

# DO NOT TAKE AWAY

205.1-95 CO

Community Water and Sanitation Division (Ho)

Volta Rural Water and Sanitation Project



# COMMUNITY MANAGEMENT HANDBOOK

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## TABLE OF CONTENTS

CHAPTER ONE	1
Introduction	
 CHAPTER TWO	 3
The Community and Others	
2.1 What does the Community Do?	3
2.2 The Environmental Health Assistant	5
2.3 District Water and Sanitation Office	5
2.4 District Management Committees	6
 CHAPTER THREE	 8
How your WATSAN Committee works	
3.1 Area Council and Unit Committee	8
3.2 The WATSAN Constitution	9
3.3 How to make a WATSAN Constitution	9
3.4 The Public Health Law	9
3.5 What are Bye-Laws?	11
3.6 District Assembly Bye-Laws	11
3.7 How to prepare WATSAN Bye-Laws	11
 CHAPTER FOUR	 15
Money	
4.1 Fund raising	15
4.2 Keeping accounts	17
4.3 Recording money	17
4.4 Keeping your money safe	18
4.5 Bank accounts	18
4.6 Bank books and forms	19
 CHAPTER FIVE	 20
Meetings	
5.1 Planning meetings	21
5.2 Having successful meetings	22
5.3 Recording meetings and other activities	22
5.4 Filing	24
 CHAPTER SIX	 25
Working with Contractors	
6.1 Why should you make a contract?	25
6.2 With whom will the community enter into a contract?	26
6.3 Choosing and working with contractors	26
6.4 Planning the work with a contractor	28

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CHAPTER SEVEN	29
The Caretaker - An important person	
7.1 What is a caretaker?	29
7.2 Who should be a caretaker?	30
CHAPTER EIGHT	31
Water Supply	
8.1 Hand dug wells	32
8.2 Hand dug wells fitted with a handpump	34
8.3 Boreholes with handpumps	36
8.4 Gravity-flow piped water supply systems	38
CHAPTER NINE	41
Sanitation	
9.1 Helping to supervise building of communal latrines	41
9.2 Helping to supervise the building of household latrines	41
9.3 Maintaining communal latrines	42
CHAPTER TEN	43
Hygiene Education	
10.1 Planning with community groups	43
10.2 Habits community members need to adopt	45
10.3 Look out for these things	45
APPENDIX	48



## 1. INTRODUCTION

This Handbook is for use by Water and Sanitation Committees, called WATSAN Committees, in communities receiving assistance from the Volta Rural Water and Sanitation Project/CWSD

This Handbook tells about the most important things a WATSAN Committee has to do to improve water supply, sanitation and health in the community

The Handbook will help the WATSAN Committee to work well and to make

sure that the improved water and sanitation facilities will not break down often and are maintained to benefit the community

This Handbook should always be with the WATSAN Committee and used when there are any questions or problems about the work of the Committee

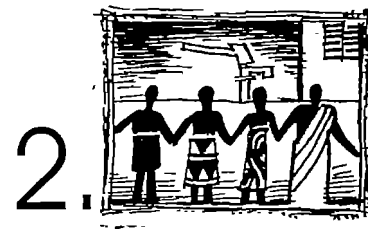
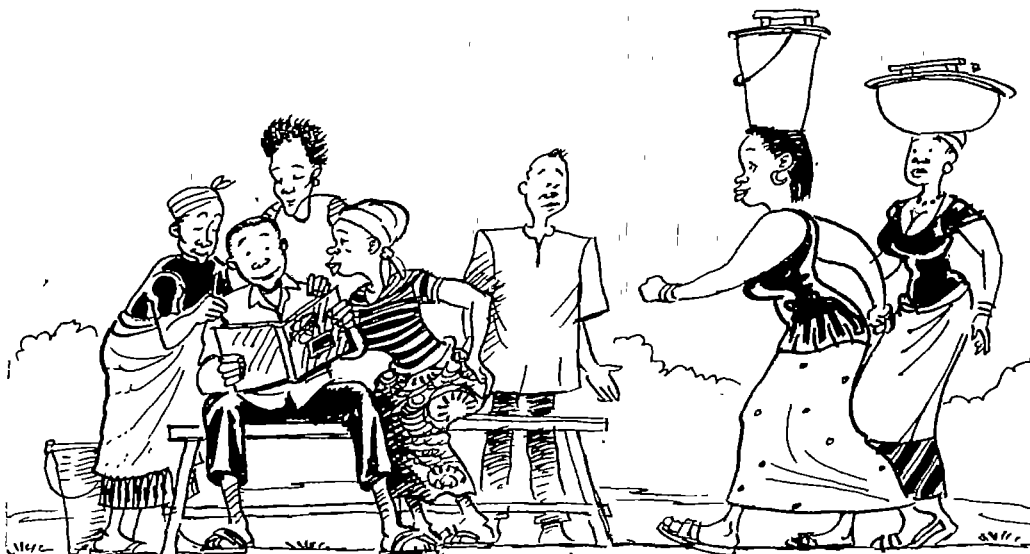
The Environmental Health Assistant, called EHA's, and Supervisors from the District Water and Sanitation Team, or DWST for short will also help the

Committee to understand and use the Handbook

Sometimes there will be changes in some of the information in the handbook. When there are changes, the new information will be given to the WATSAN Committee through the District WS Office and the EHA.

We hope that this Handbook will be useful to the WATSAN Committees, and we would appreciate comments from anyone using this Handbook.

(CWSD) Volta Project - Ho  
July 1995



## 2.

### THE COMMUNITY AND OTHERS

#### 2.1 WHAT DOES THE COMMUNITY DO ?

The community has to make sure that all water supply, sanitation and health work carried out is really what is wanted, is done properly, at a reasonable cost and on time

To do this, the community chooses a group of active and interested people to act on its behalf.

This group is called the **Water and Sanitation Committee, or WATSAN Committee.**

This Committee shall be registered as a subcommittee of the Area Council or Unit-Committee under the District Assembly.



THE COMMUNITY AND OTHERS

It is important that women take part WATSAN members and office holders, water supply caretakers and health education workers should include women

The WATSAN Committee is responsible for the management of Water and Sanitation in the community

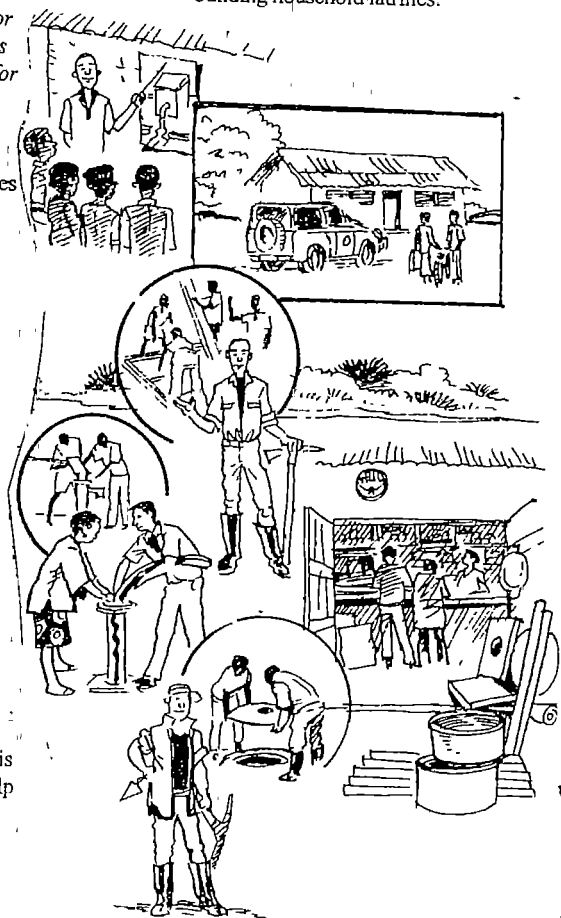
The WATSAN Committee should

- Raise funds for -community's payment to the contractor -repairs -improvement, expansion or replacement of parts, tools or materials put together for the people to use
- Make sure communal water and sanitation facilities are kept in good working order.
- Plan and carry out health and sanitation activities to improve health in the community.
- See that the contractor's work is done on time.
- Make sure the community does what the Volta Project expects it to do.
- Make sure the community does what the contractor expects it to do

To do these things, the WATSAN Committee should get help when it is needed The Committee can get help from

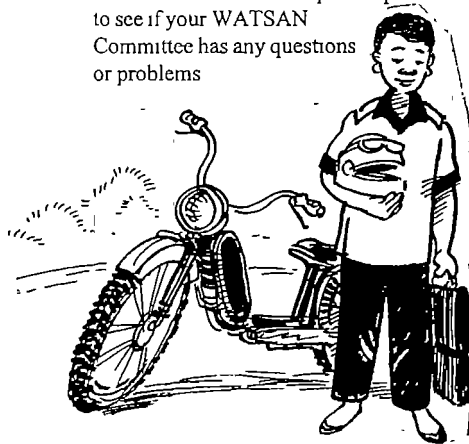
- EHAs working in the Area Council zone

- District Water and Sanitation (DWS) Office at the District Assembly
- Private contractors for construction
- Private mechanics and plumbers for repairs
- Hardware shops for buying spare parts and sanitation materials.
- Private skilled artisans for building household latrines.



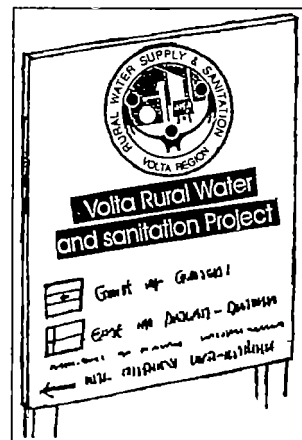
## 2.2 ENVIRONMENTAL HEALTH ASSISTANT

The EHA is the most important person to see if your WATSAN Committee has any questions or problems



You can see the EHA at the Area Council Office. If there is no Area Council Office near you, the EHA will tell you the place where he or she can be seen.

There will be a signboard at the EHA's office in the zone where the EHA can be seen. The sign looks like this.



Write here where you can find the EHA in your zone

The EHA will help you to

- know about the Project and how to get help
- plan and carry out your health and sanitation activities
- find ways to raise funds for building, repairing or improving or extending water and sanitation facilities
- communicate with the District Water and Sanitation Team

The EHA will work closely with the WATSAN committee and everybody else in the community.

The EHA will also

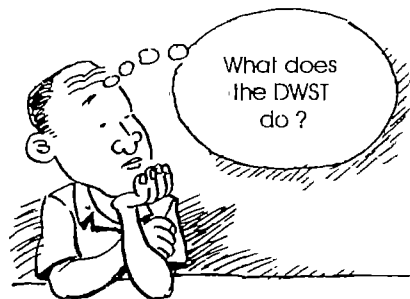
- collect important information about the community to use in making plans
- help in training the WATSAN Committee
- help in checking work on water supply and latrine construction
- see if water and sanitation facilities are in working order and used properly

## 2.3 DISTRICT WATER AND SANITATION OFFICE

The people working in the DWST can

also help you. Their office is at the District Assembly compound, so it is easy to find.

You can also contact the office through your Assemblyman or woman, or the EHA.



Important jobs the DWST does are

- make a plan with the District Assembly about work in the district
- supervise EHA's
- receive registration fees from communities
- do technical studies
- give information to community about types of water and sanitation systems to use
- help to form WATSAN Committees
- train and give help to WATSAN Committees
- plan and supervise construction
- give general information on how water and sanitation facilities function all the time

## 2.4 DISTRICT MANAGEMENT COMMITTEES

The District Assembly in each District will establish a permanent District Management Committee. The DMC is the highest authority concerning the activities of the Volta Project in the District.

