understand the importance of reviewing issues previously discussed that are related to community management of the facility
- understand the need to formally introduce the User Support Programme (USP) services available
- have thought about the preparation you need to do before discussing issues related with Well completion or Commissioning with the community

SUGGESTED APPROACH

A number of participatory activities, for use with the community, are suggested as way of ensuring community participation during the commissioning of the facility. These activities are designed to be used as part of the overall project cycle approach and especially in reviewing what has been discussed and decided in previous stages. It is however important to first answer some questions in order to prepare yourself adequately for the field. The title of this module does not mean that the ownership of the process of implementation has not been with the community. It aims to highlight the need to distinctly acknowledge and appreciate the work done/achieved so far. As the community begins to draw water from their new facilities certain aspects of community management need to be discussed. In addition, as is traditionally the case ceremonies are held to signify important events (e.g. harvest, Kauombomka, Mutomboko etc) this is to signify the end of the implementation stage and on-set of the management phase.

Why a participatory approach now?

The overall intention of all development in rural water supply is the sustainability of the resource or investment. Community participation at the time of preparation for well completion or commissioning of the facility is very important because :

- the agency needs to get the community to again focus on how they will manage their water point

- there is need to discuss the continued role of the extension worker
- the community needs to know the services available from the agency to facilitate smooth operation and maintenance of water point i.e. the User Support Programme (USP) or User Support Services (USS)

What else needs to be considered ?

There are some important factors to consider when conducting this session and these include :

- recap on decided roles and responsibilities of the V-WASHE committee, the community, the agency and facilitator or extension worker
- recap on hygienic practices to keep the water point safe and pollution free
- recap on issues of operation and maintenance

The issues related to each of these factors are described in Section 3 with the relevant activity. These factors need to be borne in mind when :

- facilitating participatory commissioning or preparation for well completion ceremony
- reviewing and confirming community consensus and agreement on decisions made earlier concerning management issues

What preparation needs to take place ?

The RSU/N-WASHE strongly advises that considerable preparation is undertaken before work with community begins. Careful planning will benefit everyone and will minimise the confusion that can arise when nobody is sure of who is supposed to do what, when and why. It is never a good idea to work in isolation and good community development relies on people as the main resource. As facilitator you will need to seek the assistance of others and ideally form a facilitation team. We suggest the guidelines in the margin be adopted when forming a facilitation team.

In Zambia it is likely that an external agency (NGO or Donor) is involved in projects for rural water supply. By their nature these agencies come into the area from "outside". Whilst they are often very experienced they probably do not have the wealth of local knowledge that is



Facilitation - a team effort

- facilitation is intensive and demanding - share the work load
- each aspect of facilitation needs to be prepared in advance - share the responsibility
- during the facilitation, the main facilitator will need constant back up - share the effort
- facilitators need feedback on their performance and the reaction of the participants - share reflection and evaluation
- a team of facilitators provides greater creativity and productivity - share your talents



A good facilitator is :

- patient and able to listen
- self aware, open
- willing to learn
- confident but not arrogant
- respectful of others
- able to create an atmosphere of mutual respect and confidence
- flexible - able to change course and sequence

at the finger tips of those who work and live close to the community on a permanent basis.

In all cases where there is external agency involvement it is important that a partnership is formed with GRZ counterparts. These people are likely to be Environmental Health Technicians (EHTs), Community Development Officers (CDOs) and other extension officers that are active in the project area. Additionally it is valuable to harness the co-operation and assistance of Traditional Birth Attendants (TBAs), Community Health Workers (CHWs) and any other active community animators. Agency staff must take the responsibility for making viable links with the GRZ extension services.

Agency staff and agency project workers should be seen to support the process of development and they should always be mindful of their responsibility to strengthen existing services and structures.

The D-WASHE Committee is a sub-committee to the District Development Co-ordinating Committee (DDCC) and is responsible for the development of all district rural water supply and sanitation activities. This takes the form of the D-WASHE plan.



The facilitation team should work in liaison with the D-WASHE committee, where they exist, to ensure that the relevant line ministries and other actors in the project area are aware of their work. This avoids duplication and allows the team to benefit from lessons of previous projects. It is very important that all projects are part of a strategic plan for development in the district.

