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AND MINERALS**

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DRAFT

DANIDA WATER PROJECT

A HANDBOOK CONTAINING

GUIDELINES

FOR

**PLANNING AND IMPLEMENTATION OF SUSTAINABLE RURAL WATER SUPPLY AND
ENVIRONMENTAL SANITATION PROJECTS**

IN

IRINGA, MBEYA AND RUVUMA REGIONS

JULY, 1992

*- to hieb.
- Belays with 2nd Annual
Review Mission Report -
(forth coming)*

Prepared by
MAJI/DANIDA Inter-Region Review Committee

Third Edition 1992

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Preface

(iii)

To be prepared later ~~XXXXXX~~

ABBREVIATIONS

AFYA	-	Ministry of Health
BET	-	Break Pressure Tank
CCM	-	Chama cha Mapinduzi
CDA	-	Community Development Assistant
CDO	-	Community Development Officer
DALDO	-	District Agricultural and Livestock Development Officer
DANIDA	-	Danish International Development Agency
DCDO	-	District Community Development Officer
DED	-	District Executive Director
DFO	-	District Forestry Officer
DHO	-	District Health Officer
DP	-	Domestic Point (Gravity supply and Hand Pump)
DPO	-	Danida Project Office
DPLO	-	District Planning Officer
DWE	-	District Water Engineer
ELIMU	-	Ministry of Education
GSA	-	Group Scheme Attendant
GSC	-	Group Scheme Committee
HO	-	Health Officer
HP	-	Hand Pump
HVPC	-	Head of Village Participation Cell
HD	-	Hydrologist
HDG	-	Hydrogeologist
MAENDELEO	-	Ministry of Community Development, Women Affairs and Children
MAJI	-	Ministry of Water, Energy and Minerals
KILIMO	-	Ministry of Agriculture, Livestock and Cooperatives
MISITU	-	Forestry Department
O&M	-	Operation and Maintenance
OMA	-	Operation and Maintenance Advisor
OME	-	Operation and Maintenance Engineer
PE	-	Project Engineer
PCR	-	Project Completion Report
PICU	-	Project Implementation Coordination Unit
PIP	-	Project Implementation Proposal
PIR	-	Project Identification Report
PMU	-	Project Monitoring Unit
RHA	-	Rural Health Assistant
RMA	-	Rural Medical Assistant
RSC	-	Regional Steering Committee
RWE	-	Regional Water Engineer
SA	-	Scheme Attendant

SEC	-	Socio-Economic
SUR	-	Surveyor
SVPA	-	Senior Village Participation Assistant
TEC	-	Technical
TOR	-	Terms of Reference
UWT	-	Umoja wa Wanawake Tanzania
VG	-	Village Government
VBOM	-	Village based Operation and Maintenance
BSU/TU	-	Backstopping/Training Unit
VHC	-	Village Health Committe
VIJANA	-	Tanzania Youth Organization
VP	-	Village Participation
VIPA	-	Village Participation Advisor
VPA	-	Village Participation Assistant
VWC	-	Village Water Committee
WAZAZI	-	Tanzania Parents Association
WCDA	-	Ward Community Development Assistant
WDC	-	Ward Development Committee
WMP	-	Water Master Plan
W/S	-	Water Supply
WS	-	Ward Secretary

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17. Form 7B Village Agreement.
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- | | | |
|-----|------------|---|
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(Local Government Organization Structure).

1.0 INTRODUCTION

1.1 Purpose of the Handbook

The handbook is a guideline for MAJI/DANIDA staff who plan, implement and carry out supervision of rural water supplies. The handbook functions in this context as a planning tool for all project sections.

The aim of the handbook is to operationalize an approach or a methodology for development and implementation of village water supply and sanitation facilities based on a participatory approach, where the MAJI/DANIDA staff (acting as contractors and advisors) and the community are enhancing the water project as an integrated part of the local infrastructure.

The anticipated perspective of the approach or methodology is that neither MAJI nor DANIDA will be directly involved in the operation and maintenance activities, as the community will be capable to entertain the O&M activities themselves.

In the context of the handbook, village participation is not limited to mere village labour input, but is perceived as a means to improve village infrastructure in an acceptable and manageable way by the community.

1.2 HANDBOOK SET-UP

The handbook set-up is centered around the following main areas:

- village/project cooperation : how to create common awareness.
- project coordination : who is doing what and when.
- field manual : how and by whom the steps are carried out.
- training : what and who to be trained and how.

Milestones which are considered crucial for achieving the project objectives for a village based project have been developed. Following four (4) milestones are defined:

- i) Project Identification and Justification
- ii) Signing of Agreement and start of Implementation
- iii) Handing over of the scheme to the beneficiaries
- iv) Village Based Operation and Maintenance.

The four milestones contain 6 project phases and 20 steps. The steps which indicate activities, are ordered in each phase in a sequential and/or parallel system depending on the nature of the activities and their internal relations as shown in Figure 1 - Project Step chart and described in Table 1 - Summary Descriptions of Project Steps.

As shown 6 Phases have been identified.

- 1 Identification Phase
- 2 Planning Phase
- 3 Agreement Phase
- 4 Implementation Phase
- 5 Hand-over Phase
- 6 Follow-up Phase

A total of 9 steps are identified to be carried out before an Agreement can be signed. Two (2) of those are considered to be part of the Identification Phase and seven considered to be part of the Planning phase. A total of six steps were identified as necessary ones to lead up to the Handing-over and considered to be part of the Implementation Phase. Theoretically, the villages shall, after the project has been Handed-over, be fully responsible for the scheme O&M activities and hence project inputs shall at this stage cease. However, it is foreseen that additional project activities will be required during a limited Follow-up period, in order to support the villagers in scheme O&M, being technical, managerial or any other support identified during step 9 - Preparation of a Preliminary Project Completion Report (PCR).

It is assumed that by a certain adherence to the Phases and their steps outlined in the Handbook will end up in a coordinated and balanced project resource utilization and performance with the ultimate result of achieving sustainable village based operation and maintenance interventions.

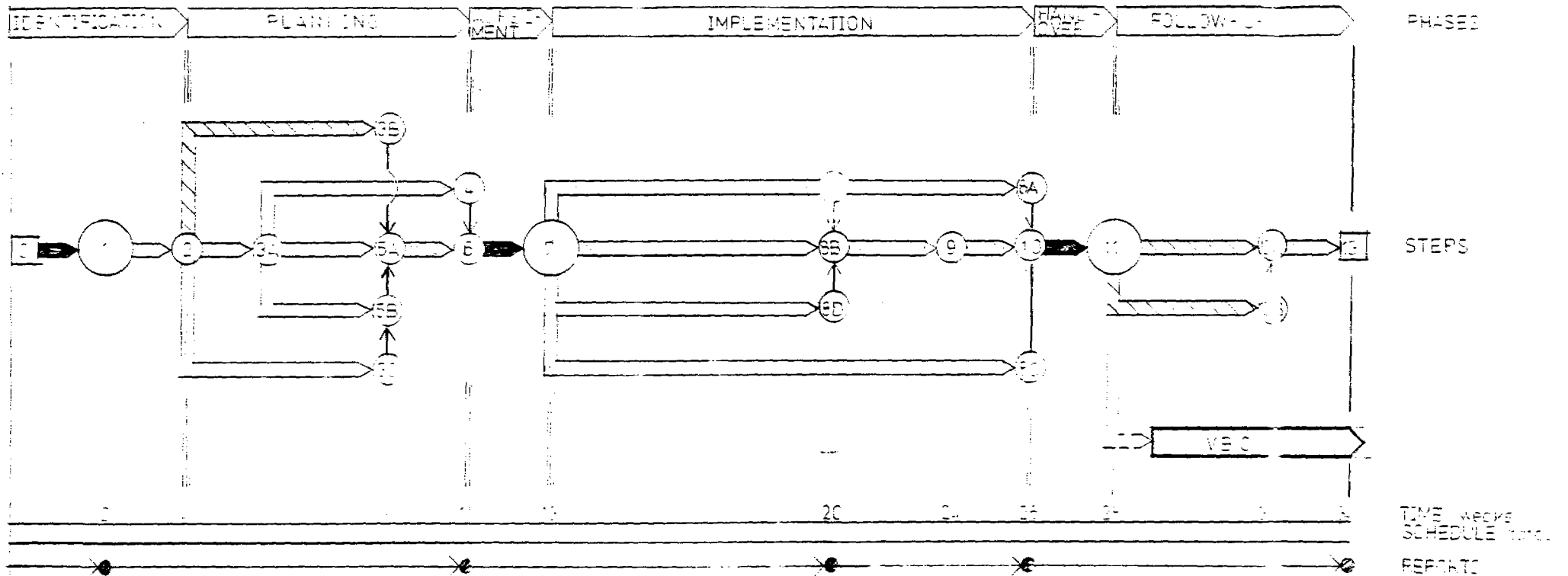
The handbook is meant to be a planning tool for all Project sections. It is therefore structured in such a way that each Phase and its steps have been described separately. Each step is scrutinized in terms of purpose, tasks, timing, responsible actors etc using the "Processes" from the existing Village Participation Handbook as basic inputs. In order to ensure that each step can commence and has been accomplished, necessary start and end documents have been identified. No step shall commence until the identified start document is available.

See attached sheet

PROJECT STEP (PEPT) CHART

PERT = **Project evaluation and Review Technique**
VBOM = **Village Based Operation and Maintenance**

PROJECT STEP (PERT) CHART



PERT = Project evaluation and Review Technique
 VBD&M = Village Based operation and Maintenance

1.3 Use of the Handbook

Since no Handbook can anticipate all possible questions associated with preparing and implementing a water and sanitation project, it should be used only as a guide and not as an inflexible set of rules. All projects go through a series of defining phases between the initial idea and the time when the project is completed, however, often with different practical implementation actions.

Project staff are therefore encouraged to follow the general framework outlined herein but to apply their judgement in determining exactly how any particular project should proceed. As a rule, a rural water supply and sanitation programme like the MAJI DANIDA one consists of several sub-projects. These sub-projects may serve individual villages, groups of villages and dispersed populations in a defined area. This Handbook deals primarily with the preparation of any single rural sub-project, where detailed analysis normally is not required prior to reaching their investment decision. In the context of this Handbook a final investment decision will be made on the basis of, first, a Project Identification Report (PIR) to be prepared during Step 1 and second a Project Implementation Proposal (PIP) to be prepared during Step 6. It is therefore essential that the Project sections jointly prepare these two Documents.

1.4 Reports

A project Identification Report is all that is needed to identify possible project and begin pre-investment planning, agreed and approved of by MAJI/DANIDA, the District and the Regional Authorities. At this stage there are four main goals which must be achieved. These are:

- to explain the need for the project
- to draw attention to one or more alternative projects which merit priority support.
- to estimate the tentative cost of the project and place it into proper planning and budgeting cycle. (the 3-year Rolling Plan).
- to obtain authorization and financial resources needed to carry out the Planning and Implementation phases and include these in an Annual Project Action Plan.

The project identification report can be prepared reasonably quickly, if the staff is familiar with the sector and the project area if a regional development plan and sector programme are available. As there is considerable information already available and some analysis has already been carried out, the report can mainly be produced on the basis of a "desk study". It is essential, however, that the project area and site be inspected by a Project Planning Team to ensure that existing background information is realistic and that future developments are unlikely to provide any surprises. If there is little existing data and analysis, some crude estimates of necessary facilities and their costs will have to be made.

A check-list of the kind of information which should be included in a Project Identification Report is shown in Form 1/1.

The different PIRs will then be compiled into a 3-year Rolling Plan, which will be approved by relevant authorities (MAJI/DANIDA and the Regional Authorities)

When the Plan has been approved the Planning Phase starts. It is very important that all concerned sections and identified responsible staff follow the steps outlined in the Handbook. The ultimate result of efforts put into the Planning Phase shall lead to a comprehensive document where a Project Action Plan is prepared including division of responsibilities and are well defined.

