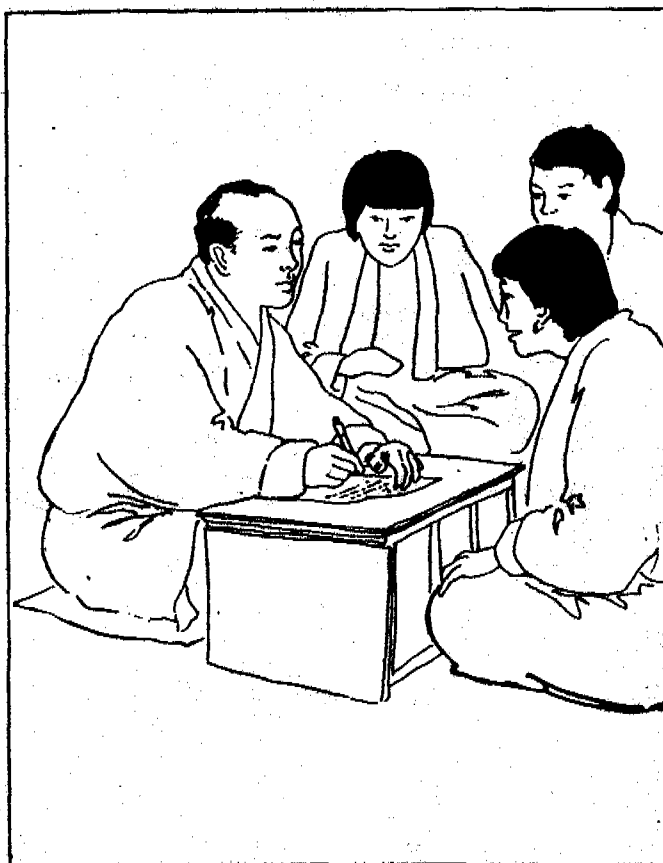


FIELD MANUAL FOR RWSS INTRODUCTION MEETINGS TEXT AND DRAWINGS



**Rural Water Supply and Sanitation Programme
UNICEF/PWD/SNV
Thimphu 1993**

MEETING ONE

Suggested Time: 3 1/2 hours

ACTIVITIES

1. Introduction
2. What is a rural water supply scheme?
3. Project procedures
4. Importance of maintenance
5. Importance of male and female participation
6. Roles of VMC members
7. Selection of VMC members
8. Sanitation and health in relation to water supply
9. Feasibility study procedures

MATERIALS

Flannel Board/Flannel Cloth
Flannel Figures
Flip Charts
Poster
Pictures

LIBRARY IRC
PO Box 93190, 2509 AD THE HAGUE
Tel: +31 70 30 689 80
Fax: +31 70 35 899 64
BARCODE: 14 8 65

822 BT93

**MEETING ONE: ACTIVITY ONE
GAME**

Time: 20 minutes

Reasons for conducting the activity:

Participants and resource persons don't know each other, this can create a tense atmosphere.

Expected result from this activity:

A relaxed atmosphere, and participants and resource persons will recognize each other by their names.

Conducting the activity:

1. Explain:

"Thank you for coming to this meeting. We are technical staff from the Public Works Division. We came to discuss the possibility of constructing a rural water supply scheme in your village. To get to know each other better, I would like us all to play a game.

I have made drawings of animals on slips of paper and then cut the paper in two. We will distribute these pieces of paper to you. When I say "start", please find the person who has the other half of your drawing. Once you find your partner find out the type of animal on your drawing.

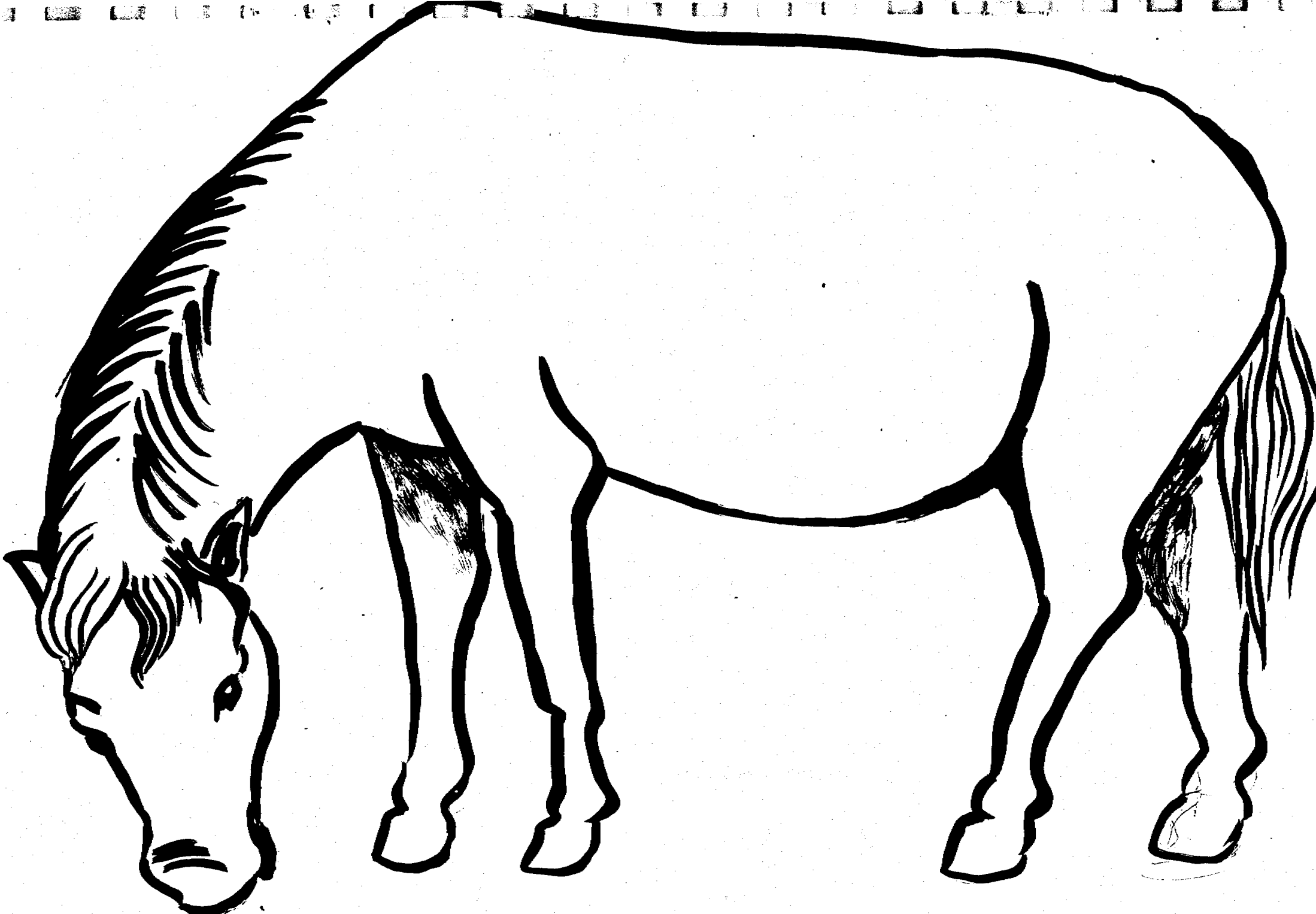
After that we will sit in a large group and each team will first show their animal and then introduce themselves to the whole group.

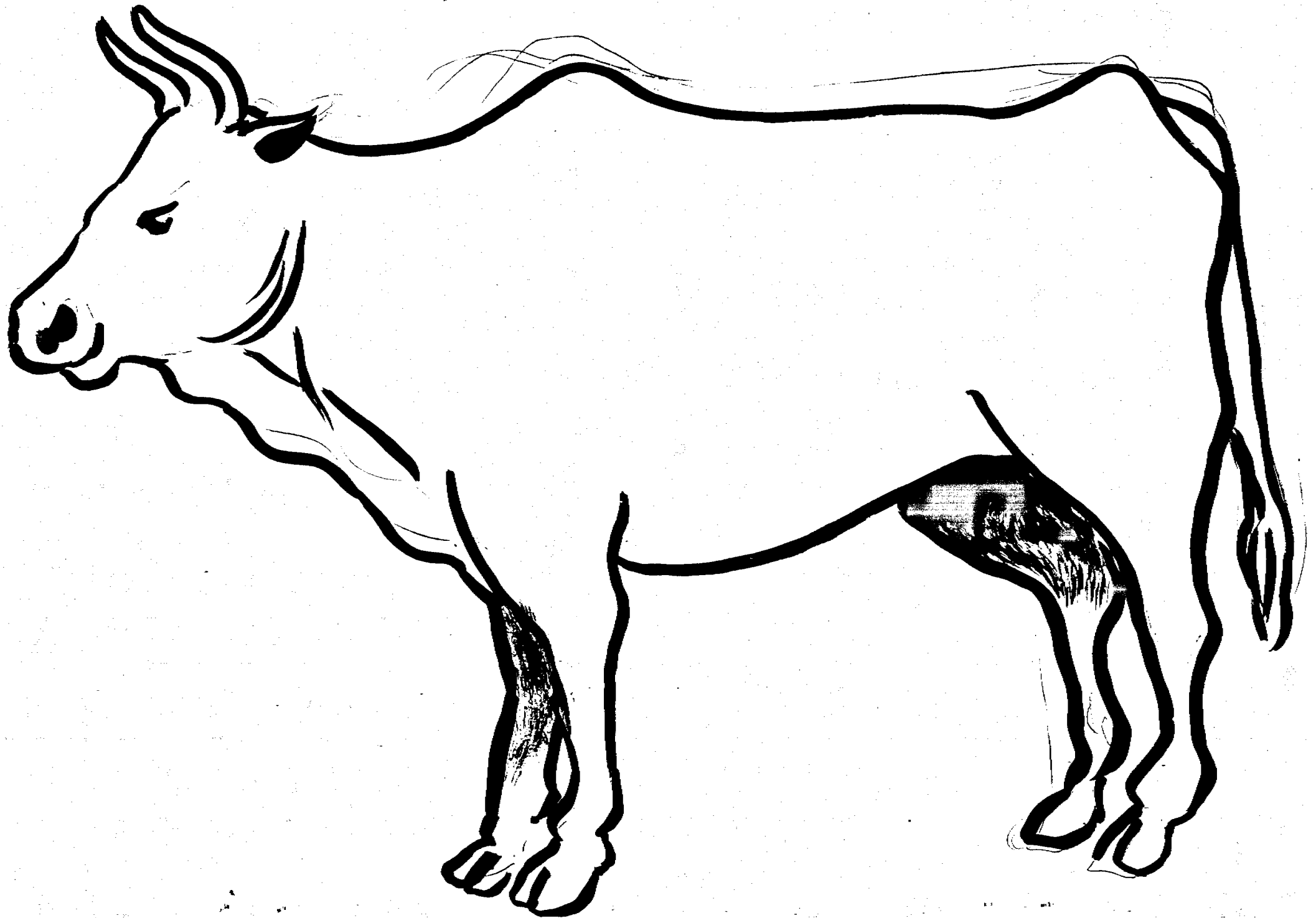
Are there any questions?"

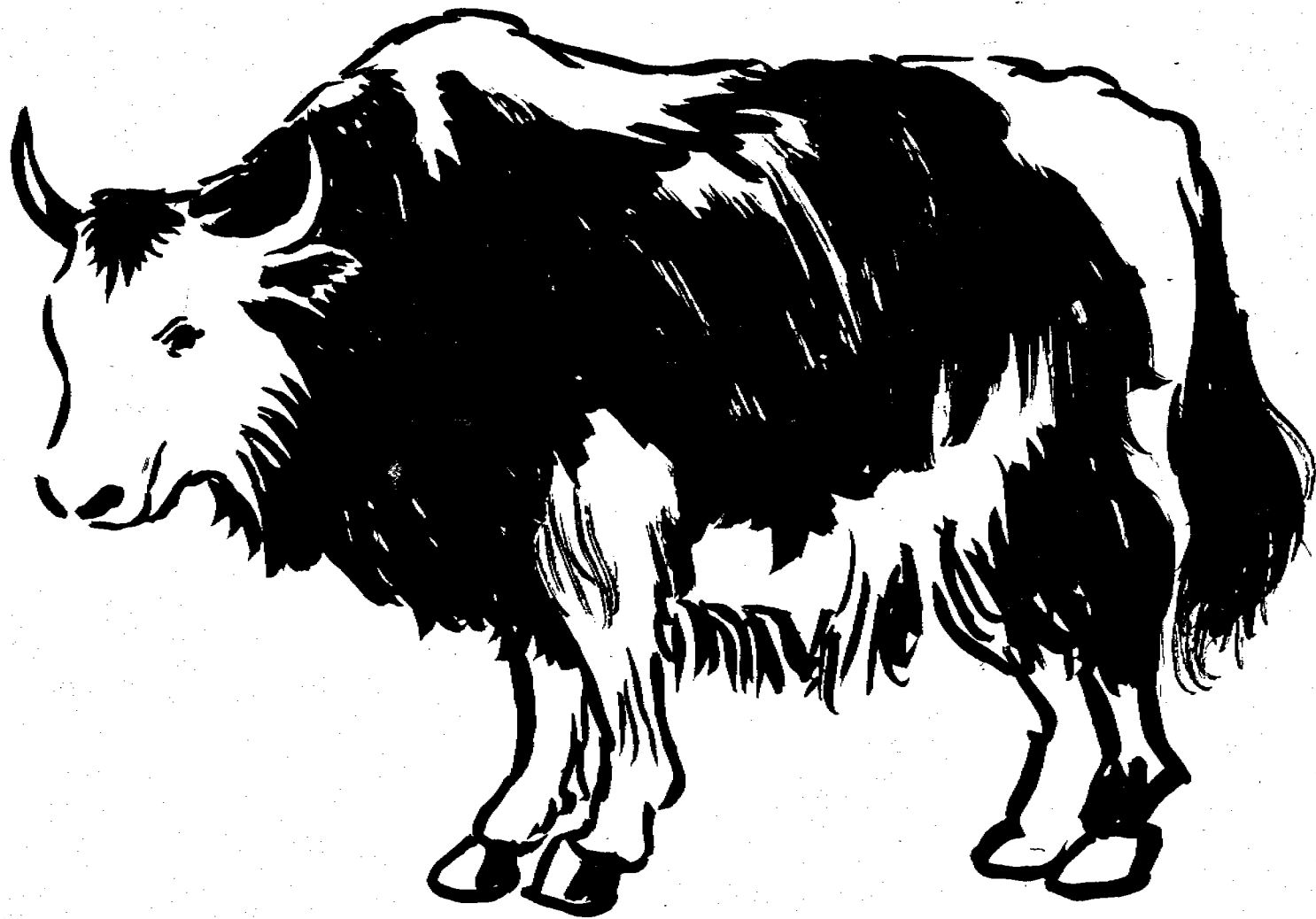
2. Start the activity.