Once the facilitation team has been convened it is important that they plan the activities that they are going to do with the community *before* arriving in the village.

What activities will we facilitate ?

This module outlines a number of participatory activities that may be used for preparation for the well completion ceremony or well commissioning. Rather than prescribing that the activities these provide a formula or blue print for participatory preparation of the well completion ceremony, they are included as options which are known to be appropriate.

Facilitators are encouraged to get to know the activities and apply the ones that they feel will work best. Some activities follow on from others, some demand more resources and so on. The most important thing to remember is to work within the resources that are available to the facilitation team.

The facilitators at this stage will be very familiar with the suggested activities. The activities outlined are :

- role play
- demonstrations
- presentation on Introduction to USP

These activities are described in Section 3. They are designed to help the community discuss and recap on issues of hygienic handling of the water point and decisions made on sustaining the facility.

Remember the activities and guidelines for facilitation are flexible and should be adapted to suit the particular community you are working with. Therefore be creative, and use the ideas and expertise of others and your own valuable experience and knowledge of what works best. The activities are described to allow for optimum participation by all “the users” and these will include; women and men in the community and the Village WASHE Committee. The aim is to involve as many people as possible in the recap of decisions made previously.

It is important that the facilitation team feels comfortable with the activities and is aware of the desired outcomes. At the end of the Module, in Section 4, there is an evaluation exercise to help the facilitation team assess their impact.



The materials that you will need to facilitate this session are listed in Section 3 alongside each activity.

FACILITATING THE PARTICIPATORY ACTIVITIES

Section
3



SECTION THREE

FACILITATING THE PARTICIPATORY ACTIVITIES

By the end of this section you will :

- be familiar with the activities suggested for facilitating participatory discussions on the roles and responsibilities of all partners involved.
- Have with the community discussed issues of operation and maintenance (O&M) and hygiene practices to keep the water point safe and free from pollution.

SUGGESTED APPROACH

There are a number of activities that can be undertaken to facilitate a participatory recap or discussions of how the community intends to manage their facility, and ensure the water remain safe until it is consumed. All the activities will be now be familiar to the facilitation team and the community.

These activities recap on the previous stages of the project cycle.

It is however, important that you are clear about the objectives of this stage; participatory commissioning of the water facility and ensure that the community participate fully with the V-WASHE committee taking the lead.

Remember that the objectives are not only for you as the facilitator but they are for the community too!

We suggest that the objectives be met by dividing the activities into :

- roles and responsibilities of the community V-WASHE committee, extension staff and implementing agency
- operation and maintenance (O&M)
- importance of communication
- hygiene practices
- introduction of the user support Programme (USP)

ROLES AND RESPONSIBILITIES OF THE PARTNERS

By the end of this activity you will :

- have explicitly discussed/recapped on the roles and responsibilities of all partners.
- identify gaps in the community's knowledge and perceptions of their responsibilities and roles to community management. This would be the basis for future training.

SUGGESTED ACTIVITY ONE : GROUP DISCUSSIONS

PREPARATION

During previous activities the community will have discussed and reflected on their roles and responsibilities and those of the V-WASHE committee, the extension worker/implementing agency.

It would be very useful to bring notes from previous stages especially; stages 4, 8 and 11. That is, Formation of a V-WASHE committee, V-WASHE committee training and promoting community ownership.

As the community has worked very hard and waited long for an improved water facility they are at this point very anxious to celebrate the end of the implementation stage. Work with the V-WASHE committee and have them prepare for a community meeting to discuss decisions, roles and responsibilities decided in earlier stages.

GUIDELINES FOR FACILITATING THE COMMUNITY MANAGEMENT

- ask one of the V-WASHE members introduce the activity and form groups
- ask one of the groups to discuss and state the roles and responsibilities of the V-WASHE committee as a whole and of individual posts.
- each group will have a separate topic i.e. one will discuss roles and responsibilities of the community (both men and women), another those of the extension worker(s) and another those of the implementing agency.

