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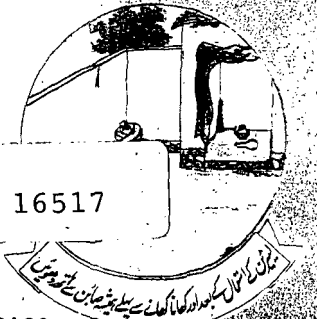
WATER AND SANITATION SECTION

LOCAL GOVERNMENT & RURAL DEVELOPMENT, BALOCHISTAN

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MONITORING SYSTEM OF WATER AND SANITATION SECTION LGRDD - Balochistan

June 1997

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MONITORING SYSTEM
OF WATER AND SANITATION SECTION
LGRDD-Balochistan

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ABBREVIATIONS

AD	Assistant Director
BRUWAS	Balochistan Rural Water Supply and Sanitation Project
CBO	Community Based Organization
DG	Directorate General (Local Government, Balochistan)
DIT	District Implementation Teams
DO	Development Officer
HE	Hygiene education
HHL	Household Latrine
HP	Handpump
LGRDD	Local Government and Rural Development Department (Balochistan)
NGO	Non-governmental Organization
MST	Monitoring and Support Team
PHED	Public Health Engineering Department (Balochistan)
RWS&S	Rural Water Supply and Sanitation
UCS	Union Council Secretary
UNICEF	United Nations Children Fund
W&S Section	Water and Sanitation Section of LGRDD (Balochistan)

0. INTRODUCTION

"Are you sure that women are involved in the decision making on the location of the handpump?"

"Are the latrines really being used? Also by children?"

"How many people do actually use the handpump?"

"What is the coverage of handpumps in district Y?"

"Where has the money been used that was invested by project X?"

This type of questions are regularly asked to the Section and require a detailed monitoring system. This document describes the monitoring system as developed, tested and practised in the Dutch/UNICEF Rural Water Supply and Sanitation project of the W&S Section, LGRDD/Balochistan, Pakistan, with technical assistance from IWACO/Agri-Bi-Con¹.

The W&S Section is located in the provincial headquarter Quetta, whereas actual implementation is executed by so-called District Implementation Teams (DIT). These DITs are composed of Local Government staff based at the 51 sub-divisional headquarters of the province.

The estimated rural population of the province is 5 million, residing in an estimated 6.500 villages/settlements.

The W&S Section is installing handpumps in the province with an average rate of 75/month and latrines with a rate of 750/month.

The monitoring system is operational since last two years and data of 4.000 handpumps and 5000 latrines have been processed and exploited.

As the monitoring system has been of great help for the project to improve the implementation of water and sanitation facilities by the DIT's, we feel pleasure to share our experiences for use by other RWS&S programmes.

¹ The monitoring system described in this document is the monitoring system as revised in August 1996. A detailed user manual of this system is available.

1. OBJECTIVES OF MONITORING SYSTEM

The objectives of the monitoring system of W&S Section are:

- ensure correct application of community based implementation approach by Local Government staff, CBO's and NGO's
- have accurate picture of number and quality of the facilities supplied and installed and persons served.

A community based implementation approach has been developed by the W&S Section with Technical Assistance from the Dutch BRUWAS project. This approach aims to involve the community and especially the village women in the whole implementation process of handpumps and latrines. Hygiene education on transport & storage of water, proper use and maintenance of handpumps and latrines and handwashing forms an integral part of the approach.

The monitoring system consists of two elements:

- **process monitoring**

this monitors how the community based implementation approach is being applied; it monitors whether selection criteria are fulfilled, the number of male and female villagers involved in the demand and decision making of the facilities and the hygiene education sessions etc.

- **output monitoring**

this monitors the factual status of the facilities: correct siting from technical and social viewpoint, technical quality of construction, number of users of facilities, hygienic situation of facilities etc.

The results of the monitoring system are used to:

- take remedial action and carry out trouble shooting
- evaluate and where necessary improve working procedures
- assess staff performance and consequently remedial action
- self-evaluation by DIT-LG staff
- full control on supply and installation of hardware distributed to the field
- planning of Section field activities, based on actual coverage and needs
- promote community based approach to other agencies
- report on quantity and quality of facilities (specified by donor).