The DMC shall work closely with the District Teams and oversee the activities of the WATSAN Committees.

The DMC shall include the following:

- District Planning Officer
- District Administrative Officer

Representatives from:

- Infrastructure Subcommittee of the District Assembly
- Social Services Subcommittee of the District Assembly
- Relevant decentralized departments (e.g. Ministry of Health, Department of Community Development)
- District Water and Sanitation Team
- Relevant women's organization at District level
- Other projects or organizations involved in water and sanitation

**Half of the Committee members ought to be women.**



THE COMMUNITY AND OTHERS

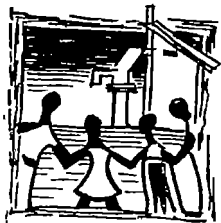


## Duties and Responsibilities of the DMC

It is important to know the work of the DMC. Their work includes this:

- Co-ordinate water supply, sanitation and health education activities in the district in cooperation with the District Team
- Inspect and approve project work plans for the district
- Work through the members of the District Assembly, to spread information about the project and to answer questions from the public
- Decide when communities should receive project assistance
- Appoint a representative to the District Tender Board to shortlist and select contractors for water and sanitation work in the district
- Monitor water and sanitation work in the district, identify day-to-day problems and help to solve them
- From time-to-time inform the District Assembly and District Administration about project activities and finished work
- See to collection and use of funds by the District Team and arrange for accounts to be audited by an auditor named and approved by the District Assembly
- Make sure that decisions made by the District Assembly, the Regional Management Committee and Project Management are carried out as expected and on time
- Prepare annual budget, request for funds and account for expenses as stated

# 3.



## HOW YOUR WATSAN COMMITTEE WORKS

To do its work well the WATSAN Committee needs to be a *legal* body. It must be recognized by the Area Council and the DMC. Therefore it is important that the WATSAN Committee registers with the Area Council.

This will help the WATSAN Committee to do its work better.

The District Assembly and Area Council can help by making bye-laws and solving problems of the WATSAN Committee.

They can also speak for the WATSAN Committee at the District Assembly.

### 3.1 AREA COUNCIL AND UNIT COMMITTEE

The WATSAN Committee should work closely with the Area Council and Unit Committee. To do this it is important to know that Area Council and Unit Committee do this:

- Are responsible for the day-to-day running of the zone
- Help in carrying out development projects, including getting money
- Discuss local problems and take action to solve them

- Help people to know about their rights and duties
- See if laws and bye-laws are obeyed
- Check the work of District Assembly staff

### 3.2 THE WATSAN CONSTITUTION

To help to do its job, the WATSAN Committee will need a **Constitution**. A constitution is a set of rules about how the Committee will be formed, what jobs it will do and how it will make and carry out decisions.

### 3.3 How to make a WATSAN Constitution

It is important that each Committee makes its own Constitution using the parts from the example which it decides are most useful. Should the Committee decide to accept the example, it is important that it understands the sample Constitution.

The EHA will help the Committee to do this.

The Secretary of the Committee, together with two or three other members may be asked to write a DRAFT Constitution. This draft is the first step in writing the Constitution.

This draft Constitution should be read and discussed by the full Committee. The Secretary should make the changes and then give it to the Chairman for final approval.

The Draft Constitution should then be presented, discussed and approved at a community meeting.

When the Constitution has been approved at a community meeting, you

can tell the EHA. The EHA will inform the District Team that you now have a Constitution. This information will be given to the DMC.

### 3.4 THE PUBLIC HEALTH LAW

The Public Health Law is an important law that protects you, your community and the country.

It can be used by the WATSAN Committee to make sure that a community enjoys good health from improved water and sanitation facilities.

The **PUBLIC HEALTH LAW** shows:

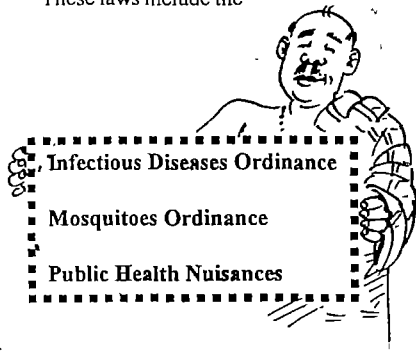
- what is dangerous to the health of a community
- what should be done to solve health problems
- how those responsible for correcting health problems should act
- what can be done if those responsible for health problems do not take action to remove them





The most important parts of the Public Health Law for WATSAN Committees are about **dangerous diseases, mosquitoes, slaughterhouses and markets** and whatever offends or becomes a danger to the health of the people

These laws include the:



#### INFECTIOUS DISEASES ORDINANCE

This law says that

When a person has died of an infectious disease, the body of the deceased person shall be moved to a suitable place and examined.

Any building in which any infectious disease has occurred and any property belonging to any person in such a building should be disinfected.

Any animal which is likely to cause an infectious disease should be destroyed and disposed of.

Any person suffering from an infectious disease should be moved to a Government Hospital or other place and remain there until he/she can be safely discharged, and

Any person who has been in contact with

any person suffering from an infectious disease should be isolated until he/she can be discharged with safety.

#### THE MOSQUITO ORDINANCE

The Mosquito Ordinance (Law) says that-

- All mosquito larvae should be destroyed
- Breeding places for mosquitoes, such as open water containers or stagnant water, should be removed or destroyed

#### PUBLIC HEALTH NUISANCES

##### Animals

Regarding the keeping of animals in the Community

Animals should not be allowed to roam freely in the community. This may lead to accidents, spread of diseases, destruction of property, etc. in the community

Animals like goats and sheep should be kept in such a manner that they do not become a nuisance or health hazard.

Any animal which roams freely should have someone in charge of it

##### Vegetation

Open spaces within or around the community should be kept free from weeds, grass, wild bush, and other overgrown or dangerous vegetation and rubbish of any kind

##### Vegetation which;

- casts deep shadows
- harbours or is likely to harbour rodents, reptiles, ants, etc
- obstructs free movement of people and animals
- has long offshoots or branches that block paths
- has thorns

- has fruits, shells or shells which have hooks, etc  
should be removed

#### WATER AND SANITATION

Water for human use should be colourless, odourless, tasteless and free from impurities. Any water that does not conform to these standards is not wholesome for human use

Water containers and pipes or drains should not have water in them which is accessible to mosquitoes, other insects or animals.

Water containers should always be covered.

Whoever pollutes or contaminates the water of any public well, tank, spring, reservoir or place used or intended for supplying water to man shall be liable to a fine

The members of a community should construct and maintain communal pit latrines for the use of the community's members and control the method of dealing with all rubbish or waste within the community.

No one should place any dirt, refuse or any offensive matter on any street, yard or open space in or around the community except where an area has been identified for this purpose.

A nuisance may be reported by any person who is affected by the nuisance

#### 3.5 WHAT ARE BYE-LAWS?

A bye-law is a special law or rule made for a community. These laws or rules are created out of existing national laws. For example, there are area council bye-laws for area councils, District Assembly bye-

laws for the District Assembly, and so on.

Bye-laws are the best way to meet the needs of the community because they are made for smaller groups

It is very important to remember that making bye-laws and seeing to it that they are obeyed are the responsibilities of the people in the community rather than those outside it.

Bye-laws should be approved by the District Assembly before they are applied and enforced.

#### 3.6 DISTRICT ASSEMBLY BYE-LAWS

A District Assembly can make bye-laws about development, health, protecting the environment and other areas which are necessary for the well-being of the people in the district.

Bye-laws make clear the bad things which are to be prevented or stopped and what happens if the bye-laws are not obeyed.

#### 3.7 HOW TO PREPARE WATSAN BYE-LAWS

The important things to think about when making bye-laws are:-

##### Is It Necessary ?

- Is there a serious problem in the community related to water, sanitation or health?
- Is this a general problem in the community ?
- Is the problem one which people are not likely to solve or correct by themselves?

■ Is there already a District Assembly bye-law which takes care of the same problem?

The WATSAN Committee should not make a bye-law on a subject which says something different from another bye-law on the same problem.



If there is a need for a bye-law, then the bye-law should be **drafted**

To make a draft of a bye-law, the Chairman of the WATSAN Committee should choose two or three members of the Committee, to meet and talk about how to write the bye-law. The words used should describe the subject of the bye-law exactly.

The group should also think about what to do if the bye-law is not obeyed.

The traditional leaders in the community should be consulted when drafting a bye-law.

The following are some questions that should be answered before making a Bye-Law :-

- Should there be a community meeting to talk about the problem and decide what to do?
- Should there be a written or spoken warning to the person or persons creating the problem?
- Should offenders be fined? If so, how much?
- Who should collect the fines; and who should keep the money?
- How should the money be used?

Who Should Give Approval?

The draft bye-law should be approved by the District Assembly before it can come into force. The Chairman should make sure that it is sent to the District Assembly for approval. Once the draft

bye-law is sent to the District Assembly, the community should follow up

Information about bye-laws

It is important that the people in the community know about the bye-law

It is a good idea to tell them ..



.. In writing, by posting notices at central or busy places in the community,

and

... At a community meeting, where the bye-law can be explained and discussed.

Making sure that the bye-laws are obeyed

It is the responsibility of the WATSAN Committee, Traditional leaders in the community and the EHA, to make sure that the bye-laws are obeyed

It is important not to use the bye-laws only to punish offenders. The bye-laws must be there to make sure that everyone in the community benefits from improved water and sanitation.

Punishments like fines should only be used as the last means of making sure that a byc-law is obeyed

When a byc-law is not being obeyed by someone in the community, or by certain people from outside the community, the WATSAN Committee should report the matter to the Area Council, a member of staff from the Ministry of Health and any other person who has an official duty to see to it that the laws are obeyed



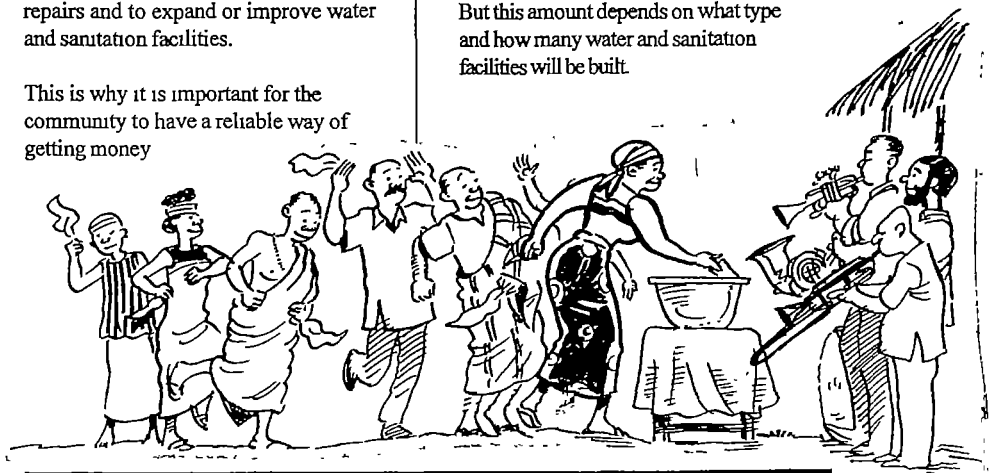
## MONEY

### 4.1 FUND-RAISING

Fund-raising is important. Money is needed for paying the contractor, for repairs and to expand or improve water and sanitation facilities.

The money the community will contribute towards construction is the first to be collected and paid to the Contractor. This can be a large amount of money. But this amount depends on what type and how many water and sanitation facilities will be built.

This is why it is important for the community to have a reliable way of getting money



Next, money will be needed for operation and repairs. Repairs will usually be made by private mechanics and skilled workers. They will have to be paid for their work. Money will also be needed for payment of caretakers.

Again money will be needed when the community wants to have more facilities. Or when it wants to extend or improve the facilities they already have.