Such Project Implementation Proposal (PIP) will be prepared before any Formal Agreement can be reached on the Project Implementation. A likely PIP Format has the content as shown in Form 6/1.

The Project Implementation Proposal should be distinct and easily understood. Even so, it will be useful to summarize its contents. This can conveniently be done by following a format of the "Project Data Sheet". The Project Data Sheet can be used to inform a large number of agencies having possible interest in the project, as well as data inputs into a computerized Monitoring system. The PIP shall be discussed and approved by the Village Government, the RWE and the RCDO and PICU. No implementation activities will be commenced until an Agreement has been reached.

It is, for monitoring purposes, important that after the different Implementation activities have been completed that a Project Implementation Completion Report is prepared. It is based on the findings in this report that required project follow-up activities can be determined, if any. This will be agreed upon during the final Approval of completion carried out by relevant authorities as stipulated in Step 10 and later formalized during Step 11.

The Formal Handing over of the scheme to the beneficiaries.

It is anticipated that Final Report will be prepared by the Project after the Follow-up phase has been completed. This report is mainly based on the Project Monitoring Unit's regular reports.

The following contents of the Handbook describe the different steps in detail by Phases. The different steps have been summarized in a Barchart which also acts as a table of contents for the following sections of the Handbook.

PROJECT STEP CHART

See attached Sheet

PROJECT STEP CHART

NO.	STEP	PHASE	PLANNING	PURCHASE	IMPLEMENTATION	EVALUATION	FOLLOW-UP
1	Identification and Location						
2	Project Organization						
3A	Project Establishment Agreement						
3B	Survey Design of GIS Mainlines						
3C	Instll. of O&M Backstopping System						
4	Village Under-inkings						
5A	Data Collection						
5B	Survey Design of Single Schemes						
6	Preparation of Project Implem. Plan						
7A	Sign Group Scheme Agreement						
7B	Sign Village Agreement						
8A	Formal Training						
8B	Construction						
8C	Monitoring & Evaluat. Implementation Activ.						
8D	Implementation O&M Backstopping System						
9	Prep. of Prel. Project Completion Report						
10A	Approval of Completion of Implementation						
11	Formal Handing Over						
12A	PMU Scheme Visits						
12B	Additional Support						
13	Prep. of Final Report						

TIME: _____ weeks _____ days

REPORTS: _____

KEY: Compulsory Step Routine Step Optional Step

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PHASE I: IDENTIFICATION PHASE

STEP - 1 IDENTIFICATION AND JUSTIFICATION

- PURPOSE** - To identify village for implementation
- RESPONSIBLE** - RWE (Head of Planning)
- CO-RESPONSIBLE** - Head of VPC, PE and OM sections.
- TIMING** - Last Quarter of the Financial Year.
- TASKS**
- To identify high priority villages from Water Master Plan and/or from the District.
 - To visit the identified schemes area(s) to cross-check the information provided in the WMP or district to ascertain its relevance and update as necessary (only major differences).
 - To prepare a preliminary Design including cost estimate for implementation of the identified schemes and select those with highest priority based on the available budget.
 - To prepare a PIR.
 - To prepare a 3-Year Rolling Plan showing period of implementation and responsible PE.
 - To obtain approval of the Plan from the Regional Steering Committee.

PARTICIPANTS:

MAJI/DANIDA: - Regional Steering Committee (RSC)

LOCAL GOVT. - DED, DWE, DCDO

VILLAGE -

DOCUMENTATION:

START - WMP, Request from District, available fund.

END - Preliminary 3 Year Rolling Plan (Form 1/2)
Project Identification Report (PIR) (Form 1/1)

TABLE 1 -- SUMMARY DESCRIPTIONS OF PROJECT STEPS

STEP PURPOSE	PROJECT RESPONSIBLE (CO-RESPONSIBLE)	TIMING	START DOCUMENT	MAIN ACTIVITIES	PRIME PARTICIPANTS	END DOCUMENT	STEPS TO FOLLOW
1. To identify villages for implementation	RWE (VP) (DM) (PE)	Last quarter of each financial year	WMP, Request from Districts, Available budget	To visit proposed schemes Prepare Identification Report To prepare a 3-Year Rolling Plan, Detailed Annual Plan	RSC, DED, DWE, DCDO	Approved 3-year rolling Plan and a Detailed Annual Plan PIR	2
2. To inform the District Authority, To obtain village acceptance of conditions/terms	RWE (VP)	According to 3-Year Rolling Plan	Annual Plan	To inform & obtain acceptance from villagers	RWE DED VG	Letter of acceptance from VG	3A 3B 3C
3A. To ensure village acceptance of their responsibility	VP section (PE)	As soon as possible after receipt of acceptance	Letter of acceptance	Detail information about Project features, village undertakings, terms conditions village undertakings	VG WS OS	List of VVC members, GSC Members, S/As, Agreed Minutes of	4 5A 5B
3B To prepare design report on main Transmission lines of a group scheme	PE section	As soon as possible Receipt of acceptance	Letter of <u>acceptance</u> PIR	To survey, design and prepare cost estimates for transmission line of a group scheme	PE/DWE WS to be informed RPA	Design report	6

STEP	PURPOSE	RESPON- SIBLE	TIMING	START'S DOCUMENT	MAIN ACTIVITIES	PRIME PARTI- CIPANT	END DOCUMENT	STEPS TO FOLLOW
3C	To promote and strengthen back stoping system	O&M section (VP section)	As soon as possible receipt of acceptance	Letter of <u>acceptance</u> O&M System report	Preparation of O&M system for the particular scheme	OWE DCDD DED,WS	O&M system proposal	6
4	To ensure active village involvement	VG	After step 3A	Minutes of agreed village undertakings	Village(s) to establish VWF, selection of village inputs for source protection and sanitation, Scheme Management and Location of DPs	VWC/VG	An approved Report from the VG	6
5A	To collect data	VP section	After step 3A of meeting	Confirmed VWC establishment, Minuts training plan	Confirm DP location solo-economic and Management Training needs and location form	VWC, VP VG, Women Group Approved DP	Social Survey Report	6
5B	To prepare a design report	PE section	After Step 3A	Confirmed S/As Minutes of meeting for DP/HP site selection	To survey prepare designs, cost estimates and time plan for construction for single scheme	PE Surveyors SA	Design Report	6
6	To prepare and present an PIP incl, an Project Action Plan	RWE	After completion of step 3B,3C,4 SA & 5B	G,S Design <u>Report</u> O&M <u>Report</u> Social <u>Report</u> Single Design Report	To compile based on the different Reports a comprehensive Action Plan, solisit Approval from all Participants	PE, VP OM Sect, rpa,VIPA OMA PICU	Agreed Project Proposal & Village Report	7

STEP	PURPOSE	RESPON- SIBLE	TIMING	STARTS DOCUMENT	MAIN ACTIVITIES	PRIME PARTI- CIPANT	END DOCUMENT	STEPS TO FOLLOW
7A	To establish & agree on a Formal G,S Management System	VP section	After Compl of Step 6	Agreed Project Implementation Proposal	Discuss & Agree on G,S structure & tariffs fund collection VVCs, DWE/	PE/VP/OM Sections VIPA, OMA WS(s), DCDD	Signed Agreement Document	8A 8B 8C 8D
7B	To sign a binding document on the implementation of the Project	VP section of Step 6	After Completion Implementation Proposal	Agreed Project Village Agreement	Discuss & Agree on the provision of the	PE/VP/OM Sections DWE, OMA DCDD, VG VVCs,	Signed Agreement Document	8A 8B 8C 8D
8A	To improve village capacity to manage the scheme	VP/PE/OM section	After Step 7	Agreed BS/ Village <u>Agreements</u> Training Plan	Conduct training according to the Training Plan	PE/VP/OM Sections Identified villagers	Training Report including an evaluation of the trainees	10 (9)
8B	To construct the scheme according design and agreements	VP section PE section	After Step 7	Signed GS/Village <u>Agreement</u> Design Report	Construction work	PE/WCOA VVC	Minutes of construct meetings As built Drawings	9
8C	To monitor and evaluate Implementation activities	VP section PE section	After Step 7	Signed CS/Village Agreement	Continuous monitoring of implementation activities	VP/PE/OM VVC, SA DWE, DCDD VG	Monitoring and Evaluation Report	
8D	To introduce the O&M Back stopping System	Ward CDA (O&M) section	After Step 7	Signed GS/Village <u>Agreement</u> O&M sys Report	Inform and explain the VVC/SA about the available O&M back stopping system	WCOA, DWE VVC/SAs VP, OM section	minutes of meeting preparing of a scheme O&M Manual	9

STEP	PURPOSE	RESPON- SIBLE	TIMING	STARTS	MAIN ACTIVITES DOCUMENT	PRIME PARTI- CIPANT	END DOCUMENT	STEPS TO FOLLOW
9	To take stock on accomplishments and decide on action to be taken	VP section PE section	Towards end of construction Step 8B	Minutes of the last construction meeting Draft O&M Manual Interim M&E report on Training	To assess accomplishments and discuss them with village leaders, Prepare action to be taken and set deadlines to complete outstanding items	VP, PE, OM section VS, VWC, SA, WCDA	Minutes of meeting Project completion Report (PCR)	10
10	Final approval of completion of implementation phase	RWE	After Step 9	PCR	To inspect the scheme, assess village capacity to receive the scheme to identify any follow-up activities	PICU, RWE, DWE, DCDO, WCDA PE, VP, OM section VCs/SA/VWC	Signed Fawal Approved Inspection Report	11
11	To officially inaugurate and hand over the scheme	VP section	As soon possible after Step 10	Signed Formal <u>Approval</u> Invitation letter	To issue Handing over certificate and scheme manuals, Explain on follow-up activities	Invitees	Handing over certificate	12A 12B
12A	To monitor the village based O&M capacity	O&M section	As soon as possible after Step 11	Project Monitor Unit T, U, R,	To monitor on routine basis the performance of constructed schemes and the villages capability to carry out O&M activities	PMU WCDA	Quarterly Monitoring Report	13
12B	To assist villages in improving their O&M performance	VP section	As soon as possible after Step 11	Agreed Minute of Follow-up Activities	To advise villages in improving their ability to take care of the management of their water supply	VP section WCDA	Quarterly Monitoring Report	13

STEP	PURPOSE	RESPON- SIBLE	TIMING	STARTS DOCUMENT	MAIN ACTIVITIES	PRIME PARTI- CIPANT	END DOCUMENT	STEPS TO FOLLOW
13	To prepare a final Project Report	O&M VP Section	After comple- tion of Step 12A,8B	Last Quarter Reports	To prepare a final report/recommen- dation after ceasuse of Project inputs	VP section O&M Section	Final Reports	END

FORM 1/1

PROJECT IDENTIFICATION REPORT (PIR)

- Provide a map showing the project area and define the intended beneficiaries;
- Explain how the proposed project fits in with ongoing related activities in the project area;
- Describe present water supply and sanitation services in the project area and outline deficiencies in the services provided by both types of system;
- State the main objectives of the project and indicate the number and type of people to be served, the anticipated standards of service and expected conditions in the project area after the project is completed;
- Outline the proposed project components and possible alternative projects which could be implemented, in terms of both physical facilities and supporting activities (such as hygiene education, training and the like);
- Make a preliminary estimate of the local and foreign exchange costs of implementing and operating the project;
- Indicate the likely institutional responsibilities for project planning, implementation, operation and maintenance;
- Outline those policy issues which need to be resolved before the project can proceed;
- include a scheduled Project Step Chart and resource requirements for all future phases of the project showing the earliest date when the project might be operational (see enclosed table 2 - Project staff, time and cost estimate sheet);
- Make recommendations for future actions.