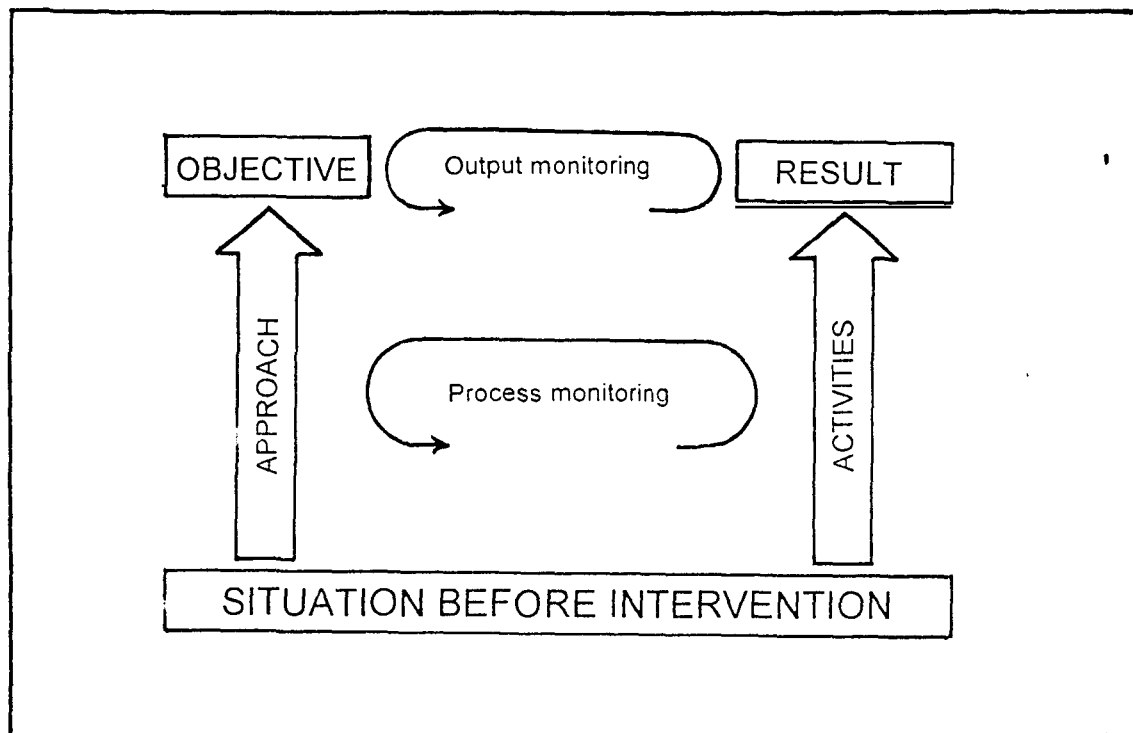


Fig.1.1: Relation between process and output monitoring

2. PROCESS MONITORING

The process monitoring serves to check whether the community based approach is being applied correctly. With the results of this monitoring, corrective action can be taken to improve the future implementation by the implementing agency (DIT/NGO/CBO).

A description of this community based approach for implementation of handpumps and latrines can be read in other documents of the Section.

Process monitoring consists of the following forms:

- **basic village information form:**
this form describes some village information to ensure that the village fulfils the technical and social criteria for construction of HP or HHL;
- **contract village-Section (for HP plus HHL):**
a contract containing the mutual obligations of the village and the Section, signed by several numbers of the community, to ensure that the community is involved in decision making;
- **activities completion form:**
this form is a report of the most important activities to be executed during the implementation process and the number of males and females present during these meetings (information, hygiene education, construction).

The above mentioned forms are presented in Appendices 1-3.

Responsibilities for the filling out of these forms are presented in the following table:

Forms title	Responsible to			
	Fill in	Approve	Process	File
Basic village information form	UCS/CBO, DO	AD	Section	at Section
Agreement Village-LG (HP + HHL)	DIT-village	LG	DIT	at District Office
Activities completion form	DIT	LG	Section	Section

Table 2.1 Overview process monitoring

The data are entered in the monitoring data base (Foxpro) for further processing and evaluation. An example of presentation of the process monitoring data is presented in Appendix 4.

Risk of bias

By nature of the information, the process monitoring is mainly the responsibility of the implementors. This creates a risk, as the implementors (field staff) will be tempted to show a positive picture on paper to the Section staff (who are their supervisors/controllers). At the same time, the data are difficult to verify for "outsiders".

This bias is reduced by:

- Thorough motivation and training on the importance of the community involved approach and on the use of this process monitoring (self-evaluation) to the implementors;
- During follow-up visits in the villages, the Monitoring and Support Team (MST) from the Section checks whether the activities in the village have taken place as filled out in the monitoring forms;
- An informal source of cross-checking the process monitoring forms are the reports by the drivers of the Section's vehicles that are sent to the District to support the implementation work;
- giving less emphasis on the completion but more on the content of the process monitoring.

3. OUTPUT MONITORING

Output monitoring measures the factual results after completion of the facilities.

The output monitoring is based on a selection of the most important indicators for the correct functioning of the facility, and/or indicators that are shown to be problematic in an earlier phase.

Output monitoring consists of the following forms:

- **output monitoring handpumps:**
this form concerns technical siting of HP, headworks construction, HP installation, HP functioning, social accessibility, hygiene, number of users, water storage. this form is to be filled out directly after installation of the handpump by the implementor
- **Follow-up monitoring handpumps:**
this form concerns mainly the same information as the output monitoring of handpumps
- **Output monitoring latrines:**
monitors latrine accessibility, proper functioning, number of users, to be filled out directly after construction
- **Follow-up monitoring latrines:**
mainly the same information as the output monitoring of latrines.

Output monitoring is to be executed by the implementors (DIT, NGO, CBO) immediately after completion of the facility.