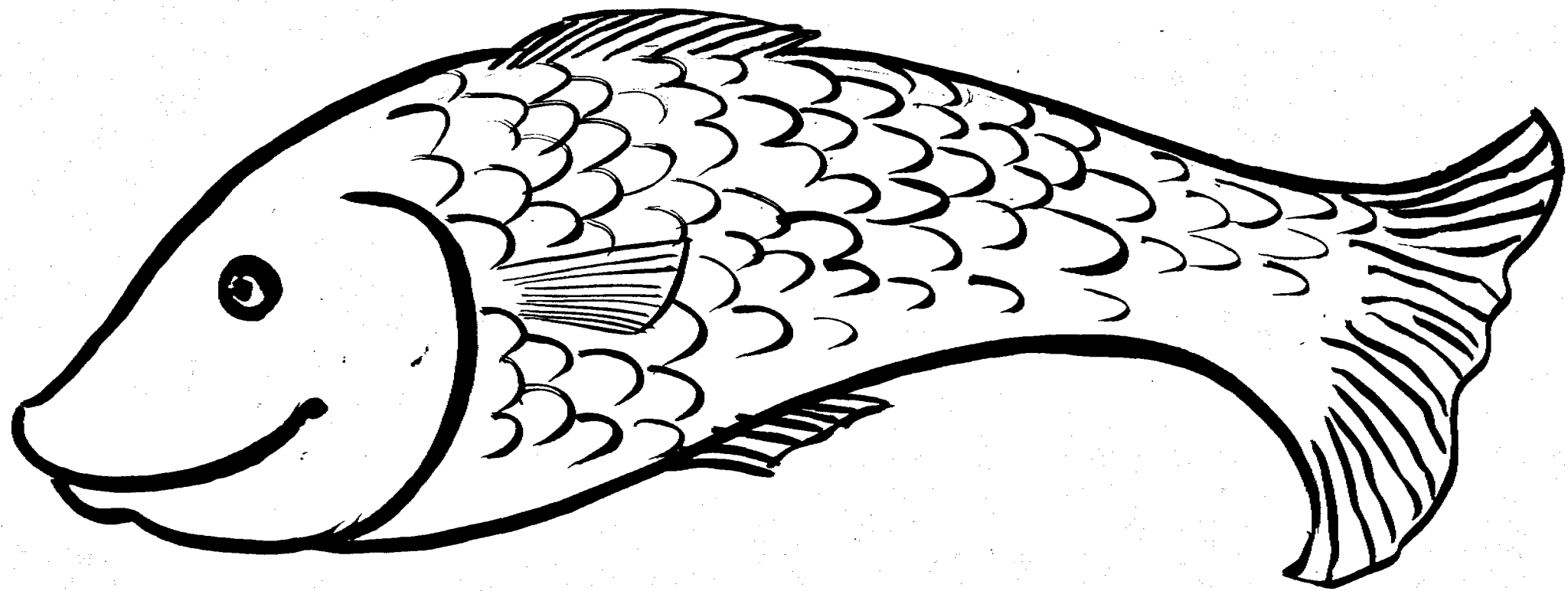
3. Ask everybody to sit in a circle. Let every team present their animal.

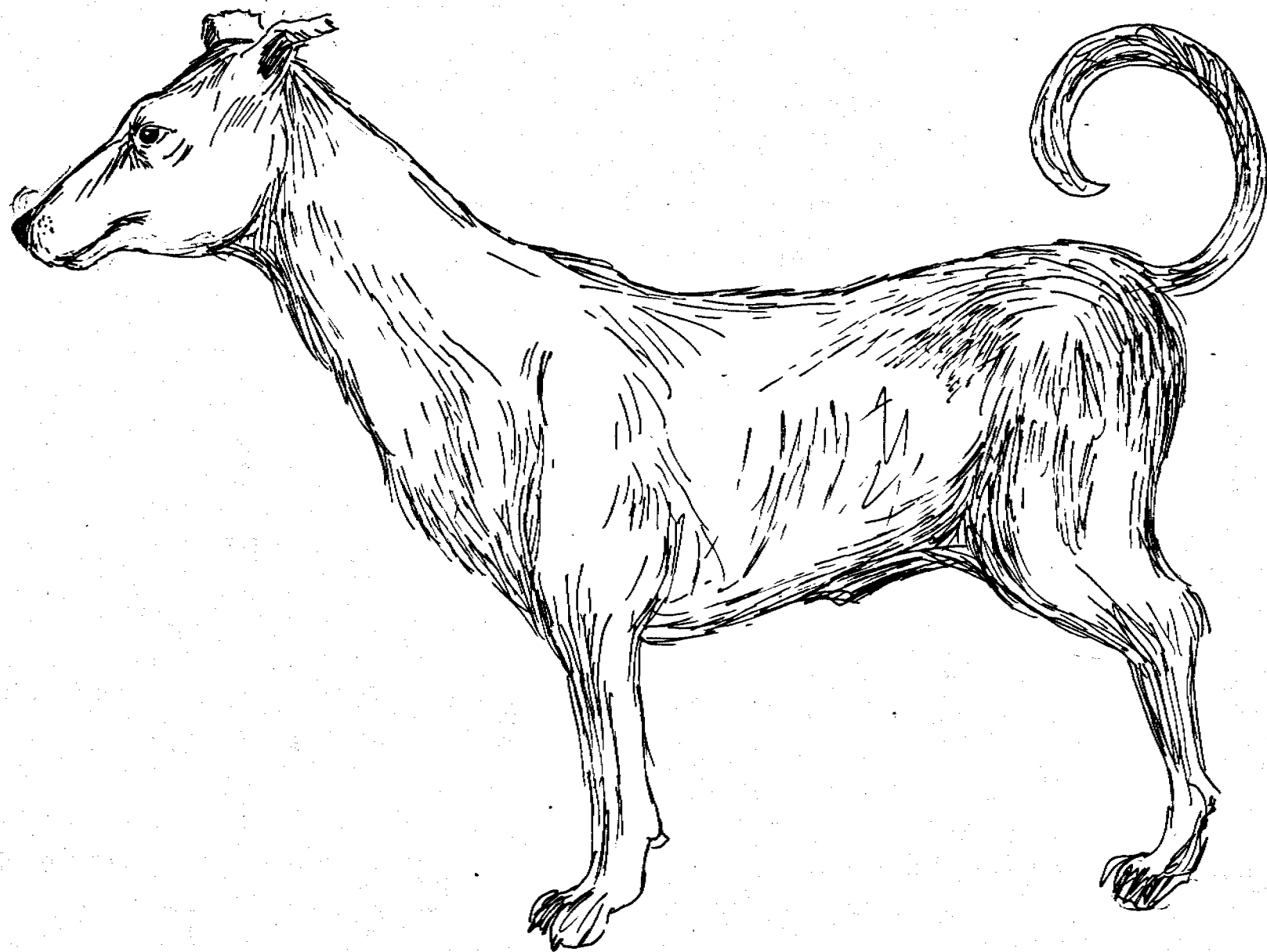
4. Thank everyone for their participation and briefly describe the agenda for this meeting.

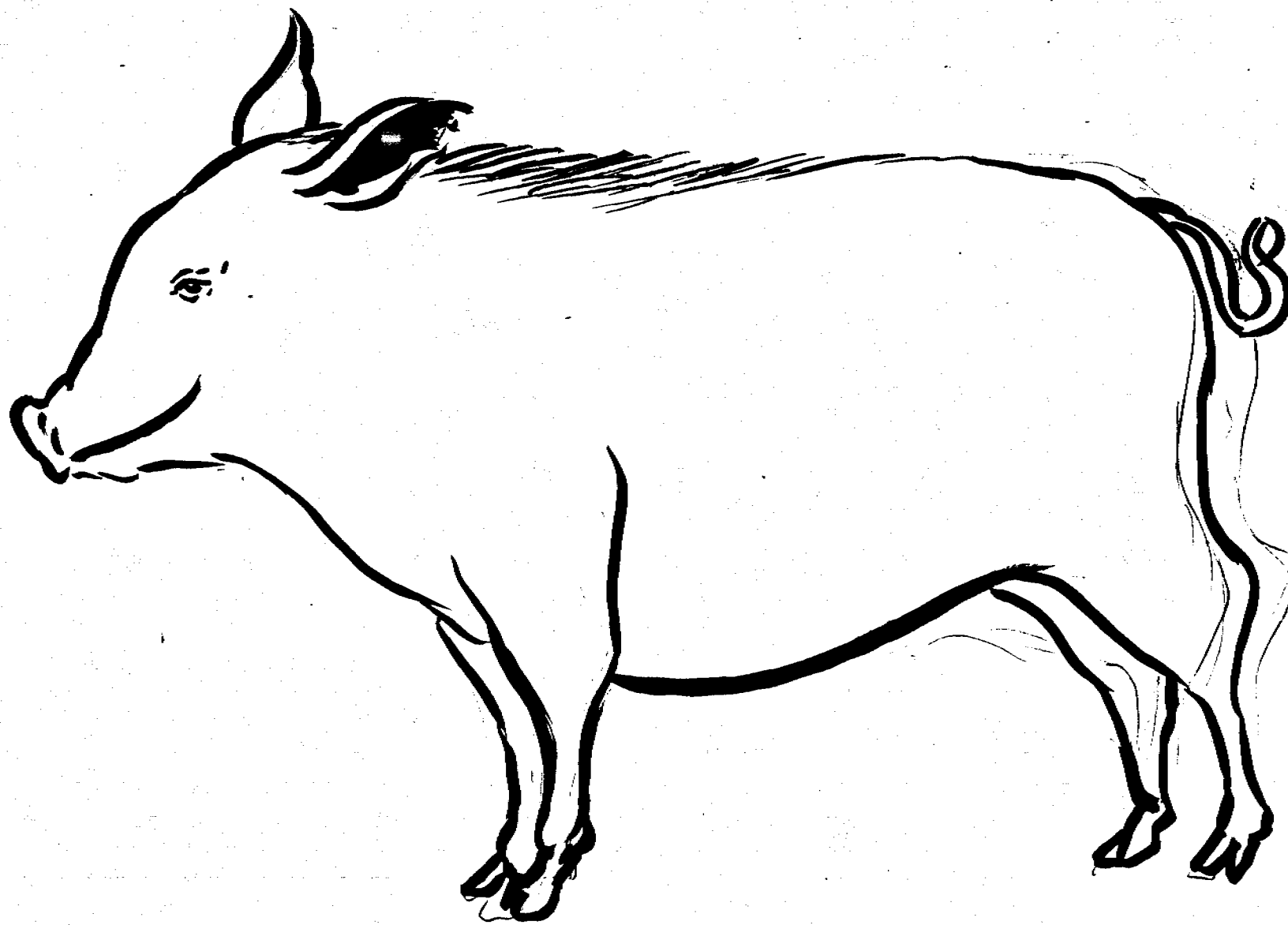


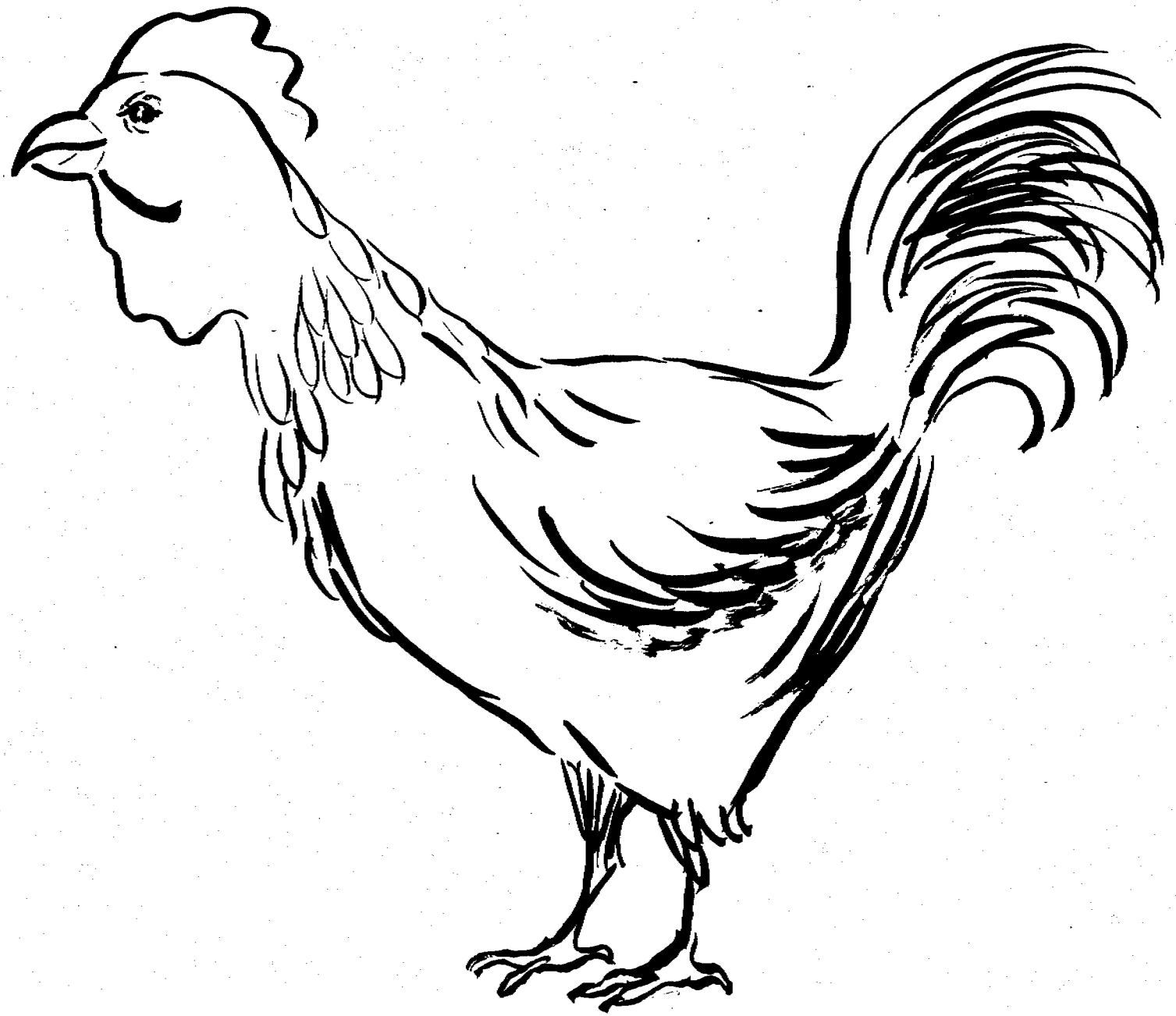


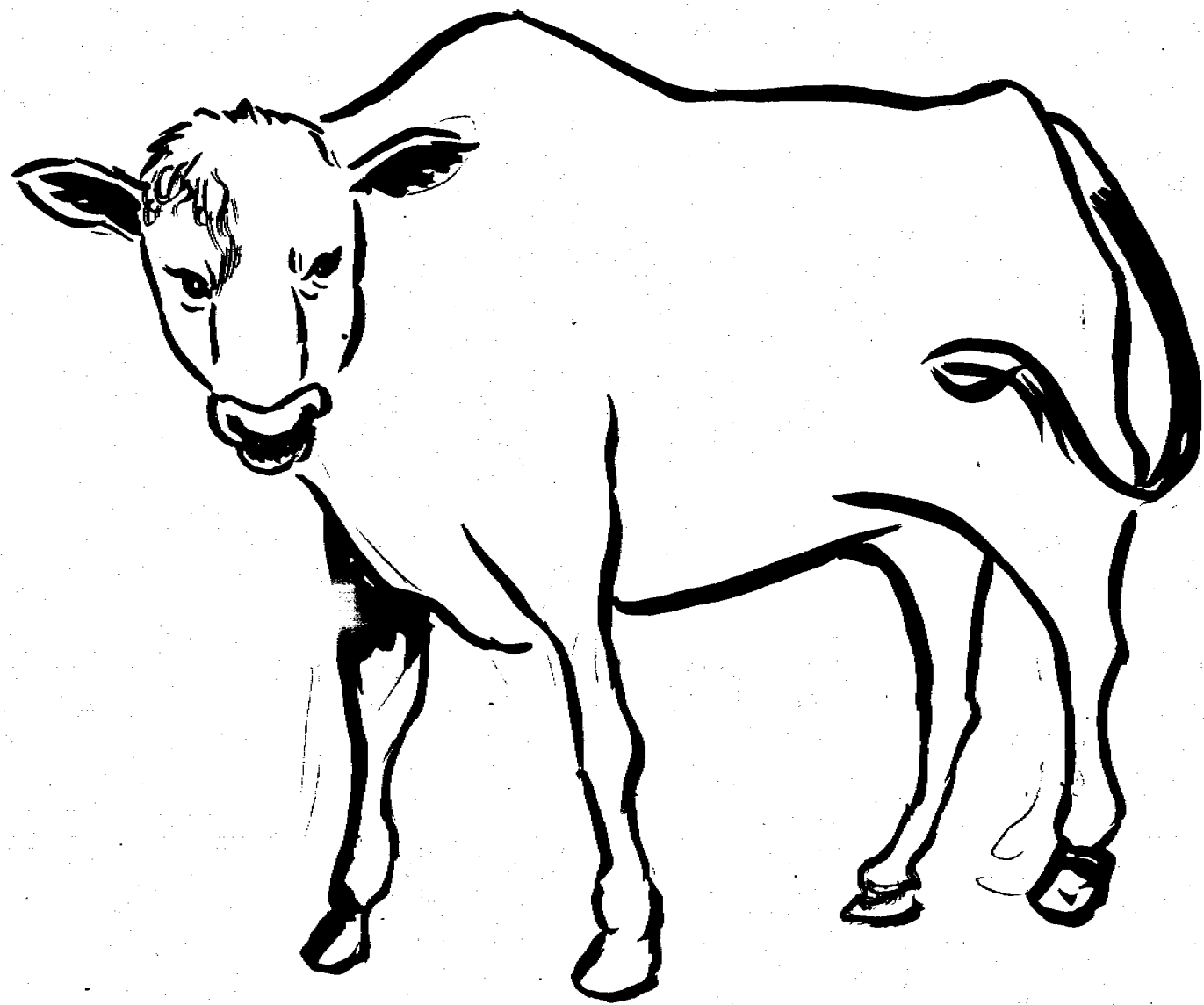












**MEETING ONE: ACTIVITY TWO
WHAT IS A RURAL WATER SUPPLY SCHEME?**

Time: 25 minutes

Reasons for conducting the activity:

The participants don't know what a rural water supply scheme is composed of and don't know the advantages and disadvantages of a rural water supply scheme.