Since the WATSAN Committee will be handling money, it has to make sure money is kept and used properly. **THIS IS VERY IMPORTANT!**

For the Treasurer to keep records of money received from individuals or families, a **Payment Register** can be used.

The **Payment Register** is important because it

- 1 Tells the WATSAN Committee who has paid and who has not
- 2 Tells the Committee how much money has been received.
- 3 Helps prevent the wrong use of money.
4. Can be used to find out how many people are in the Community.

Here is an example of a **Payment Register**.

DISTRICT: .....

AREA COUNCIL ZONE .....

COMMUNITY: .....

	NAME	AMOUNT	DATE	SIGN
1	Kojo Mawuli	¢700.00	20th Jan 1994	E/c
2	Esinam Dzeble	¢250.00	5th Feb 1994	E/c
3	Kwesi Boateng	¢500.00	16th Feb. 1994	E/c
4	Akuvie Kladzie	¢100.00	21st May 1994	E/c

You may use a big ruled note book (ledger) with a hard cover for the payment register. Make lines as in the example shown on the previous page.

Under the first column (Name), write the name of the person making the payment.

Under the second column (Amount), write the amount of money paid.

Under the third column (Date) write the date when people paid.

Under the last column the person receiving the money will sign or thumbprint.

#### 4.2 KEEPING ACCOUNTS

Accounts are important because they

- Show others how much money has been received and spent and by whom
- Show that the person keeping the accounts is **honest**.

- Are a good way of making people from outside the community see the **interest of the community in development**

- Help the community to **plan better how to use the money** available

An important rule in keeping accounts is to make sure that you write everything down. Also, all important documents **should be kept safely** in a file.

#### 4.3 RECORDING MONEY

In accounting, money is either money coming in or money going out. To record money coming in and going out, you will need a book called a **cash book**. You can use a ledger book with lines already drawn or an exercise book and draw your own lines as below.



Date	Details	Cash Amount		Balance
		In	Out	
20/5/94	Funeral Contribution	¢40,000.00	—	40,000.00
21/5/94	Purchase Cement for Community Latrine	—	¢15,000.00	25,000.00

#### 4 4 KEEPING YOUR MONEY SAFE

- Always keep your money in a safe place, for example, a *lockable tin* which is kept in a safe or *locked cupboard*.
- **Only one person should be responsible for keeping the money.** Whenever this person is to be *changed*, the person who is leaving and the new person should *count the money and agree on the amount*. This should be written down and both persons should **sign** and write down the **date**.
- A responsible person in the group, for example the **Chairman**, should count the cash regularly and make sure the figures **agree** with the cash book. This helps the person looking after the money to be honest.



The Committee should think of having a woman as **Treasurer**.

The Committee will also need **Receipt Books** to give receipts for money received.

**Two** copies of the receipt should be made. One should be given to the person paying and one should be kept in the Committee's receipt book.

The Committee should also make sure that it **asks for**, and **collects**, a receipt when it pays money to anyone, such as a contractor, a mechanic or any other person.

When money is paid out, the receipts should be kept in an envelope or a file together with the **Cash Book**.

#### 4.5 BANK ACCOUNTS

It is important for the WATSAN Committee to open a bank account because it

- is a safe way to keep the community's money
- helps prevent the misuse of the community's money
- shows that the community has collected the money (for example, for the payment of the contractor)

#### Types of Accounts

There are several types of accounts, such as **Current account**, **Deposit account** and **Savings account**.

#### Current Account

This is the most common type of account. You can pay money in, and write cheques to make payments from it, as often as you like (as long as there is enough money in the account). Banks will often charge for this account.

The charge is called a **bank charge**. There is usually **no interest**.

#### Deposit Account

If you do not need your money for some time, it can be put in a deposit account. Interest is paid, but you will have to tell the bank before you withdraw the money.

#### Savings Account

Savings accounts always pay interest. Usually a passbook is also given by the Bank to the one saving.

There may also be a limit as to how often or how much money you can take out of the account.

*Sometimes deposit and savings accounts are the same.*

#### 4.6 BANK BOOKS AND FORMS

The bank will give you a **Bank Book**. This is the record of your money at the bank. It should be kept in a safe place.

To open a bank account, you will have to fill in some forms. These forms are different for *current*, *deposit* and *savings* accounts.

It is important that the WATSAN Committee decides on who should sign the withdrawal slips and cheques. It is good to have **at least two people** to do this. They are called *Signatories*.



# 5.



## MEETINGS

Meetings are an important part of the WATSAN Committee's work

Meetings are important because they

- Are a good place to discuss problems about water, sanitation and health in the community.
- Give new information to people
- Let those who attend feel that they are part of the group who decide things

There are two kinds of meetings the Committee may have:

First is a meeting of the WATSAN Committee, either by the members alone, or with others, like the people from the District Team.

The Committee should meet whenever there is an important matter to be discussed.

The second kind is a **community meeting**. This is called when there is an important problem which concerns the whole community. It is important that as many people as possible attend

### 5.1 PLANNING MEETINGS

When you plan a meeting, it is good to think about the following -

- **Need.**  
It is important that Committee members see the need for a meeting. The decision to hold a meeting should come from the Committee and its leaders
- **Time and Place:**  
Meet at times which are acceptable to members and at places known by them
- **Information:**  
Announce a meeting several days ahead to give members time to prepare - But *not too far ahead*, since members may forget.
- **Agenda:**  
This is a **list** of things to be talked about at the meeting. It needs to be planned carefully. More people will come to the meeting if they know what will be talked about. The agenda should be discussed among Committee members and *agreed* upon before the meeting

Here is what an agenda for a WATSAN Meeting may look like:-

**WATSAN Meeting - 23/5/95**

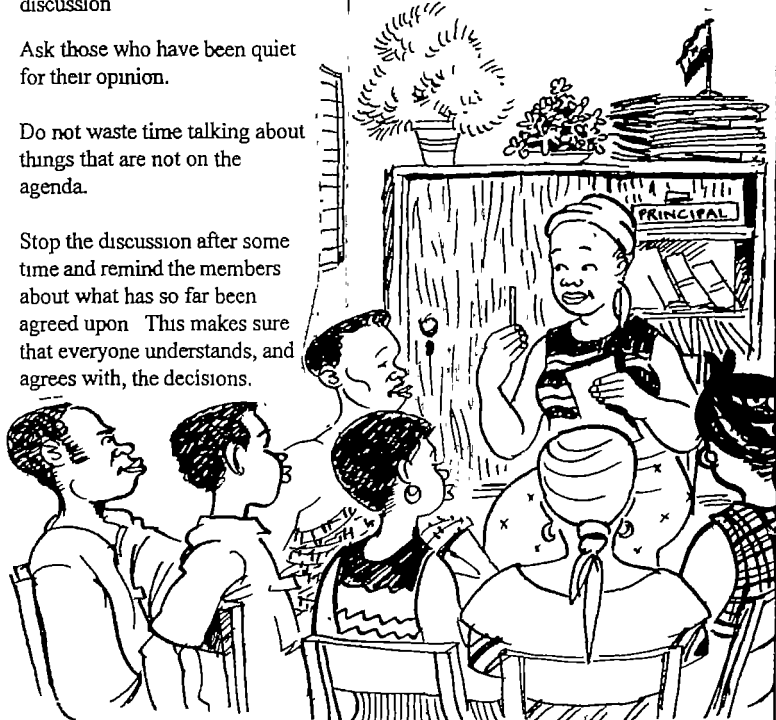
- Opening Prayer
- Chairman's Remarks
- Reading and approval of the Minutes of the last meeting
- Discussion of matters arising from the minutes of the last meeting
- Treasurer's Report
- Report on Water Supply
  - o present condition
  - o things to do
- Report on Communal Latrines
  - o present condition
  - o things to do
- Report on Health Education Activities
  - o What has happened since the last meeting
  - o What will happen ?
- Any Other Business
- Chairman's Closing Remarks and Prayer



## 5.2 HAVING SUCCESSFUL MEETINGS

Here are some ideas which will help you have successful meetings

- Usually meetings should not last more than an hour or two.
- Follow the agenda
- Keep order
- Do not let only one or two people talk all the time
- Do not use your position to influence the discussion or "force" the members to accept your opinion.
- Stop people from talking while someone is speaking.
- Let everybody take part in the discussion
- Ask those who have been quiet for their opinion.
- Do not waste time talking about things that are not on the agenda.
- Stop the discussion after some time and remind the members about what has so far been agreed upon. This makes sure that everyone understands, and agrees with, the decisions.



## 5.3 RECORDING MEETINGS AND OTHER ACTIVITIES

The WATSAN Committee should keep a record of its activities, such as meetings, visits, and inspections of facilities. A special **Record Book** should be kept for this purpose.

This record makes it possible for the Committee to follow decisions made or problems found. It also helps visitors to the village such as the EHA, members of staff from the District Team Office, District Assembly and others to know what the WATSAN Committee is *doing* and what problems it is facing.

On the next page you will find a suggested guide for recording WATSAN activities such as meetings.

## WATSAN ACTIVITY RECORD

DATE: 3rd May 1994

WATSAN MEMBERS PRESENT: 7

NOT PRESENT: —

OTHERS PRESENT: 450

MATTERS DISCUSSED:

1. Bore hole with hand pump project: Every Community member should contribute ₦100.00 towards the project.

DECISIONS/ACTIONS TO BE TAKEN:

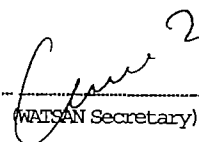
ACTION BY:

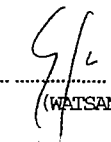
1. Collection of ₦100.00 Contributions

Ama Mansa

Signed

SEEN AND APPROVED BY

  
.....  
(WATSAN Secretary)

  
.....  
(WATSAN Chairman)



Keeping good files is important because it:

- keeps papers and documents from being damaged
- makes it easy to find things
- makes handing over or moving the papers easy
- makes inspection of the WATSAN's Committee's papers by others easy

Things to remember when filing:

- put all documents on the same subject together with the most recent document on top.
- write the subject on the file to make finding papers easy
- documents should be filed immediately Do not let them lie around for a long time

- when documents are removed from a file, they should be returned to the same place in the file, *as soon as* the user has finished with them
- keep files in a cool, dry and protected place. Dust and clean the files regularly

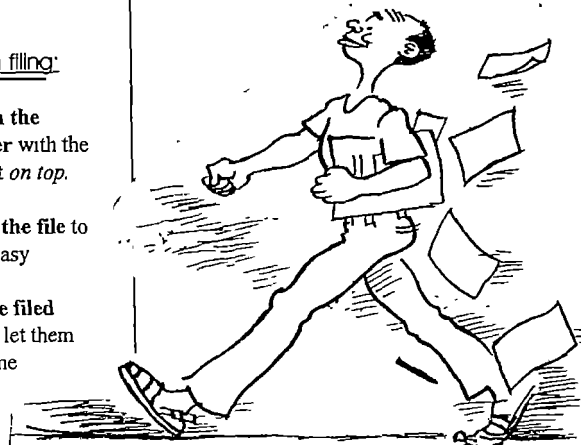
A simple filing system:

This is an example of a list of subjects for filing records and documents.

Subject

- WATSAN Activity Records
- Records on money
- Water and Sanitation Facilities
- Caretakers
- Reports and Contracts
- Letters

These files should be kept in a book such as a flat file. It may not be necessary to have a flat file for each subject. Several subjects can be kept together in the same flat file. If this is done, there should be a separate piece of paper between the subjects with the name of the new subject written on it



6.