A sample of the facilities installed and monitored by the implementors, will be monitored by the MST from the Section. The size of the sample depends on former experiences with these implementors: in the beginning near all facilities will be monitored by the Section. After a constant positive impression during these follow-up visits, the percentage of facilities to be monitored by the MST can be diminished.

The format of the follow-up forms resembles largely the District output form.

The output monitoring forms are shown in Appendices 5-7.

Forms title	Responsible to		
	Fill in	Process	File
Output monitoring handpump	DIT	Section	Section
Follow-up monitoring handpump	MST	Section	Section
Output monitoring Latrine	DIT	Section	Section
Follow-up monitoring latrine	MST	Section	Section

Table 3.1 Overview output monitoring

An example of the presentation of the monitoring data is presented in Appendix 8.

4. USE OF DATA

Self-evaluation of implementing staff

First use of the monitoring is the self-evaluation by the implementors, i.e. district LG staff and NGO/CBO staff. By a systematic monitoring of the implementation activities, the implementors themselves can evaluate and where necessary improve their activities. In reality, this has to be initiated by the MST's.

Assessment by the Monitoring Support teams

Secondly the monitoring information is used by the MST by reviewing the DIT-activities of the past. Progress and problems can be discussed during the bi-monthly MST visit to the District, in order to improve future work.

Feedback to project management

Immediately after the visit of MST to the District, the MST debrief to the project field-coordinator, who is a member of the management. A report is made from the MST visit following a standard format (see Appendix 9).

Monthly all MST's sit together with project management to discuss progress and problems in the districts to share experiences and discuss policy-adaptations where necessary.

Computerized monitoring data

Monitoring results are taken to the Section office and processed in a computerized database (Foxpro 4.1). With help of this database, the following reports are produced:

1. sub-divisionwise detailed updates of process and output monitoring data are prepared after each MST visit;
2. district overview reports for management and to be sent to the districts (see Appendix 10). These data are visualised in the districts by a big map showing the progress in the district with pins per Union Council.
3. Regularly, province-wise overview reports are prepared to evaluate Section progress, distinguished per project/donor (see Appendix 11).

Internal review

Once a year an "Internal Review on implementation of project methodology" is carried out on the basis of the computer data. A selection of 'critical' monitoring results is made, together with in-depth interviews on topics that have come up during the year. In-depth interviews are held with users of the facilities (see Appendix 12) and DIT staff (see Appendix 13).

A table of contents of the latest Internal review is shown in Appendix 14)

5. ORGANISATION OF MONITORING ACTIVITIES

Monitoring and Support Teams

Collection and feedback of information is executed at the lowest executing level: the actual implementors of the programme (members of District Implementation Team or staff of NGO/CBO's) are responsible for the collection of process and output monitoring data.

Only follow-up of a sample of results is executed by the Section, as well as in-depth follow up if required. Computerized processing of the data is also executed by the Section.

The Section has currently 4 MSTeams for the rural programme and 3 teams for the township sanitation programme. A MST visits a DIT and/or CBO on the average every two months to discuss progress, problems and planning of the W&S programme.

This MST consists of:

- District Planner (assisted for the project duration by a project District Coordinator)
- social organiser
- female hygiene promoters (two, because in socio-cultural context of Balochistan women better travel in pairs)
- sub-engineer (when necessary).

The MST form an essential link between the field implementation (by DIT and NGO/CBO's) and the Section. Therefore, besides their role in monitoring, they are also responsible for general support to the district implementors and feedback of field problems to the Section.

These two roles can be conflicting, being controller and supporter at the same time. Depending on the capacity and interest of the District staff, the role of MST develops in time from more controlling to more supporting.

A checklist of tasks for the MST to be executed during the visit to the district is presented in Appendix 15. A checklist for the preparations before leaving for the district is presented in Appendix 16. The average duration of a MST visit to a District is 5 days, in which discussions are held with the DIT/NGO and new sites, installed handpumps and latrines are monitored.

A report is made from the MST visit following a standard format (see Appendix 9). The information in the report is used for information and direct action by MST and management.

Latrines are constructed within the compounds. Monitoring of these latrines can therefore best be carried out by female staff, because they can enter easily in the compounds. Women are the best staff to give advise on proper use and cleaning, which is mainly the responsibility of the women.

Filing of forms

Districts will keep the detailed village information (Basic village information forms). Also a copy of the latrine-contracts and an overview of the beneficiaries of the latrines (where it is indicated whether the latrine has been monitored by DIT and/or MST) is filed at this level.

Other process monitor forms and output forms are kept at Section level, as well as the monitoring results, detailed per village and summarised at sub-division, district.

New supplies of hardware will only be sent by the Section to the districts when process and output monitoring of former supplies is completed. In this way the quality of the implementation is guaranteed.

In several cases, the Section and districts are assisted by CBO's or NGO's for the implementation of handpumps and/or latrines.

In this case, the CBO/NGO have to complete the process monitoring and first output monitoring forms. Final responsibility lays in principle with the District staff (as this is the LG-Section contact in the district).