Expected result from this activity:

1. Villagers can describe components of an RWS scheme.
2. Villagers can list advantages/disadvantages of a rural water supply scheme, and explain why it is necessary for their village to get a scheme.

Conducting the activity

PART ONE

1. Ask the participants to sit in a big semi-circle around the flannel board.

Explain:

"let's discuss the different components of a rural water supply scheme".

Start with showing the poster of a rural water supply scheme, show the intake, pipeline, reservoir, break pressure tank and tapstand, give a brief explanation of their function. Tell the participants that they can keep the poster in their village.

Now use the cut-outs of the structures. First paste the cut-out of the intake on the flannel board. Follow with pipe line, reservoir tank, break pressure tank, tapstand. After pasting a cut-out explain the function:

"INTAKE: at the source of the system, it is a small tank to collect water and to lead the water into the pipeline. There are two types of sources: stream and spring. Both need an intake tank.

PIPELINE: is buried underground to prevent damage. There are two types of pipes: HDPE (black) and GI.

RESERVOIR: is a big tank to collect water. During the night water is stored in the reservoir tank to make sure that there will be sufficient water during day time.

BREAK PRESSURE TANK: is a small tank constructed between the reservoir and the tapstands, to reduce the force of the water in the pipeline. Without a break pressure tank the pipeline may burst.

TAPSTAND: the villagers can collect their water from this structure".

2. After pasting all the cut-outs, remove them and ask one of the participants to paste the cut-outs in the right order.

Ask: **"what is the function of the structure?"**

PART TWO

1. Divide the participants in small groups of 3 to 7 persons each.

Explain: "now let's discuss in the small groups we have just formed the advantages and disadvantages of a rural water supply scheme".

Give 10 minutes time for discussion.

2. Sit in a big group again. Start with discussing the advantages (water closer by house; enough water; place to wash etc.), and then the disadvantages (labor from the community is needed for the construction; maintenance is required etc.).

Conclude: "why is it necessary to have a rural water supply scheme in your village?"

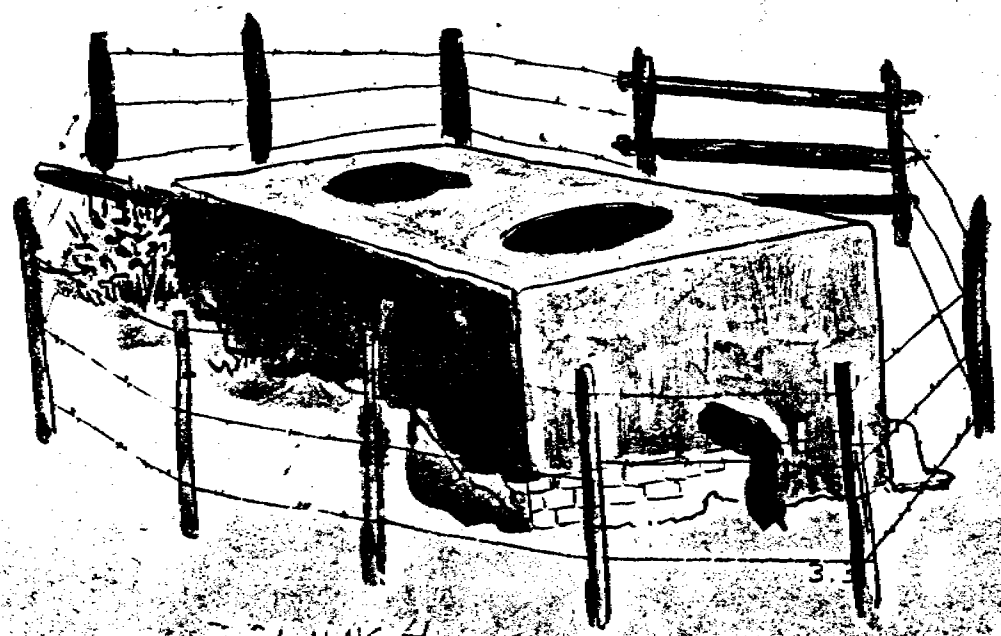
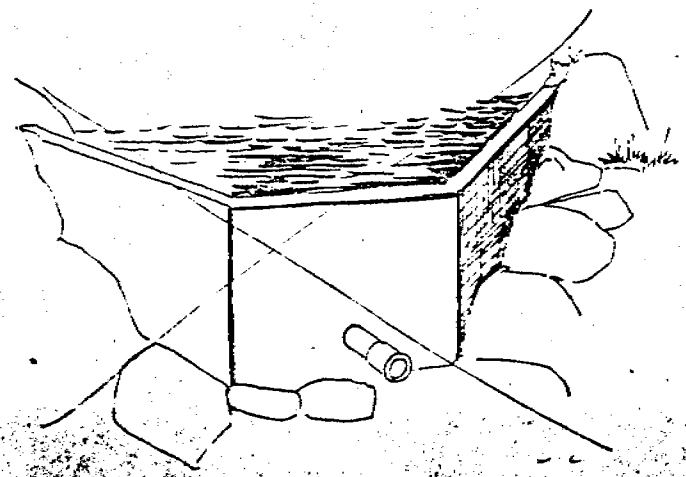
DESIGN PLAN - 5
COMPONENTS
SHEET 6 of 8



DRAWING 3



DRAWING 4

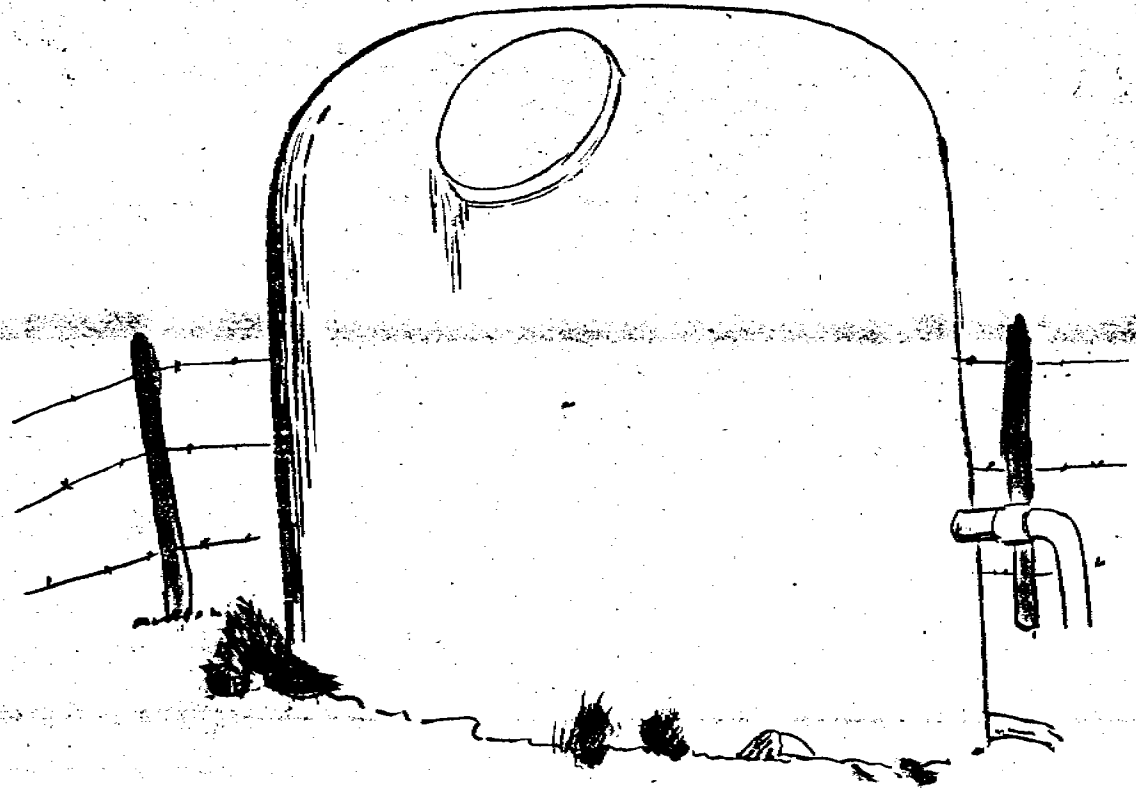


DRAWING 4

LESSON PLAN 3

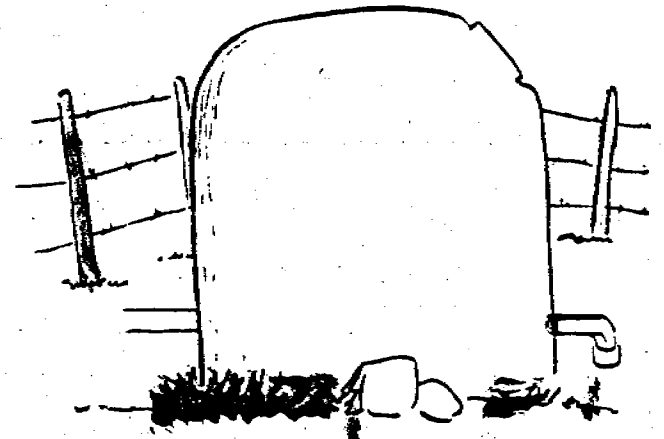
COMPONENTS

SHEET 7 OF 8



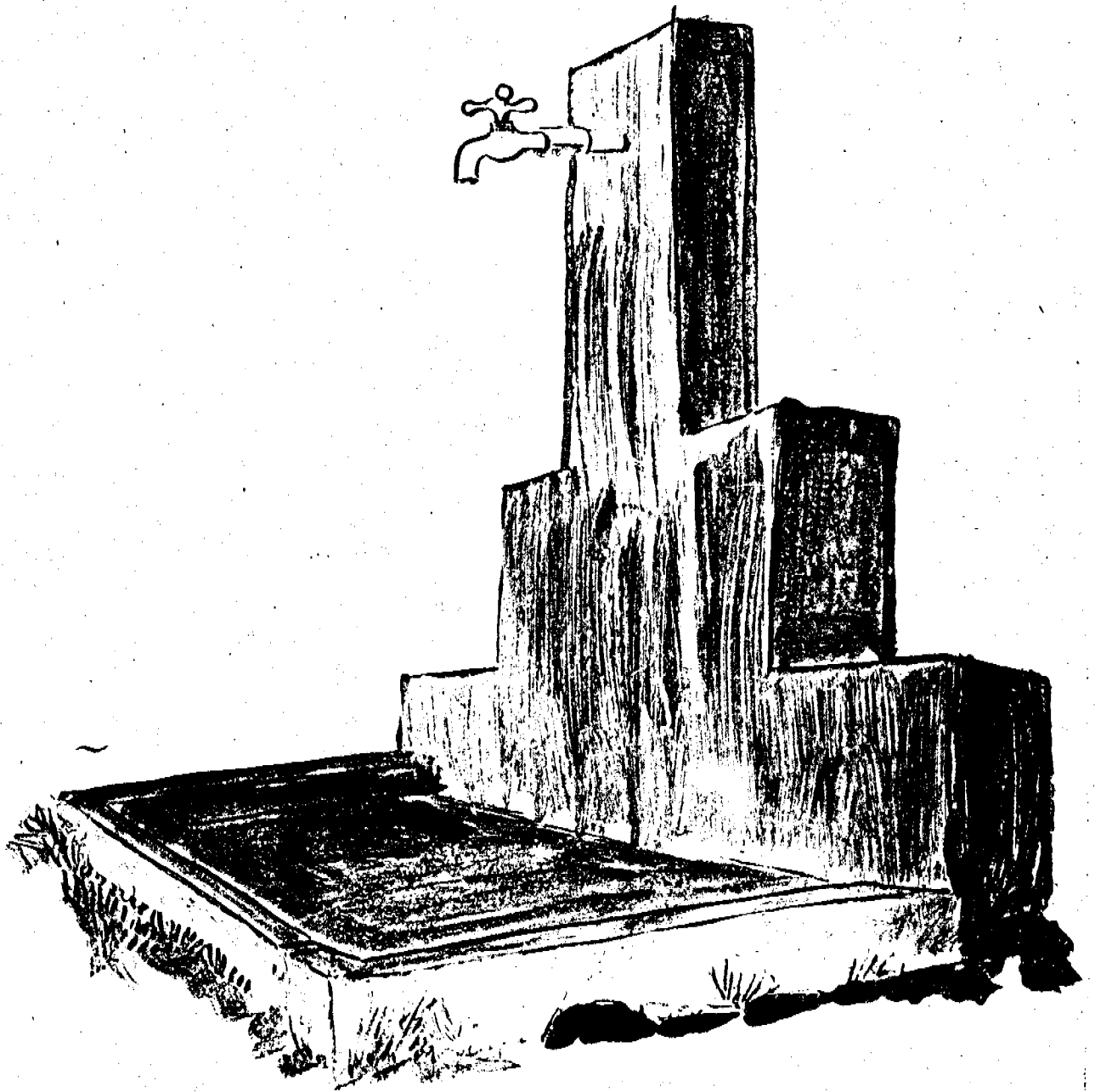
DRAWING 6

3.4



DRAWING 7

3.5



LESSON PLAN - 4.5

DRAWING 7

LESSON PLAN 4
COMPENSATION

SHEET 5 OF 6

**MEETING ONE: ACTIVITY THREE
PROJECT PROCEDURES**

Time: 15 minutes

Reasons for conducting the activity:

The participants don't know the project procedures. A clear understanding of project procedures and village/government contribution is needed to avoid misunderstandings between participants and government staff.

Expected result from this activity:

1. Participants can explain the project procedures and contributions of village/government.

Conducting the activity

1. Explain the participants the following project procedures:

**"-villagers decide that they want to get a rural water supply scheme;
-several requests for schemes in the Block are discussed and prioritized during the GYT;
-several requests for schemes in the District are discussed and prioritized during the DYT;
-the Dzongkhag Administration finalizes the schemes to be taken up with the Public Works Division.**

All these things happened before we came to your village. Now we can expect the following things to happen:

**-technical staff visit the village for the first meeting, at the end of the meeting a feasibility study is carried out;
-if the scheme is feasible, technical staff come back to the village for the second meeting. During this meeting an agreement between beneficiaries, village maintenance committee and caretakers is signed. At the end of the meeting a detailed study is carried out:
-the RWS scheme is designed in Thimphu by the Public Works Division;
-the materials needed for the construction are sent to the roadhead;
-the materials are carried by the beneficiaries from the roadhead to the construction site;
-the construction starts, unskilled labor is provided by beneficiaries, skilled labor is provided by the technical staff;
-after completion of the scheme technical staff visit the village to inspect the quality of construction.
-the beneficiaries take care of the regular maintenance".**

2. After explaining ask one of the beneficiaries to repeat the project procedures.

3. Conclude by saying:

"as we can see, a lot of work needs to be done before your scheme is ready".

**MEETING ONE: ACTIVITY FOUR
IMPORTANCE OF MAINTENANCE**

Time: 20 minutes

Reasons for conducting the activity:

Often the villagers don't know that maintenance is important and that after completion of the scheme some members of the community have to take care of the maintenance of the scheme.