TABLE 2 - PROJECT STAFF TIME AND COST ESTIMATE SHEET

PHASE AND STEP	STAFF TIME IN MAN WEEKS										ESTIMATES BY STEP	
	CDD	COA	VPA	PE	SUR.	HYD	HYGE	WLT	OTII.	MIN/ MAX	TIME IN WEEKS	COST x1000 US\$
IDENTIFICATION PHASE												
1. Identification and justification												
2. Project Initiation												
PHASE TOTAL												
PLANNING PHASE												
3A: Project Establishment and Mobilization												
3B: Survey and Design of Min Transmission Lines (Group Scheme)												
3C: Institutionalization of an Appropriate OAM Backstopping System												
4: Village Undertakings												
5A: Data Collection in villages												
5B: Survey and Design of Single Schemes												
6: Draft and Present Preliminary Project Report												
PHASE TOTAL												
AGREEMENT PHASE												
7A: Signing of Group Scheme Agreement												
7B: Signing of Village Agreement												
PHASE TOTAL												
IMPLEMENTATION PHASE												
8A: Formal Training												
8B: Construction												
8C: Monitoring and Evaluation of Implementation Activities												
8D: Implementation of OAM Backstopping System												
9: Preparation of a Preliminary Completion Report												
10: Approval of Completion of Construction												
PHASE TOTAL												
HANDING OVER PHASE												
11: Formal Handing Over												
PHASE TOTAL												
FOLLOW-UP PHASE												
12A: Monitoring Unit Routine Visits												
12B: Additional Support												
PHASE TOTAL												
TOTAL PROJECT MANPOWER NEEDS IN WEEKS												
TOTAL PROJECT TIME												

3 - YEAR ROLLING PLAN

Sr No	SCHEME NAME/ No. of Village	IMPLEMENTATION PERIOD			ESTIMATED BUDGET TSH 000	REMARKS (responsible PE)
		Year 1 Budget	Year 2 Budget	Year 3 Budget		
01	NAME 01 x 1000 SHS 3	200	20000	18000	38200	XYZ
02	NAME 02 x 1000 SHS 1		8000	1000	9000	LBT
03						
04						
05						
06						
o-						
o-						
o-						
etc						

STEP - 2 PROJECT INITIATION

PURPOSE: To ensure that the village, the ward, division and district are officially informed that assistance to the village to get an improved Water Supply has been approved and that implementation is about to begin. To obtain village(s) acceptance of the conditions/terms stipulated.

RESPONSIBLE: RWE

CO-RESPONSIBLE: HVPC

TIMING: As indicated on the 3 Year Rolling Plan.

TASKS:- Regional Water Engineer to inform DED about the start of implementation of the village w/s and request him/her to write to the villages and inform them on the proposal and terms of construction of improved water supply through form 2/1.

- DED to write to villages, copies to Wards and Division to inform them of the Project by using form 2/2.
- Village(s) to give formal acceptance of the terms for implementation through form 2/3.

PARTICIPANTS

MAJI/DANIDA - RWE

LOCAL GOVT - DED, DWE, DCDO, WARD, DIVISIONAL LEADERS

VILLAGE - Village leaders

DOCUMENTATION

START - Approved Three Year Rolling Plan and Annual Plan.

INTERMEDIATE - Letter of information to DED from RWE (Form 2/1)

END - Letter of information to Village from DED. (Form 2/2)

- Letter of acceptance from village through DED (Form 2/3).

2/1

Regional Water Engineer

P O Box

..... Region

District Executive Director

..... Director Concil

P O Box District

..... Region

Your ref Our ref. Form 2/1

Date:.....

INFORMATION REGARDING CONSTRUCTION OF IMPROVED WATER SUPPLY

The Regional Water Department in cooperation with the Royal Danish Embassy have agreed to participate with you in the construction of the water supply in village.

IMPORTANT POINTS TO NOTE:

1. The village will own the scheme and will construct it in cooperation with the Water Department and DANIDA. The scheme will enable the villagers to draw water nearer their homes.

The construction of the scheme will be carried out only if various surveys that will be carried out confirm technical feasibility.

2. MAJI/DANIDA will cooperate by providing skilled personnel, construction materials and transport.

You are hereby requested to inform village about the proposed scheme by using the enclosed form 2/2. Ensure that response is obtained using form 2/3.

3. The village should participate fully in the planning and carrying out work details for unskilled labour which will be on self-help basis such as collection of stones and road construction whenever it is needed.

4. A Village Water Committee should be elected, which on behalf of the village, will plan and carry out supervision of the villagers during the construction, operation and maintenance of the scheme. The committee will consist of six members, at least three of whom will be women with the ability to mobilize the villagers.

These members should be elected at a General Assembly and soon after the elections, will receive training to enable them to carry out their duties satisfactorily in the various stages of scheme implementation.

5. The Village Water Committee will work under the supervision of the village government and will report to the village government on the state of the scheme during the construction, operation and maintenance periods.
6. The village should devise means of collecting money for the maintenance fund which will be used for buying spares, maintaining the scheme and paying the scheme attendants. Construction will commence only if an initial sum of Shs will have been banked in the water fund account.
7. The village will sign an agreement before construction of the scheme commences, which will clearly outline the areas of responsibilities of the village and MAJI/DANIDA.
8. Prior to any construction activities, the village will elect two villagers who should be literate, have good reputation and are not likely to move from the village, as scheme attendants. These attendants will be trained so as to enable them to operate and maintain the scheme after it has been handed over. The village will employ them and enter into an agreement with them regarding their duties and their remuneration. Their employment will start from the period their training begins.
9. The village will arrange for protection of their water source, DP and promote health and sanitation activities.
10. When the construction activities are completed, the scheme will be handed over to the ownership of the village. From then on, it will be the villagers' responsibility to operate and maintain the scheme.
11. The scheme's aim is to alleviate the women's problem of fetching water from long distances. Thus it is envisaged that with time saved women will be able to participate more in other development activities.

Lastly, the village is asked to discuss the information contained in this letter and return the attached forms 2/3 dully filled within a month's time.

WATER IS LIFE

Regards

.....
Regional Water Engineer
..... REGION

- c.c: RDD Region
- c.c: DWE District
- c.c: DCDO District
- c.c: File
- c.c: Village File

FORM 2/2

..... DISTRICT COUNCIL

.....District Council

P O Box

..... District

The Chairman

..... Village

..... Ward

..... District

Your ref Our ref. Form 2/2 Date:

INFORMATION REGARDING CONSTRUCTION OF IMPROVED WATER SUPPLY

This letter is to inform you that your village has been recommended to receive an improved water supply.

The Regional Water Department in cooperation with the Danish International Development Agency (DANIDA) have agreed to participate with you in the construction of the water supply in your village). The scheme will be known as W/S and will involve the villages of

IMPORTANT POINTS TO NOTE:

1. The village will own the scheme and will construct it in cooperation with the Water Department. The scheme will enable the villagers to draw water nearer their homes.

The construction of the scheme will be carried out only if various surveys that will be carried out confirm technical feasibility.

2. MAJI/DANIDA will cooperate by providing skilled personnel, construction materials and transport.

3. The village should participate fully in the planning and carrying out work details for unskilled labour which will be on self-help basis such as collection of stones and road construction whenever it is needed.

4. A Village Water Committee should be elected, which on behalf of the village, will plan and carry out supervision of the villagers during the construction operation and maintenance of the scheme. The committee will consist of six members, at least three of whom will be women with the ability to mobilize the villagers.

These members should be elected at a General Assembly and soon after the elections, will receive training to enable them to carry out their duties satisfactorily in the various stages of scheme implementation.

5. The Village Water Committee will work under the supervision of the village government and will report to the village government on the state of the scheme during the construction, operation and maintenance periods.

6. The village should devise means of collecting money for the maintenance fund which will be used for buying spares, maintaining the scheme and paying the scheme attendants. Construction will commence only if an initial sum of Shs will have already been banked in the water fund account.

7. The village will sign an agreement before construction of the scheme commences, which will clearly outline the areas of responsibilities of the village and MAJI/DANIDA.

8. Prior to any construction activities, the village will elect two villagers who should be literate, have good reputation and are not likely to move from the village, as scheme attendants. These attendants will be trained so as to enable them to operate and maintain the scheme after it has been handed over. The village will employ them and enter into an agreement with them regarding their duties and their remuneration. Their employment will start from the period their training begins.

9. The village will arrange for protection of their water source and health and sanitation activities.
10. When the construction activities are completed, the scheme will be handed over to the ownership of the village. From then on, it will be the villagers' responsibility to operate and maintain the scheme.
11. The scheme's aim is to alleviate the women's problem of fetching water from long distances. Thus it is envisaged that with the time saved the women will be able to participate more in other development activities.

Lastly, the village is asked to discuss the information contained in this letter and return to me the two attached forms 2/3 duly filled within a month's time.

WATER IS LIFE

.....

District Executive Director

..... DISTRICT COUNCIL

c.c: Division Secretary

c.c: Ward Councillor

c.c: Ward Secretary

c.c: File

..... Village Address

P O Box

..... District

..... Region

The District Executive Director

District of

Your ref.

Our ref. Form 2/3

Date:

RE: SCHEME ACCEPTANCE LETTER

The Village of

* ACCEPTS

* DOES NOT ACCEPT

The Water Supply Scheme as proposed through the letter Ref. 02/2.

Other Remarks:
.....
.....
.....
.....

Regards

(Signature):

Village Chairman

Village Stamp:

Note: Please send the second copy to RWE

* Delete which ever is not applicable.

PHASE II PLANNING PHASE

STEP 3A PROJECT ESTABLISHMENT & MOBILIZATION

PURPOSE To ensure that villagers have been fully informed about the project and that their roles and responsibilities are clearly defined, understood and assigned for effective project planning and later implementation.

RESPONSIBLE: VPC Section.

CO-RESPONSIBLE, O&M

TASKS:

- . CP, PE & O&M to arrange visit to the respective villages to/and:
- . Explain the features of the project.
- . Discuss the Sec. and Tec. features of the water scheme.
- . Explain on roles and responsibilities of involved parties (MAJI/DANIDA).
- . Inform the villages on the need of Village Water Committee and Scheme Attendants.
- . Discuss the qualities of the VWC members and those for scheme attendants (see attached notes).
- . Arrange for a general assembly to elect VWC members and Scheme attendants. (The VWC should contain a minimum of three women members out of the six members).
- . Discuss matters of interest to the project which are outside village boundaries especially source protection if source is outside the village, cooperation with other villages where the project is in a group scheme and decide on management structure.
- . Elect GSC.
- . Conduct VWC and SA information meeting/s to explain about their various functions during construction and O&M.

- . Conduct GSC information meeting to elaborate on the functions and responsibilities of GSC and the need to have Group Scheme Water fund.
- . To elaborate to the VG on all activities which the village is expected to undertake during Step 4.
- . Establishment of water fund and mode of its collection.
- . Location of DPs and HPs and criteria guiding the locations.
- . Source protection arrangements and health and Sanitation arrangements for the village.

START DOCUMENT:

- . Letter of acceptance through DED for Provision of improved water supply.

END DOCUMENT:

- Minutes of meetings
- List of VWC & SAs
- List of GSC & GSA's
- Letter assigning village undertakings - Form 3A/1.

IMPORTANT NOTES:

- Before the official meeting(s), community participation staff must already have informally contacted relevant local Government representatives, village government members as well as village interest groups and opinion leaders in order to prepare them.
- The VWC should consist of six members. At least three of its members must be women. The VWC appoints a Chairperson, Secretary and Treasurer among its members.
- Any vacant post in the VWC should be filled in immediately by someone elected at a village council.
- Authorities at Division/Ward level should assist informing Group Scheme Committee.