Follow-up of the output monitoring is executed by the Section.

6. REMARKS AND SUGGESTIONS

Efficiency versus effect monitoring

The current monitoring system pertains mainly to the execution of the project methodology (efficiency monitoring) and less with the effects and impact of the project activities. This is justifiable during the development and introduction of the methodology in the districts.

The monitoring of impact of water supply, sanitation and hygiene education programmes is generally considered to be too complex and expensive. Functioning and use of facilities and change of behaviour are regarded as "precursors" for health benefit. Therefore more emphasis could be laid on the effects of the project: i.e.

- percentage of breakdown of pumps
- improvement of water quality at the source
- improvement of water quality at time of consumption
- water quantity consumed by household
- time reduction for women for water fetching
- increase in hygienic behaviour.

Follow up monitoring

The monitoring system measures the output just after installation, mainly to check whether the implementors have done their work properly.

This seems to function properly. Gradually the District staff will get more responsibility by executing the output monitoring and then the MST will just do a monitoring of a sample of the installations.

No follow-up monitoring is done at the moment to know the functioning and use of the HP and latrines after a longer period, e.g. years.

As the sustainable use of the facilities is a major goal, we shall have to concentrate on this follow-up monitoring. This could be done by means of

- special in-depth studies of a sample of handpumps and latrines
- hear functioning after years during handpumpcaretaker refresher courses
- ask for feedback from Union Council Secretaries and other field staff on functioning older pumps

Monitoring for planning

Not much is known at the moment over what we have not yet done:

- which part of the village is not using our handpump
- which villages and Union Councils in the districts are not covered with safe water supply
- which villages do fulfil criteria (communal wells, depth and quality of groundwater), which do not fulfil
- where are PHED schemes working, for which part of the village/town
- of the PHED schemes that are not functioning, which are easy to repair and need community organization, or technical assistance, which schemes are beyond repair?

With this information we can estimate:

- population still to be reached with HP from W&S Section
- population to be reached by Section with other technical options: spring capture,

- rainwater harvesting, small water supply schemes
- population to be reached with bigger WS schemes, e.g. by PHED
- population where (only) private sector should be stimulated to supply water supply facilities
- population where water supply cannot be improved easily

This can then result in a yearwise planning of interventions for improving of watersupply and sanitation facilities and the resources needed.

This information can be gathered from:

- population data 1981, with Thesil-wise extrapolation till 1992
- Union Council-wise village inventories for the following districts: for 17 districts executed of which 12 are entered in computer: to be updated by Union Council Secretaries
- data on HP's already installed by Section
- theoretical data on 700 PHED schemes (only towns, population?, no data on functional and coverage)

APPENDIX 1

Process monitoring form 1:
Basic village information form

APPENDIX 2

Process monitoring form 2:
Agreement Village - Local Government

**WATER SUPPLY
LOCAL GOVERNMENT AND RURAL DEVELOPMENT DEPARTMENT
BALOCHISTAN**

For communal handpump & household level latrine

CONTRACT/AGREEMENT

Local Government and Rural Development Department and village of _____
of Union Council _____ of District _____ today
_____ come to an agreement on the following terms and conditions:

Responsibilities of LGRDD:

1. Department will provide handpump for communal use to the interested group, on self help basis
 2. Department will provide to the interested person on self help basis _____ latrines (details are on the back side of form).
 3. Guide/help them for identifying proper site of HP and HHL.
 4. Guide/help the villagers for installation and construction of HP and latrines.
 5. Provide necessary information for operation and maintenance of the facilities.
 6. provide training to the village's handpump caretaker.
 7. Provide information for proper use and operation and maintenance issues regarding la
- Signature of department's responsibilities official.

Name _____ Designation _____ Signature _____

RESPONSIBILITIES OF THE VILLAGERS:

1. Agreed on all points mentioned for methodology/criteria meant for the project.
2. Villagers will identify the site for handpump installation which will have access to all of them with any discrimination.
3. Villagers will bear all expenses for digging of well and for civil works.
4. Interested families for latrines construction bear all expenses on civil works according to the methodology of the programme.
5. Villagers will identify one or two families ready for construction of demonstration latrines.
6. The members of the villager committee will inform to their families about messages on H Education, Water storage, O&M for latrine.

We the villagers have read and heard all the points mentioned in the contract and hereby agreed on all these:

Village committee members:

1. Name _____ Sign/thumb impression _____
2. Name _____ Sign/thumb impression _____
3. Name _____ Sign/thumb impression _____
4. Name _____ Sign/thumb impression _____

Name of the identified handpump caretaker. 1. _____
2. _____

APPENDIX 3

Process monitoring form 3:
Activities completion form

VILLAGE/PROGRESS REPORT

Village/city/ with ward _____ Union Council _____

Sub-Division _____ District _____

Name of the organisation responsible for physical work. Name of Org _____ Date _____

