

**WASHE - DISTRICT SIAVONGA**

Water, sanitation and health education committee

LIBRARY  
 INFORMATIONAL REFERENCE CENTRE  
 FOR COMMUNITY WATER SUPPLY AND  
 SANITATION (WASHE)

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Siavonga, 21 February, 1995

To:  
 All WASHE Siavonga members  
 All participants of the WASHE Siavonga Seminar 1994

**Re WASHE activities in Siavonga District**

The long awaited WASHE manual has not been produced yet. The main reason is that we agreed with CMMU in Lusaka to produce a good quality manual together with them, and this takes more time than we thought.

We had many requests from extension staff and other people working with the communities about the request forms.

Therefore in anticipation of the WASHE manual we hereby send you the following:

- your certificate of attendance
- an information leaflet on WASHE Siavonga activities
- a full set of request forms as used by WASHE Siavonga
- a map showing all water supplies in Siavonga
- a list of all water supplies in Siavonga
- spare copies of request forms

We count on you to assist the communities by explaining to them the WASHE policy and activities and by assisting them in getting our assistance. You are requested to encourage water users to use these forms and make sure that they understand and sign the request forms.

You are always welcome to contact us if you need any further clarifications or if you need additional request forms.

On behalf of WASHE Siavonga



Mr. S. Ndhlovu  
 Director of Works



Mr. P.J. Bury  
 Planning Advisor

- enclosures -

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Siavonga, 9 March, 1995

## A short guide for extension personnel

This guide is not covering everything about the WASHE Siavonga approach. But we hope that this helps you in assisting the community in improving the water supply and sanitation in their area. WASHE Siavonga together with CMMU Lusaka are preparing a more detailed manual which will be distributed later.

### The role of extension personnel

Remember WASHE Siavonga does not have any staff. In order to be able to reach the community and be able to assist them with water and sanitation issues it relies on extension personnel of various departments.

In combination with your regular duties you are asked to:

- read and understand these guidelines and attached request forms;
- explain the WASHE Siavonga approach to villagers;
- explain and assist in filling out request forms and the need for community responsibility and contributions to the repair and maintenance of water supplies;
- assist where needed and possible to liaise between villagers and WASHE Siavonga.

### Water users committee

At each water point a water users committee should be formed. This committee should be formed by the users and NOT be imposed by outsiders. It should be a fair representation of all water users, including WOMEN.

The water users committee may decide itself how it will be organised, some suggestions:

- elect a chairperson;
- elect a secretary (that can read and write English);
- elect one or more treasurers;
- elect one (or more) water point care taker who looks after the cleanliness of the water point (preferably a woman);
- elect one or two (pump / tap / well) mechanics to look after the water installation;
- make sure unskilled labour is available when the council foreman comes for repairs.

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## Assistance is request based

Explain to water users that WASHE Siavonga / the Council will only assist in repair, maintenance and new water points if the community requests for assistance. WASHE Siavonga uses 6 different forms, make sure you understand them and assist villagers in using them.

## How to use request forms

- Write clearly;
- Provide all necessary information in the form;
- Make sure the water users understand the form and what their contribution is;
- The form should be signed by three members of the community;

**make sure the water users send somebody to WASHE Siavonga / Council director of works to agree on a date for assistance. The agreed date is binding, this means that labour should be available in the village on that agreed day.**

- New forms can be requested from WASHE Siavonga.

Brief description of the 6 forms:

### **Form 1: repair or service of well / borehole**

Use this form to request assistance to repair or service an existing borehole or well.

### **Form 2: borehole rehabilitation**

Use this form to request assistance to rehabilitate a borehole that has not been working for a long time and where the fence, servicing poles, slab or drain need to be improved or build.

### **Form 3: well rehabilitation**

Use this form to request assistance to rehabilitate a well that has not been used for a long time and where fence, slab, poles, drains, windlass, chain, bucket, protection need to be improved or build.

### **Form 4: Lusitu Water Supply Improvement assistance**

Use this form to request assistance in the Lusitu Water Supply area for the repair or maintenance of taps and the construction of a fence, slab, drain.

### **Form 5: a new water supply**

Use this form to request a new water supply. A WASHE team will set a date with the village to come and discuss the possibility of providing a new water supply.

### **Form 6: rural water supply tools and materials**

This form will be used by WASHE whenever it provides tools or materials to existing water user committees.