**PROPOSED TERMS OF REFERENCE FOR
THE VILLAGE WATER COMMITTEE (VWC)**

1. To represent the village government in all discussions and negotiations with district council, governmental and other agencies concerning village water supply.
2. To keep the village government and fellow villagers informed on all aspects of the planning, construction, operation and maintenance of the village water supply as well as other related activities.
3. To propose location of domestic points in accordance with project criteria.
4. To organise and supervise self-help labour during all construction activities.
5. To arrange village responsibilities for operation and maintenance of the village water supply, including supervision of scheme attendants and tap attendants, approval of use of money from village water supply account for buying spare-parts, paying scheme attendants, etc. and collection of money for the same account.
6. To propose to village government, candidates for employment as scheme attendants/handpump attendants and their terms of employment.
7. To appoint a caretaker for each DP.
8. To propose to the village government by-laws for the use and protection of the water scheme and its environment.
9. To liaise with village Health committee in supervising and supporting improvements in sanitary conditions and health education efforts in connection with the water supply.
10. To liaise with Village Source Protection Committee in supervising and supporting improvements in protecting water sources.

QUALITIES FOR A SCHEME ATTENDANT

1. Ability to read and write.
2. Person who is liked and respected.
3. A person who is committed to the development of the village community and interested in technology of water supply.
4. Person who is willing to do manual work. A local resident is to be considered only if he/she is not already burdened with other demanding tasks.
5. Person who is a permanent village resident and not likely to move away from the village.

PRINCIPLES FOR LOCATION OF DPs

- One DP with two taps to serve 400 people (Children inclusive) (=POPULATION CRITERIA).
- Every household should have access to a DP within a walking distance not exceeding 400 metres (=DISTANCE CRITERIA).
- Consideration of factors related to Health and ease of accessibility must be considered.
 - Interception of poor quality water source which might tempt people to collect unsuitable water.
 - Seasonal flooded areas to be avoided.
 - Physical obstacles like major roads, railway gullies etc.
- DP sites selected by VWC may be subject to technical (or economical) limitation and might therefore not be accepted. However as much as is practical VWC choices should be respected.
- In scattered settlements, homestead clusters comprising less than 10 households will usually not get a DP unless special circumstances advocate an allocation.
- It is crucial to make sure that all sub-villages within the village boundaries are fully considered.
- Installation of water connections to private houses will not be sponsored by the project. However in Rehabilitation scheme, existing approved private house connections will be respected.
- MAJI/DANIDA supported water project supplies water for domestic consumption only and it should be emphasized that no provision is made for irrigation, industry, parastatals, private enterprise etc.

VILLAGE UNDERTAKINGS FORM 3A/1

DATE:

VILLAGE..... REG. NO WARD.....

DISTRICT REGION

A: ELECTION OF VWC

NAME	SEX	STATUS
1.	Chairperson
2.	Secretary
3.	Treasurer
4.	Member
5.	Member
6.	Member

B. SELECTION OF SCHEME ATTENDANTS LEAVE SPACE LEVEL OF EDUCATION

1.
2.

C. ESTABLISHMENT OF WATER FUND

AMOUNT BANKED BRANCH ACC NO.

AMOUNT IN CASH TOTAL AMOUNT

SOURCE OF INCOME:

- (i)
- (ii)
- (iii)

D. HEALTH AND SANITATION ARRANGEMENTS

- Health Committee (if any)

	NAME	SEX	
1.	Chairman
2.	Secretary
3.
4.
5.

VILLAGE PLANS REGARDING HEALTH AND SANITATION ARRANGEMENTS.

E. SOURCE PROTECTION

- Source protection committee (if any)

	NAME	SEX	
1.	Chairman
2.	Secretary
3.
4.

VILLAGE ARRANGEMENTS REGARDING SOURCE PROTECTION ACTIVITIES.

F. LOCATION OF DOMESTIC WATER POINTS/HP

<u>Nearest House</u>	<u>Name of Ten Cell Leader</u>	<u>Sub-Village</u>	<u>No. House hold</u>
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.

Signature of Village Chairman:

Date:

Village Stamp:

STEP 3B

SURVEY & DESIGN OF MAIN LINES - GROUP SCHEME

PURPOSE: To prepare a design report including bills of quantities cost estimates and time plan for construction for main transmission pipelines within a group scheme.

RESPONSIBLE: PE (RWE/DWE)

TASKS:

- To survey all main transmission pipeline alignment.
- To design intake pipe lines, storage tanks, B.PTs etc.
- To ensure that amendments in design configurations are considered, when necessary.

TIMING: To commence after completion of step 2 - Project Initiation.

PARTICIPANTS: MAJI/DANIDA - PE/DWE.

LOCAL GOVERNMENT - Village(s), Ward(s).

START DOCUMENT: Project Identification Report (PIR). Form 1/1.

- Copy of Village acceptance letter. Form 2/3

END DOCUMENTS: Design Report.

STEP 3C

INSTITUTIONALIZATION OF APPROPRIATE O&M BACKSTOPPING SYSTEM AT DISTRICT/WARD LEVEL

PURPOSE: To promote and strengthen relevant institutions at district/ward level for sustainability of rural water supply to be installed.

RESPONSIBLE: O&M SECTION

CO-RESPONSIBLE: VP CELL

TASK:

- To study O&M backstopping system which has been agreed upon by the project O&M Task Force.
- Consultations with District and other relevant authorities on appropriate O&M Backstopping System and develop a proposal for its application.
- Discussions with village authorities and relevant institutions on strategies to be applied for appropriate O&M Backstopping.

TIMING: - After project initiation Step No. 2.

DOCUMENTATION:

START

- Letter of acceptance from the village through DED.
- O&M System Report prepared by the O&M Task Force.

END

- Minutes of meetings.
- Approved O&M backstopping system.

PARTICIPANTS:

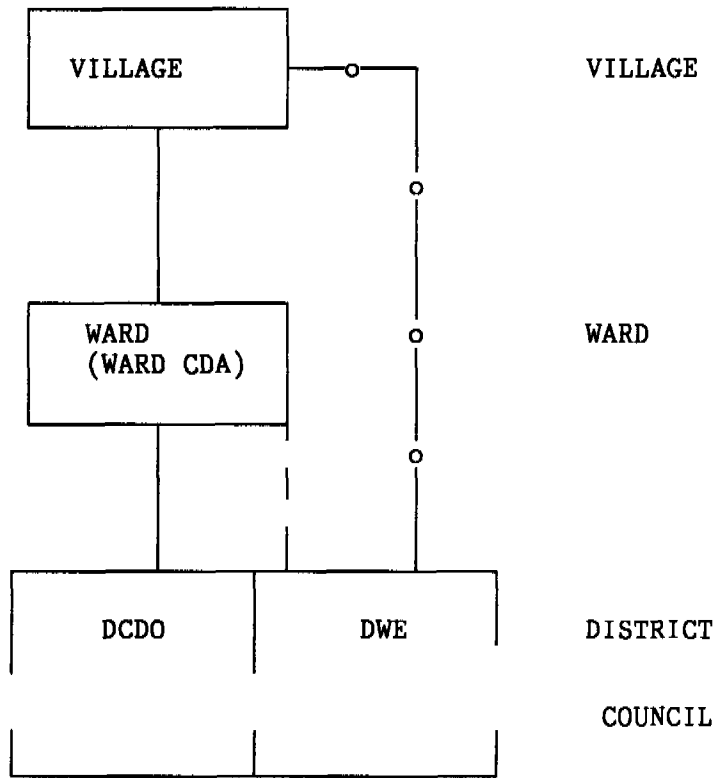
MAJI/DANIDA: VP Section & PE
O&M Section

LOCAL GOVT. DWE, DCDO, CO-OP DEPT., DED.
WCDA, Ward Secretary & Ward Councillor

VILLAGE: VG, VWC.

- NOTE:
1. Produce and circulate copies of O&M backstopping system and send to DED, DC, RWE.
 2. During discussions there could be flexibility to accommodate changes whenever necessary.

3. LINE OF COMMUNICATION FOR AN APPROPRIATE BACKSTOPPING SYSTEM FOR DISTRICT WARD AND VILLAGE LEVELS



_____ Relation for Management Socio-Economic Day to Day Matters including Monitoring

--- -- Additional but important relationship

-o-o-o-- Technical matters

STEP NO.4: VILLAGE UNDERTAKINGS:

PURPOSE: To ensure that villages concerned take an active part in doing what they are supposed to do before an agreement is signed between the two parties (i.e. MAJI/DANIDA with Village).

RESPONSIBLE: HEAD OF VILLAGE PARTICIPATION CELL

STEP NO.4: VILLAGE UNDERTAKINGS:

PURPOSE: To ensure that villages concerned take an active part in doing what they are supposed to do before an agreement is signed between the two parties (i.e. MAJI/DANIDA with Village).

RESPONSIBLE: HEAD OF VILLAGE PARTICIPATION CELL

CO-RESPONSIBLE: Village Government

- TASKS:**
- ESTABLISHMENT OF WATER FUND (enough to allow an agreement to be signed) as stated in form 2/2.
 - LOCATION OF DPs with maximum involvement of village women.
 - Source protection arrangements i.e.
 - . to avoid erosion near water sources
 - . to avoid bad farming habits esp. on steep slopes
 - . to avoid over grazing (to encourage zero grazing)
 - . Tree and grass planting
 - Health and Sanitation arrangements i.e.
 - . election and/or strengthening of a village Health committee (under the village council) so that it deals effectively in.
 - . encouraging safety of drinking water (by boiling) *how realistic? to advise*
 - . ensuring the villagers construct and use latrines.
 - . ensuring the villagers build the habit of respect to the conditions for good health and sanitation.

*cannot
be
discussed*

TIMING

From the time of establishment of VWC but before an agreement is signed after completion of step 3A.

PARTICIPANTS:

MAJI/DANIDA - VP; PE.

LOCAL GOVT. - DCDO; DWE; DFO; DHO; DALDO; WARD OFFICERS.

VILLAGE - VILLAGE CHAIRMAN/SECRETARY; VILLAGE PERMANENT COMMITTEE FOR SOCIAL SERVICES AND SELF HELP ACTIVITIES; VWC; VILLAGE HEALTH COMMITTEE (VHC).

DOCUMENTS:

START - Minutes of agreed village undertakings.
- Summary of village Establishment and mobilization step 3A including terms of reference for various village committees.

END - Village report to MAJI/DANIDA regarding accomplishment of their undertakings (Form 3A/1).

NOTE - $\left. \begin{array}{l} \text{If the concerned village will not prove to have done its} \\ \text{undertakings the situation will not allow for the signing of} \\ \text{village agreement.} \end{array} \right\}$

STEP NO. 5A DATA COLLECTION IN VILLAGES

PURPOSE: - To collect data/information needed for successful preparation of Project Implementation Proposal and Operation and Maintenance (O&M) of the project.

RESPONSIBLE; VILLAGE PARTICIPATION CELL

CO-RESPONSIBLE: VG(VWC)

TASKS:

- To collect Data which will result into the approval of DP location sites.
- Socio-economic and management data collection.
- Gender aspects data collection.
- Collection of data which will result into the identification of training needs and preparation of training plan.
- Collect information about Health and Sanitation situation.

TIMING: - From the time of establishment/election of VWC to the time of drafting Project Implementation Proposal. After step no 3A but before step No.6.

PARTICIPANTS:

MAJI/DANIDA: - VP SECTION, PE, SURVEYORS.

LOCAL GOVT. - DCDO, WOMEN's ORGANISATIONS, WARD OFFICIALS, DPLO.

DOCUMENTS:

START - Confirmed VWC establishment, Minutes of meeting.

- Blank Data collection forms (Forms 5A/1 - 5A/7).

END - TECH. SURVEY REPORT

- VILLAGE LAYOUT PLAN

- SEC. SURVEY REPORT (FORMS ... duly filled in).

MAJI/DANIDA WATER PROJECT

SEC SURVEY:

POPULATION DATA SETTLEMENT PATTERN AND EXISTING WATER SOURCES

VILLAGE: WARD:

REG. NO: DISTRICT:

Total number of ten-cell units in the village:

Total number of households in the village:.....