- during plenary discussions the facilitators will help facilitate discussion by referring back to previous stages and decisions reached on roles and responsibilities.
- in summarising ask one V-WASHE member to summarise one of the groups presentation i.e. summarise the agreed roles and responsibilities groups presentation i.e. summarise the agreed roles and responsibilities of each group work.
- to end the activity emphasise that as these are all agreed roles and responsibilities of the community (men and women) V-WASHE committee and its members, extension workers, implementing agency all should facilitate and support each other to effectively carry these out.

SUGGESTED ACTIVITY TWO : OPEN ENDED STORY ON OPERATION AND MAINTENANCE

PREPARATION

The open Ended story, toll has been used in most of the previous stages and should therefore be quite familiar at this stage.

However, at this stage it will be used to discuss O&M of the water facility. O&M of water supply points is a very essential part of community management. It is important at this stage to remember with the community that community management entails the people take on the control, authority, responsibility and accountability of the facility. Certain decisions have to be made and actions taken to keep the water point functional. It should be operated well to avoid premature breakdowns and routine maintenance has to be undertaken so as to avoid major breakdowns. Nevertheless, the community needs to be also prepared for major repairs or maintenance works. Funds need to be available for purchase of spare parts, transport expenses to and from the 'boma', and to pay any 'call out fees' if need be. The community however, needs to be given the skill and capacity to be able to repair their facility. The community may also identify a certain skill(s) that they require to effectively operate and maintain their facilities. This should be brought to the attention of the implementing agency so that training is conducted.

The story of the Gift could be used to facilitate discussion the O&M of the water facility.

Guidelines to facilitating the activity :

- ask one of the V-WASHE committee members to introduce the activity and to emphasise on the need for the people to be attentive
- and to relate the story to O&M of the water point.
- the V-WASHE committee member then tell the story.
- in the plenary, the committee members facilitates discussions. Another member could be responsible for recording the discussion
- to help facilitate the discussion it would be important to ask the community if :
 - the situation in the story could apply to them.
 - if yes, how and if not, why not?
 - whose responsibility is it to look after, utilise properly and keep operational the water facility.
 - how is the above going to be ensured.
- reinforce community opinions to highlight the fact that they have the capacity to collectively solve their own problems within.
- ask the V-WASHE committee member to summarise the discussion and to remind the community that collectively the water facility to be well operated and maintained.

Things to watch out for :

- as you are facilitating ensure that both men and women participate actively. If not, make a deliberate move to do so.
- the issue of O&M has already been discussed in earlier stages. Bringing notes from these stages will help remind the community of earlier decisions. Reach a consensus on any new decisions.
- ensure community's decision includes the aspect of community management as it entails community responsibility, control, authority and accountability

3/4 - 1 hour depending on progress and the amount of problem solving that needs to take place.



The Visualised Project Cycle from Tool Kit; 7c



Open questions :

- induce curiosity
- touch matters of common interest
- bring out good qualities in people
- have a purpose i.e. to move a group forward
- are not leading



SUGGESTED ACTIVITY THREE : COMMUNICATION GAME

PREPARATION :

The need for establishing a good 'two-way' communication link between the actors involved has been emphasised throughout this series of supplementary modules. There should be good communication links between the community and the V-WASHE committee, between the V-WASHE and extension worker/implementing agency, and between community and the implementing agency. Feedback to the community is also very important.

The communication Game was used during stage 8 - Training of the V-WASHE committee, to illustrate the need to pass on clear messages, ensure the message is well understood and for those who are not clear to seek clarification immediately. The game is also used to illustrate the danger of not attending meetings and therefore obtaining 'second-hand' information from those who attended and which is based on their perception(s). It also highlights the need for community members to activity participate at meetings so that they are clear about decisions entail and a common perception is attained.

Guidelines to facilitating the activity :-

- ask this activity has only been held with the V-WASHE committee introduce it to the community and ask for volunteers to participate
- ask the volunteers to form a line
- ask for one of the V-WASHE members to create a message
- the V-WASHE member will tell the message to the person standing next to him/her only once. This person should then pass on the message to next and so on until it reaches the last person in line.
- the last person to receive the message than says it out loud to the community.
- the V-WASHE member who created and sent off the message also says the original message out loud.
- in plenary ask the community if there is a difference(s) in the two messages (by the V-WASHE member and by the last person n line)

- discuss-what causes the distortions, - how this may affect the management of the water point, - what effect this may have on community involvement, ownership, collective decision making, and monitoring of the water point.
- ask for a volunteer from the community to summarise the activity and lessons learnt.
- If any points have been left out involve the rest of the community in summarising the activity.