First meeting with the community _____ No of Male _____ No of female _____

Establishment of village committee _____ Yes _____ No _____

FOR HOUSE HOLD LATRINES

No of persons interested for latrines No: _____

No of latrines initially provided No PFL _____ No VIP _____

No of Demo latrines constructed with dates No PFL _____ Date _____

No of persons trained for latrine construction No VIP _____ Date _____

No of persons participated in Hygiene education training No _____

No Male _____ No Female _____

FOR COMMUNAL HANDPUMP

Date of signing of contract Dated _____

No of persons signed on contract No _____

No of families beard the cost of installation No _____

Dated of installation of handpump Dated _____

Handpump serial no. _____ Serial no _____

No. of handpump caretaker trained No _____

Add on option constructed (mark) Watering Animals _____

Washing clothes _____

Development Officer: Name _____ Signature _____

Assistent Director: Name _____ Signature _____

APPENDIX 4

Print of process monitoring data handpumps

Sr. No.	Union Council	Village	Sup. No.	Comp	Fam.	Popula-tion	Implem. Agency	1st meet Date	# male meet.	# fem. meet.	Delivery Date	Comm. Form	Agreem. Date	Person signed	Cost share	Install Date	Handpump Sr. No.	HHL Demand	C/Takers Trained	Animal Trough
1	LAKHI	RAZ MOHAMMAD (MASHAI ZAI)	1	10		123	LGRDD	10/09/95	10	4	20/09/95	Y	20/09/95	10	10	30/10/95	8461		1	
2	LAKHI	HAJI PARAI I	1	4	10	120	LGRDD	25/04/96	10		26/04/96	Y	25/04/96	10	10	20/05/96	8489		1	
3	NASIRABAD	WALO NASIR (ALLAHDAD)	1	4	10	120	LGRDD	20/10/95	10		25/10/95	Y	20/10/95	8	10	23/01/95	8690		1	
4	SADAR DUKI	GHAREEB ABAD HAJI WALI MO	1	15		179	LGRDD	14/04/94	7	11	24/04/94	Y	24/04/94	2		12/06/94	8482		1	
5	SHARQI LOON	K. MARJAN ZAI	1	150		2500	LGRDD	21/05/95	50	25	31/05/95	Y	31/05/95	10	10	27/08/95	8501		1	
6	SHARQI LOON	GUL MOHAMMAD MADAT	1	5	10	105	LGRDD	20/05/95	8		25/05/95	Y	20/05/95	10	8	15/06/96	8554		1	
7	VIALA DUKI	K. JUNGGLA ABDUL REHMAN	1	18		200	LGRDD	09/12/94	9		19/12/94	Y	20/12/94	20		25/01/95	8538		1	
8	VIALA DUKI	NULI RABAT HASSAN KHAN	1				LGRDD	25/12/94		7	04/01/95		/ /			15/03/95	8631			
9	VIALA DUKI	K. JAN MOHAMMAD BALOCH	1				LGRDD	12/06/95			22/06/95		/ /			30/08/95	8517			
10	NASIRABAD	HAJI BAHAR KHAN	3	16		190	LGRDD	03/12/94	26	10	13/12/94	Y	13/12/94	16	16	28/01/95	5078		1	
11	SHARKI LOON	K. ABDUL REHMAN (I)	3	15		125	LGRDD	01/02/96	10	6	11/02/96	Y	11/02/96	15	15	26/04/96	5080		1	
12	SHARKI LOON	K. NOORI	3	8		125	LGRDD	07/12/94		17	17/12/94		/ /			23/01/95	5154			
13	THAL	GANDAIRY	3				LGRDD	29/09/94		9	18/12/94	Y	/ /			07/01/95	5186		1	
14	VIALA DUKI	NOOR MOHAMMAD	3	15		110	LGRDD	03/12/94	11	8	13/12/94	Y	15/12/94	15		24/01/95	5149		1	
15	VIALA DUKI	RAHEEM DAD	3	10		120	LGRDD	03/12/94	13	13	13/12/94	Y	13/12/94	8		23/01/95	5171		1	
16	GHARBI LOON	NAMAKI ALLAHABAD	4				LGRDD	11/03/95		12	21/03/95		/ /			29/05/95	6045			
17	GHARBI LOON	JAHANGEER MANZAKI MEER US	4				LGRDD	10/01/95		13	20/01/95		/ /			23/03/95	5915			
18	GHARBI LOON	GHULAB MERAGAN DABRI	4				LGRDD	09/02/95		10	19/02/95		/ /			28/05/95	5886			
19	LAKHI	VOLA SHERAN ZARGHOON	4				LGRDD	09/02/95		10	19/02/95		/ /			16/04/95	5982			
20	LAKHI	ABDUL AZIZ ZARGHOON	4				LGRDD	22/01/95		7	01/02/95		/ /			16/02/95	5860			
21	NASIRABAD	SHARQI CHINNA M. USMAN	4				LGRDD	02/03/95		6	12/03/95		/ /			21/03/95	6080			
22	NASIRABAD	HABIB KILLA	4				LGRDD	06/01/95		6	16/01/95		/ /			22/03/95	5948			
23	SADAR DUKI	K. HAJI ZABTO KHAN	4	12		130	LGRDD	11/06/95	10		21/06/95	Y	27/06/95	12	12	22/07/95	6054		1	
24	SADAR DUKI	HAJI AKBAR KHAN NASIR	4				LGRDD	22/05/95	30		01/06/95	Y	01/06/95	12	8	26/07/95	5891		1	