Expected result from this activity:

1. Participants know that maintenance is important and that they have to take care of it after completing the scheme.
2. Participants know that some of them will be selected for maintenance activities.

Conducting the activity

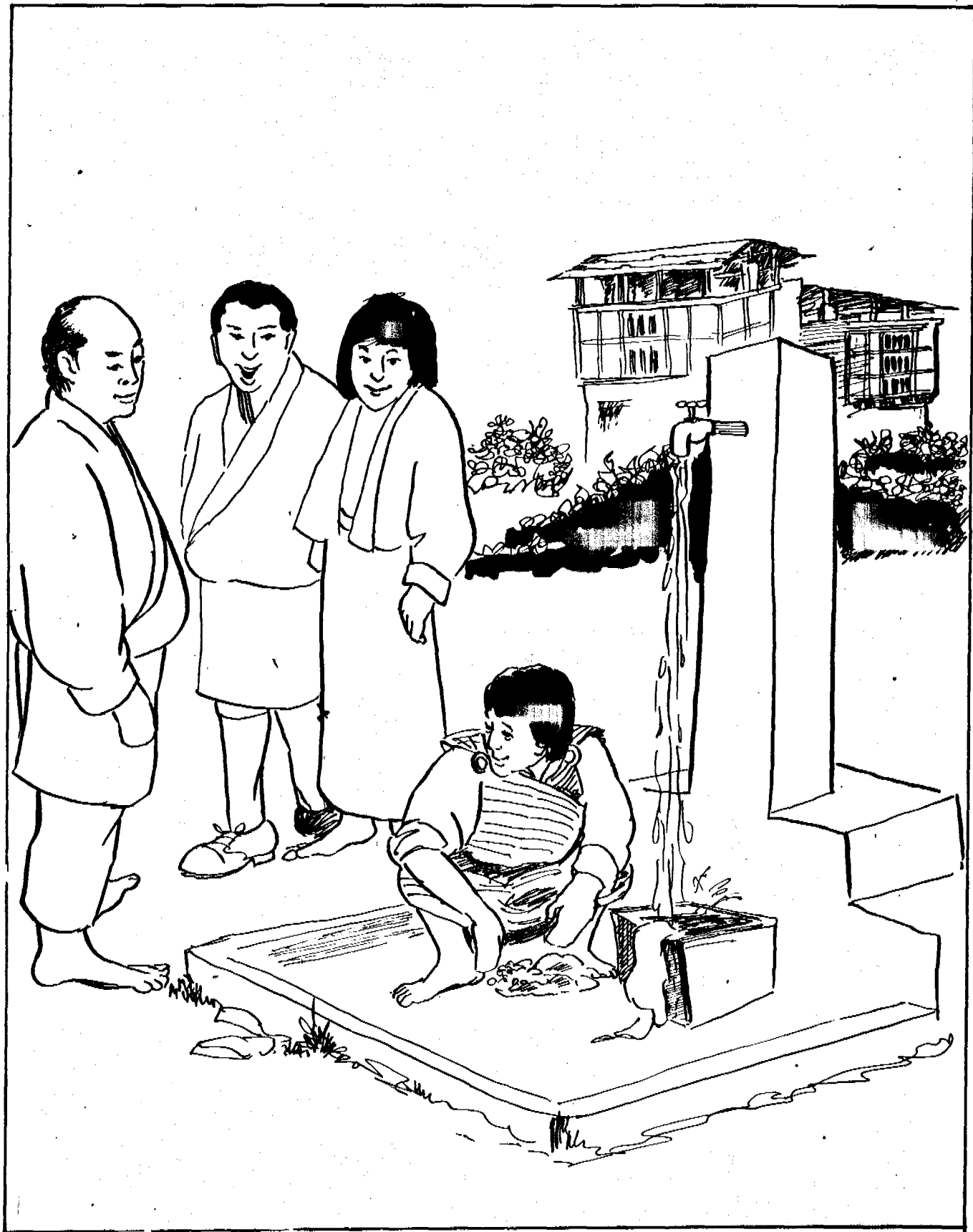
1. Ask the villagers to sit in a big semi-circle. Tell the following story while showing flip charts:

"There was a village named Pam. Some time ago a rural water supply scheme was constructed in this village, the people were very happy with the new scheme (1). After six months the villagers were not that happy anymore. There was no water coming out of the taps anymore. How could this happen? From the completion of the scheme nobody had taken care and the intake had become very dirty. Now the intake is full of mud, and the water can't enter the pipeline anymore. A piece of pipe between the intake and reservoir was stolen by someone (2). At this moment the villagers asked the concerned authorities to solve their problem"(3).

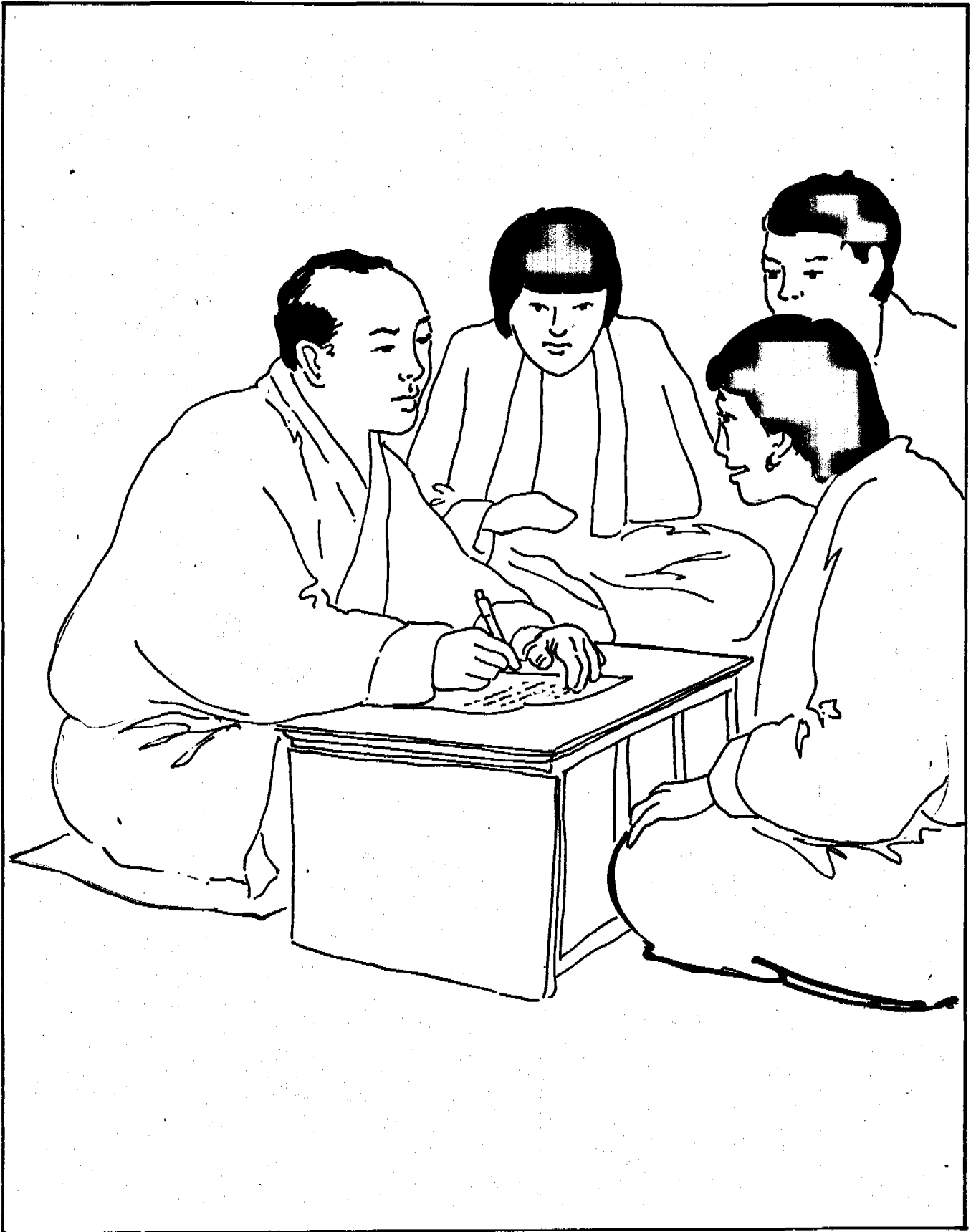
2. Ask: **"What will happen now, do you think the authorities will come to help these villagers?"**
Give the villagers time to consider this question.

Explain: "The authorities will assist only in case of major repair, for instance in case of a land slide, and not if people have neglected their scheme. You should take care of the regular maintenance of your scheme. But not everybody in the village can take care of the maintenance. That's why some persons will be selected for a village maintenance committee and as caretakers.

Suggest: in many other schemes, villagers have selected persons from their village and formed a village maintenance committee. This has been quite useful for those villages and the government now feels that each should have a maintenance committee. For this reason, we would like your assistance to select members for a VMC".







MEETING ONE: ACTIVITY FIVE
IMPORTANCE OF MALE AND FEMALE PARTICIPATION

Time: 45 minutes

Reasons for conducting the activity:

During meeting often only male VMC members are chosen by the participants, mainly because of a lack of understanding of the benefits of female participation and because participants don't get enough time to consider female participation.

Expected result from this activity:

1. Participants know the benefits of female participation.
2. Female VMC members and caretakers are selected in the next activity.

Conducting the activity

Session one (pictures 1 to 10)

1. Ask the participants to sit in a circle. Explain: "we are going to play two games on the use of water and maintenance of a water supply scheme".
2. Give everybody one picture from picture one to picture ten. Explain: "each one of you has a picture, study it closely. Later you get a chance to see other people's picture". Give the participants a few minutes to look at their picture.
3. Take picture 1 back. Ask the participant with the first picture to hold it clearly so that other participants can see it. At this moment ask the question written on the back. Give enough time to answer the question. If he/she can't give the right answer, ask the other participants.
Repeat the same procedure. Give people time to look at other pictures before you collect them back.
4. Explain: "We just saw people doing different things with water". Ask: "Why is water important? Who more often works with water, men or women? What are women doing with water?"
5. Summarize the major conclusions. Tell: "this game is finished, now you will play a second game on maintenance of the water scheme".

Picture 1 to 10

1. A woman drinks water.
2. A woman washes clothes.
3. A woman carries water.
4. A woman prepares food.
5. A woman prepares arra.
6. A woman washes a child.
7. A man washes himself.
8. A woman washes her hands.
9. Storing water outside the house.
10. A woman washes her face.

Session two (pictures 11 to 21)

1. Ask the participants to sit in a circle. Tell: "let's look at another set of pictures now". Give everybody one picture from picture eleven to twentyone. Explain: "each one of you has a picture study it closely, later you get a chance to see other people's picture". Give them a few minutes to look at their picture.

MEETING ONE: ACTIVITY SIX

ROLES OF VMC

Time: 25 minutes

Reasons for conducting the activity:

Before the participants can choose VMC members they need to have a clear understanding of the roles of VMC members.

Expected result from this activity:

1. Participants can list responsibilities of VMC members.
2. Participants have a first idea on who is suitable for the job.

Conducting the activity:

1. Explain:

"before we form a VMC, it is necessary for all of us to understand the roles of VMC members".

Using a flip chart describe the roles of one of the VMC members: the caretaker.

- regular inspection of the RWS scheme (1);
- minor repairs (2);
- store and use tools, spare parts and other materials properly (3);
- keep the VMC informed (4):
 - of the general condition of the scheme;
 - in case of major repairs;
 - if voluntary labour is required;
 - if spare parts or other materials have to be purchased;
 - of every inspection of the scheme;
 - of the repair work done;
 - spare parts and other materials used;
 - any damage of tools".

2. Ask participants to repeat the four main responsibilities of the caretakers while using the flip-charts.

Explain: "two caretakers need to be selected, one male and one female, to make sure that one trained caretaker is always present in the village. These caretakers will be trained at Dzongkhag Headquarters together with caretakers from other schemes. The training will last 5 days".

3. Now explain the roles of the other VMC members:

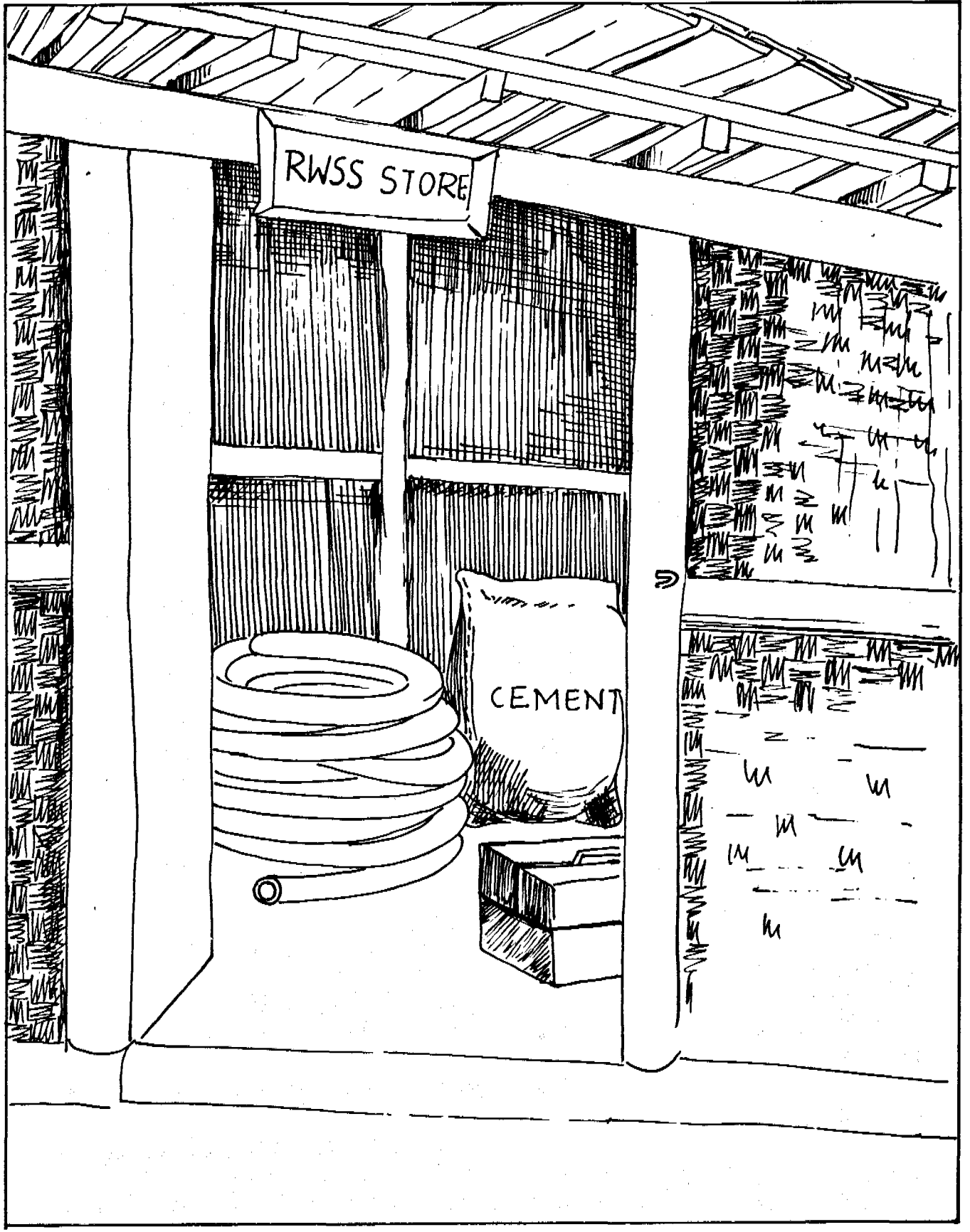
- "-keep record of (5):
 - voluntary labor mobilized;
 - inspection dates of scheme;
 - repair work done;
 - spare parts and materials used;
 - damage of tools.
- collect and handover the remuneration for the caretakers; collect and manage the maintenance fund (6);
- inform the Dzongkhag Headquarters in case of major repair (7);
- organize voluntary labour if needed (8);
- act as intermediary in case of disputes between the beneficiaries regarding the scheme (9);

4. Ask participants to repeat the seven main responsibilities of the other VMC members while using the flip-charts.

5. Summarize: "a maximum of four VMC members (depending on the size of the scheme) need to be selected. Half of the committee members should be female. The VMC members will be trained

together with VMC members from other schemes at Dzongkhag Headquarters. The training will last for 3 days. We will send an invitation to your village for the caretakers and VMC training."