## **Cattle troughs**

A group of water users may decide to provide some of the water to their animals. It is not WASHE's prime responsibility to assist in the provision of water to animals. But in case the water user committee is prepared to contribute to the rehabilitation or building of a cattle trough, WASHE will try to assist where possible.

The conditions for assistance for cattle troughs are explained in **form 2, 3 and 4**.

## **Sanitation**

Sanitation is as important as the provision of water. Sanitation is about making sure that human and other waste is put in a safe place where it cannot cause diseases (like cholera, bilharzia, diarrhoea) or contaminate water and food.

Every extension person should always educate people about this. Some advise:

- never urinate or shit in or near water (a stream, a pond, the lake, a well, a borehole, a tap);
- don't allow animals to come near or upstream from a water point that is used by people;
- keep the water point clean and avoid stagnant water that attracts mosquito's;
- build and use pit-latrines (build them there were people are prepared to use them).

WASHE is still working on a good sanitation programme. In the mean time suggest villagers to contact the local clinic or one of the PPM (drought relief) members for assistance in the building of pit-latrines.

## **Health education**

If you feel the water users need to be educated on health, water and sanitation you can contact the nearest health centre. It is important that people understand the relation between good sanitation, clean water and health.

WASHE Siavonga is still working on a good health education programme.

## **Training**

WASHE Siavonga will organise further training in various topics related to water, sanitation and health education. Please contact WASHE for further information.

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February 95

# RURAL WATER

Does the community need assistance? on:

Are you stuck? contact us:

WASHE, District Water Sanitation and Health Education Committee

<p><b>Mandate:</b> The District WASHE Committee is an interdepartmental group at district level which co-ordinates the rural water and sanitation policy, management and development. The executive committee consists of District Staff: Health Inspector, Education Officer, Planner, Director of Works, Community Development Officer, Natural Resources Officer and representatives of local NGO's.</p>			<p><b>Objective:</b> To promote self-help and participation in the rehabilitation and maintenance of rural water supply and sanitation. To introduce a cost recovery based rural water supply and sanitation service. To assist communities in the rehabilitation, provision, maintenance and management of rural water supplies. To promote health education and improved sanitation.</p>		
Activity / Service provided ?	How do we operate ?	Conditions / how to request assistance ?	Whom to contact / Who assists ?	Which area is covered ? Where to go ?	How to contact / response time by the organisation?
Assist village water committees (VWC) in the repair or service of wells and boreholes	Ensure that spares and materials are available in district. Provide technical assistance to committees	Local contribution required (see request form). Assistance is only given upon written request (use request form: REPAIR...).	Extension personnel can assist in explaining conditions and writing request form. District will send assistance on agreed date.	Request form to be send to Director of Works (DoW) in Siavonga. Make sure you agree on a date! All water supplies in the district are covered	Representative of VWC goes to DoW's office and agrees on date. Assistance usually given within 2 weeks.
Rehabilitation of existing borehole	Assist VWC in rehabilitation of borehole and its surrounding (fence, slab, drainage, servicing poles)	Local contribution required (see request form), use request form: BOREHOLE...	as above	as above	as above
Rehabilitation of existing well	Assist VWC in rehabilitation of well and its surrounding (fence, slab, windlass, drainage, etc.)	Local contribution required (see request form), use request form: WELL...	as above	as above	as above
Repair and improvement of taps in Lusitu area	Assist VWC in repair and improvement of water points (fence, slab, tap, drainage, etc.)	Local contribution required (see request form), use request form LUSITU...	as above	as above	as above
Provide new water points (wells, boreholes, taps in Lusitu area)	Discuss a new water point with a village. WASHE decides on priority. WASHE organises construction if funded.	Local contribution and participation required (see request form), use request form A NEW WATER SUPPLY.	as above. A multi-disciplinary team will come and discuss with village on an agreed date	as above Decision on a new water point is subject to WASHE criteria, including accessibility!	Request is send to DoW's office and a date for meeting is agreed. Response usually within one month.
Supply of tools and materials to VWC for maintenance of water point	After verbal agreement with an existing VWC a set of tools and materials can be provided	A tool / material reception form is filled and signed by VWC at a visit of the District foreman for water	Ask assistance from extension personnel and discuss with District foreman for water	Contact the District foreman for water or through local extension personnel. All water supplies in the district are covered.	If needed come to DoW's office. Response time usually within one month.
Health education and sanitation	Refer to Health and PPM info leaflets	see Health and PPM info leaflets	The Rural Health Centre or Village Health Worker	The whole district	See Health and PPM info leaflets

Note: a full set of request forms is attached. Contact the DoW for additional copies.