APPENDIX 5

Output monitoring form Handpump

OUTPUT MONITORING HP FORM IV (DIT)

Handpump serial no. _____

Technical Handpump siting

1. Nearest latrine less than 50 ft.	2. Dirty water pond nearby	3. HP site under flood range	ALL OK
-------------------------------------	----------------------------	------------------------------	--------

Social siting Handpump

1. Handpump inside compound	2. Outside the compound but not accessible for women	ALL OK
-----------------------------	--	--------

Headwork construction

1. Apron not OK	2. Back flow of water towards manhole	3. Top of well not lined	ALL OK
4. No proper drainage	5. No manhole cover	6. No soakpit or its' alternative	

Handpump Installation

1. HP works heavily or makes noise	2. Depth of water in well less than 3 ft.	3. HP gives no water after 2-3 strokes	ALL OK
------------------------------------	---	--	--------

No. of Handpump users

No. of House _____ x 8 = _____

Add on facilities

1. Washing places not OK	2. Anim. Trough not OK	ALL OK
--------------------------	------------------------	--------

Water Storage

Total Monitored _____

1. No shed	A	B	C	D	3. No platform	A	B	C	C	5. Animal around	A	B	C	D	ALL OK	A	B	C	D
------------	---	---	---	---	----------------	---	---	---	---	------------------	---	---	---	---	--------	---	---	---	---

Output Monitoring Official Name: _____ Sign: _____ Date: ____/____/____

APPENDIX 6

Follow monitoring form Handpump

FOLLOW UP MONITORING HP FORM V (MST)

Numbers of Users		No. of houses _____ X 8 = _____																					
Handpump installation																							
1. HP not working				2. No water after 2/3 strokes				3. Heavy/noisy pumping				All OK											
Hygiene education by DO																							
2. No HP use & hygiene training				1. No hand washing training with soap				3. No HHL use training				4. No proper water storage training				All OK							
Hygiene education by FCO																							
2. No HP use & hygiene training				1. No hand washing training with soap				3. No HHL use training				4. No proper water storage training				All OK							
HP's Surroundings Situation																							
4. No clean drainage				2.No proper drainage				3. Dirty Slab				5. washing and animals on slab				6. Slab's shuttering not removed				All OK			
Water storage														Total monitored _____									
1. No. shed	A	B	C	D	3. No Platform	A	B	C	D	5. Animals around	A	B	C	D	All OK	A	B	C	D				
Handpump caretaker																							
4. No knowledge of parts				1. Not present				3.No tools and extra parts				5. Didn't received training				6. Usually not in village				All OK			
Monitoring Officer Name _____ Designation _____ Sign _____ Date ____/____/____																							

APPENDIX 7

Output and Follow up monitoring form Latrine

NAME OF OWNER: _____			
Type of Latrine: _____		PFL _____	VIP _____
Code No	Indicators of Assessment	OK	NOT OK
<u>TECHNICAL SITING</u>			
1	Nearby Well		
<u>PFL TECH. CONSTRUCTION</u>			
2	W.C and Slab Construction		
3	Pit Sealing		
<u>V.I.P TECHNICAL</u>			
4	Vent Pipe / Fly Screen		
<u>HYGIENE</u>			
5	Dirty Slab		
6	Flies/bad smell		
<u>USE OF LATRINE</u>			
7	Is latrine in use	yes	no
USERS: Male _____ Female _____ Children _____			

NAME OF OWNER: _____			
Type of Latrine: _____		PFL _____	VIP _____
Code No	Indicators of Assessment	OK	NOT OK
<u>TECHNICAL SITING</u>			
1	Nearby Well		
<u>PFL TECH. CONSTRUCTION</u>			
2	W.C and Slab Construction		
3	Pit Sealing		
<u>V.I.P TECHNICAL</u>			
4	Vent pipe/fly screen		
<u>HYGIENE</u>			
5	Dirty slab		
6	Flies/bad smell		
<u>USE OF LATRINE</u>			
7	Is latrine in use	yes	no
USERS: Male _____ Female _____ Children _____			

NAME OF OWNER: _____			
Type of Latrine: _____		PFL _____	VIP _____
Code No	Indicators of Assessment	OK	NOT OK
<u>TECHNICAL SITING</u>			
1	Nearby Well		
<u>PFL TECH. CONSTRUCTION</u>			
2	W.C and Slab Construction		
3	Pit Sealing		
<u>V.I.P TECHNICAL</u>			
4	Vent Pipe/Fly screen		
<u>HYGIENE</u>			
5	Dirty Slab		
6	Flies/Bad Smell		
<u>USE OF LATRINE</u>			
7	Is latrine in use?	yes	no
USERS: Male _____ Female _____ Children _____			