Things to watch out for :

- ensure women's participation is this game and discussions that follow on. This could help enhance their involvement in community management in further.

SUGGESTED ACTIVITY FOUR : ROLE PLAY

PREPARATION :

During Stage 6 - Planning for construction and rehabilitation the force field analysis was used. In this activity the community identified what factors help the community to achieve a well managed and functional water facility and what factors hinder the achievement of this. In the case of rehabilitation, improper use of the water point is one of the major hindering factors.

This activity is meant to depict improper use of the water facility including unhygienic practices that may cause the water to be unsafe, and this includes water collection and transportation practices.

The reason for using this tool is to allow people to demonstrate to each other the unhygienic and improper handling/use of the water point. It also helps reminding the community that the capacity to discourage and improve on improper/unhygienic practices lies within. It would be best to have this activity at the water point.

Guidelines to facilitating the Activity :

- introduce the activity and emphasizes the need for community members to volunteer to participate in the role play and for all to be involved in the discussions.
- initially ask two (2) people to demonstrate improper handling of the water point. For example if the water facility is the well, one would put the bucket in the well and then

let go of the windlass making the bucket fall, and hit the water with great impact.

In the case of a handpump the demonstration would show someone hitting both lower and upper ends of the handpump head when making a 'full stroke' to draw water.

- after the demonstration ask the community to comment/discuss what they have seen and the consequences of such practices.
- ask for volunteers to demonstrate proper drawing of water.
- ask for more volunteers to demonstrate unhygienic practices related to drawing, going to draw water straight from the latrine without being seen to wash hands. Other demonstrations may include washing plates or clothes at the water point and leaving food and soapy water split all over the place.
- facilitate a discussion on this and thereafter request for volunteers to demonstrate hygienic practices.
- ask for more volunteers to demonstrate additional improper practices. Then repeat the discussion and demonstrations of proper or appropriate practices.

Continue this until the community's ideas are exhausted.

SUGGESTED ACTIVITY FIVE : INTRODUCTION OF THE USER SUPPORT PROGRAMME/USER SUPPORT SERVICES (USP/USS)

PREPARATIONS :

This activity is meant to explain to the community what services are available to help ensure community management of the water facility and further expand community activities as related to WASHE concept.

This helps the community feel free to identify areas of need and gaps in skills and capacities related to the management of the water facility, improving on sanitation and continued health/hygiene education.

This activity unlike previous ones is not very participatory. The facilitator is expected to inform the community of support services available to the community.

The objective of the USP/USS may include

- organisational and technical support to V-WASHE committees and communities.
- a properly co-ordinated and effective back-up support (for training, spare-parts maintenance etc.) from available government institutions.
- organise and facilitate training courses for extension staff to be better able to execute community base USP activities.

The facilitator needs to clearly state how communities can obtain assistance from the agency and also furnish the community with a price list of spare parts. If out lets for the USP are available in the catchment area the community needs to be informed.

EVALUATION AND THE NEXT STAGE

Section 4



SECTION FOUR**EVALUATION AND THE NEXT STAGE**

- By the end of this section you will have :
- assessed whether or not you have met your objectives
- taken action if the objective have only been partly met
- thought above the next stage in the project cycle

SUGGESTED ACTIVITY ONE : REVIEW

1 - 2 hours



As a facilitation team it is very important to continually assess how your work is going. Community development adjustment to approach and flexibility on your part.



After each visit to the field assess how well it went, taking into account :

- overall response of the community
- the success of the activities vis a vis the objectives
- community and facilitation team cohesion

Materials you will need for this session :

- all your notes from the visit
- any data, reports, etc.