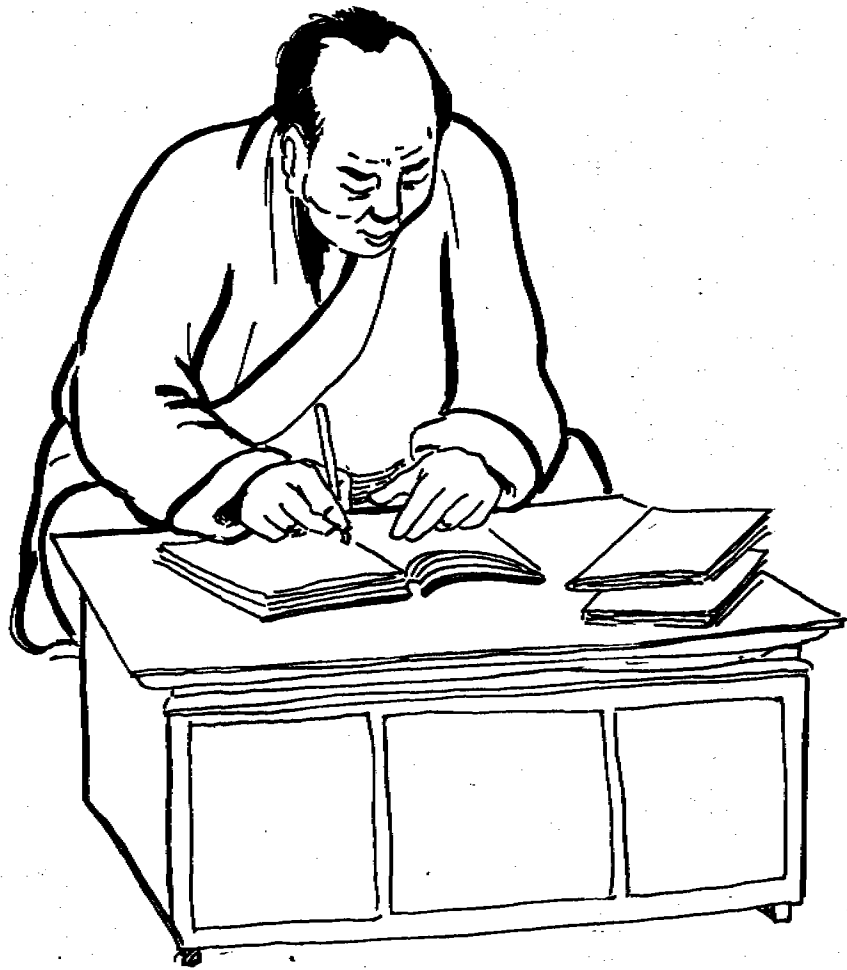




DRAWING 4

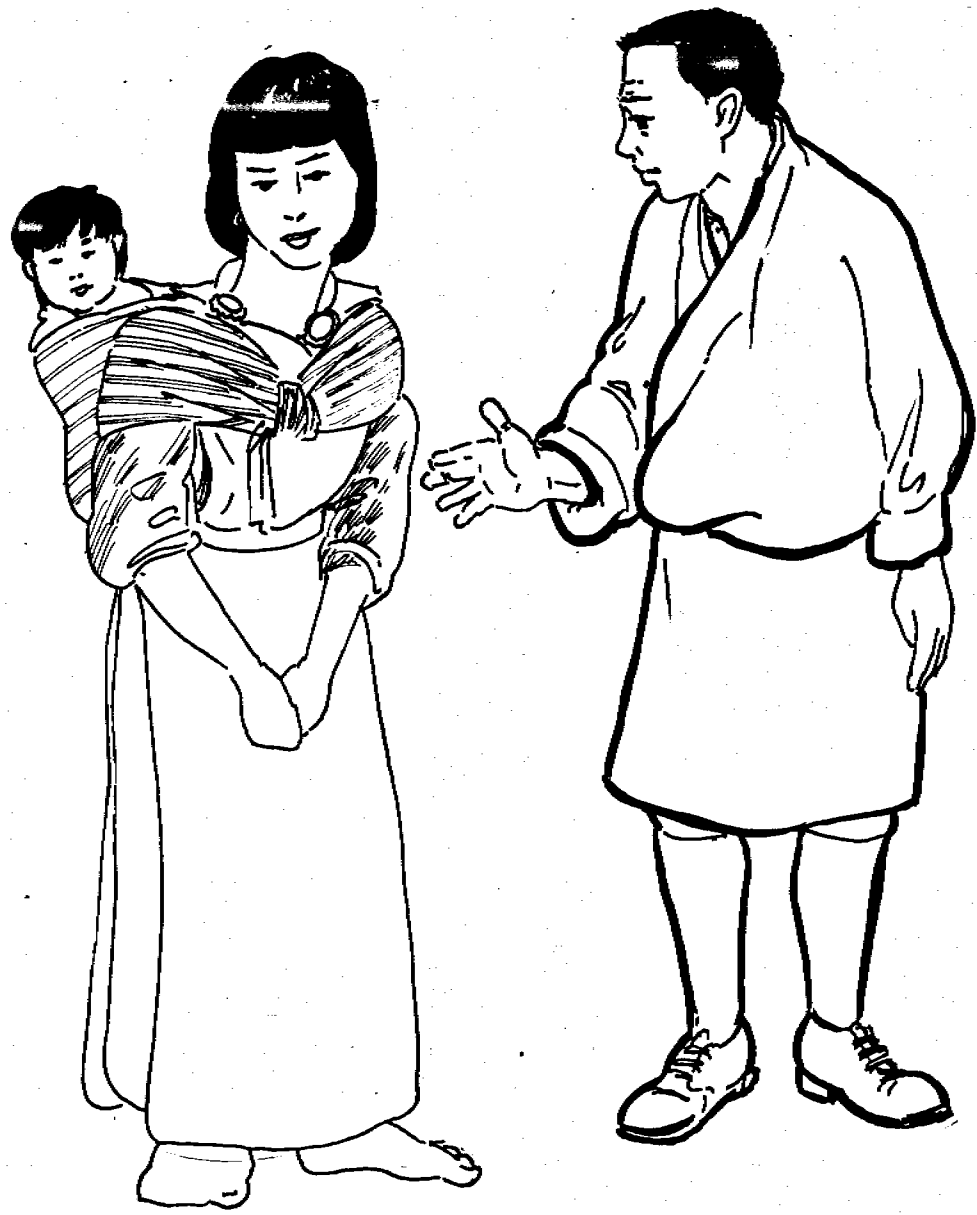


DRAWING 7

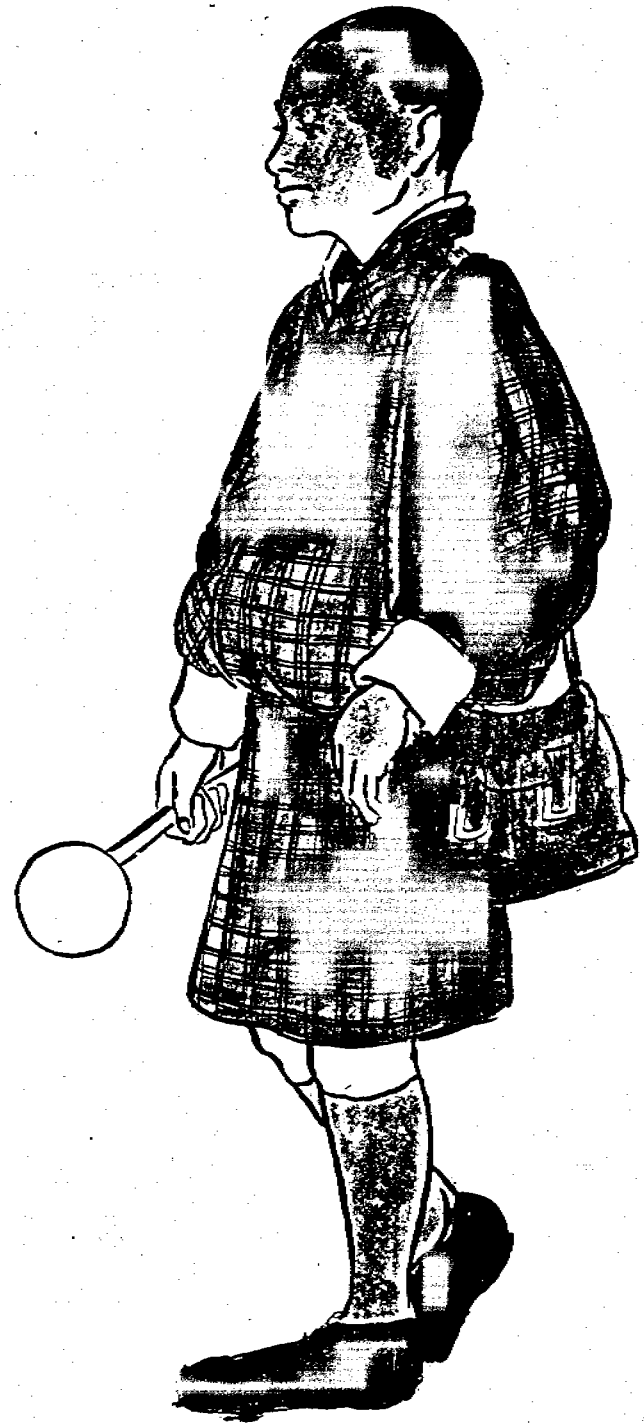












COMMITTEE MEMBERS

SHEET 2 OF 3



COMMITTEE MEMBERS

SHEET 1 OF 3

**MEETING ONE: ACTIVITY EIGHT
SANITATION AND HEALTH IN RELATION TO WATER SUPPLY**

Time: 20 minutes

Reasons for conducting the activity:

Often no health officials are present during the introduction meeting, in that case technical staff should be able to discuss this topic with villagers.

Expected result from this activity:

1. Participants begin to understand the relationship between health and water supply.

Conducting the activity

1. Distribute the problem cards with red border. Spread the solution cards with blue border on the floor. Explain: "You should not show your card with red border to others. Look carefully at your card and find out what type of problem you have. Try to find the solution card with blue border on the floor".

2. Ask one by one to come forward and pick the solution card from the floor.
3. When everyone has done it, ask one by one to step forward and explain what their problem is, and what solution he/she chose and why.
4. Ask all those who chose the wrong solution to try again.
5. If the participant again makes a mistake, allow somebody else to correct it.
6. At the end of the game show all the problem cards with their solution once more.

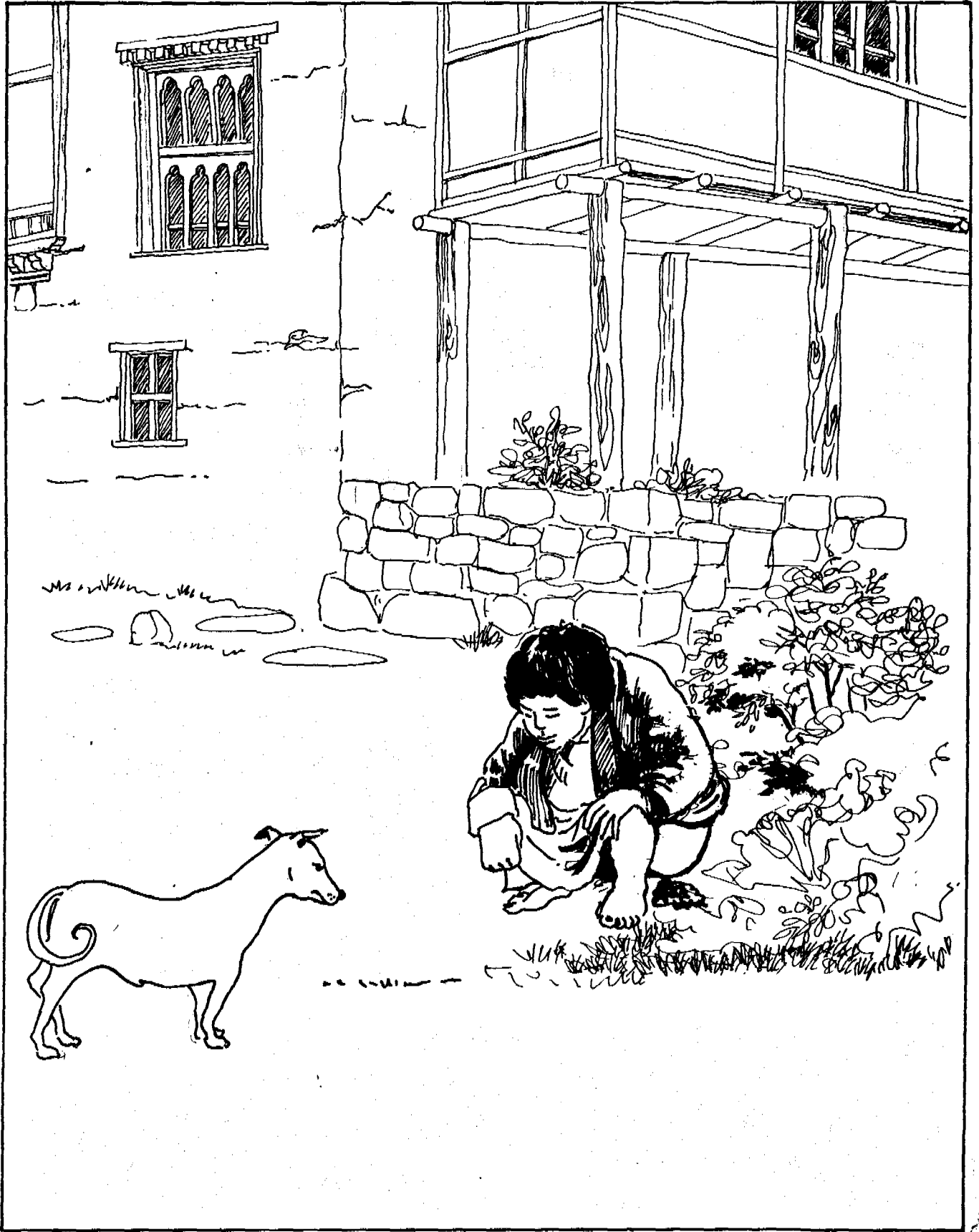
Problem Card	Solution Card
1. A group of people having a meal with dogs around.	1. A group of people having a meal with no dogs around.
2. A dog eats from a diaper.	2. A woman brings a diaper to a latrine.
3. A woman defecates outside.	3. A woman uses a latrine.
4. Uncovered food with flies.	4. Covered food.
5. A man doesn't wash his hands after using the latrine.	5. A man washes his hands after latrine use.
6. A dirty latrine.	6. A well maintained latrine.
7. A dirty boy.	7. A boy washes himself.
8. A woman throws garbage out of her window.	8. A woman uses a garbage pit.