NAME OF OWNER: _____			
Type of Latrine: _____		PFL _____	VIP _____
Code No	Indicators of Assessment	OK	NOT OK
<u>TECHNICAL SITING</u>			
1	Nearby Well		
<u>PFL TECH. CONSTRUCTION</u>			
2	W.C and Slab Construction		
3	Pit Sealing		
<u>V.I.P TECHNICAL</u>			
4	Vent Pipe/Fly screen		
<u>HYGIENE</u>			
5	Dirty Slab		
6	Flies/Bad smell		
<u>USE OF LATRINE</u>			

NAME OF OWNER: _____			
Type of Latrine: _____		PFL _____	VIP _____
Code No	Indicators of Assessment	OK	NOT OK
<u>TECHNICAL SITING</u>			
1	Nearby Well		
<u>PFL TECH. CONSTRUCTION</u>			
2	W C and Slab Construction		
3	Pit Sealing		
<u>HYGIENE</u>			
4	Dirty Slab		
5	Flies / Bad smell		
<u>V.I.P TECHNICAL</u>			

NAME OF OWNER: _____			
Type of Latrine: _____		PFL _____	VIP _____
Code No	Indicators of Assessment	OK	NOT OK
<u>TECHNICAL SITING</u>			
1	Nearby Well		
<u>PFL TECH. CONSTRUCTION</u>			
2	W.C and Slab Construction		
3	Pit Sealing		
<u>HYGIENE</u>			
4	Dirty Slab		
5	Flies / Bad smell		
<u>V.I.P TECHNICAL</u>			

VILLAGE/TOWN'S CLUSTER: _____ UNION COUNCIL/WARD: _____

SUB DIVISION: _____ DISTRICT: _____

Monitoring Date: ____/____/____ Name of Official filling form _____ Sign _____

Total Latrines supplied by the District Staff:

Number of P.F.L _____ Number of VIP _____

Number of Latrines Received by the Villagers			
Number Completed		Number Under-construction	Lying with Community
PFL _____	VIP _____		

Only for Office Use:

Number of completed HHL monitored: PFL _____ VIP _____ Number of HHL OK PFL _____ VIP _____ Number of HHL NOT OK PFL _____ VIP _____							
No. of times each indicator repeated	CODES REPRESENTING INDICATORS NOT OK						
	1	2	3	4	5	6	7

Latrine users: Average no. of Male _____ Female _____ Children _____

APPENDIX 8

Print of output monitoring data handpump

Sr. No.	Union Council	Village	Sup. No.	Monit. Date	HP Serial No.	Tech. Site	Access. OK	H/Works OK	Instal OK	No. of users	Animal Tr.	Wash. Place	Water Stor. OK	Followup Date	Func. HP OK	Hygiene Stat. OK	C. Taker Func. OK	Hyg. M.C.O	Hyg. F.C.O
1	LAKHI	RAZ MOHAMMAD (MASHAI ZAI)	1	22/05/96	8461	Y	Y	Y	Y	80			Y	22/05/96	Y	Y	Y		
2	LAKHI	HAJI PARAI I	1	25/05/96	8489	Y	Y	Y	Y	30			Y	23/03/97	N1	N 25	N1	Y	Y
3	NASIRABAD	WALO NASIR (ALLAHDAD)	1	25/11/95	8690	Y	Y	Y	Y	80			Y	/ /					
4	SADAR DUKI	GHAREEB ABAD HAJI WALI MO	1	19/04/95	8482	Y	Y	Y	Y	155			Y	19/04/95	Y	N 34	Y		
5	SHARQI LOONI	K. MARJAN ZAI	1	/ /	8501									/ /					
6	SHARQI LOONI	GUL MOHAMMAD MADAT	1	25/06/95	8554	Y	Y	Y	Y	80			Y	25/06/95	Y	Y	Y		
7	VIALA DUKI	K. JUNGGLA ABDUL REHMAN	1	26/05/95	8538	Y	Y	Y	Y	144			Y	26/05/95	Y	Y			
8	VIALA DUKI	NULI RABAT HASSAN KHAN	1	26/05/95	8631	Y	Y	Y	Y	56			Y	26/05/95	Y	Y			
9	VIALA DUKI	K. JAN MOHAMMAD BALOCH	1	12/09/95	8517	Y	Y	Y	Y	480			Y	12/09/95	Y	Y	Y		
10	NASIRABAD	HAJI BAHAR KHAN	3	25/05/95	5078	Y	Y	Y	Y	155			Y	25/05/95	Y	Y	Y		
11	SHARKI LOONI	K. ABDUL REHMAN (I)	3	/ /	5080									/ /					
12	SHARKI LOONI	K. NOORI	3	20/03/95	5154	Y	Y	Y	Y	105				20/03/95	Y	Y	Y		
13	THAL	GANDAIRY	3	26/11/96	5186	Y	Y	Y	Y	72			Y	26/11/96	Y		Y	Y	Y
14	VIALA DUKI	NOOR MOHAMMAD	3	19/04/95	5149	Y	Y	Y	Y	87			Y	19/04/95	N12	N 345	N123		
15	VIALA DUKI	RAHEEM DAD	3	19/04/95	5171	Y	Y	Y	Y	95			Y	19/04/95	Y	Y	N1		
16	Gharbi Looni	NAMAKI ALLAHABAD	4	29/08/96	6045	Y	Y	Y	Y	80			Y	/ /					
17	Gharbi Looni	JAHANGEER MANZAKI MEER US	4	25/05/95	5915	Y	Y	Y	Y	112			Y	25/05/95	Y	Y	Y		
18	Gharbi Looni	GHULAB MERAGAN DABRI	4	29/08/96	5886	Y	Y	Y	Y	100			Y	29/08/96	Y	Y	Y		
19	LAKHI	VOLA SHERAN ZARGHOON	4	25/05/95	5982	Y	Y	Y	Y	120			Y	25/05/95	Y	Y	Y		
20	LAKHI	ABDUL AZIZ ZARGHOON	4	25/05/95	5860	Y	Y	Y	Y	200			Y	25/05/95	Y	Y	Y		
21	LAKHI	THANAE SULTAN MOHAMMAD	4	21/03/96	4035	Y	Y	Y	Y	120			Y	23/03/97	N 2	N32	Y	Y	Y
22	NASIRABAD	SHARQI CHINNA M. USMAN	4	26/05/95	6080	Y	Y	Y	Y	80				26/05/95	Y	Y	Y		
23	NASIRABAD	HABIB KILLA	4	26/05/95	5948	Y	Y	Y	Y	96			Y	26/05/95	Y	Y	Y		
24	SADAR DUKI	K. HAJI ZABTO KHAN	4	12/09/95	6054	Y	Y	Y	Y	160			Y	12/09/95	Y	Y	Y		