List of all sub-villages within the village boundaries:

- | | |
|---------|----------|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Total present village population:..... Year 19

Village population according to census of 1978:

Village population according to census of 1988:

Which part (s) of the village is (are) earmarked for plots for future settlement:

.....

Which part(s) of the village is (are) reserved for agriculture and forestry:

.....

In which part(s) of the village is concentration of cattle:.....;

.....

Does the village know about any plans for future establishment of:-

- Kindergarten
- Primary School
- Secondary School
- Other School
- Government Agency or Parastatal
- Dispensary
- Mission
- Other

If Yes those areas to be identified.

Particular settlements (institutions, staff quarter etc.) existing within the village boundaries.

NAME OF SETTLEMENT	NUMBER OF HOUSEHOLDS	SITUATED IN WHICH SUB-VILLAGE
--------------------	----------------------	-------------------------------

Are there plans for a division of the village:.....

From where do villagers get drinking water during the rainy season:...

.....

From where do villagers get drinking water during the dry season:.....

.....

Where do cattle drink during the rainy season:.....

Where do cattle drink during the dry season:.....

Do villagers irrigate their fields:.....

From where is the water taken:

Which part(s) of the village is (are) prone to flooding:.....

.....

Data compiled by:..... (Name)

..... (Designation)

The data presented is approved by the village Government

Signature of Village Chairman:.....

Signature of Village Secretary:

Date:

Village Stamp:

COMMENTS FROM THE DED AND/OR THE DPLO

1. Reliability of the collected village data:.....
.....

2. District plans for development of particular activities/institutions
in the village:
.....
.....

3. The village population is increasing: YES NO
Special reasons:
Expected annual village population growth rate:%
District average annual growth rate:%

4. Other information:
.....
.....
.....
.....

5. With above comments the presented data regarding
..... village is acknowledged.

Date:

Signature:

Name:

Designation:.....

MAJI/DANIDA WATER PROJECT

SEC SURVEY: WARD DATA COLLECTION

WARD WITHIN DIVISION

Name of Ward Secretary:

Office in which village:

Name of Ward Councillor:

Office in which village:

MEMBERS OF THE WARD DEVELOPMENT COMMITTEE (WDC)

NAME	DESIGNATION	RESIDENCE IN WHICH VILLAGE
1.	Ward Secretary	
2.	Councillor	
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

NAME	DESIGNATION	RESIDENCE IN WHICH VILLAGE
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Frequency of WDC meetings:

Date of last meeting:

Date of next meeting:

Data compiled by: (Name)

..... (Designation)

Data approved by the Ward Secretary: (Signature)

Date:

Ward Stamp:

FORM 5A/3

MAII/DANIDA WATER PROJECT

SEC SURVEY:

**VILLAGE LEADERSHIP INSTITUTIONAL AND
SOCIO-ECONOMIC DATA**

Village: Ward:

Reg. No: District:

Name of Village Chairman: Year of election: 19...

Name of Village Secretary: Year of appointment: 19...

VILLAGE COUNCIL MEMBERS

NAME	COMMITTEE AND DESIGNATION	LIVING IN WHICH SUB-VILLAGE
1.	Chairperson	
2.	Secretary	
3.	Finance - Chairperson	
4.	Finance - Secretary	
5.	Finance - Member	
6.		
7.		
8.		
9.		
10.		

NAME	COMMITTEE AND DESIGNATION SUB-VILLAGE	LIVING IN WHICH
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		

Frequency of meetings:

Date of last meeting:

Date for next meeting:

VILLAGE SUB-COMMITTEES
(KAMATI NDOGO ZA KIJILI)

NAME OF THE COMMITTEE	YEAR OF ESTABLISHMENT	DATE OF LATEST MEETING

ORGANIZATIONS/INSTITUTIONS WITHIN THE VILLAGE

NO	NAME	Chairperson	Secretary	No. of Members	Year of Establish	Remarks
1.	WAZAZI					
2.	VIJANA					
3.	UWT					
	Others religious etc					

The Village has a Primary Cooperative Society:.....

Cash crop production in the village:

.....

Production of staple food in the village:

.....

The village has a communal shamba: Acres :.....

The village has a cattle dip:

The village has a market: The village has go-down:

The village owns a milling machine:

A privately owned milling machine is in the village:.....

Social clubs in the village:

The village owns a lorry, tractor or bus:

Village owned enterprise(s)

.....

Private owned enterprise(s)

Frequency of Village Assembly:

Date of last Village Assembly:

Data for next Village Assembly:

Data compiled by: (Name)

..... (Designation)

The data presented above are approved by the Village Government.

Signature of Village Chairman:

Signature of Village Secretary:

Date:

Village Stamp:

MAH/DANIDA WATER PROJECT

SEC SURVEY:

EDUCATION FACILITIES AND TRAINING NEEDS

VILLAGE:..... WARD:

REG.NO. DISTRICT:

PRIMARY SCHOOL(S) WITHIN THE VILLAGE BOUNDARIES

NAME OF SCHOOL	NO. OF PUPILS	IN WHICH SUB-VILLAGE	NAME OF HEADTEACHER

SECONDARY SCHOOL (S) WITHIN THE VILLAGE BOUNDARIES

NAME OF SCHOOL	NO. OF PUPILS	IN WHICH SUB-VILLAGE	NAME OF HEADMISTRESS/ HEADMASTER

OTHER SCHOOL OR COLLEGE WITHIN THE VILLAGE BOUNDARIES

The village has adult education courses:.....

Teachers(s) in charge:

.....

If possible, village leaders would like to participate in training regarding:

- -
- -
- -

According to village leaders, village employees listed below could gain from further training:

- -
- -
- -

Data compiled by (Name)

..... (Designation)

The data presented above is approved by the Village Government.

Signature of Village Chairman:

Signature of Village Secretary:

Date:

Village stamp:

FORM 5A/5

MAJI/DANIDA WATER PROJECT

SEC SURVEY:

HEALTH AND SANITATION

Village: Ward:

Reg. No: District:

Name

The village has a dispensary or health centre:

No. of patients per month

No. of beds

Average Number of outpatients per month

STAFF DESIGNATION

The village has a health committee:

NAME OF THE MEMBERS

OCCUPATION

According to dispensary staff the diseases listed below are most common in the village:

DISEASE	CAUSE

HOUSEHOLD LATRINES IN THE VILLAGE

Households with Pit latrines:

Households without Pit latrines:

Percentage of households with latrines:..... %

PUBLIC LATRINES IN THE VILLAGE

	NOS	(NO OF ROOMS)
AT DISPENSARY	"
AT PRIMARY SCHOOL	"
AT SECONDARY SCHOOL	"
AT PRIMARY COURT	"
AT CCM OFFICE	"
AT MARKET PLACE	"
AT SOCIAL CLUB(S)	"
AT CHURCH(ES) OR MOSQUE(S)	"
AT MILLING MACHINE(S)	"
AT OTHER PLACE(S)	"
AT OTHER PLACE(S)	"
AT OTHER PLACE(S)	"

According to village leaders the existing public latrines listed below are in need of improvement:

Data compiled by: (Name)

..... (Designation)

The data presented is approved by the Village Government.

Signature of Village Chairman:

Signature of Village Secretary:

Date:

Village Stamp:

MAJI/DANIDA WATER PROJECT

SEC SURVEY:

WOMEN'S ORGANIZATION

Village: Ward:

Reg. No. District:

The village has a UWT branch: Established year 19...

Name of Chairwoman:

Name of Secretary:

Number of members:

During the last two years the number of members has increased:

During the last two years the number of members has decreased:

**OTHER VILLAGE WOMEN'S CLUBS, ORGANIZATIONS,
SOCIETIES, COOPERATIVES OR GROUPS**

NAME OF GROUP	NAME OF CONTACT WOMAN	LIVING IN SUB-VILLAGE

FEMALE VILLAGE COUNCIL MEMBERS

NAME	DESIGNATION	LIVING IN WHICH SUB-VILLAGE
1.		
2.		
3.		
4.		
5.		

According to village leaders, women should receive training in the fields of activity listed below:

Problems expressed by village women:

According to village UWT branch or other Women's representatives, women would appreciate training in the fields of activity mentioned below:

Data compiled by: (Name)

..... (Designation)

The data presented is approved by the Village Government.

Signature of Village Chairman:.....

Signature of Secretary:

Date:

Village Stamp:

MAJIDANIDA WATER PROJECT

SEC SURVEY:

SOURCE PROTECTION

Village: Ward:

Reg. No. Ward

- The village has a nursery Established year 19....
- If no how far is the closest nursery run by
- The village has established/planted own forest Since Year 19..
- Who/What was the source of seedlings
- Is there a forest reserve in the village?
- Does the village carry out agricultural activities close to the water source?.....
- Does the village carry out agricultural activities in slopes greater than 30%
- Are the villagers aware of Environmental/Water Source degradation caused by improper land use?
- Who first introduced the idea
- Has the village any plans for source protection/environmental protection (by-laws, nurseries etc etc).
- If yes explain
-

Data Compiled by (Name)

..... (Designation)

The data presented above is approved by the Village Govt.

Signature of Village Chairman

Signature of Village Secretary

Village STAMP

STEP 5B

SURVEY & DESIGN OF SINGLE SCHEMES

PURPOSE: To prepare a design report including bills of quantities, cost estimates and time - plan for construction of distribution lines, domestic points, storage tanks for a single scheme.

RESPONSIBLE: PE

CO-RESPONSIBLE:DWE

TASKS

- To survey all main lines and distribution pipe alignments.
- To carry-out hydrogeological surveys of identified H/Pump locations.
- To design intake pipelines, storage tanks, B.P.Ts etc.
- To design appropriate well structures.
- To ensure that location of DPs are in line with the choice of the village.
- To ensure that amendments in design configurations are considered, when necessary.

TIMING: - Survey to commence after completion of step 3A - Project Establishment mobilization. Design to start when villages have identified D.P locations.

PARTICIPANTS: MAJI/DANIDA - PE (CDO/CDA)

LOCAL GOVERNMENT - Ward CDA

VILLAGE - SA (VWC)

END DOCUMENTS: Design Report.

Form 5A/8

Approved DP Location Form

LOCATION OF DP's IN VILLAGE, SCHEME

NEAREST HOUSE	NAME OF TEN-CELL LEADER	SUB-VILLAGE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		

STEP 6 DRAFT AND PRESENT PRELIMINARY PROJECT IMPLEMENTATION PROPOSAL (PIP)

PURPOSE: To prepare a report containing the features of the scheme and to present, discuss and amend it until acceptable to both parties and prepare an action plan accordingly.

RESPONSIBLE: HVP CELL. Joint responsibility PE, VP CELL Head.

CO-RESPONSIBLE: PE, OME.

- TASK:**
- To prepare a joint technical and Socio-Economic action plan for project implementation.
 - To extract and to compile relevant information from TEC and SEC surveys and designs in a comprehensive manner for village use.
 - To explain and elaborate to the village council on the report point by point and to call for discussion on each. (at least half of the VC members to be present). *under*
 - To ensure that amendments are made, where necessary and possible.
 - To ensure that the minutes of the meeting must contain agreed action plans regarding technical activities, development of village institutions, user's education, health/sanitation activities, source protection activities training plans etc.
 - To ensure that the village opens a water file containing the project Report and Agreed minutes.

- TIMING:**
- The PIP Report to be prepared after completion of Step 3B, 3C, 5A and 5B.
 - The Presentation of the Proposal to be made in conjunction with a village Report on step 4 - Village undertakings.

PARTICIPANTS: (Drafting the Report)

- MAJI/DANIDA - PE, HVP Section.

Village - NIL

Presentation of Report

**MAJI/DANIDA - PE, CDO, OME
Local Government - Ward Secretary and WDC
Village - Village Government**

DOCUMENTS:

START: TEC, Survey Reports, SEC Survey Reports, Agreed O&M Backstopping System

END: Approved Project Implementaion Proposal (Form 6/1), Village Reports and Agreed minutes.