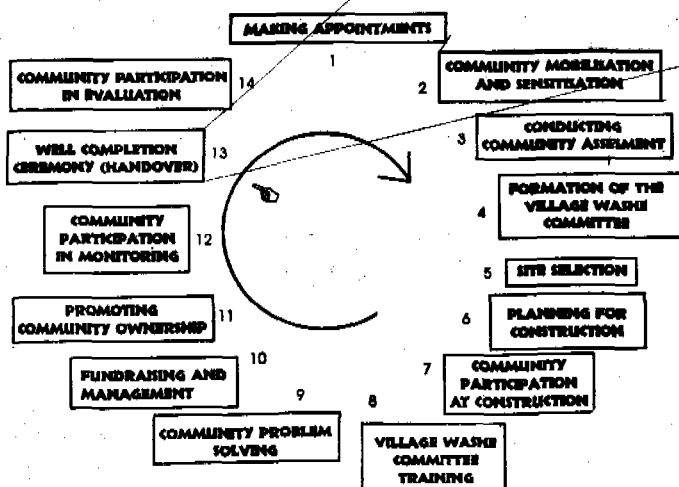


Remember that you are working within the context of the PROJECT CYCLE and by now you should have achieved stage thirteen. Your objectives were to :

- understand the basic philosophy of a participatory approach to community management
- understand the project cycle for the community management of rural water supply
- facilitate participatory commissioning of the facility
- prepare the community and yourself for the next stage in the project cycle

ORIGINAL OBJECTIVES

So the current stage of the project cycle is :



If you feel that only some of the objectives have been achieved then it is advisable to rethink your strategy before moving on. Review each activity that has been undertaken and decide whether or not it is due to :

- poor facilitation - be self critical !
- inadequate participation of some groups of the community
- misunderstanding on the part of the community -how can this be rectified ?
- poor co-ordination - how can this be improved

There are other reasons to those listed above and you should take these into account.

If you do need to do further work with the community to achieve the objectives of stage thirteen, avoid simply repeating the activities as this will achieve very little. Be creative !

3/4 - 1 hour depending on progress and the amount of problem solving that needs to take place.



The Visualised Project Cycle from Tool Kit: 7c



SUGGESTED ACTIVITY TWO : REVIEW

Although the facilitation team may be satisfied that it has achieved its objectives for this stage, it is important to make sure that the community agrees!

Before moving on conduct a review session with the community using the visualised project cycle to establish :

- the progress so far
- if anything went wrong and why
- the time frame of the project against your agreed aims
- if the community feels ready to go to the next stage of the project cycle



Guidelines for the session :

- always visualise where the community has got to by showing the visualise project cycle
- ask open questions encourage the community to solve the problems which arise
- do not be tempted or persuaded to move on if problems have not been sorted out - unsolved issues now will lead to failure in the future
- be aware that often the stages of the project cycle overlap or run alongside each other - sometimes it is impossible for one stage to simply stop and the next start, this is OK as long as the stages and activities are running smoothly
- if the community wishes to change the project cycle order, add stages or rethink its strategies, be prepared for this and use your knowledge and experience to guide the decisions