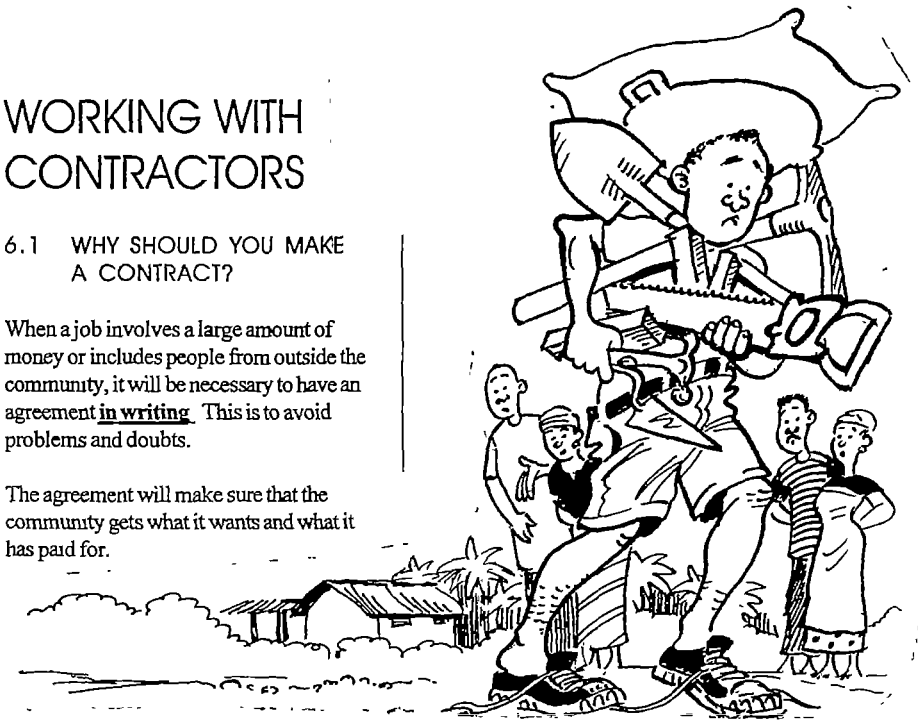


WORKING WITH CONTRACTORS

6.1 WHY SHOULD YOU MAKE A CONTRACT?

When a job involves a large amount of money or includes people from outside the community, it will be necessary to have an agreement in writing. This is to avoid problems and doubts.

The agreement will make sure that the community gets what it wants and what it has paid for.





Contracts are entered into when someone is going to build a house, a road, a school, or water or sanitation facilities.

Contracts are also necessary when taking a loan from a bank, renting a house, office or land.

### 6.2 WITH WHOM WILL THE COMMUNITY ENTER INTO A CONTRACT?

First, the community will enter into a contract with the District Team for the construction of water or sanitation facilities (or both) in the community. Secondly, before work starts, the community will also sign a contract with contractors constructing water supply or sanitation facilities.

It is important that the WATSAN Committee keeps a copy of contracts in a safe place.

Contracts are very important legal documents. Copies are also kept at the District and Regional Offices of the Volta Project.

### 6.3 CHOOSING AND WORKING WITH CONTRACTORS

The community has a chance to see and make comments on the list of contractors *before* they are asked to make bids. The community can comment on or object to any contractor being considered for the job

The contractor can be excluded if the community has very good reasons to object to him/her.

The WATSAN Committee has an important duty to appoint a



representative to participate in the opening of Tenders for construction work in the community. A Tender is a statement of the price charge for providing goods or services or the price for doing a job.

The contract between the community and the contractor should clearly state the duties of the contractor and the community agreed upon by both of them

The contract also states the dates for the payment of the community's money to the contractor. And when the construction work in the community will be completed. *A sample contract is on the next page*

## CONTRACT

This is an agreement between ... , the Community in ... Area Council in ... District, and ... , the Contractor, to construct a ... water supply and/or ... sanitation facility as described in the contract document and detailed designs. It is agreed as follows:-

### That the Community shall:

- Pay the sum of ... cedis to the Contractor.
- Pay the said sum to the contractor on or before ...
- Select ... caretakers to be trained by the Contractor.
- Provide labour as follows. (Cancel if not applicable).

TASK	UNIT	RATE
------	------	------

### That the Contractor shall:

- Do the work to a good and acceptable standard.
- Train ... caretaker(s) during construction.
- Complete the work on or before ...
- Pay the following prices for materials:

ITEM	UNIT	RATE
------	------	------

Other items or comments on the above:

Signed this ... day of ... 19... at ...

.....  
 (Community)                      (Contractor)                      (Witness-EHA)

#### 6.4 PLANNING THE WORK WITH A CONTRACTOR

The community must pay the contribution to the contractor before the work starts.

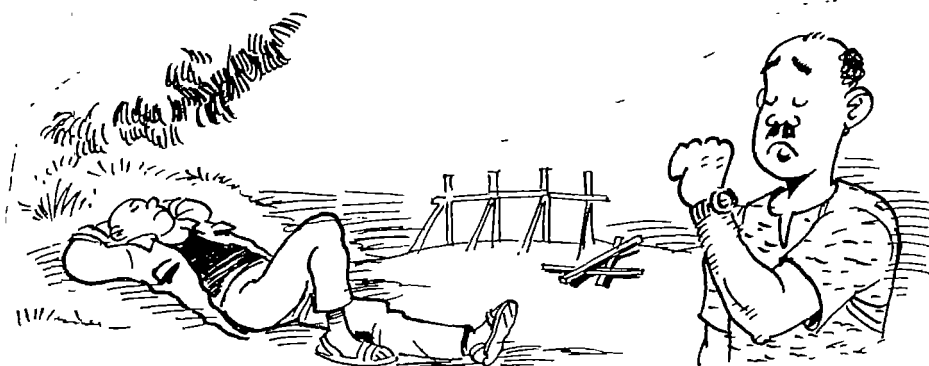
It is important for the Community to know about the work that the Contractor is going to do And the time he will take to do each part

This will help the Community to

- Know when they can give labour and other things the contractor needs
- See to it that the work is done on time.

To help the community to do this, the Contractor will make a workplan and discuss it with the WATSAN Committee Here is an example of what the Workplan will look like.

Work to be done	Date		Party Responsible
	Start	End	
Siting of latrine	3/4/94	3/4/94	WATSAN Committee/ Contractor
Setting out of latrine	10/4/94	10/4/94	Contractor
Dig out foundation trench	10/4/94	10/4/94	WATSAN Committee
Mix and pour concrete for foundation beam	11/4/94	11/4/94	WATSAN Committee/ Contractor



## 7.



### THE CARETAKER - AN IMPORTANT PERSON

#### 7.1 WHAT IS A CARETAKER ?

The **Caretaker** is an important person in the community. The caretaker is the person who makes regular visits to the water facilities to see if they are working well

The WATSAN Committee chooses the caretaker

The WATSAN Committee will also

check the work of the Caretaker, advise and help her if necessary.

The Caretaker visits the facilities regularly and makes minor repairs She reports serious problems or break-downs to the WATSAN Committee It is very important that the WATSAN Committee work closely with the Caretaker.

If the Caretaker is not a member of the

WATSAN Committee, she may be asked to attend WATSAN meetings or give a regular report to the Committee or one of its members

A Caretaker may be given some money or some other things to encourage her to work happily. This should be *discussed and approved* by the Committee before she is chosen.

The WATSAN Committee should decide how often the Caretaker should report to it and to whom she should report

## 7.2 WHO SHOULD BE A CARETAKER ?

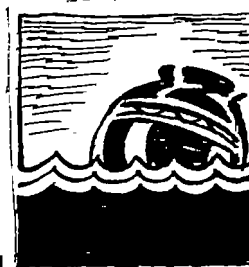
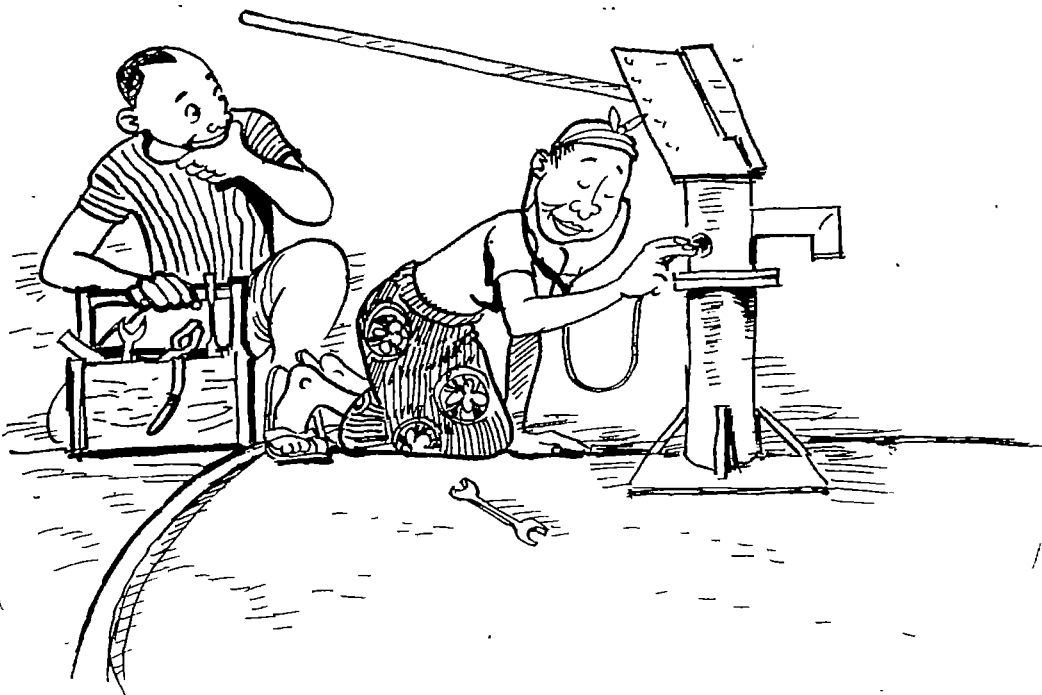
A Caretaker should be someone:-

- Who lives in the community all the time.

- Who uses the facility
- Who is healthy
- Who is responsible and can be trusted
- Who is interested in the job and ready to work
- Who is prepared to be trained
- Who is able to organize communal labour

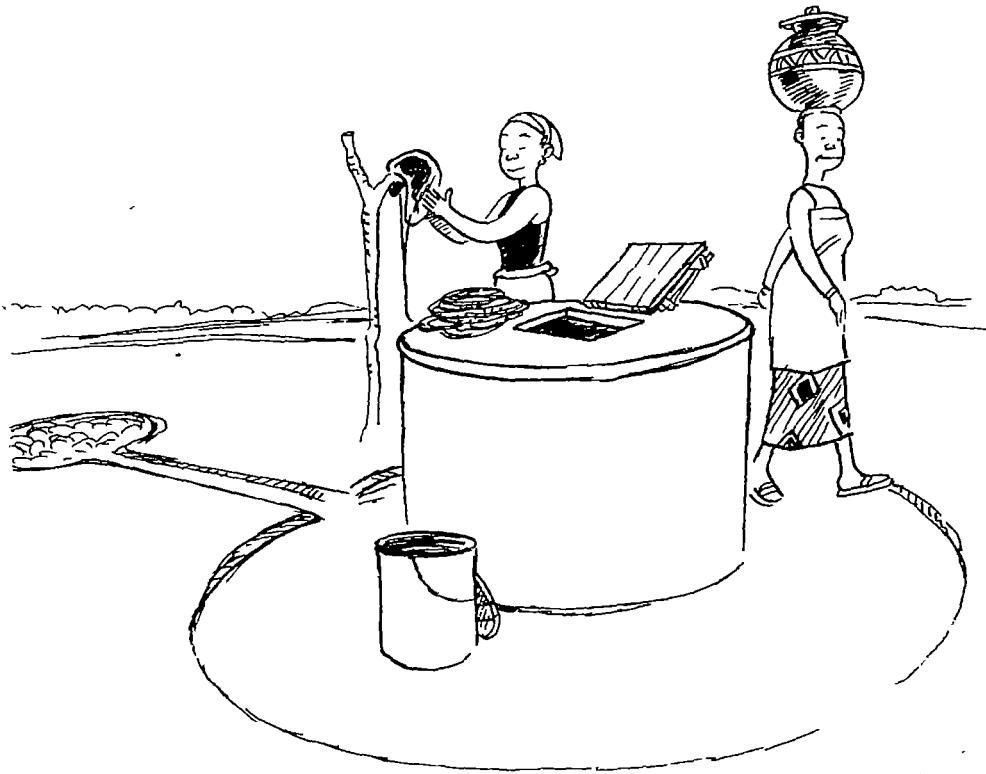
In selecting caretakers, think about women as the main users of water

Before choosing a caretaker, it is important to know what she will do. Some of the duties depend on the kind of water supply the community is getting.