NOTE: This is a very important step whereby all sections come together to discuss their findings and thus come up with an agreed plan of action for implementation of all aspects of the project.

EXECUTIVE SUMMARY

i) **INTRODUCTION**

ii) **EXISTING CONDITIONS IN THE PROJECT AREA**

- Project Area and Population.
- Economic and Social Conditions
- Development Prospects.
- Sector Institutions.
- Available Water Sources
- Existing Water Supply Service and Population Served.
- Existing Sanitation Services and Population Served.
- Need for the program.

iii) **THE PROPOSED PROJECT ACTION PLAN**

- Objectives
- Users and Their perspectives.
- Rehabilitation of Existing Facilities.
- Project Description and design.
- Operation and Maintenance activities.
- Environmental Aspects and Impacts including sanitation and source protection.
- Cost Estimates.
- Implementation Responsibilities.
- Implementation Schedule.

iv) **INSTITUTIONAL AND FINANCIAL ASPECTS:**

- Organization and management.
- Staffing and Training.
- Charges for Services.
- Financing Plan.
- Monitoring and Evaluation Procedures.

v) **CONCLUSIONS AND RECOMMENDATIONS**

- Justification.
- Conclusion.
- Issues and Risks.
- Recommended Actions.

PHASE III : AGREEMENT PHASE

. STEP 7A: SIGNING OF THE GROUP SCHEME AGREEMENT

PURPOSE: To provide a binding document for management of a Group scheme. Implementation and future Operation and Maintenance.

RESPONSIBLE: VP Section.

TASKS

- Evaluate relevant data/information including opinions/proposals and accordingly draft an agreement appropriate to prevailing situation.
- Read and elaborate on the contents of Group schemes agreement.
- Signing of an agreement.

TIMING: - After accomplishment of village under-takings (step 4) and project implementation proposal (step 6) but before signing of village agreement.

DOCUMENTS:

START

- Project Implementation proposal
- Village report to MAJI/DANIDA regarding accomplishment of their undertakings (Form 4/1).

END - Signed Agreement document by respective group scheme members. Copies to be send to relevant authorities.

PARTICIPANTS: MAJI/DANIDA PE/CDO - MAJI

LOCAL GOVERNMENT: DWE/DCDO, Ward Secretary, WCDA, Ward Councillor.

STEP 7B

SIGNING OF VILLAGE AGREEMENT/S

PURPOSE: To provide a binding document on the implementation of the project.

RESPONSIBLE: VP SECTION.

- TASKS**
- Confirmation of establishment of agreed water fund.
 - To discuss the provision of the village agreement.
 - To sign the agreement.

TIMING: After completion of step 4 and 6 and step 7A (if applicable). Meanwhile construction is about to start.

DOCUMENT:

- START:**
- Village report (Form 3A/1).
 - Approved Project Implementation Proposal (PIP)

- END**
- Signed village agreement (Form 7B/1).
 - Minutes of meetings.

PARTICIPANTS:

MAJI - DANIDA:	PE/CDO
LOCAL GOVERNMENT:	DWE DCDO
	WCDA, Ward Secretary & Ward Councillor

VILLAGE: Village Assembly

NOTE:1. Make copies of signed village agreement and the approved DP/HP list and distribute.

- The Original for the village
- One copy for the DWE
- One copy for the RWE
- One copy for PICU
- One copy for project file
- One copy for DED
- One copy for DCDO

2. Make sure members of village Government, VWC and Ten Cell leaders and other extension Personnel are fully represented.

MAJI/DANIDA WATER PROJECT
VILLAGE AGREEMENT
IMPROVED WATER SUPPLY SCHEME

1. This is an agreement between the village registration No. of..... ward of district and THE MAJI/DANIDA Water Project of region.
2. This agreement involves the construction of an improved water supply which will be carried out by village in cooperation with MAJI/DANIDA.
3. Construction of this water supply will enable the villagers to draw water closer to their homes.
4. Water will be made available in the village at communal points only. The number and location of these points has been proposed and agreed to by the village authorities and MAJI/DANIDA.
5. The water scheme will become the property of the village. After the construction activities are completed and the scheme ready for use, it will be handed over to the villagers who will ensure its proper operation and maintenance.
6. The village government will supervise the water scheme through the Village Water Committee already chosed. This committee will consists of six (6) members elected at a General Assembly and at least three (3) of them to be women.
7. The village will have two villagers who will be trained as scheme attendants. The training obtained will enable them to operate, take care and do routine maintenance of the scheme. The scheme attendant will work under the Village Water Committee. The village will make a separate agreement with the attendants regarding their remuneration, be it cash or in kind.

8. **MAJI/DANIDA** responsibilities will be:

- to provide skilled manpower
- to supply construction materials;
- to provide transport;
- to train scheme attendants;
- to participate with the Village Water Committee in planning and supervision of the work;
- To encourage the village develop its capability necessary to operate and maintain the scheme;
- to offer the villagers relevant information to enable them to make decisions for their water scheme.

9. The Village responsibilities will be:

- to cooperate with MAJI/DANIDA in planning and supervising the work;
- to organize all self-help activities to be carried out by the villagers according to the work plans;
- to guarantee proper use of the water and the distribution points and to keep the surrounding areas clean;
- to take care of the scheme, by ensuring its proper operation and maintenance;
- to ensure that there is money in the maintenance fund for payment of scheme attendants and for the proper operation and maintenance of the scheme;
- To make Plans and ensure the implementation for improved health and sanitation and O&M of the Water Project;
- To take care of the sources, protect Catchment areas and river banks.

REGIONAL WATER ENGINEER

VILLAGE CHAIRMAN

DANIDA REPRESENTATIVE

DISTRICT EXECUTIVE
DIRECTOR

Encl. Document showing the location of the domestic points (DP's) in the village Form 5A/8

PHASE IV IMPLEMENTATION PHASE

STEP NO.8A FORMAL TRAINING

PURPOSE: To strengthen village institutions for improving capabilities for effective performance in scheme management.

CO-RESPONSIBLE O&M, CDO, O&M Tech BSU (Backstopping Unit)

RESPONSIBLE: VP Section, BSU.

- TASKS:**
- To update training plan for each scheme. Complete Form 8A/1.
 - To identify relevant contents (syllabus) for each training (as per training manual).
 - To obtain resource person for each training.
 - To conduct training according to the plan.

NOTE: The training plan for schemes should be circulated to relevant involved project staff.

TIMING: After signing of village agreement (implementation phase) but before hand over.

PARTICIPANTS: MAJI/DANIDA: HVP section, PE, CDO, FOREMAN.

LOCAL GOVT.- DWE, DCDO, HO, DCO, DFO.

VILLAGE: - TRAINEES

START DOCUMENT-AVAILABLE TRAINING MANNUAL
- TRAINING PLAN FOR THE SCHEME FORM 8A/1.

END DOCUMENT: Report/Evaluation on training conducted.

FORM 8A/1

A TRAINING PLAN FOR SCHEME

PERIOD FOR TRAINING (PHASE)	TYPE OF TRAINING	TARGET GROUP	DURATION	VENUE	REMARK

STEP - 8B**CONSTRUCTION**

PURPOSE: To construct the scheme according to the approved design and agreed terms of implementation.

RESPONSIBLE: PE.

CO-RESPONSIBLE: HVP Cell.

TIMING: - After signing of village agreement step 7.

- TASKS:**
- To present the construction tasks involved and agree on works schedule and organization.
 - To emphasize village contributions (material, labour, responsibility etc), during construction as well as Project contributions.
 - To agree on frequency of construction planning meetings.
 - To construction various structures/installation as per approved design.
 - To prepare as built drawings.

PARTICIPANTS:

MAJI/DANIDA: - PE, HVP Cell.

LOCAL GOVT: - DCDO, Extension workers in the ward, DWE, WARD CDA, Ward Secretary.

VILLAGE: - VWC, Village Council, Villagers.

START DOCUMENT:- Village agreement, Design Report.

END DOCUMENT

- Minutes of construction Plan Meeting(s).
- Completion of Construction report inclusive of as built drawings.

STEP NO.8C MONITORING AND EVALUATION OF IMPLEMENTATION

PURPOSE: To continuously evaluate progress of implementaion of the village water supply and complementary activities.

RESPONSIBLE: HVP Cell.

CO-RESPONSIBLE:PE/O&M Section.

TASKS: - Quarterly together with villagers to fill in from 8C.
 - To conclude on the findings and act accordingly.

TIMING: - Throughout implementation phase (after step 7 but before step No.10).

PARTICIPANTS:

MAJI/DANIDA- PE, CDO, OME, SITE FOREMAN, CONSTRUCTION TEAM.

LOCAL GOVT.- DWE, DCDO, WCDA and extension workers.

VILLAGE - Village Leaders, VWC, UWT.

START DOCUMENTATION: Agreement/PIP

- Form 8C.
- Minutes of meeting(s)

END DOCUMENTS - Compiled Monitoring and Evaluation report.

MONITORING AND EVALUATION OF IMPLEMENTATION

VILLAGE:..... SCHEME:.....

PERIOD: MONTH TO: MONTH, YEAR 19

1. CONSTRUCTION

Activities progress as scheduled: YES NO

If NO state reason(s):.....

.....

Number of planning meetings attended dby VWC and site staff:

.....

Comments:

.....

Village labour contribution: BAD FAIR GOOD

If BAD state reason:

.....

Anticipated date for completion of construction:

Number of legal house connections:

Number of illegal house connections:

doing work on after work

Particular problems:

.....

Suggested solution:

.....

A d d i t i o n a l s u p p o r t r e q u i r e d f r o m :

.....

To assist with:

2. PROTECTION OF WATER SOURCE(S)

Measures taken: YES NO

Which

If NO state reason:

Cooperation with MISITU: YES_NO

Comment:

Cooperation with KILIMO: YES NO

Comment:

Cooperation with MIFUGO: YES NO

Comment:

Village by-laws formulated: YES NO

If NO state reason:

Village by-laws registered: YES NO

If NO state reason:

Action plan adhered to: YES NO

If NO state reason:

.....

Particular problems:

.....

Suggested solution:

.....

Additional support required from:

.....

To assist with:

.....

3. INVOLVEMENT OF LOCAL AUTHORITIES

Cooperation with Divisional Secretary: YES NO

Comment:

Cooperation with Ward Secretary: YES NO

Comment:

Cooperation with Ward Councillor: YES NO

Comment:

Cooperation with Ward CDA: YES NO

Comment:

Cooperation with Village CDA: YES NO

Comment:

Cooperation with:

Comment:

Particular problems:

.....

Suggested solution:

.....

Additional support required from:

.....

To assist with:

.....

4. ACTIVE COOPERATION OF VILLAGE LEADERS AND VILLAGE INSTITUTIONS

Village Chairman: YES NO

Comment:

Village Secretary: YES NO

Comment:

VWC Chairman YES NO

Comment:

VWC Secretary: YES NO

Comment:

VWC Members: YES NO

Comment:

SA's/HPA's: YES NO

Comment:

WAZAZI: YES NO

Comment:

VJANA: YES NO

Comment:

Other villagers:

Village Institutions:

Particular problems:

Suggested solution:

Additional support required from:

To assist with:

5. WATER SUPPLY MEETINGS AND DISCUSSIONS

Number of VWC meetings:

Discussion:

Number of GSC meetings: Where:

External participants:

Village assembly: YES NO

W/S. discussion:

Number of Village Council meetings:

W/S. discussion:.....

Other meetings (s)

W/S. discussion:

Number of user's meetings:

Where:

Selection of Tap or Pump attendants:

Where:

Particular problems:

Suggested solution:

Additional support required from:

To assist with:

6. TRAINING (For Health & Sanitation and Women's involvement fill in 6. and 7.)

SA/HPA training ongoing as scheduled: YES NO

If NO state reason:

VWC residential training: YES NO

If NO state reason:

VWC on site seminar(s): YES NO

If NO state reason:

Other training carried out by:

Participants:

Action plan for training adhered to: YES NO

If NO state reason:

Particular problems:

.....