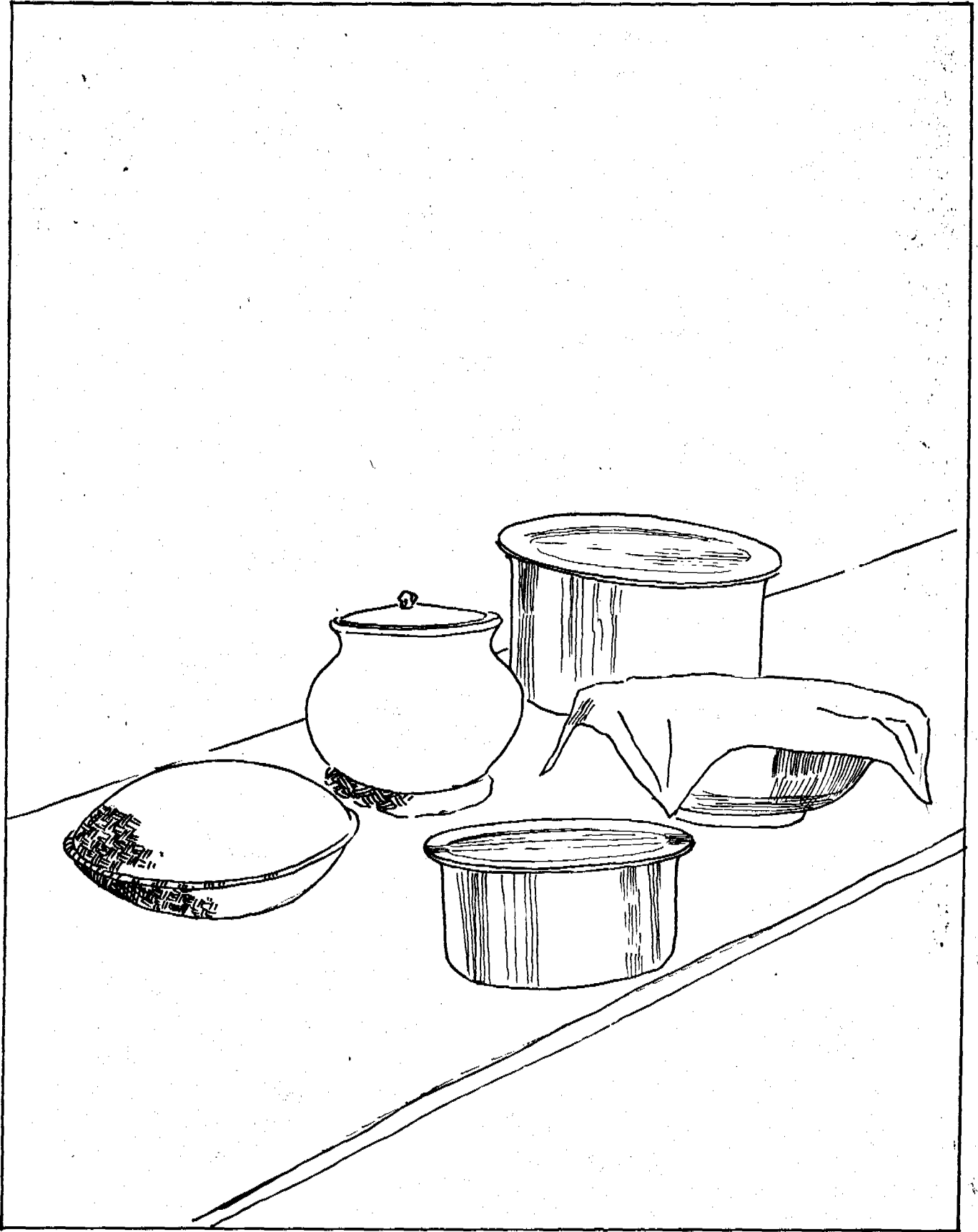


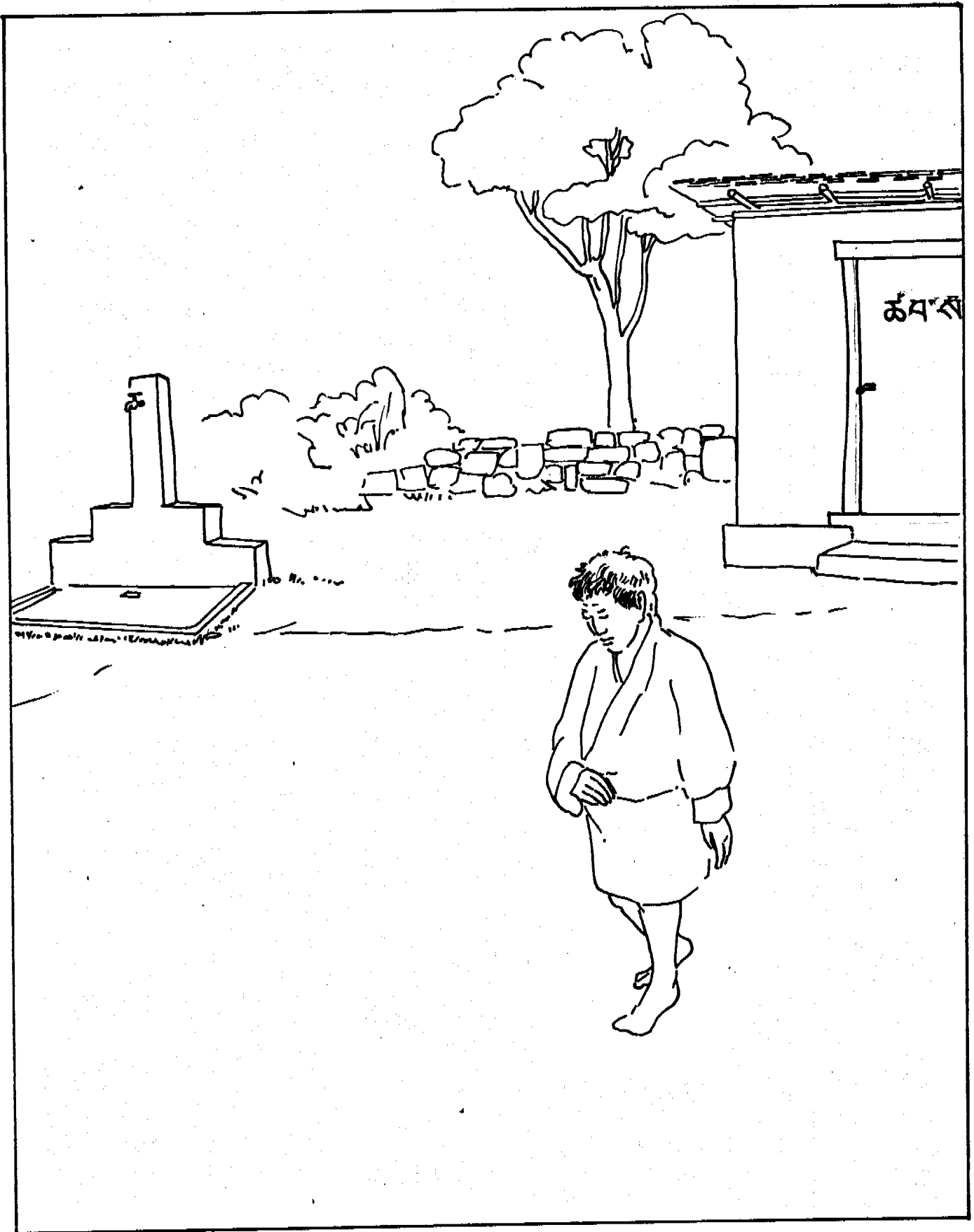


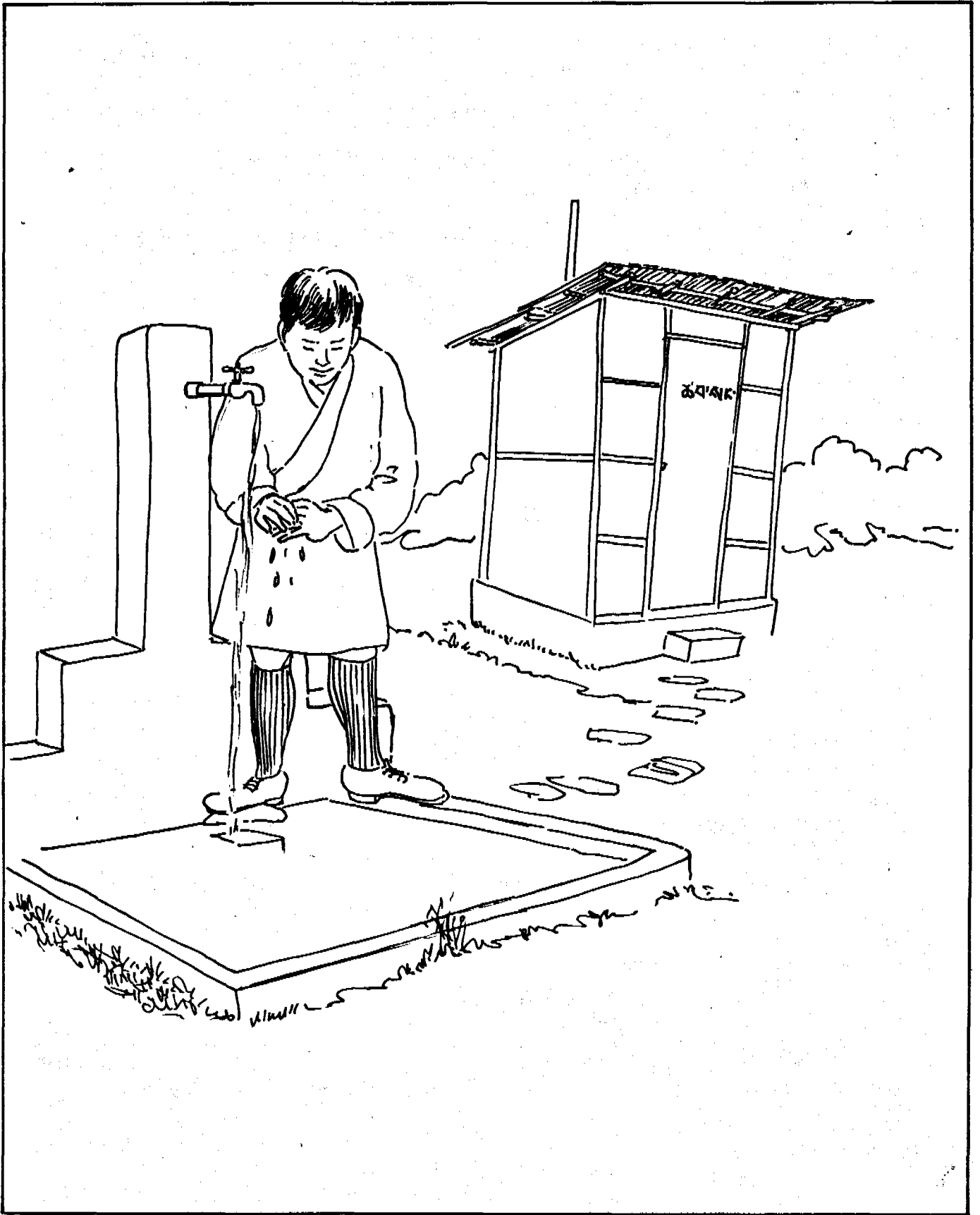


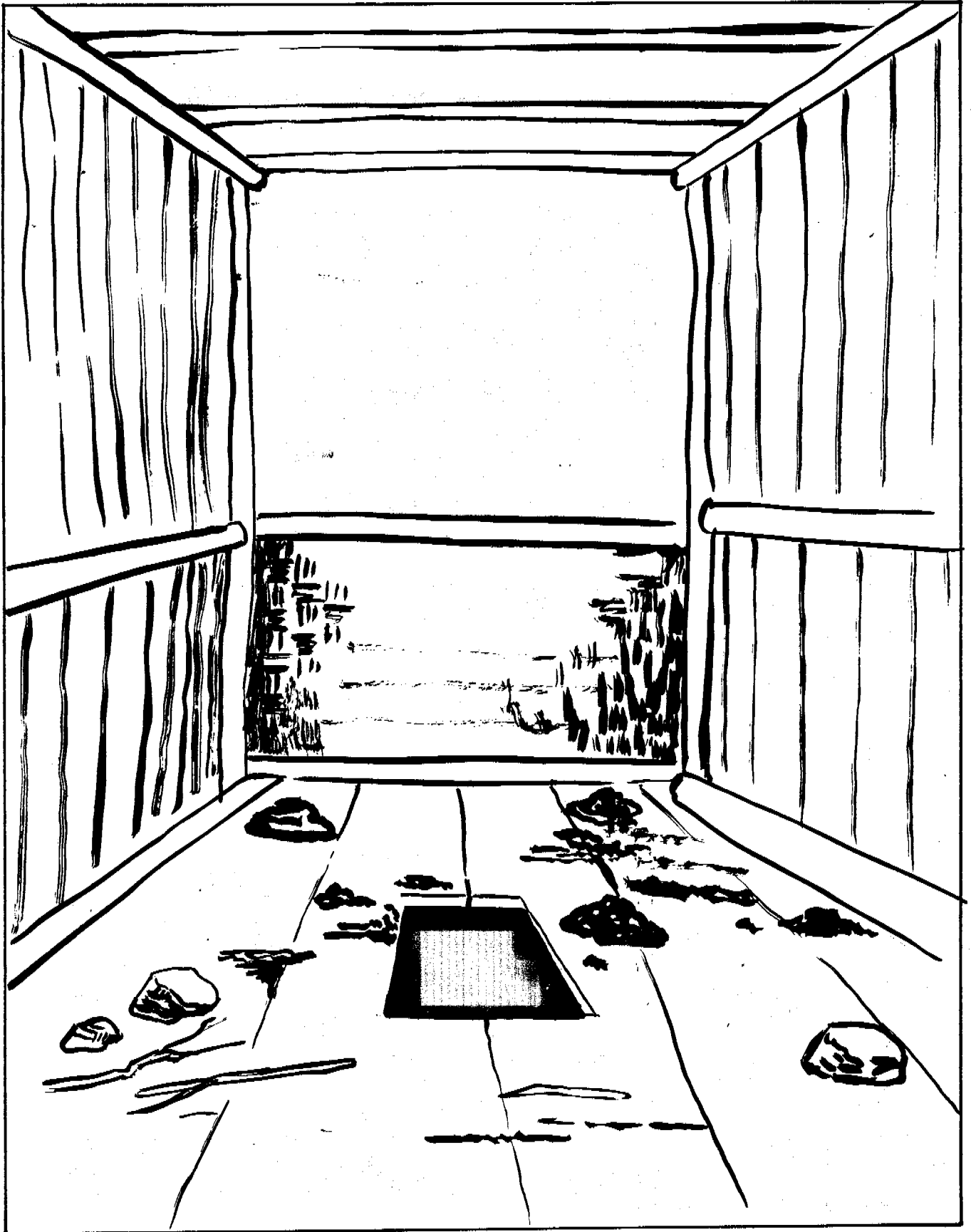


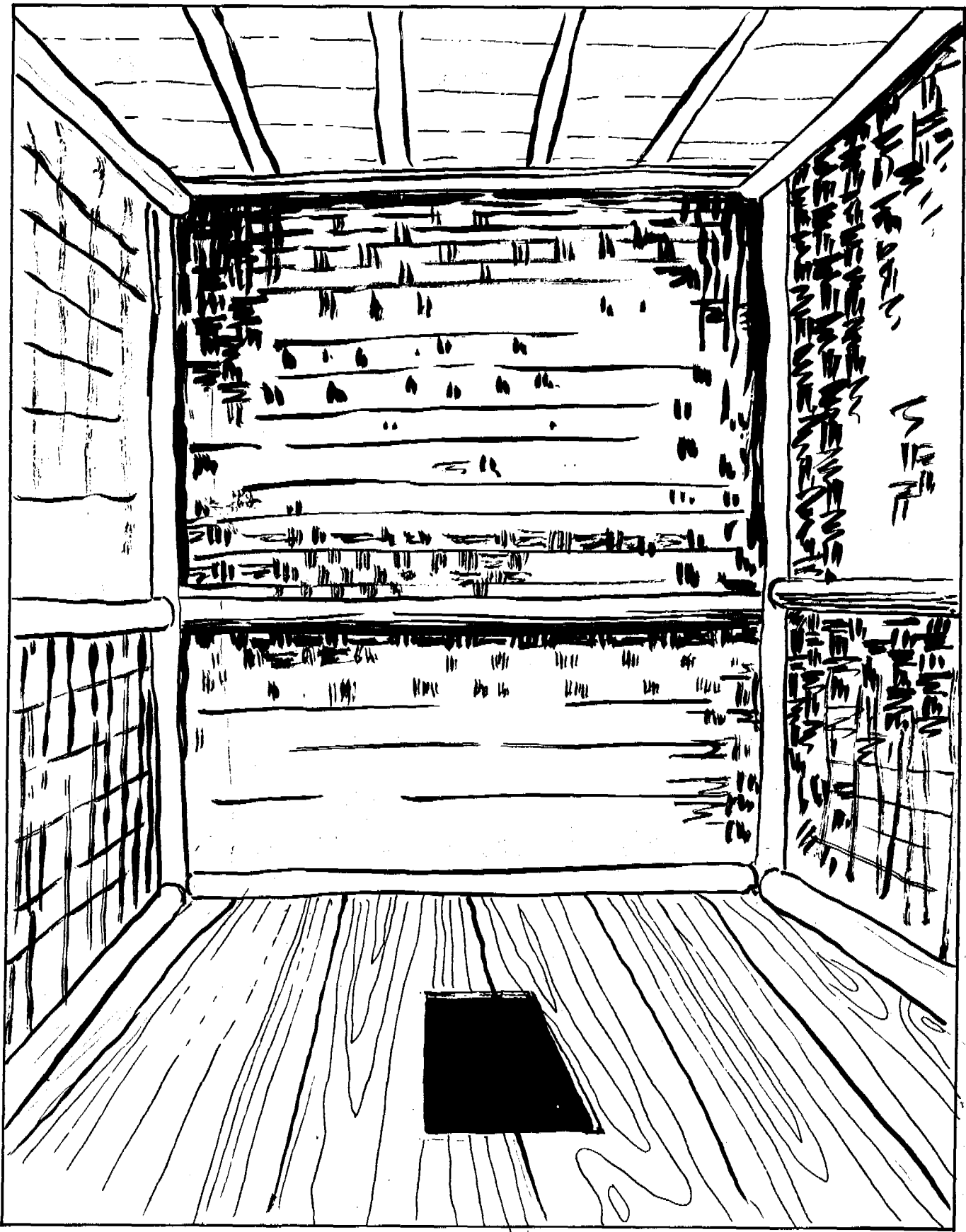


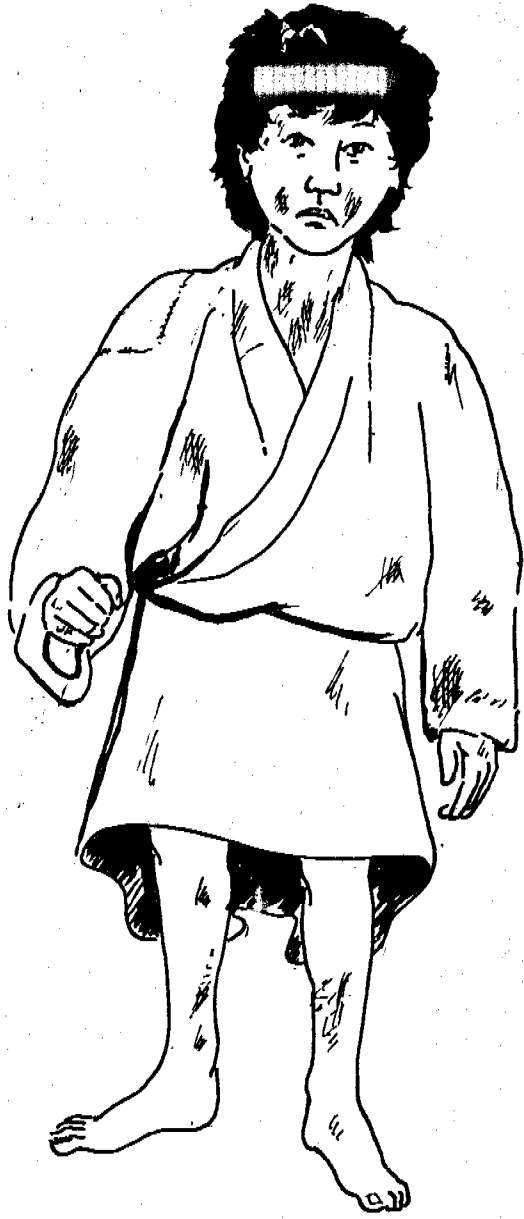


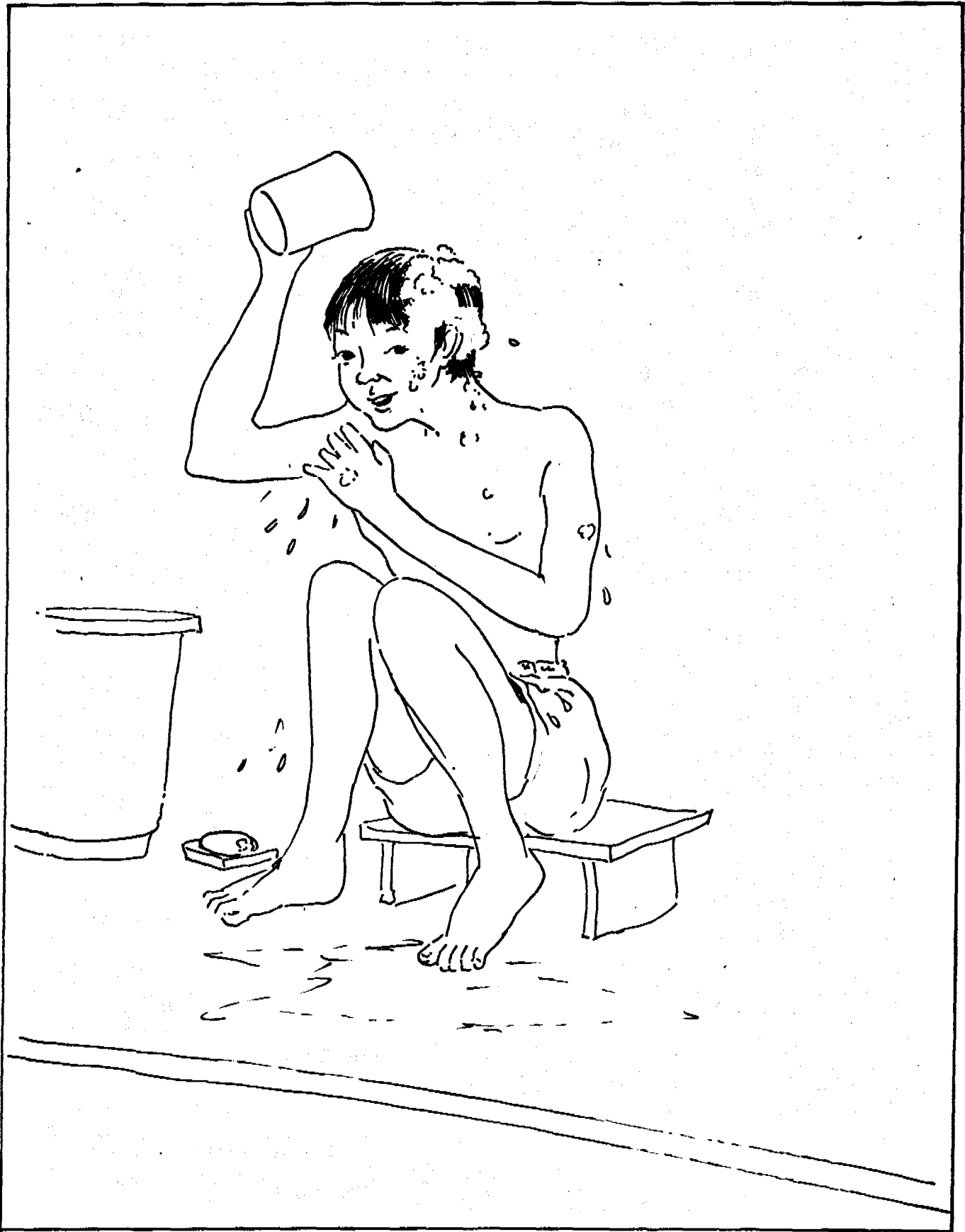
















MEETING TWO: ACTIVITY ONE

GAME (Sticking the Monkey's Tail)

Time: 20 minutes

Reasons for conducting the activity:

Participants may feel a bit uncomfortable at the beginning of the meeting.

Expected result from this activity:

1. Relaxed atmosphere.

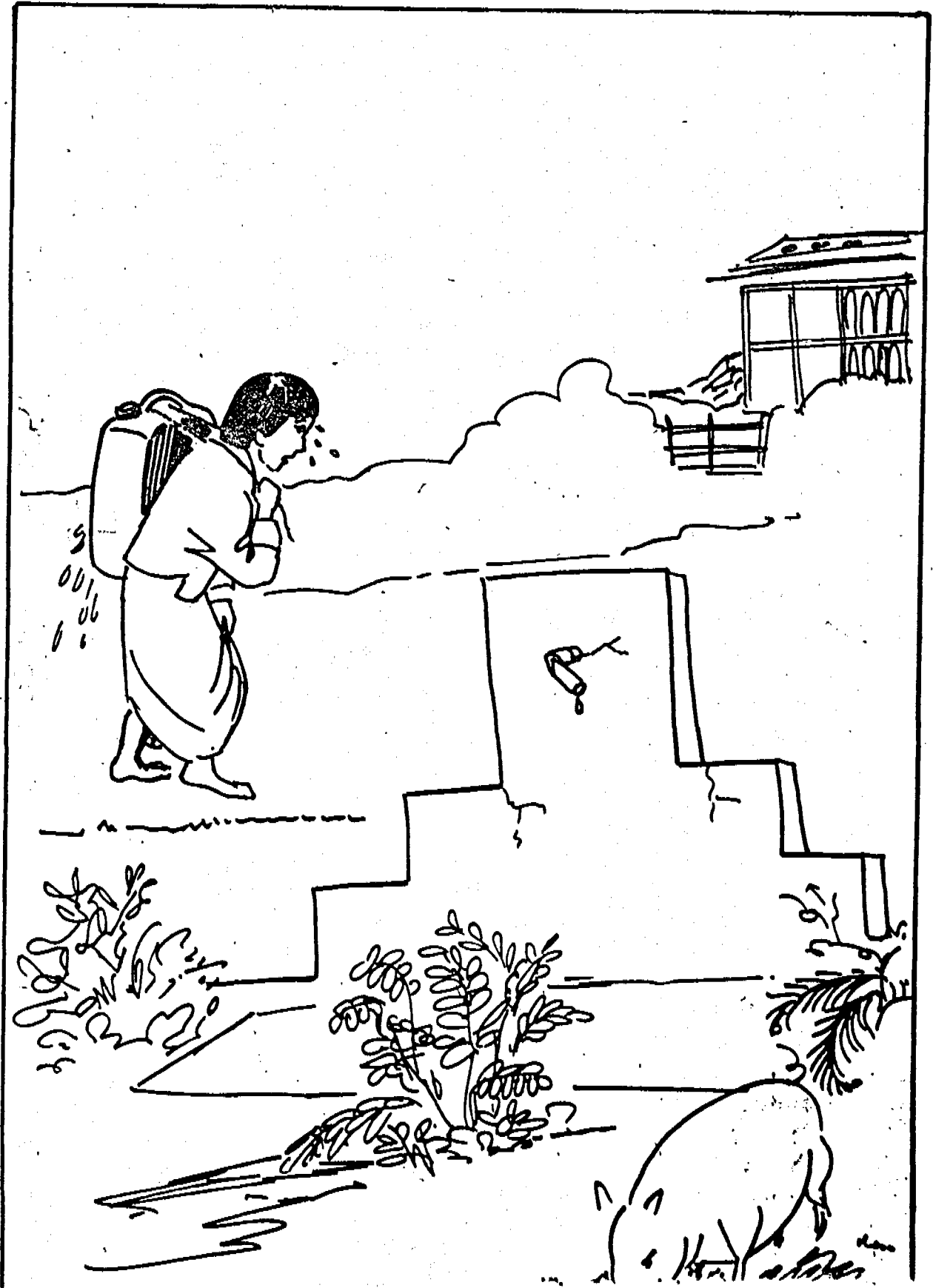
Conducting the activity

1. Welcome the participants. Explain: "that before we start the meeting we will play a game: "Sticking the Monkey's tail". Paste the picture of the monkey (without tail) on the wall.
2. Explain: "I will give six persons a number and then call out any two numbers. The two people whose numbers are called will have to come in front. One person blindfolds the other person and gives him the monkey's tail, turns him around for two-three times and asks to stick the Monkey's tail at the right place on the monkey's picture on the wall".
3. After sticking the monkey's tail, he will then blindfold his partner and ask him to stick the monkey's tail etc.
4. Give all six persons a chance to stick the monkey's tail. Make sure that this activity doesn't last longer than 15 minutes!

Water Management - 2.



Water Management - 2



Water Management - 6



**MEETING TWO: ACTIVITY THREE
METHOD FOR COLLECTING FUNDS**

Time: 30 minutes

Reasons for conducting the activity:

If no clear rules regarding the maintenance fund are made before the scheme is completed misunderstanding between participants can easily arise.