# 8.

## WATER SUPPLY



## 8.1 HAND DUG WELLS

### DESCRIPTION

Hand dug wells are usually constructed in areas where the groundwater is close to the surface. They are built with simple tools. A hand dug well is lined with concrete rings to prevent the walls from caving in after excavation is complete. It is often possible to make the well deeper when the water level falls.

Unskilled labour can be used for digging. But skilled people are usually

needed for casting and placing the concrete rings.

The wells have a concrete or masonry wall around them called the **headwall**. They have an apron and drain which usually leads into a soakaway pit. There is a concrete cover slab with a hole through which water can be taken from the well by means of a bucket attached to a rope. This hole has a cover. It can be **closed and locked** when the well is not in use.

## WHAT CARETAKERS OF HANDDUG WELLS SHOULD DO

It is the duty of the Caretaker to:

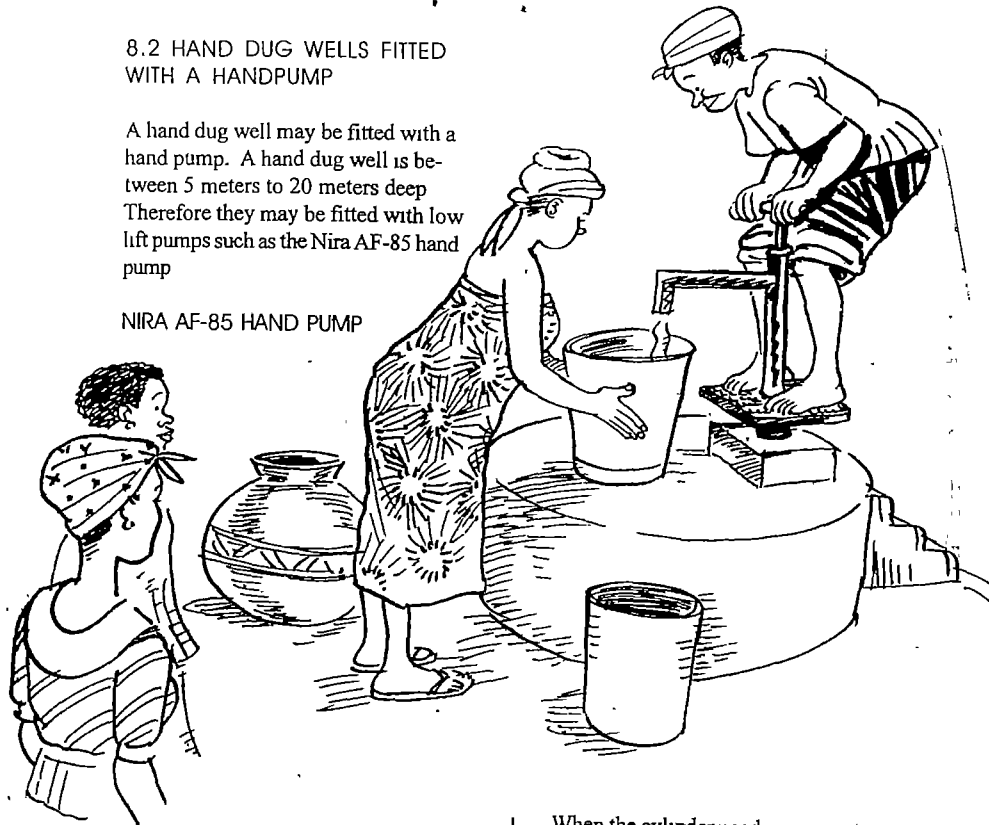
- Educate users
- Make sure the well site is kept clean and drained dry
- Inspect and make sure that repairs are made to headwall, apron, drain and soakaway
- Check for silt in the well and inform the WATSAN Committee when it is necessary for the well to be de-silted
- Prevent washing of clothing and animals and other things near the well that will make the water impure
- Check the area around the well for water that is standing still, for soil being washed away and for dirt.
- Collect fees from the users (if the community decides to do so) for the maintenance of the well.



## 8.2 HAND DUG WELLS FITTED WITH A HANDPUMP

A hand dug well may be fitted with a hand pump. A hand dug well is between 5 meters to 20 meters deep. Therefore they may be fitted with low lift pumps such as the Nira AF-85 hand pump.

NIRA AF-85 HAND PUMP



### DESCRIPTION

This pump can be used on hand dug wells, which are not as deep as boreholes. You can see what the pump looks like in the picture.

The pump can work up to 12-15 meters depth.

At a water level of 10 meters the pump can give about 33 liters or 9 gallons per minute.

The pump is made of steel. The rising pipe and the piston rod are made of a very strong plastic.

The Nira pump and its spare parts are made and sold in Ghana.

When the cylinder needs repairs, it can be pulled out through the pump body.

There is no need for greasing, water is used for this purpose.

The parts of the pump which can wear out and need changing are:

- sealing ring
- collar bearing
- valve bobbin

Only a few simple tools are needed to fix and repair the pump.

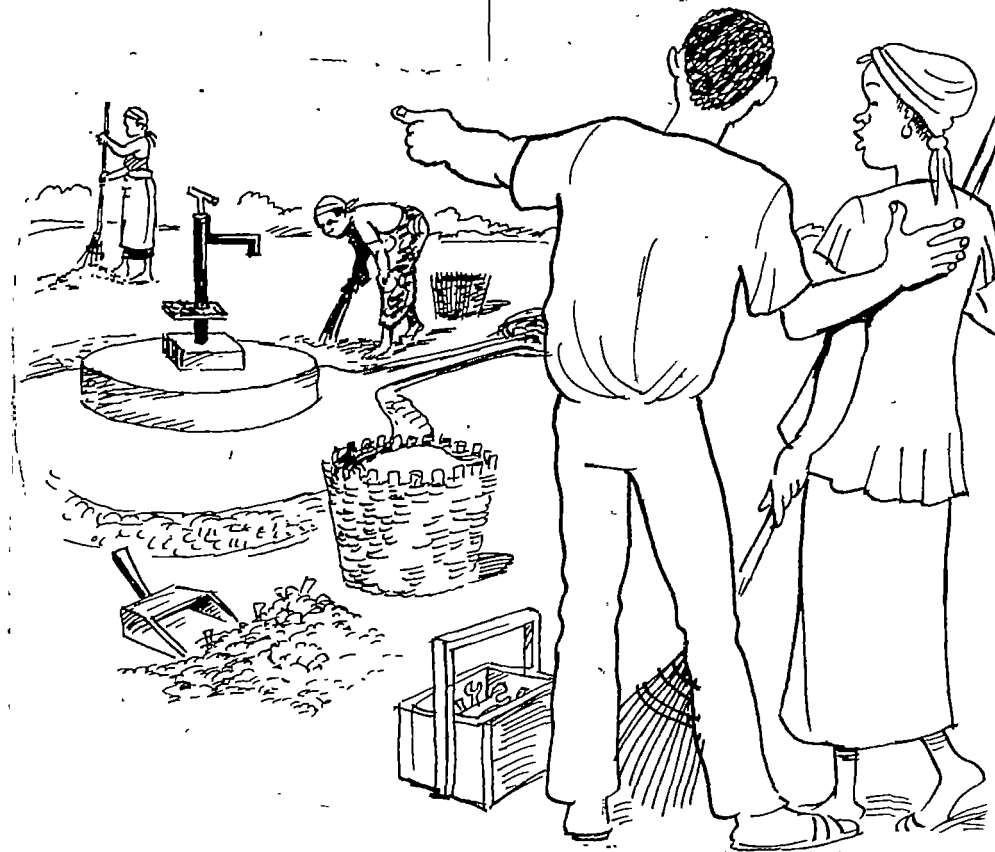
Two sets of these tools will be provided for each community when the pumps are installed.

### WHAT CARETAKERS OF NIRA AF-85 HAND PUMP SHOULD DO

It is the duty of the Caretaker to -

- Check cleanliness of the pump site and drain
- Make sure that the apron and drain are repaired
- Tighten loose nuts, bolts or screws
- Repair of pump

- Check the flow of water for signs of a leak in the foot valve or less water in well
- Keep a record of repairs
- Report breakdowns and other serious problems to the WATSAN Committee
- Educate users of the pump
- Collect fees from the users (if the community has decided to do this) for the maintenance of the system



### 8.3 BOREHOLES WITH HAND PUMPS

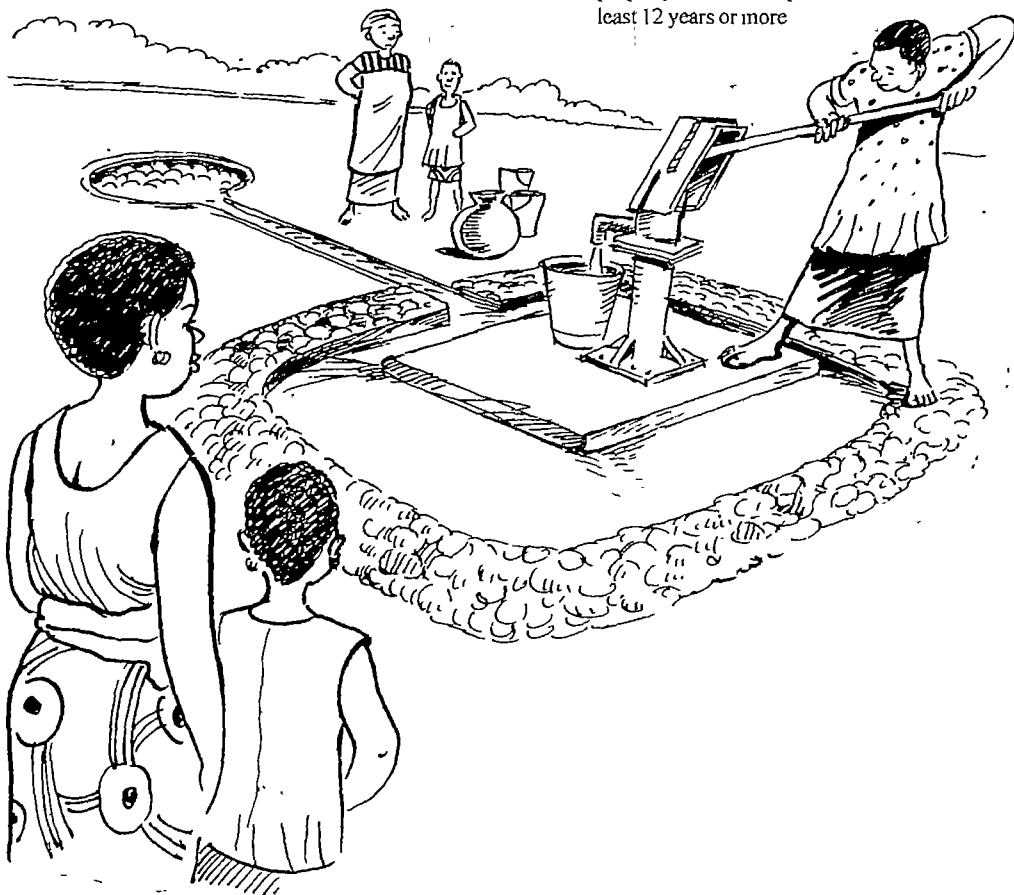
Maybe, there are no good springs above your village or it is difficult to dig deep in your area. Yet, clean water may be hiding in the ground under the village. It won't come out by itself. You may have to drill boreholes to reach this underground water. Then, you will have to put in hand pumps to bring the water up so that you can fetch it. One such deep well hand pump is the Ghana Modified Indian Mark II.