Suggested solution:

.....

Additional support required from:

.....

To assist with:

.....

7. HEALTH AND SANITATION ACTIVITIES

Input AFYA YES NO

Action:

Input MAENDELEO YES NO

Action:

Input ELIMU YES NO

Action:

Input WARD YES NO

Action:

Input VILLAGE GOVERNMENT YES NO

Action:

Input V.H.C. YES NO

Action:

Input RELIGIOUS COMMUNITIES YES NO

Action:

Input: YES NO

Action:

Action plan adhered to: YES NO

If NO state reason:

.....

T r a i n i n g c a r r i e d o u t b y :

.....

Participant(s)

Particular problems:

.....

Suggested solution:

.....

Additional support required from:

.....

T o a s s i s t w i t h :

.....

8. WOMEN'S INVOLVEMENT

Meeting(s) arranged by:

.....

Participants:

Meeting(s) arranged by:

Participants:

Training carried out by:

Participants:

Training carried out by:

Participants:

UWT Cooperation: YES NO

Comments:

Action plan adhered to: YES NO

If NO state reasons:

.....

Particular problems:

S u g g e s t e d s o l u t i o n :

.....

Additional support required from:

.....

To assist with:

9. O&M FUND AND SA's REMUNERATION

Amount of fund to date: Kept where

Administration of fund by:

Collecting agent:

Who may withdraw the money:

Method(s) to raise the fund:

- From village enterprise YES NO

Which:

- Voluntary contributions YES NO

Which:

- Obligatory fee per household YES NO

Amount/Period:

Which:

- Other means: YES NO

Which:

SA's monthly remuneration from MAJI/DANIDA Shs:

SA's monthly remuneration from village: Shs:Kind:

Remuneration after hand-over agreed upon: YES NO

Shs: Kind: Period:

Village by-laws for O&M formulated: YES NO

If NO state reason:

.....

Village by-laws for O&M registered: YES NO

If NO state reason:

.....

Particular problems:.....

.....

S u g g e s t e d s o l u t i o n :

.....

.....

A d d i t i o n a l s u p p o r t r e q u i r e d f r o m :

.....

.....

To assist with:

.....

Signature VWC Chairman: Name:

Signature VPA: Name:

Signature Site Foreman: Name:

Date:

STEP NO.80 IMPLEMENTATION OF O&M BACKSTOPPING SYSTEM

PURPOSE: Introduce the backstopping system so that villagers get familiar to it for future use.

RESPONSIBLE: VP SECTION/O&M.

CO-RESPONSIBLE:DWE, PE

- TASKS:**
- To inform the relevant authorities at various levels on backstopping system proposed.
 - Educate the beneficiaries at various levels on the backstopping system.
 - Get the beneficiaries opinions of proposals and incorporate them for effective backstopping system.
 - Use the system and explain the importance of following the system.
 - To carry out an evaluation of the suitability of an O&M system.

TIMING: - After signing of village agreement and construction starts.

PARTICIPANT: VP CELL PE, O&M.

LOCAL GOVT. DCDO, DWE, WCDA Ward Secretary, Ward Councillor & Division Secretary.

VILLAGE: VWC, VG,

DOCUMENTATION:

START: - Established guidelines/policy for effective backstopping system.

END: - O&M Evaluation Report.

STEP NO.9 PRELIMINARY PROJECT COMPLETION REPORT (PCR)

PURPOSE: To take stock on accomplishments and decide on action according to outstanding matters.

RESPONSIBLE: PE Section

CO-RESPONSIBLE: HVP CELL

- TASKS:**
- To go through each implementation activity and assess the accomplishments (based on findings during step 8C).
 - Prepare a draft completion project report.
 - To have meeting(s) in the village to discuss and to compile a report proposing action according to outstanding items. To set the deadline for clearing of outstanding items. (Sec - Tec items)
 - Submit the PCR to RWE for further action.

- TIMING:**
- Construction reported as completed.
 - Implementation of O&M backstopping system effected.

PARTICIPANTS:

MAJI/DANIDA: PE, CDO, VPA, FOREMAN

LOCAL GOVT. DWE, DCDO, WCDA and other
Extension workers.

VILLAGE DOCUMENTATION: - Village Leaders, VWC, UWT, Village Interest Groups, SA/HA, GSC.

- START:**
- PE's completion of construction report.
 - Latest monitoring and evaluation report (Form 8C/X)
 - Letter to village regarding preliminary project completion report (Form 9/1).
 - Letter to district regarding preliminary project completion report (Form 9/2).

- END**
- Minutes of the meeting(s)
 - Preliminary project completion report
 - List of tap/pump caretakers

Water Department

P O Box

..... Region

The Village Chairman

Village of

Your ref.

Our ref. Form 9/1

Date:

RE: PRELIMINARY PROJECT COMPLETION REPORT OF YOUR IMPROVED VILLAGE WATER SUPPLY

The MAJI/DANIDA site staff has reported that the construction of the water supply will very soon be completed and ready for hand-over to the village.

The final scheme inspection by the Regional Water Engineer is scheduled to take place within a short time.

Before this, village representatives, are requested to discuss together with the District Water Engineer, the District Community Development Officer, other relevant participants and MAJI/DANIDA personnel a Preliminary Completion Report. The report will document facts, shortcomings and complaints which have relevance for the finalization and the sustainability of the water supply. Its purpose is to take stock on accomplishments and to decide on action according to outstanding matters. We want to learn from you and we therefore hope for a mutual exchange of ideas and experience which should result in resolutions acceptable to all parties involved for the benefit of the village. Participants from your community to be present are :

- Water Committee.
- Scheme and/or Handpump Attendants.
- Village government

MAJI/DANIDA expects that you will decide on date. MAJI/DANIDA will on your behalf inform relevant authorities from District, Division and Ward.

Below please find a list of items to be discussed:

1. Water supply structures;
2. Protection of water source(s);
3. Strengthening of village institutions;
4. Water users' education;
5. Training;
6. Health and Sanitation activities;
7. Women's involvement;
8. Operation and maintenance, organization and fund.

We hope for your active cooperation.

Please give us a reply showing:

Date you propose for the meeting:

Time:

Place:

Yours sincerely,

(Name)

THE REGIONAL WATER ENGINEER

c.c: VWC
c.c: DWE
c.c: DED
c.c: File

Water Department

P O Box

..... Region

The District Executive Director
District of

Your ref. Our ref. Form 9/2 Date:

RE: MAJI/DANIDA SPONSORED WATER SUPPLY IN
VILLAGE, DIVISION WARD.....

Enclosed please find a copy of letter to the village informing about Preliminary Completion Report which in cooperation with District offices should be prepared by the village together with MAJI/DANIDA staff.

The village has decided that meeting should take place.

Date:

Time:

Place:

It is hoped that representatives from relevant district departments will participate.

Yours sincerely,

(Name)

FOR THE REGIONAL WATER ENGINEER

- c.c: Project Engineer
- c.c: District Water Engineer
- c.c: DCDO
- c.c: DFO
- c.c: Other relevant District functional Heads as necessary.
- c.c: UWT
- c.c: Divisional Sec., Ward Sec., Ward Councillor, Village Chairman, VWC
- c.c: MAJI/DANIDA File

STEP - 10 APPROVAL OF COMPLETION OF CONSTRUCTION

PURPOSE To get approval of RWE and DANIDA that the construction of the village water supply has been completed to the required standards and that the village has acquired the capability to manage this scheme upon hand over.

RESPONSIBLE: RWE

TIMING: After completion of step 9

- TASKS**
- RWE to arrange an internal inspection of the scheme to assess villagers capacity to receive the scheme and technical quality of construction.
 - To invite PICU for official inspection with the village.
 - To set deadline for clearing/rectifying any outstanding items as noted during official inspection.
 - Formal Approval.

PARTICIPANTS:

MAJI/DANIDA PICU, RWE, PE, HVP Cell

LOCAL GOVT. DCDO WARD SEC. DWE

VILLAGE - VWC SAs Village Council

DOCUMENTATION

START - Preliminary Project completion report.

END - Inspection Report.

PHASE V : HANDING OVER PHASE

STEP NO.11 FORMAL HAND OVER

PURPOSE: To officially inaugurate the village water supply after which it is recognized as property of the village and for which the villagers accept full responsibility for its Operation and Maintenance.

RESPONSIBLE: VP SECTION

CO-RESPONSIBLE: PE (DWE)

TASK:

- Preparations of handover ceremony (Form 11/1)
- Issue of Hand Over Certificate and other documents like as built drawings etc by the Guest of Honour during Hand over ceremony.

TIMING: - After approval of completion of construction.

PARTICIPANTS:

MAJI/DANIDA RWE, Project Advisors, RCDO

LOCAL GOVT. DCDO, DWE, DED, WARD Secretary and other Ward Officials.

VILLAGE - ALL VILLAGERS, WARD OFFICIALS.

START:

- Findings of the scheme inspection (Form 11/1)
- Letter to district informing hand over of village water supply (Form 11/2)
- Rules for scheme alterations (Form 11/3)

END: - Hand over Certificate (Form 11/4)

Water Department

P O Box

.....Region

The Chairman

Village of

Your ref.

Our ref. Form 11/1

Date:

RE: FINDINGS OF THE SCHEME INSPECTION - PREPARATION FOR HAND-OVER OF THE WATER SCHEME

Please refer to the joint inspection that was carried out on

..... (date) by the office of the Regional Water Engineer, together with representatives from DANIDA and the Village.

Upon inspection, the construction standard of the scheme was found acceptable, and thus we are asking the village to recommend a date for the hand-over.

The village has cooperated well and participated fully with us during the different stages of implementation and it is our hope that you are now ready to take over the responsibility of the scheme. We also hope that regional and district authorities will join us on this auspicious occasion.

Lastly, we trust that your recommendations for the appropriate date of hand-over, will be forwarded to our office soon.

Yours sincerely,

(Name)

FOR THE REGIONAL WATER ENGINEER

c.c: Ward Secretary

c.c: Ward Councillor

c.c: MAJI/DANIDA file

Water Department
P O Box
..... Region

The District Executive Director

District of

Your ref. , Our ref. Form 11/2 Date:

RE: VILLAGE OF INDISTRICT
.....DIVISIONWARD-OFFICIAL HAND-OVER
OF THE MAJI/DANIDA SPONSORED WATER SUPPLY TO COMMUNAL
OWNERSHIP AND RESPONSIBILITY

We are pleased to inform you that the implementation of the improved water supply in the above mentioned village is completed.

Upon inspection by the Regional Water Engineer together with representatives from the Village and MAJI/DANIDA, the construction standard of the scheme has been approved.

The villagers have cooperated well and participated fully in the planning and implementation of the scheme. They are now ready to take the responsibility of ownership and are prepared to shoulder the task to keep the water supply in function.

In the spirit of self-help and self-reliance, the village has already established a "Village Water Fund" and an O&M backstopping system which will be used to run the scheme.

The water supply will be handed-over officially on:

- Date:
- Time:
- Place:

We hope that you and other members of the regional and district leadership will join us on this auspicious occasion.

Yours sincerely,

(Name)

THE REGIONAL WATER ENGINEER

c.c: Regional Offices
c.c: District Offices
c.c: Divisional Secretary
c.c: Ward Secretary
c.c: Ward Councillor
c.c: Village Chairman
c.c: Village Water Committee
c.c: MAJI/DANIDA file

Water Department

P O Box

..... Region

The Village Chairman

Village of

Your ref.

Our ref. Form 11/3

Date:

RE: RULES FOR WATER SCHEME ALTERATIONS, EXTENSIONS, ETC.

As agreed the improved water supply, sponsored by MAJI/DANIDA, is handed over to the ownership of your village.