Expected result from this activity:

1. At the end of the activity an agreement regarding the maintenance fund in Dzongkha is made.

Conducting the activity

1. Explain: **"We agreed it is very important to collect money for the maintenance of the scheme.**

Let's discuss now:

***how will the caretakers be compensated"**

Give the participants time to discuss this topic. The caretakers especially should be satisfied with the proposed arrangement.

Suggestion: The payment can be made in cash or in kind. A possible arrangement is to pay the caretaker 25 Nu. per day he works. In case of a caretaker who has to work 2 days per month this means a salary of $25 * 24 = 600$ Nu./year.) As soon as everybody agrees, write the proposed arrangement down on a big piece of paper.

2. Explain: **"For the purchase of small items needed for minor repair some money is needed.**

Approximately 400 Ngultrum per year is needed depending on the size of the scheme".

Suggestion: Every year is needed: 5 metres HDPE pipe ± 250 Nu.; replacement of 1 out of 5 tapstand valves, with an average number of 10 tapstands per scheme ± 100 Nu.; replacement of all washers every year ± 50 Nu.)

"Let's discuss matters related to money now:

***How much are you going to collect?**

***When do you want to collect money? Do you want to collect money as soon as it is needed? Do you want to collect money in advance?**

***Who will collect the money?**

***Where do you want to keep the money?**

***What happens when some villagers don't pay?"**

Give the participants time to discuss these questions. As soon as everybody agrees, write the proposed arrangement down on a big piece of paper (for everybody to see) and on normal size paper.