#### DESCRIPTION OF GHANA MODIFIED INDIAN MARK II HAND PUMP

The pump is a lever-action hand pump made of galvanized steel. It has light stainless-steel drop pipes and connecting rods. It also has a brass cylinder. This means that the pump does not rust or corrode easily.

The Ghana Modified Mark II hand pump cannot always be repaired by the caretaker. But almost all repairs can be done by a trained local mechanic.

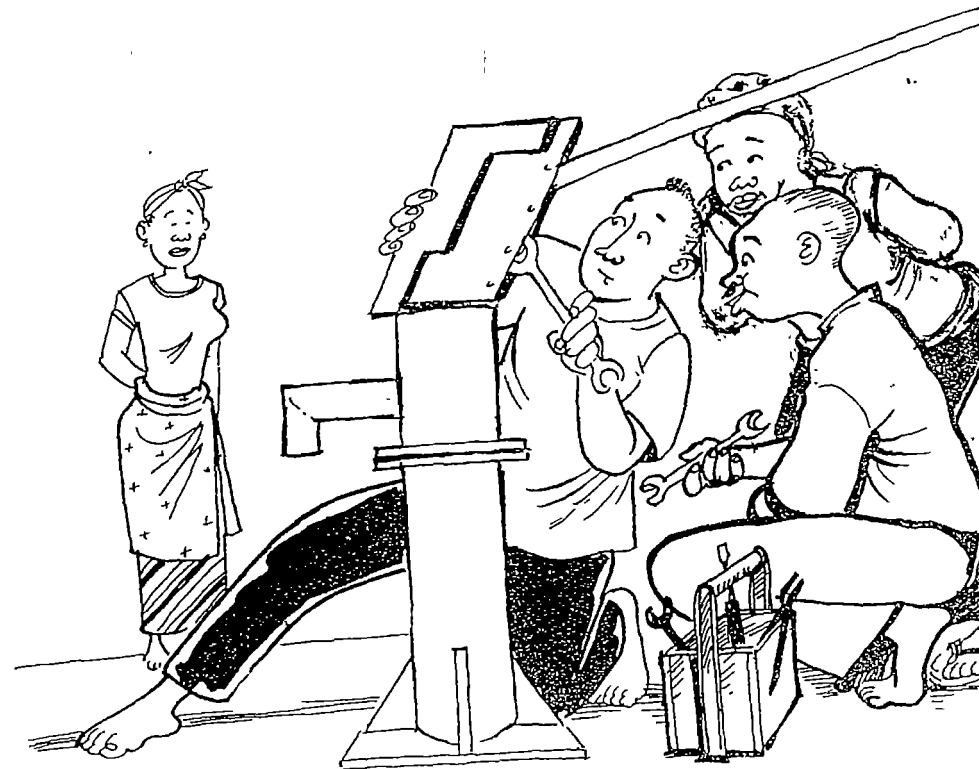
If the pump is used and maintained properly, it can be expected to last at least 12 years or more.



#### WHAT THE CARETAKERS OF THE GHANA MODIFIED INDIAN MARK II HAND PUMP SHOULD DO

It is the duty of the Caretaker to:-

- Check cleanliness of the pump site and drain
- Make sure the apron and drain are repaired
- Tighten loose nuts, bolts or screws
- Check flow of water for signs of a leak in the foot valve or less water in well
- Grease the chain and other moving parts when necessary
- Keep a record of repairs done by a trained local mechanic
- Report breakdowns and other serious problems to the WATSAN Committee
- Educate users
- Collect money from the users (if the community decides to do this)



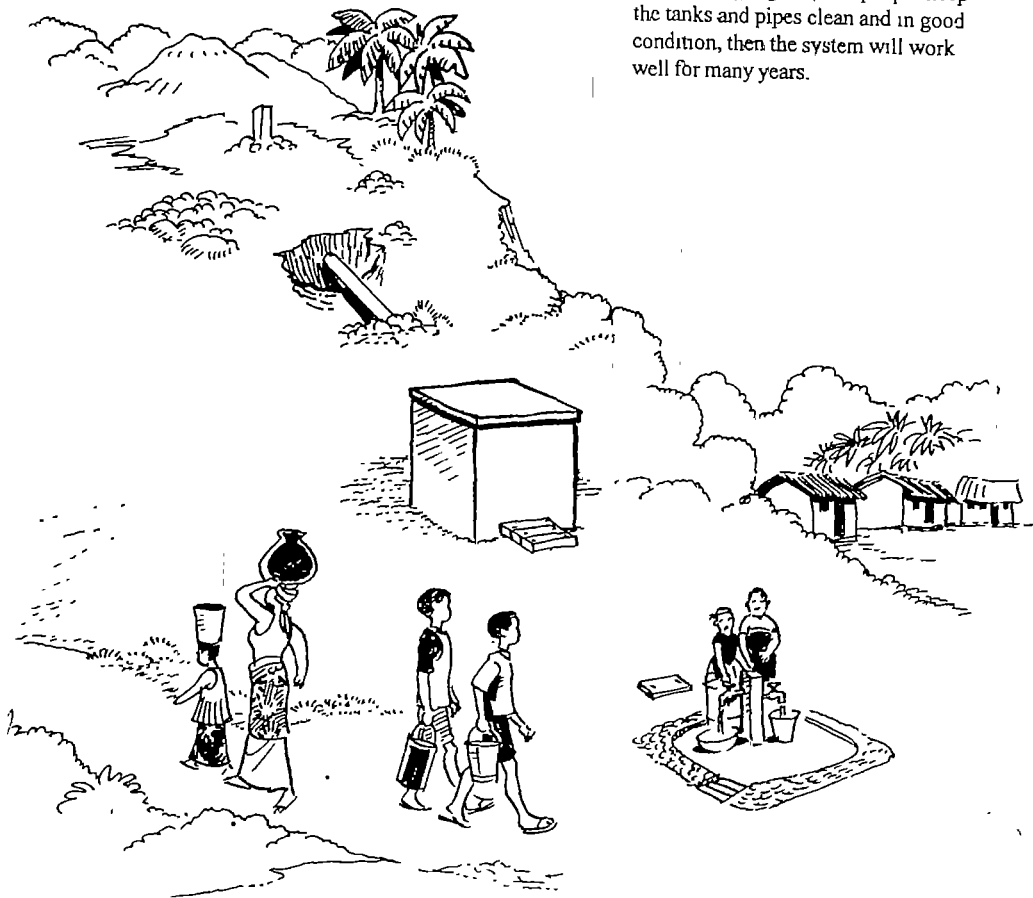
## 8.4 GRAVITY-FLOW PIPED WATER SUPPLY SYSTEMS

Water can be transported from its source to villages by pipeline if the source of water is sufficiently above where the water is to be used. The water flows through the pipelines using only gravity, that is the force which makes things fall or flow down. The network of pipes is called a Gravity-flow piped Water Supply System. The source of the water could be a spring or a stream.

### DESCRIPTION OF A GRAVITY-FLOW PIPED WATER SUPPLY SYSTEM WITH A SPRING AS A SOURCE

If there is a good spring above the village you can protect the spring. You can let water flow downhill in pipes to one or more big water storage tanks. There should be a siltbox to keep dirt from flowing into the water tanks. From these tanks water will flow downhill through pipes to standpipes in different parts of the village.

If the spring is good, and people keep the tanks and pipes clean and in good condition, then the system will work well for many years.



### WHAT CARETAKERS OF GRAVITY-FLOW PIPED SYSTEM WITH A SPRING AS A SOURCE SHOULD DO

The caretaker should do these things to make sure that the water supply works well.

#### Stream intakes

Check drains at the intake point and repair if necessary.

Check whether bye-laws to protect the catchment area are being followed by the community.

Check and repair rip-rap below weir if necessary.

Check all concrete structures for leakage, cracks, washing away of foundations or other problems.

If the sand filter is blocked, close the valve on the delivery main and clean the filter sand.

Check the control valve and valve chamber

Make sure the cover of the valve

#### Spring Catchments

Check drainage ditch above spring and repair if necessary.

Check whether bye-laws to protect the catchment area are being followed.

Check for leaks from the spring catchment.

Check the silt chamber for signs

of leaks, cracks, washing away of foundations or other problems.

Make sure cover of silt chamber fits well.

Clean silt chamber when necessary.

#### Reservoirs

Check reservoir for leaks, cracks and washing away of foundation.

Make sure all covers fit well.

Check that inlet, outlet and strainer, overflow, washout and aeration pipes are clear.

Check whether float valve (if fitted) is working.

Empty and clean reservoir when it is necessary.

Control valves and valve chamber.

Check valves, joints and unions for leaks. Tighten joints if necessary.

#### Pipelines

Check pipelines for erosion, exposed pipes or for leaks. Repair if possible. Check for illegal connections.

Check control valve, valve chambers and covers, make sure they are in place and in good condition.

Check whether air vents, air valves, air valve chambers and covers are in place and in good condition.

Clean all pipes to remove dirt at least once a year.

### Standpipes

Check tap to see if it works freely and closes correctly. Replace tap washers or complete tap if it is necessary.

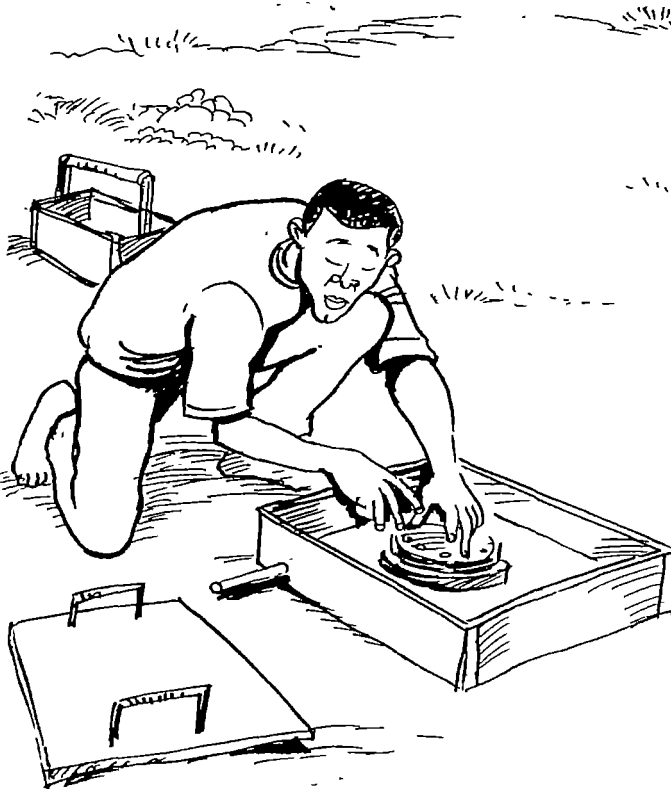
Check aprons, soakaway and area around standpipe. Clean and repair when it is necessary.