From now on, it is to be the responsibility of the villagers to take good care of the water scheme so it will serve the people for many years to come.

But even though the water supply is the property of the village, certain rules must be observed regarding:

- Water connections to private households and/or institutions;
- Extensions of the water supply;
- Alterations of pipelines and/or other structures.

In any of the above mentioned cases the following procedure must be adhered to.

1. The applicant to submit a request to the Village Water Committee (VWC).
2. The VWC to recommend approval or disapproval of the request and forward it to the Village Council.

3. The Village Council to approve or to disapprove the request. In case of approval, the request to be sent to the District Water Engineer (DWE).
4. If technically possible the DWE will assist and give his written consent.

Please be aware that connections, extensions, etc. established without the consent of the DWE are illegal and will consequently be uprooted. Possible damages will have to be paid by the village.

Yours sincerely,

(Name)

FOR THE REGIONAL WATER ENGINEER

c.c: Village Water Committee
c.c: DED
c.c: DWE
c.c: Ward Secretary
c.c: File

MAELEZO

Ujenzi wa mradi huu unafuatia makubaliano ya mkataba ulosainiwa na

Mhandisi wa Maji (M) tarehe na

Mwenyekiti wa Kijiji tarehe

Ujenzi wa Mradi huu umegharimu shilingi

HUDUMA MUHIMU ZILIZOMO NI:-

1.
2.
3.
4.

Pamoja na Mradi wa Maji pia Kijiji kimekabidhiwa vifaa vifuatavyo:-

1.
2.
3.

MAJI NI UHAI

PHASE VI : FOLLOW-UP PHASE

STEP - 12A MONITORING UNIT ROUTINE VISITS

PURPOSE: To support villager's efforts to operate and manage their water supply with the ultimate goal of minimizing and/or phasing out external input.

RESPONSIBLE: OME

- TASK:**
- To assess together with the village the technical and organisational performance of the scheme.
 - To assist the village in identifying problems of technical organisational and financial nature.
 - To advice the village on action to solve problems.
 - To assess the applicability of agreed O&M backstopping system.
 - To support them according to the Maintenance request form (Form 12A/1).
 - To compile a report on the findings addressed to the village with copy to the MAJI/DANIDA office, O&M section.
 - To fill in the O&M Monitoring form (Form 12A/3)

TIMING: Three months after hand over of the scheme.

PARTICIPANTS:

MAJI/DANIDA: OME, PMU, CDO

LOCAL GOV: DCDO, DWE, WCDA, WARD SECRETARY

VILLAGE: VG, VWC, VILLAGE ASSEMBLY

DOCUMENTATION:

START : Approved O&M backstopping system.

: Handing Over Certificate

: Maintenance request forms

: O&M monitoring forms

END : O&M monitoring forms (PMU Reports)

: Scheme Attendants checklists (Form 12A/2)

: Minutes

MAINTENANCE REQUEST FORM 12A/1

MAJI/DANIDA

Mahitaji kwa ajili ya matengenezo
Maintenance Request

Jina la Mradi: Scheme Name :	Tarehe: Date :
Jina la Kijiji: Village Name :	

Maelezo juu ya uharibifu:
Description of damage :

Vifaa vinayotakiwa:
Materials needed :

Idadi Qty.	Vifaa Materials	Kipimo Size	Bei Price

KAMATI YA MAJI YA KIJIKI/VILLAGE WATER COMMITTEE

Sahihi : Cheo : Tarehe:
Signature: Designation: Date :

FORM 12A/2

Checklist form

Form 12A/3

O&M Monitoring form

PHASE VI : FOLLOW - UP PHASE

STEP NO. 12B ADDITIONAL SUPPORT

PURPOSE: To provide needed support to the villages in order to promote village level Operation and Maintenance.

RESPONSIBLE: DWE

CO.RESPONSIBLE:DCDO (For socio-economic matters).

TASK - To advise on action to solve problems which is based on the utilization of local resources, and designed to stimulate village development with regard to catchment protection, water, health and sanitation.

- To promote women's involvement in the decision making process.

TIMING: - To commence immediately after hand over of the scheme.

PARTICIPANTS:

MAJI/DANIDA RWE, OME, PMU, RCDO

LOCAL GOVT. DED, DWE, DCDO, WARD OFFICIALS, OTHER INSTITUTION (e.g. Religious bodies).

VILLAGE: - VC, VWC, GSC, SA.

DOCUMENTATION:

START - Project monitoring units reports.

END - Various records, minutes, reports regarding action taken.

STEP - 13 PREPARATION OF FINAL PROJECT REPORT

PURPOSE: - To take stock on accomplishments and recommend future action according to findings during the follow-up phase and thus to mark the end of direct project involvement.

RESPONSIBLE: OME, CO-RESPONSIBLE, O&M, CDO/O&M.

TIMING: One-to-one and a half years (1-1.5 years) after HO depending on scheme performance.

TASKS - To study performance of the scheme, including PMU/SA report for the period of assessment.

- To prepare a report to Village, District and RWE giving recommendations for future action regarding the water supply.

- Discontinue direct involvement in the particular scheme.

PARTICIPANTS:

MAJI/DANIDA- PMU, OME, O&M, CDO.

LOCAL GOVT - DED, DWE, DCDO WARD CDA

VILLAGE - VILLAGE GOVT. Villagers, SA

DOCUMENTATION:

START - FILLED MONITORING FORMS

END - FINAL REPORT

NOTE: Since this step marks the exit point for direct involved of the project it is important to adjust the follow-up duration so that the users are really ready to run the scheme successfully before executing this step. If major problems are anticipated they should be clearly indicated in the report and proposals for who should take remedial action be indicated.

- While assessing the performance of the Scheme make use of user opinions as much as possible by conducting interviews in the village. This is to avoid biased information from people who are in one way or another responsible for the running of the scheme.

**LIST OF VILLAGE PARTICIPATION POLICIES DOCUMENTED IN THE
WATER MASTER PLAN VOLUME THIRTEEN (13)**

POLICIES FOR VILLAGE PARTICIPATION (Vol. 13, Chapter 3.)

- **POLICY 1**

The village is the owner of the scheme which is located within the village boundaries.

- **POLICY 2**

The village pays the full cost of operating and maintaining the scheme (attendants), spares etc.

- **POLICY 3**

The village pays the full cost of maintaining the distribution system within its boundaries. On piped water supplies this includes all installations from tank to tap. On wells this includes all handpumps and aprons.

- **POLICY 4**

MAJI assists the village on the rest of the scheme by executing and paying the full cost of maintaining intake, borehold, pump and engine, main lines, all storage and break pressure tanks, all well.

- **POLICY 5**

Spare parts for the distribution system, hand pumps are stocked by MAJI at district level, from where they can be bought by the village at full cost price.

- **POLICY 6**

MAJI will undertake regular inspections of all schemes (including also the distribution systems of which maintenance needs should be reported to the villages).

- **POLICY 7**

Government resources for a new water scheme should only be committed for those villages which prior to construction have made a cash deposit to MAJI, district level, equivalent to one year's cost of operating and maintaining the distribution system/handpumps in that village.

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- POLICY 8

In a proposed group scheme villages which do not fulfill this condition before construction is initiated will be bypassed. If such a village joins the scheme later it should compensate the other villages for work done on its section on main line etc.

- POLICY 9

In villages with insufficient economic capacities to meet the above conditions, the proposed project should be postponed. Supplementary programmes to increase village income and leadership skills should be initiated.

- POLICY 10

The village has veto over a proposed water source, if there are technically and economically feasible alternatives.

- POLICY 11

MAJI plans the overall service level for a given village in accordance with the WMP design criteria (number of domestic points, hand pumps, washing slabs, cattle troughs etc.) The village locates these, but subject to technical approval and economic considerations.

- POLICY 12

Villagers should carry out all unskilled work connected with trench clearing and digging, laying of pipes, backfilling, construction of domestic points, handpumps, wells, washign slabs, and soak-aways.

- POLICY 13

Through participation in construction of domestic points, well soak-aways and washing slabs, selected villagers should gain skills that will enable them to maintain the structures.

- POLICY 14

Villages that fail to carry out previously agreed construction activities should under no circumstances be bailed out by hiring unskilled labourers to do the work. Construction work will consequently stop until villagers do their part of the work.

- POLICY 15

Operation and maintenance should be carried out in accordance with the policies in 3.2., policy 1-6.

- POLICY 16

Selection of schemes for rehabilitation should follow the policies spelt out in 3.3., policy 7-9.

- POLICY 17

Planning should follow policies laid out in 3.4., policy 10-11.

- POLICY 18

Construction policies in 3.5 should be followed, policy 12-14.

- POLICY 19

The villagers should carry out their own health education project with a minimum of outside assistance.

- POLICY 20

Women should be trained by health staff as village health promoters in such a way that they will be able to conduct discussion groups among other women.

- POLICY 21

The water project and health staff should support the villagers in implementing any works which flow from the health education project.

- POLICY 22

Health education activities should be initiated at the latest during the construction phase of any water scheme.

- POLICY 23

Village should be fully involved in selecting latrine types and in their construction household latrine.

- POLICY 24

Upgrading of existing latrine types in accordance with proven health criteria should be given priority over the introduction of new types.

- POLICY 25

Subsidies to latrine construction might be given, but they should not discriminate between different latrine types.

- POLICY 26

Sanitary activities should be initiated during the planning construction phase of the water scheme.

ORGANIZATION FOR VILLAGE PARTICIPATION (Vol.13, Chapter 4.)

- POLICY 1

A village water committee (VWC) must be established in each village that is going to receive government assistance for water supply. A standard composition and terms of reference of the committee are presented in table 4.1.

- POLICY 2

Project committee (PC) is established for all group schemes to be established or rehabilitated. Its standard membership and terms of reference are listed in table 4.2.

- POLICY 3

Two scheme attendants (preferably a man and a woman) are chosen by the VWC among villagers and are trained by AMJI in their village to do repairs and preventive maintenance on the distribution system and domestic points/hand pumps. They should be paid by the village-also during training. Their duties are listed in table 4.3.

- POLICY 4

One tap attendant (preferably a woman) is chosen by the user balozis among households close to each domestic point/handpump. Her duties will be to look after the upkeep of these installations and their surroundings as shown in table 4.4.

- POLICY 5

AFYA, MAENDELEO, and MAJI should be responsible respectively for health, participatory, and technical aspects of water related activities in the regions. In each regions practical working relationships must be arranged to ensure cooperation, sharing of resources and economic savings.

- POLICY 6

At the project level MAJI should coordinate the water related activities on AFYA, MAENDELEO and MAJI.

- POLICY 7

Relevant MAJI personnel should be trained in community work approaches.

- POLICY 8

A new category of MAJI field level staff - site assistants - should be established. Their functions are listed in table 4.5.

- POLICY 9

MAJI should develop a systematic training programme for scheme attendants.

- POLICY 10

MAJI should construct demonstration latrines and teach villagers and AFYA how to build similar ones in project villages.

- POLICY 11

As part of their normal duties AFYA staff at ward/divisional level should carry out the health education field work on water related activities. If no such staff is available is should be seconded to the project area for at least the full water project implementation period.

- POLICY 12

If a sanitation component is included in a water scheme, this should be carried out by AFYA with MAJI as the construction of demonstration latrines.

- POLICY 13

If health education results in village health projects, AFYA should give support, with MAJI as constructor.

- POLICY 14

AFYA staff at district/regional level should supervise and support lower level AFYA staff involved in water related activities, including training of lower level a AFYA staff in water related, community based, health education (mainly on-the-job training).

- POLICY 15

As part of their normal duties, MAENDELEO staff at ward/division level should carry out the community participation field work on water related activities from the planning to the operation and maintenance phase.

- POLICY 16

MAENDELEO staff at the district/regional level should supervise and support lower level MAENDELEO staff involved in such activities, including training of lower level MAENDELEO staff in the participatory approach to water related activities (mainly on-the-job training).