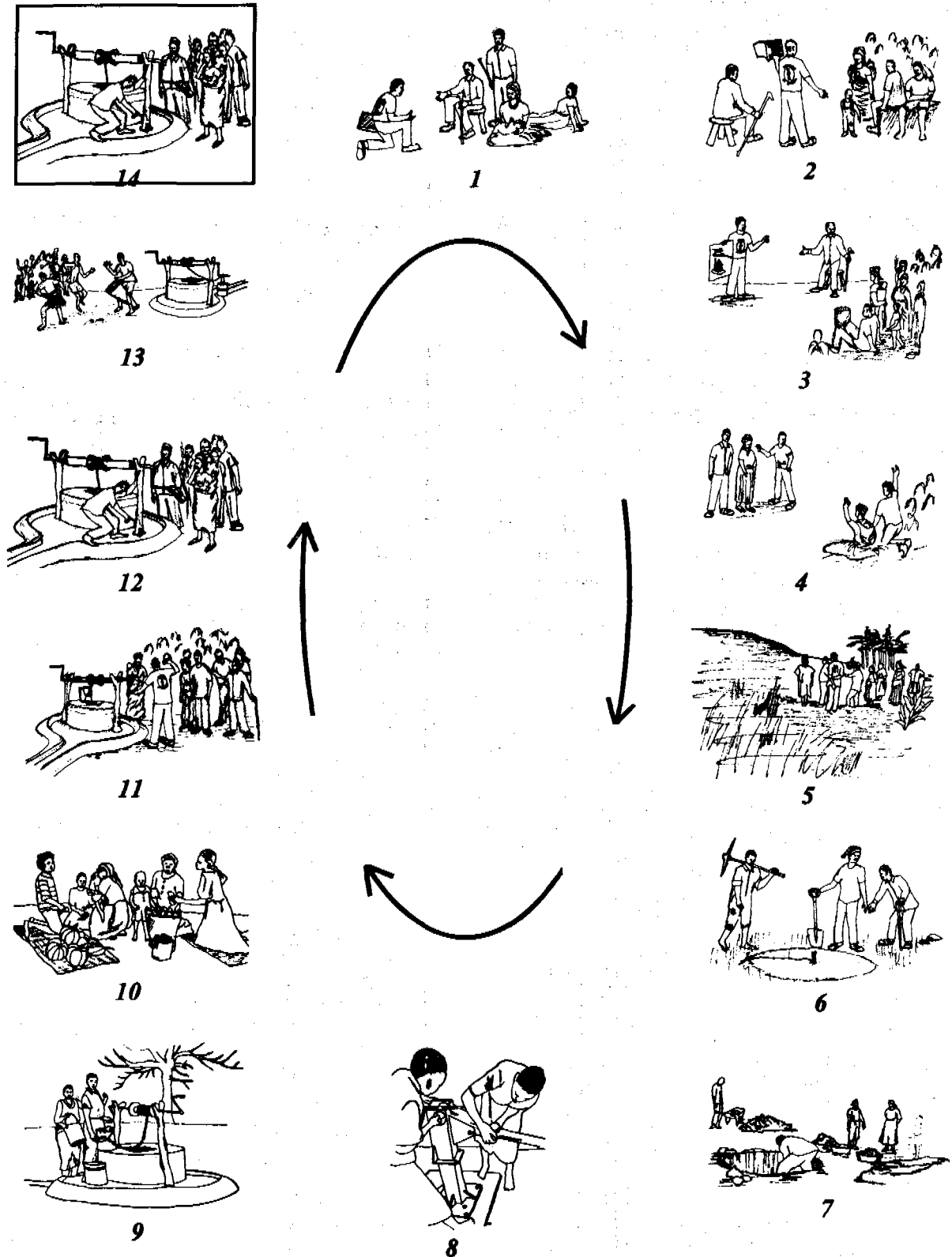


Open questions :

- induce curiosity
- touch matters of common interest
- bring out good qualities in people
- have a purpose i.e. to move a group forward
- are not leading

The next stage shows the visualised project cycle highlighting the stage the community is about to move on to.

THE VISUALISED PROJECT CYCLE



You are now ready to go to **STAGE FOURTEEN - COMMUNITY PARTICIPATION IN EVALUATION** which is Supplementary Module 7o.

THE CORE TRAINING MANUALS AND SUPPLEMENTARY MODULES

No **TITLE/DESCRIPTION**

MANUALS AVAILABLE

Manual 1 Understanding the WASHE Concept
 Manual 2 WASHE in the Water Sector
 Manual 3 Introducing WASHE at District Level
 Manual 4 Establishing WASHE at District Level

SUPPLEMENTARY MODULES AND MANUALS AVAILABLE

1a Coverage Parameters for Rural Water Supply in Zambia
 1b The Status of Rural Water Supply in Zambia
 1d Partners in WASHE
 5a Options for Excreta Disposal Facilities
 6a Participatory Health and Hygiene Education (Theory)
 6b Participatory Health and Hygiene Education (Practical)
 7b Making Appointments
 7c Community Mobilisation and Sensitisation
 7d Conducting Community Assessment
 7e Formation of a Village WASHE Committee
 7f Site Selection
 7g Planning for Construction and Rehabilitation
 7h Community Participation During Construction
 7i Village WASHE Committee Training
 7j Community Problem Solving
 7k Fund Raising and Management
 7l Promoting Community Ownership
 7m Community Participation in Monitoring
 7n Well Completion Ceremony (Handover)
 7o Community Management in Evaluation
 7p Group Dynamics and Energiser Tool Kit
 8 WASHE and Gender