Check whether control valve, valve chamber and cover are present and in good condition.

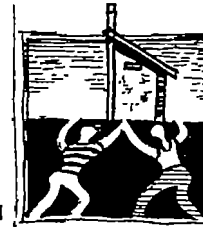
Check flow at each tap.

The Caretaker should tell the WATSAN Committee about serious problems with any part of the water supply

It is also important that the Caretaker keeps record of any repair done. This is for the benefit of any member of the WATSAN Committee, EHA or anyone else who would like to get information about the work of the Caretaker. Also through this they can see how the water supply is working



# 9.



## SANITATION

### 9.1 HELPING TO SUPERVISE BUILDING OF COMMUNAL LATRINES

By helping to supervise the building of communal latrines, the WATSAN Committee can make sure that the latrines are built properly and on time

To know how to supervise latrine building, the WATSAN Committee should first learn the steps in building latrines

The steps in building latrines are usually discussed with the WATSAN Committee by the contractor. A written workplan is made before construction work starts

### 9.2 HELPING TO SUPERVISE THE BUILDING OF HOUSEHOLD LATRINES

The WATSAN Committee must play a major role in promoting the building of household latrines. The WATSAN Committee should help to -

- supervise household latrine construction
- select the site
- regulate the fee to be charged by artisans trained by the project
- keep register of households who



apply for project assistance

### 9.3 MAINTAINING COMMUNAL LATRINES

It is important to keep communal latrines clean. This way they will be pleasant and comfortable to use. It will also help the community to get the most benefit from the new latrines

#### IMPROVED TRENCH LATRINE

What should be done to keep Improved Trench Latrines in good working order?

The Community should:-

- Clean the latrines and make sure cleaning materials are thrown into the pit
- Repair slabs, roof and poles and drainage ditch regularly
- Keep paths and area around latrine clear
- Dig new pit when it is needed
- Move slabs and roof to new pit and cover old pit
- Educate users
- Collect fees from users (if the community decides to do so)
- Tell the WATSAN Committee about serious problems
- The latrine should be rebuilt when it is full

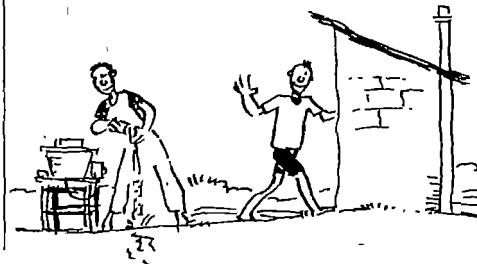
#### KVIP LATRINE

It is important to know that it takes a lot of time and money to operate and maintain KVIP latrines.

What should the community do to keep communal KVIP latrines in good working order?

The community should:-

- clean inside walls, ceiling and floor
- check condition of building
- check screens on vent pipes
- check cover slab and area around for washing away of foundation, stagnant water and other problems
- clear anything which blocks the flow of air
- check whether roof is damaged
- make sure the materials used for anal cleansing are thrown into pit
- empty first pit when second pit is about to be full
- educate users
- collect fees from users (if the community decides to do this)
- report serious problems to the WATSAN Committee

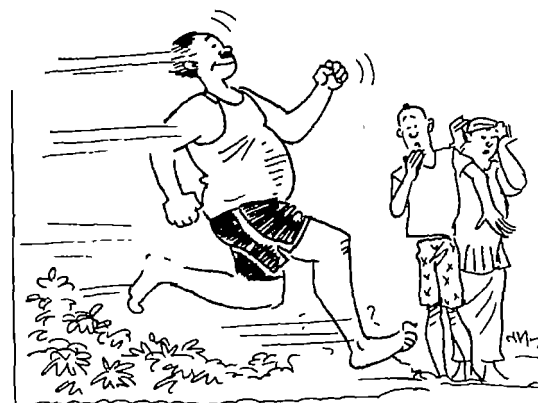


## 10. KEEPING HEALTHY



### 10.1 PLANNING WITH COMMUNITY GROUPS

The WATSAN Committee and other groups will suggest who should advise people on good health. The groups will talk about health problems in their community and make a list of what is important and *when* to do it. This list is called an action plan. There is an example on the next page.



When to start and finish	
Who is reminding us?	
Who will be guiding/responsible?	
What can we do to improve it?	
Why does it happen?	
What is the problem?	

10.2 HABITS COMMUNITY MEMBERS NEED TO ADOPT

Families should:

- Use clean and safe water
- Keep water safe when carrying it home
- Keep water safe in the home
- Use plenty of water in hand washing, bathing, and for washing utensils
- Protect food from flies
- Put animals in pens
- Use refuse dumps
- Use latrines to dispose of children's faeces
- Use latrines properly
- Wash children's hands after they use the latrine

Everyone should:

- Wash hands frequently
- Wash hands with soap and plenty of water after using the toilet.
- Wash hands with soap and plenty of water before cooking, eating or feeding your children.
- Bath daily.

Community Members should:

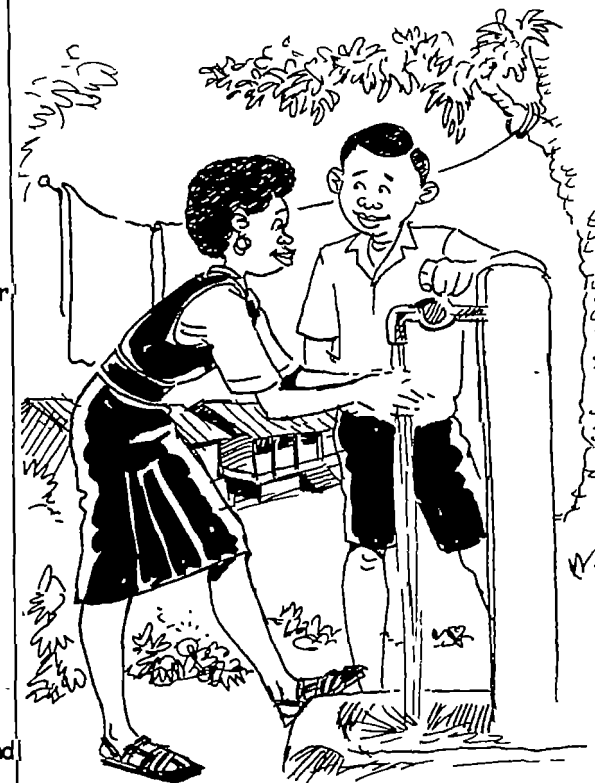
- Keep water sources clean and free from weeds, refuse, faeces.
- Clean latrines daily.

People who sell food should

- Handle cooked food properly.
- Handle drinking water for sale carefully.
- Throw rubbish away properly
- Keep the surroundings free from faeces

School children should:

- Wash hands always
- Clean school compound
- Use latrines
- Drink clean water



10.3 LOOK OUT FOR THESE THINGS

- a In the community
- Are all water fetching points free from standing water and mud?
  - Are all fetching points free from domestic animals eg. pigs, ducks?
  - Are fetching points free from rubbish and weeds?

- Do people who come to collect water rinse their vessels?

- Are drinking water pots raised above ground level?

- Do all households have a common cup with a long handle for fetching drinking water?

- Are all drinking water pots covered?

- Is area around water pots free from faeces and flies?

- Do households change drinking water at least 2 times a week?

#### IN THE HOME

- Do all households own latrines?

- Do all household members use the latrine?

- Are all latrines free from papers, urine and faeces?

- Are all compounds free from signs of children's faeces?

- Are mothers of children under 5 years washing hands after handling children's faeces?

- Is area around all houses free from weeds, refuse, stagnant water and faeces?

- Do all household latrines have hand washing facilities nearby?

#### IN THE SCHOOL

- Is there a latrine?

- Is there a urinal?

- Are they kept clean?

- Are there drinking water containers?

- Is the drinking water clean?

- Is the water handled hygienically?

- Are drinking cups available for each pupil?

- Are hand washing facilities well maintained?

- Are children washing their hands properly?

Food Vendors (including those who sell at home and chopbar owners)

- What is the condition of the cooking area? Is it hygienic?

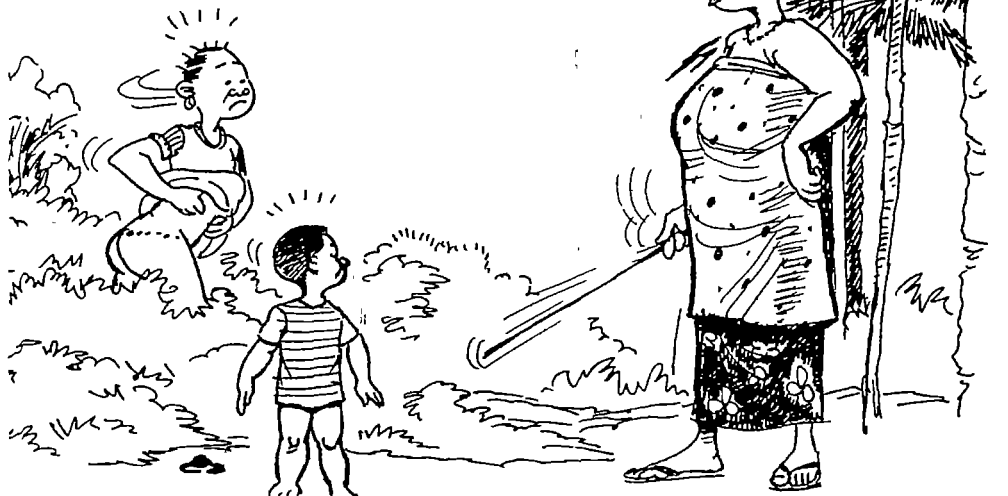
- What is the condition of the selling area?

- Is the food vendor clean?

- General body cleanliness?

- Have they got valid health certificates?

Is the school compound free from refuse and stagnant water?



# APPENDIX

## WATSAN CONSTITUTION

Adopted this \_\_\_\_\_ day of the month of \_\_\_\_\_  
in the year \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_ Area Council of  
\_\_\_\_\_ District

### 1. NAME AND ADDRESS OF GROUP

1.1 The committee shall be called \_\_\_\_\_

1.2 The registered address of the committee shall be \_\_\_\_\_

### 2. OBJECTIVES

2.1 The WATSAN Committee exists to improve the living standards and health of the community's members through community-based efforts, in particular in planning, implementing and maintaining improved water supply and sanitation facilities and organizing health education activities in the community

#### 2.2 Duties

- a Represent the community in all water supply, sanitation and health matters
- b Assume ownership and management of all communal water supply and sanitation facilities in the community
- c Inform community members about the status of water supply, sanitation and health activities in the community
- d Settle conflicts which may arise within the community during implementation of water supply/sanitation activities
- e Select and supervise caretakers from among beneficiaries of the water supply/sanitation facilities
- f Organize and carry out fund-raising within the community in support of water supply and sanitation activities
- g Establish and operate a bank account to support the construction and operation and maintenance of communal water supply/sanitation facilities
- h Organize health education activities
- i Maintain accounts and records of the functioning and maintenance of completed facilities
- j Assist the District RWSS Office and Environmental Health Assistants in the

collection of information about the functioning, use and maintenance of completed facilities

- k Participate with the community in approving the preliminary and final designs of the water supply/sanitation facilities to be constructed in the community
- l Appoint a representative to participate in the opening to tenders for construction work in the community
- m Participate in the preparation of a work plan with the contractor where there are inputs from the community
- n Assist in the supervision of the work of the contractor during construction
- o Participate in the commissioning of the completed facilities
- p Supervise and promote the proper use and maintenance of all water supply and sanitation facilities in the community

### 3. MEMBERSHIP

- 3.1 The WATSAN Committee shall consist of active and responsible community residents who are beneficiaries of the water supply/sanitation improvements and who have leadership ability and interest in development activities

The Committee should consist of between five and eight members who will select their own Chairman, Vice-Chairman, Secretary and Treasurer. The Committee should be representative of the community. For example

- One representative of the Chief (as a link to traditional authority)
- At least three of the members should be women
- One representative of the Area Council (if resident in the community)
- One representative from the Unit Committee(s)
- One health worker residing in the community (if available)
- One resident teacher in a local school

- 3.2 Persons suitable for membership in the group shall be

- 18 years of age and over,
- of good character,
- ready, able and willing to act according to the spirit and the rule of

the group

- 3.3 Founding members are those members who formed the  
(name of WATSAN committee) (DATE)

### A full list of the founding members shall be attached to this Constitution

- 3.4 New members can be admitted in accordance with accepted rules
- 3.5 The new member may function as a group member, but must be confirmed by the community meeting before membership is final
- 3.6 Any member may resign or be replaced if he/she for any reason can no longer effectively carry out his/her duties by a vote of two-thirds of the Committee, subject to the approval of the community

In such cases, procedures for selecting a replacement should begin within one month of the resignation

- 3.7 A member of the group shall immediately cease to hold office if he/she.
  - a. resigns voluntarily,
  - b. ceases to be a member of the Committee,
  - c. is removed from office at a community meeting,
  - d. misuses funds, equipment or goods belonging to the Committee or in any other way is dishonest and causes harm to the Committee or any of its members,
  - e. is spreading rumours and dividing the Committee,
  - f. absents herself from more than three meetings without reasonable excuse (illness, etc.)