## REQUEST repair or service of well / borehole

<b>Date:</b>	/ /	<b>Name of water point:</b>			
<b>Village:</b>		<b>Ward:</b>			
<b>Type of water supply:</b>		<b>Type of pump:</b>			
<b>Problem (tick appropriate):</b>	pumping mechanism	cup-leathers	slab	bolts / handle	other
<b>Additional information on repair to be done:</b>					

The water committee agrees:

1. To provide free labour (at least 4 strong persons) to assist the council foreman when he comes for assistance;
2. To provide free accommodation if required;
3. To pay a charge of K7,500 in case labour was not provided on the agreed date. This charge must be paid at the council in Siavonga, before a new appointment can be made;
4. To pay for small spare parts if needed according to current price list as distributed to the water users.

<b>Village Headman</b>	<b>Committee Member</b>	<b>Water Point Care taker</b>
Name:	Name:	Name:
Signature:	Signature:	Signature:

to be filled by Council:

<b>Date reception request:</b>		<b>Foreman signature:</b>	
<b>Request number:</b>		<b>Reference in database:</b>	
		<b>Agreed service date:</b>	

The foreman fills out an action sheet before assistance and fills out a report after the assistance

FORM 2

## REQUEST FOR BOREHOLE rehabilitation

<b>Date:</b>	/ /	<b>Name of water point:</b>			
<b>Village:</b>				<b>Ward:</b>	
<b>Rehabilitation (tick appropriate):</b>	Pump	Fence and poles	Slab	Drain	Cattle trough
<b>Redeepening:</b>	subject to capacity of council and DWA				
<b>Additional information on rehabilitation to be done:</b>	Specify type of pump				

The water committee agrees:

1. To provide free labour (at least 4 strong persons) to assist the council foreman on the day(s) he comes for assistance;
2. To provide free accommodation if required;
3. To pay a charge of K7,500 in case labour was not provided on the agreed day for assistance. This charge will be paid at the council in Siavonga, before a new appointment can be made;
4. To contribute to the rehabilitation of the borehole:
  - \* build a good quality fence with local materials which keeps all animals out;
  - \* provide two good quality poles for maintenance work on the pump;
  - \* in case we require a cattle trough, we will provide sand, stones and gravel and contribute in cash to half of the cement required.

**Village Headman**

**Committee Member**

**Water Point Care taker**

Name:

Name:

Name:

Signature:

Signature:

Signature:

to be filled by Council:

<b>Date reception request:</b>		<b>Foreman signature:</b>	
<b>Request number:</b>		<b>Reference in database:</b>	
		<b>Agreed assistance date:</b>	

Foreman to fill out action sheet before assistance and fill out a report after the assistance

# REQUEST WELL rehabilitation

<b>Date:</b>	/ /	<b>Name of water point:</b>			
<b>Village:</b>		<b>Ward:</b>			
<b>Rehabilitation (tick appropriate):</b>	fence	poles and windlass	chain and bucket	slab and cover	drain and cattle trough
<b>Redeepening:</b>	subject to capacity of council				
<b>Additional information on rehabilitation to be done:</b>					

The water committee agrees:

1. To provide free labour (at least 4 strong persons) to assist the council foreman on the day(s) he comes for assistance;
2. To provide free accommodation if required;
3. To pay a charge of K7,500 in case labour was not provided on the agreed day for assistance. This charge will be paid at the council in Siavonga, before a new appointment can be made;
4. To sign for the reception of a new windlass, a chain and a bucket. We are responsible for the maintenance and replacement of the items in case of damage or theft;
5. We agree to contribute to rehabilitation of the well:
  - \* build a good quality fence with local materials which keeps all animals out;
  - \* provide two good quality poles for the windlass;
  - \* in case we require a cattle trough, we will provide sand, stones and gravel and contribute in cash to half of the cement required.