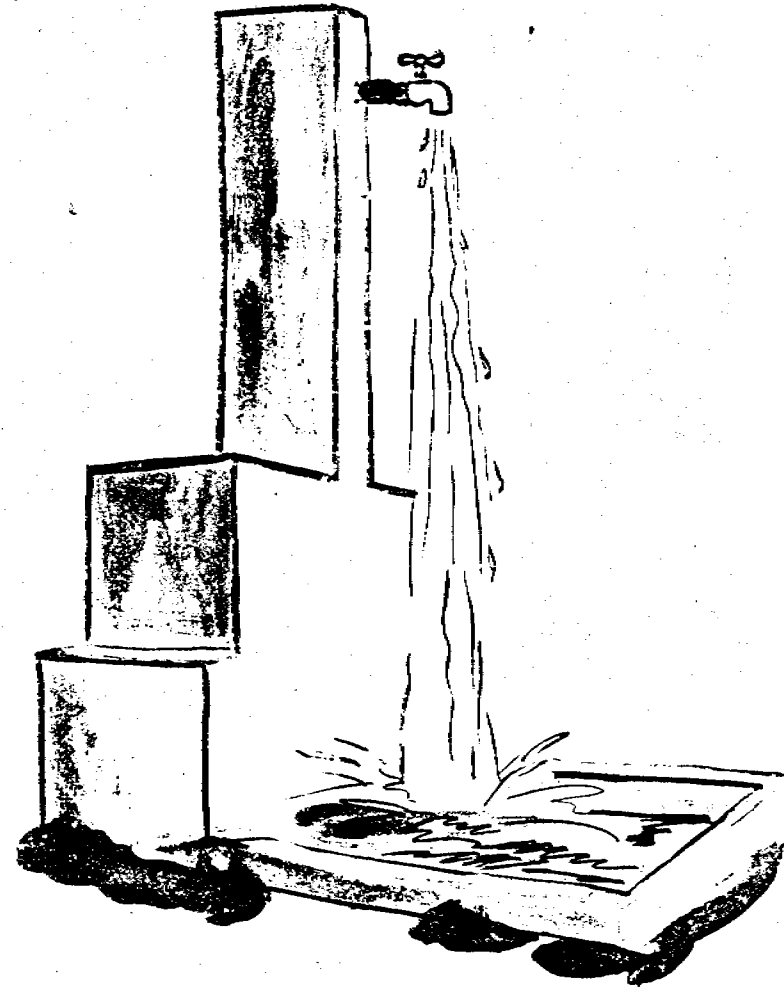
Explain: **"Later in the meeting the agreements will be signed by all villagers".**

LESSON PUPPY E
CONFLICT SOLVING

SHEET 1 OF 4

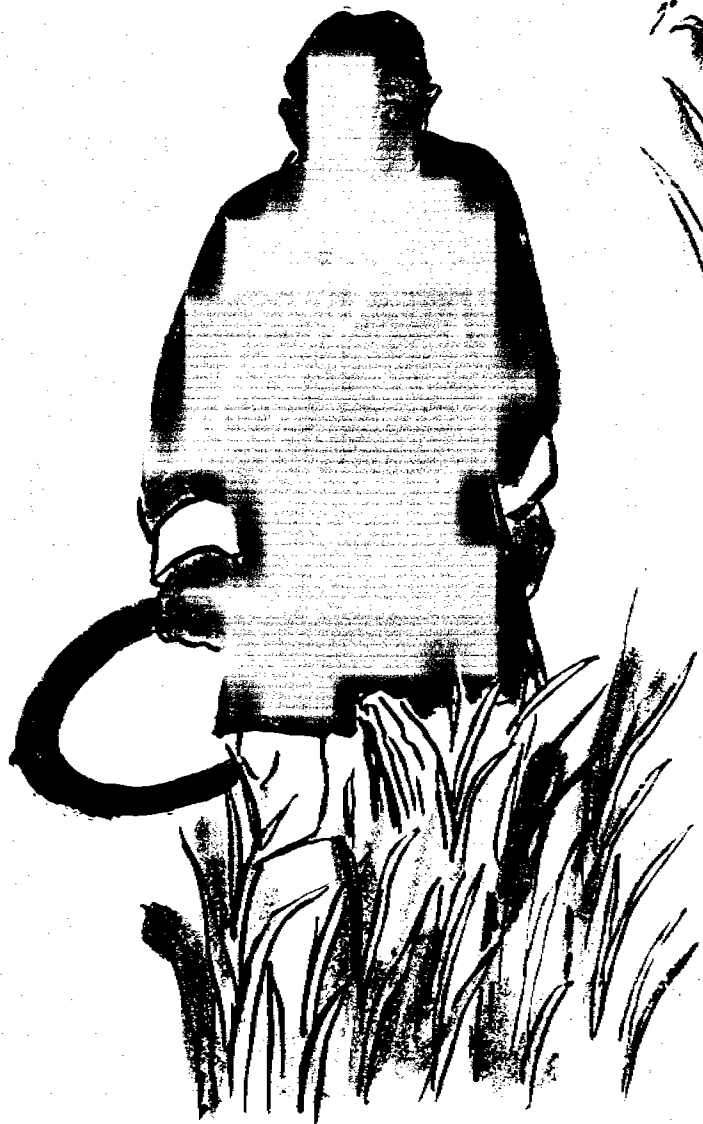


DRAWING 1.

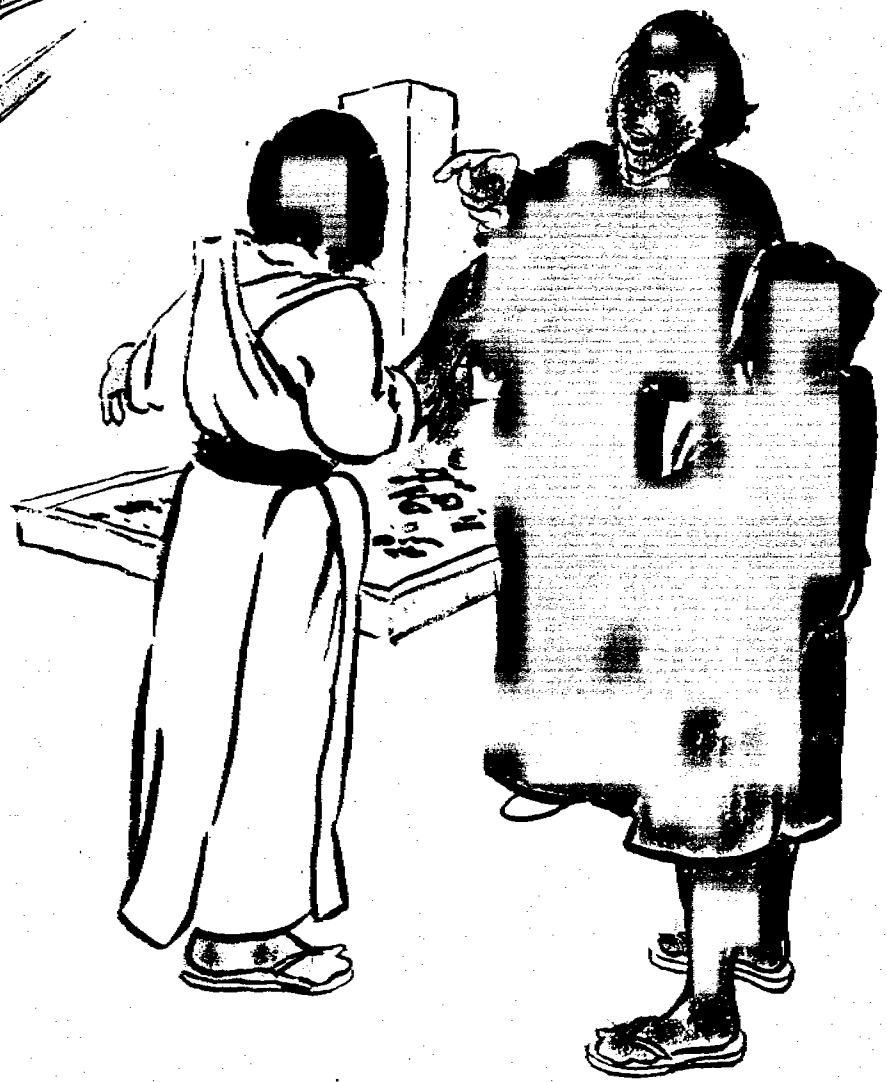


DRAWING 3

DRAWING 4
DRAWING 5



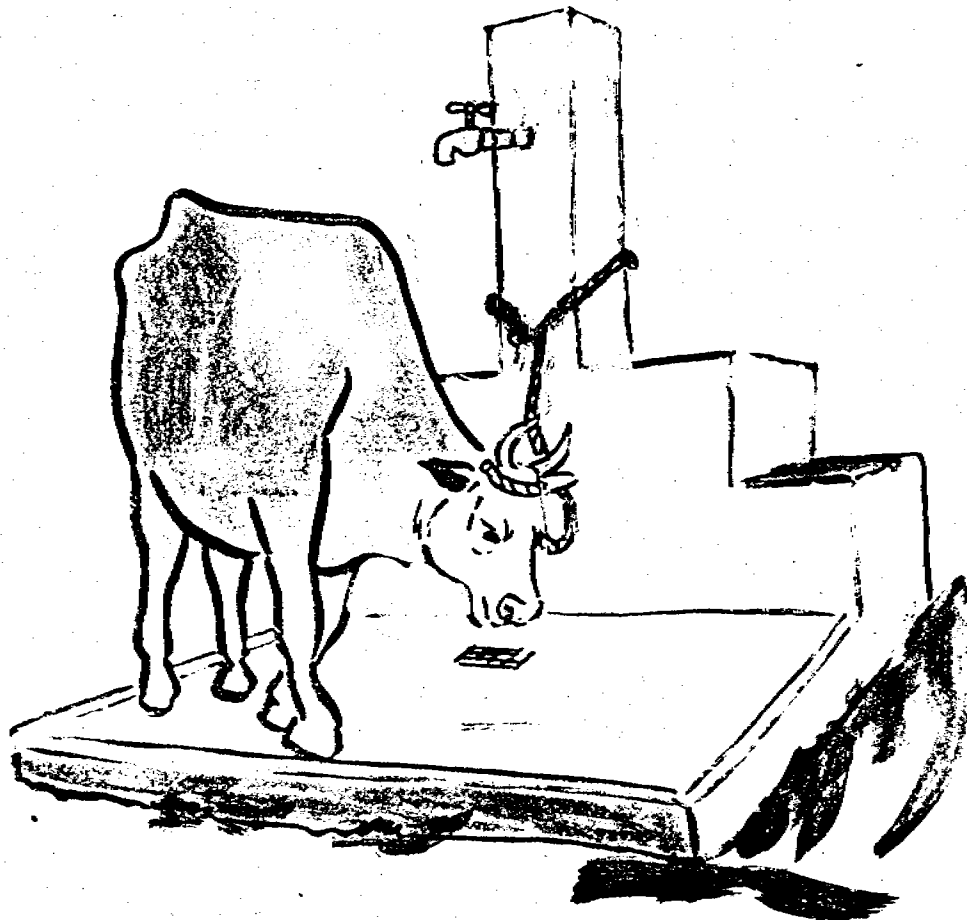
DRAWING 4



DRAWING 5

LESSON PLAN 5
CONFLICT SOLVING

SHEET 3 OF 4



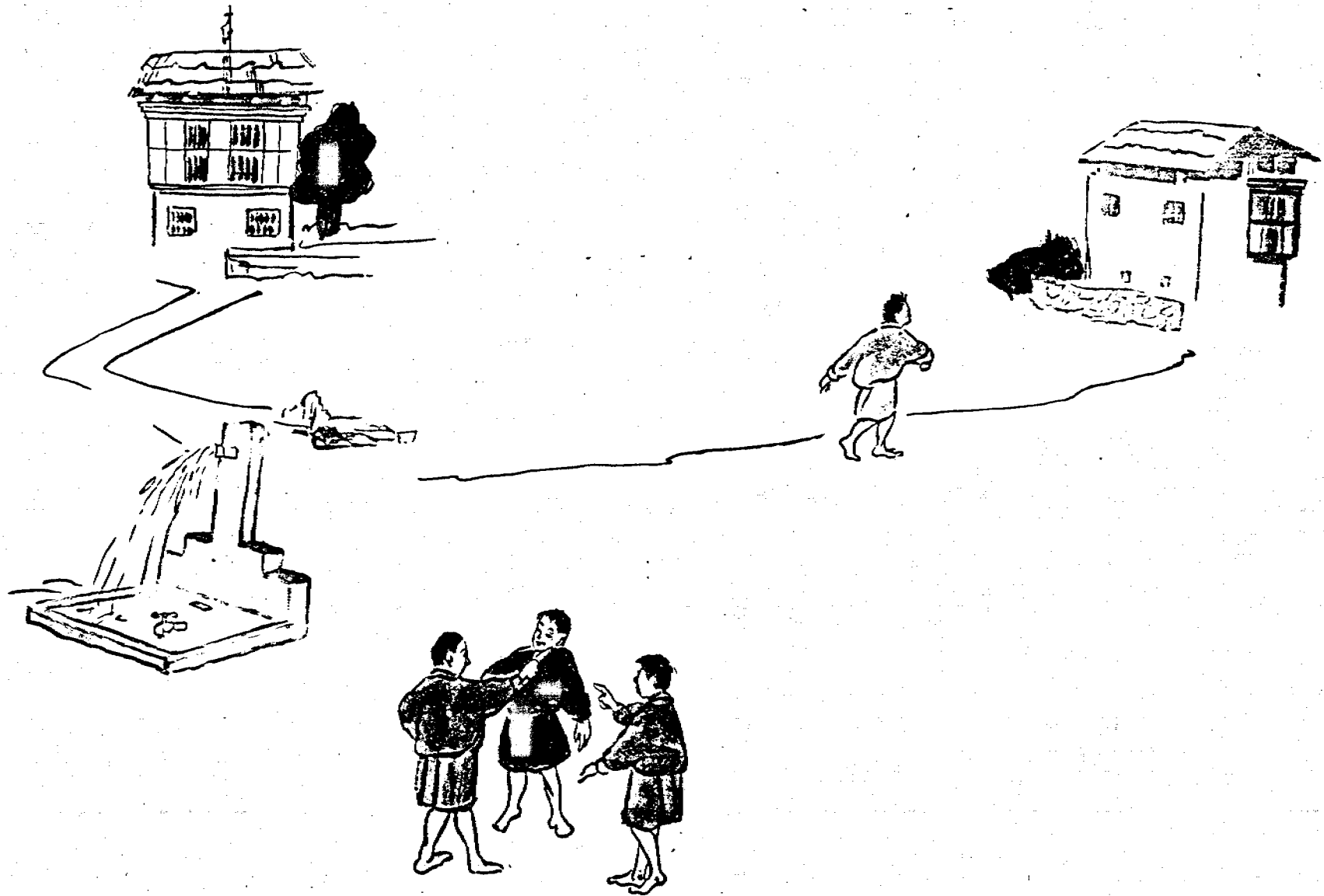
DRAWING 6



DRAWING 2

LESSON PLAN 5
CONFLICT SOLVING

SHEET 4 OF 4



DRAWING 5

**MEETING TWO: ACTIVITY FIVE
SIGNING OF AGREEMENTS**

Time: 20 minutes

Reasons for conducting the activity:

The rules formulated by the participants should be made as official as possible.

Expected result from this activity:

1. At the end of the activity the agreements are signed.

Conducting the activity

Explain: "The agreements regarding the maintenance fund and general rules and regulations are not yet signed. We are now going to sign these agreements". Try to make this activity official! Ask the members of the VMC and caretakers to step forward and let them sign the two agreements. Explain that the rules and regulations are from now on official. Congratulate the village, with these sound rules and regulations the scheme is surely going to be successful.

**MEETING TWO: ACTIVITY SIX
SANITATION AND HEALTH IN RELATION TO WATER SUPPLY**

Time: 30 minutes

Reasons for conducting the activity:

Often no health officials are present during the introduction meeting, in that case technical staff should be able to discuss this topic with participants.

Expected result from this activity:

1. Participants begin to understand the relationship between health and water supply and enjoy themselves.

Conducting the activity

1. Play the health game with maximum 10 persons. Give every participants a pawn, you can use for instance small stones.

Explain: "We are going to play a health game. Put your pawn on the first square of the board". Let the first participant throw the dice. Explain: "Now move your pawn forward on the board". Repeat the same procedure with the other participants. Explain: "Every time you reach a ladder your pawns jump some squares forward, and when you reach the head of a snake you go backwards again. The person who reaches the last square first wins the game. Let's play the game!"

There are 8 ladders in the game with the following positive messages:

I use a latrine	and wash my hands afterwards;
I wash my hands	before I eat;
I drink boiled water	and I stay healthy;
Give on glass of special drink	each time a child passes watery stool;
I cover food	to keep flies off;
Good food	prevents most diarrhoea;
I gave my sister the special drink	and she got better;
A breast fed baby	grows strong and health.

There are 8 snakes in the game with the following negative messages:

Bottle feeding	can give diarrhoea to a baby;
Drinking water from a stream	gives us diarrhoea;
Passing stool outside	spreads diarrhoea to other people;
Without water a flower will die	a child will also die without water;
Flies on food	gives us diarrhoea;
Without good food	a child catches diarrhoea more often;
Eating with dirty hands	gives us diarrhoea;
A child with diarrhoea had nothing to drink	he dried out and died.

Every time a person reaches a ladder or snake repeat the health message!

**MEETING TWO: ACTIVITY SEVEN
SURVEY PROCEDURES**

Time: 15 minutes

Reasons for conducting the activity:

Before the detailed survey starts the beneficiaries should have a good understanding of what is going to happen to avoid problems in a later stage.

Expected result from this activity:

1. Beneficiaries can explain what the detailed study is about.
2. VMC members, caretakers and other villagers assist technical staff actively during the detailed study.

Conducting the activity

1. Explain: "Before the scheme can be taken up, a detailed technical survey has to be carried out.

During this survey:

*The flow of the selected source is measured.

*The route of the pipe line is measured with abney level and measuring tape (show these items to the villagers).

*The location of the tapstands is fixed. No tapstands can be given to one single household, two tapstands should be at least 100 meters apart.

*You will be asked if you are interested in a latrine and smokeless stove".

2. Explain: "VMC members and caretakers should join the technical staff to answer any questions. The other villagers can best go back to their home. As soon as the technical team reaches your house you can discuss the location of the tapstand and the possibility of a latrine and smokeless stove".

3. Ask if there are any questions. Start the detailed survey.