### 4. ORGANISATION AND MANAGEMENT

- 4.1 The Committee shall be officially recognized by and duly registered with the Unit and/or Area Councils and District Assembly. The Committee should also have the authority to establish and operate a bank account, enter into contracts and make and enforce bye-laws
- 4.2 The Committee will be regularly monitored by the extension staff from the District RWSS Office and from time to time by the District Management Committee
- 4.3 Financial and legal aspects of the Committee's operations such as accounting and financial reporting, auditing, operating contracts and compliance with District Assembly bye-laws will fall under the jurisdiction of the District Management

4 4 The Committee at its first meeting should decide on the term of office of its members  
At the end of their term of office existing Committee members can stand for reelection  
if there are no objections from the community

4 5 A quorum is 50% or more of the total number of members present for transacting  
business If a quorum is not reached, the Chairman may decide to adjourn the meeting  
without transacting business

4 6 The business at a WATSAN Committee meeting should at least include, but not be  
limited to

- To ascertain that a quorum is present,
- To approve the minutes/report of the last meeting and discuss matters arising;
- To read and approve the Treasurer's report

4 7 Duties of Office Holders

4 7.1 *Chairman*

The Chairman's main job is to provide leadership for the Committee The Chairman  
has many other duties such as to

- convene meetings and inform all the members of the date, time and place of meeting
- lead the discussion at the meeting, ensure that everyone has a chance to speak, and that the Committee is able to reach agreement on important issues
- make sure that all decisions are understood and carried out
- report to the Chief and Unit Committee(s) or Area Council about progress and important decisions made
- delegate tasks to the other members of the Committee when necessary For example, if the Chairman is absent, the Vice-Chairman or another member of the Committee can conduct the meeting

4 7 2 *Secretary*

- write and distribute all letters, notices, etc for the Committee
- take minutes of meetings and prepare any reports
- present minutes, reports, correspondence, etc at meetings of the Committee

- maintain a file for all documents relating to the work of the Committee

4 7 3 *Treasurer*

- receive, issue receipts for and ensure the safekeeping of all funds collected by the community
- make payments/purchases when necessary with the approval of the Committee and obtain receipts for same
- keep accurate records of income and expenses and report on the same
- keep all financial records and documents safely, and to make deposits and withdrawals together with the Chairman and Secretary (there should be at least two signatories to the bank account)

4.7.4 *Other Members*

- represent all people in the community
- participate in meetings and to advise community members concerning important decisions/actions
- collect and provide relevant information to the Committee
- become familiar with the work of the group so that if one of the officers leaves the committee, another member can take over.

## 5. COMMUNITY MEETINGS

5 1 The Community meeting may be called by the chairperson or a majority of the community members when and if the need arises.

5.2 The Secretary shall give notice of the meeting to all the members of the community at least 7 days before the date of the meeting.

5 3 Every member of the community has the right to attend and to voice his/her opinion on all questions at a community meeting

## 6. VOTING

6 1 Decisions shall normally be taken by consensus, but in case a vote is needed each member present will have one vote

## 7. CARETAKERS - SELECTION AND INCENTIVES

- 7.1 Members of the community who are suitable for selection as caretakers can be appointed to this position
- 7.2 Caretakers may receive incentives for their services as proposed by the group and approved by the community
- 7.3 All members of the community shall be willing to volunteer their services for the benefit of the Committee in self-help efforts as determined by the committee and/or community meeting.

## 8. RECORDS AND DOCUMENTS

- 8.1 All business discussed or decided at a community or committee meeting shall be recorded by the Secretary. Minutes of a community or committee meeting shall be signed by the Chairperson
- 8.2 A register of WATSAN members shall be kept. It shall show the name and address of every member, the date of his/her admission to membership, and the date of termination of membership
- 8.3 The Committee shall maintain accounts (bank books/statements, ledgers, receipts etc) that are needed for its business
- 8.4 The Committee shall also maintain the following information
- Activity Reports
  - Correspondence
  - Accounts, bank statements, receipts and other financial records
  - Maintenance records for each communal water and sanitation facility
  - Constitution, bye-laws and records of registration, including list of office-holders
- 8.5 The above documents shall be available at all times for inspection by the members of the District or Regional RWSS Office, Unit Committee(s) or Area Council, and the District Management Committee of District Assembly members

## 9. DISSOLUTION

- 9.1 The Committee shall be dissolved if it ceases to operate. Any resources shall be transferred to the new WATSAN Committee. In the event the Committee fails to meet or to reach a quorum for three consecutive periods of three months, the Committee can be declared defunct by the Area Council

or District Management Committee and thereafter dissolved (Copy of DMC Guidelines attached)

In such cases, procedures for selecting a new Committee should begin within one month of the liquidation

## 10. DISPUTES

- 10.1 Any dispute concerning this constitution, the business of the Committee, or any dispute between members, or between members and non-members shall first be referred to the Committee for settlement

If the Committee is unable to settle the dispute, or the members of the Committee feel the dispute was not fairly settled, the dispute shall be referred to the community meeting.

If at the community meeting, a suitable agreement can not be reached, the matter can be referred to the Area Council. In case the Area Council can not reach a decision, the District Management Committee, acting on behalf of the District Assembly, may be asked to make a judgment in the matter

## 11. AMENDMENTS OF CONSTITUTION

- 11.1 Amendments to the constitution shall be drafted by the Committee and presented to a duly called community meeting. Proposed amendments must be approved by at least two-thirds of the community members over 18 years old present at a community meeting.
- 11.2 The proposed amendments shall be forwarded to the Area Council and District Management Committee for ratification before taking effect

## FUND RAISING

Mobilization of resources at community level is necessary since communities have to pay registration fees, part of the capital costs for the water supply and sanitation technologies they choose to have and the cost of operating and maintaining the completed communal facilities

It is therefore very important for the community to have a reliable way of raising funds when needed for the operation and maintenance of communal water supply and sanitation facilities

Traditional ways of mobilising funds for self-help projects include

- Fines
- Surcharge on farm products
- Staging concerts and drama labour
- Appealing to sons and daughters outside the village
- Harvests
- Appeal to churches and other organisations
- Community farms
- Contributions/Levies
- Percentage deduction from funeral contributions

Although these ways of raising funds have been useful in raising funds for development, they in many cases lack sustainability, since they can break down because people become tired of paying for so many different purposes or because they lack confidence in those responsible for carrying out the projects

This can be a very serious problem, since the lack of contributions can mean abandoning the project or a lack of funds to operate and maintain the new facilities

### WAYS OF RAISING FUNDS: ADVANTAGES AND DISADVANTAGES

#### 1. Fines

##### Advantages

- a Backed by community's own traditions
- b The fine is fixed by accepted authorities

##### Disadvantages

- a Fines can not provide a regular source of income
- b Amount paid is usually small and therefore does not generate enough funds
- c Some people refuse to pay
- d It creates enmity between leaders and defaulters

#### 2. Surcharge on Farm Products

##### Advantages

- a Easy to collect
- b Encourages competition
- c Creates a market for the community

##### Disadvantages

- a Applies only to farm produce
- b Is periodic/seasonal
- c The contribution of peasant farmers is very small

#### 3. Staging Concerts or Drama Performances

##### Advantages

- a Fixed amount is paid
- b Awareness of fund-raising is created
- c Most community members are interested and will therefore patronise

##### Disadvantages

- a Because attendance is voluntary, turnout can be small
- b Performances are not staged on a regular basis

#### 4. Writing to Sons and Daughters outside the Village

##### Advantages

- a Foreign currencies received give more local money
- b Relationships are established with agencies outside the village to help with community development projects
- c Community members outside the community form associations to aid development at home

##### Disadvantages

- a Failure to honour appeals
- b Refusal of parents to let their children assist
- c Non-patriotism on the part of sons and daughters living abroad or outside the village
- d Possible misappropriation of funds



## 5. Harvests

### Advantages

- a People can contribute farm produce instead of money, which most people find difficult to part with
- b Money is realised when people from outside attend and want to make an impression

### Disadvantages

- a Can not be organised very often
- b Not much money is always realised, especially in situations where community members have to buy their own products
- c Some people may not pay for what they have bought
- d Only few people may contribute

## 6. Appeal for Funds from Churches and other organisations

### Advantages

- a Large sums of money can be realised
- b Technical and material support can also be obtained
- c An organisation may adopt a community to provide assistance to its development activities

### Disadvantages

- a There is no guarantee that aid can be obtained
- b Assistance may not come when needed
- c The aid may be inadequate or inappropriate

## 7. Community Farms

### Advantages

- a Funds are raised from the sale of available farm produce
- b Large amounts of money can be realised
- c No money is spent on acquiring land and labour for clearing of farm land

### Disadvantages

- a Crop failure due to bad weather
- b Insufficient farm land
- c Poor participation of community members
- d Stealing of farm produce
- e Long-term in nature

## 8. Contributions/Levies

### Advantages

- a There will be regular income if everybody contributes
- b Defaulters can easily be identified
- c Willingness to pay if previous funds were put to good use

### Disadvantages

- a Poverty may reduce amount of contribution
- b Unwillingness to pay due to past negative experience
- c Collectors may misuse funds
- d People may not see the need to contribute
- e Collectors may not be effective

## 9. Deduction from Funeral Contributions

### Advantages

- a Funerals are frequent occurrences in a community
- b Ensures continuous flow of availability of funds because funerals form part of traditional culture
- c It is necessary for a community register to be kept where each person's name in every household is listed. This prevents some community members from not contributing
- d It ensures that both resident and non-resident members contribute towards development efforts of their communities. Parents of non-resident citizens pay on their behalf for funeral contributions, whereas in a levy system, they may refuse to pay
- e The system eliminates embarrassment since the amount collected at each funeral is announced at the end of the celebration. Furthermore, amounts collected for development are accounted for to the whole community
- f Two levels of communities are put in place for managing affairs concerning development projects and funerals. Therefore, the chance of misusing funds is absent since there are checks and balances
- g Funeral collections are always deposited in a bank account with 2 or 3 signatories

### Disadvantages

- a There is no sure way of checking to see whether the amount announced is actually equal to what was actually collected
- b Parents can decide not to pay on behalf of their dependents