**Village Headman**

**Committee Member**

**Water Point Care taker**

Name:

Name:

Name:

Signature:

Signature:

Signature:

to be filled by Council:

<b>Date reception request:</b>		<b>Foreman signature:</b>	
<b>Request number:</b>		<b>Reference in database:</b>	
		<b>Agreed assistance date:</b>	

Foreman to fill out action sheet before assistance and fill out a report after assistance



**REQUEST**

**Lusitu Water Supply improvement assistance**

<b>Date:</b>	/ /	<b>Name of water point:</b>			
<b>Village:</b>				<b>Ward:</b>	
<b>Assistance for (tick appropriate):</b>	Repair tap	Replacement tap	Fence	Slab	Cattle trough
<b>New Tap:</b>	subject to capacity of council				
<b>Additional information on assistance to be given:</b>					

The water committee agrees:

1. To provide free labour (at least 4 strong persons) to assist the council foreman on the day(s) he comes for assistance;
2. To provide free accommodation if required;
3. To pay a charge of K7,500 in case labour was not provided on the agreed date for assistance. This charge will be paid at the council in Siavonga, before a new appointment can be made;
4. To be responsible for the good maintenance and replacement of equipment in case of damage or theft;
5. To contribute to:
  - \* build a good quality fence with local materials which keeps all animals out;
  - \* in case we require a cattle trough, we will provide sand, stones and gravel and contribute in cash to half of the cement required.

Village Headman

Committee Member

Water Point Care taker

Name:

Name:

Name:

Signature:

Signature:

Signature:

to be filled by Council:

<b>Date reception request:</b>		<b>Foreman signature:</b>	
<b>Request number:</b>		<b>Reference in database:</b>	
		<b>Agreed assistance date:</b>	

Foreman to fill out action sheet before assistance and fill out a report after assistance

# REQUEST A new water supply

<b>Date:</b>	/ /		
<b>Village:</b>		<b>Ward:</b>	

The villagers understand that:

1. this request will be appraised by the Siavonga WASHE committee;
2. the Siavonga WASHE will send a team to discuss the request with the village;
3. the Siavonga WASHE will inform the village if the request is acceptable and explain the conditions for installing a new water supply;
4. requests for new water supplies will be appraised every six months;
5. final approval and construction of the new water supply is subject to district priorities and capacity for implementation.

Village Headman	Committee Member	Water Point Care taker
<b>Name:</b>	<b>Name:</b>	<b>Name:</b>
<b>Signature:</b>	<b>Signature:</b>	<b>Signature:</b>

to be filled by Council:

<b>Date reception of request:</b>		<b>Foreman signature:</b>	
<b>Request number:</b>		<b>Reference in database:</b>	
		<b>Agreed date for first visit:</b>	

Foreman to fill out action sheet before assistance and fill out a report after assistance

FORM 16

## RECEPTION OF Rural water supply tools and materials

<b>Date:</b>	/ /	<b>Name of water point:</b>	
<b>Village:</b>		<b>Ward:</b>	
<b>Type of supply:</b>		<b>Type of equipment:</b>	

Item received
1.
2.
3.
4.
5.
6.

The water supply users agree to the following:

1. we understand that the items received are our own property;
2. we are responsible for the good maintenance and replacement of equipment in case of damage or theft;
3. if items need to be replaced we will have to buy them ourselves either from the council or elsewhere (the council keeps a stock of items. Price lists are available. Prices may be revised from time to time)

<b>Village Headman</b>	<b>Committee Member</b>	<b>Water Point Care taker</b>
Name:	Name:	Name:
Signature:	Signature:	Signature:

to be filled by Council:

<b>Date of supply:</b>		<b>Foreman signature:</b>	
<b>Supply number:</b>		<b>Reference in database:</b>	

Foreman to fill out action sheet before assistance and fill out report after assistance

Siavonga District/RDPP  
Water Points in Siavonga District

Feb. '95

SEE map

Water point Number	Water Point Location	Supply Type	Equipment Installed	Water Point Depth	Present Condition
001	Syanyoolo School	w		21.7	N
002	Sialumba	w		0	W
003	Dambwe School	w		9.2	N
004	Chaanga B.School	w		14.6	W
005	Hamooya			30.1	N
006	Bbakasa	w	Bucket and Chain	20	W
007	Mutandalimi	w		24.7	W
008	SS Makumbiro	w		36	W
009	Syanyoolo Clinic	b	British Std.Wind Mill	60	W
010	Nabutezi	b	Japan Hand Pump	60	W
011	Chaanga Clinic	b	British Std.Wind Mill	24	W
012	Nangwala_Havulum	b	Japan Hand Pump	60	W
013	Hamooya	b	Indian Mark II	60	W
014	Chaanga B.School	b	Zim.Bush Pump	80	W
015	Siambezo	b	Zim.Bush-Pump	60	W
016	Chikan. School	b	Indian Mark II	40	W
017	Ibwe munyama	b	British climax w/mill.	8.2	W
018	Matuwa school	b	Zim.bush-pump	80	W
019	Chididi	b	Indian Mark II	60	W
020	Simamba Clinic	b	Zimb. Bush Pump "B"	60	W
021	Kagwenda	b	Japan hand pump	60	W
023	Kafwakuduli	b	Indian Mark II	60	W
024	Kariba Store	b	Zim.bush-pump	60	W
025	Bbakasa School	b	Indian Mark III	80	W
026	Sikoongo Village	b	Indian Mark III	28.2	W
027	Siayumbu	b	Zim.Bush Pump	60	W
028	Siachibubba	b	india mark III	36	W
029	Nabbanda	b	Japan Hand Pump	60	W
030	Siayumbu	b	Japans Hand Pump	80	W
031	Siangwemu-School	W		5.2	D
032	Chir. Junction	b	Indian Mark II	25	W
033	Daura store	b	Indian Mark II Modified	40	W
034	Siasuntwe I	b	Japan Hand Pump	60	W
035	Lumbembe	b	Zimb.bush-pump	60	W
036	Sikoongo Court	b	Zimb. bush-pump	80	W
037	Chibulamenda	b	Mono Pump/Diesel Eng.	80	W
038	Jamba2	b		0	N
039	Njowe	b		0	N
040	Hamooya-Vet	b		0	n
041	Jamba Clinic	b		0	N
042	Mat. S&Service 1	b	Indian Mark II	60	N
043	Simamba O_Palace	b	0.00	0	N
044	Hamasandu	b		0	N
045	Mines	b		0	N
046	Sinakaimbi	b		34	N
047	Jamba1	b	Broken Wind Mill	60	N
048	Nabbanda.School	b	Mon-Hand pump.	55.5	W
049	Ngombe Iledede J.	b		38	N
050	Machavika	b		0	N
051	Musantu	w		8.7	N
052	Syanyoolo Agric	w		12.7	N
053	Njowe	w		0	N
054	Hamayobe	w		20	N

(continued...)

055	Siakalinda Sch.	W		13	N
056	Mwanankombo	W		18.9	W
057	Jamba	W		40	W
058	Siamwiinga Sch.	W		24	N
059	Chikan. School			8.7	N
060	Siangwemu-School	W	Zim_bush_pump	60	W
061	Lumbembe	W		5.6	N
062	Siangweemu-Vill			11.7	N
067	Katobola			30	D
069	Siakalyabanyama	T		0	D
070	Chief Palace	T		0	D
071	Chisamu School	T		0	N
072	Muyaule			0	D
073	Siambote			0	D
074	Simanyangu			20	D
075	Simaundu School			6.5	D
076	Chilindi School			0	D
077	Kayuni Lintco		Mono Pump	40	N
079	Jamba school 1			50	D
080	Choomba			19	W
081	Siamwiinga			24	N
082	Moonga School			12.6	N
093	Manchamvwa Clin.			60	W
097	Chiyambuka	T		0	
098	Namukungulu	T		0	
099	Siamutumbu	T		0	
100	Chatumwa	T		0	
101	Lusitu B.School	T			
102	Lusitu RHC	T		0	
103	Musulumba	T		0	
104	Ntambale	T		0	
105	Simwelele	T		0	
106	Chisamu	T		0	
107	Dumbula	T		0	
108	Pambazana	T		0	
109	Sialuselo	T		0	
110	Simwaalu	T		0	
115	Chalichusya	T		0	
116	Sitinkwi School	T		0	
117	Sitinkwi	T			
118	Siajongolo	T		0	
119	Sianzembwe	T		0	
120	Sub-center	T		0	
121	Siadombozya	T		0	
122	Uzibwamano	T		0	
123	Ndangila	T		0	
124	Lusitu Agric Off	T		0	
125	Chibulameenda	T		0	
126	Machavika	T		0	
127	Lumbembe			0	
128	Siakalyabanyama			0	
129	Makaingamwa		Indian Mark III	45	W

Source: RDPP 1991/2 Village Survey

# SIAVONGA DISTRICT 1994

## Water Points