APPENDIX 9

Reporting format for monitoring visits

REPORT OF MST VISIT TO

DISTRICT/SUBDIVISION FROM TO

Team members

date	detailed activities	actions needed

Persons met	Designation	Reasons

NEW VILLAGES VISITED

VILLAGE NAME	DEMAND (HP, HHL)	COMMENTS

DISTRICT ORGANISATION

DIT LG staff refresher needed?
Active District female staff involvement?
Collaboration with others CBO's, PED, refresher/training needed?

PROGRESS

Discussions held on following topics and solutions proposed:
- handpump implementation rate
- social aspects of handpump construction
- technical aspects of construction and installation HP + HHL
- caretaker training
- hygiene education, male and female
- latrine promotion
- training / performance of mistries

TECHNICAL

District store organized, clean?
Problems with technical quality of Handpumps? (if yes, fill out form)
Spare part shop functioning

MATERIALS

Use of extension material: by male, female
PR, extension or monitoring material needed

Special assignments during visit:

SUMMARY OF ACTIONS AND FOLLOW -UP NEEDED IN DISTRICT

Signed:

Date:

NOTE: Complete this report before departing from the District. attach both the check lists with the report.

APPENDIX 10

District progress overview

PROGRESS REPORT:
Date:04/06/97

DISTRICT : AWARAN

From :01/01/01 TO: 04/06/97

	Handpumps	PFL	VIP
Supplied to District Before:	0	0	0
Issued to Village Before :	0	0	0

Supplied during period:				
Date	Handpump	HHL-Supply Date	PFL	VIP
02/04/95	50	/ /		
06/02/96	50	/ /		
15/12/93	40	/ /		
/ /	0	22/11/93	100	
/ /	0	03/04/95	200	
/ /	0	06/02/96	150	50
/ /	0	17/12/96	100	
30/10/96	50	/ /		
Total Supplied during period :	190		550	50
Issued	159		60	4
Balance at 04/06/97	31		490	46

	Before	Within
HP Installed :	0	151
HP Monitored :	0	18
HP Floowed-up :	0	130
No o. HHL-PFL Installed :	0	8
No of HHL-VIP Installed :	0	8
No of HHL-PFL Monitored :	0	10
No of HHL-VIP Monitored :	0	6
No of HHL-PFL Followed up :	0	0
No of HHL-VIP Followed up :	0	0

HANDPUMPS:

PROCESS:	Before	Within	OUTPUT:	Before	Within
No. of male in meeting :	0	1	Technical Siting :	*****%	100%
No. of Female in meeting :	0	0	Accessibility :	*****%	95%
Hygiene Education Male :	0	0	H/Work Conctn. :	*****%	70%
Hygiene Education Female :	0	0	Installation HP :	*****%	100%
Persons signed agreement:	0	1	Water Storage :	*****%	100%
Families Cost sharing :	0	1	HP Functioning :	*****%	99%
# of Care Takers Trained :	0	85	Hygiene Status :	*****%	95%
# of Mistries Trained :	0	82	Care Taker :	*****%	99%

Handpumps! Not OK Status:

Tech. Site	Access.	Head Works	Inst HP	Water Store	Func HP	Hyg Stat	Care Take
1=*** 0 %	4=*** 0 %	1=*** 10 %	1=*** 0 %	1=*** 0 %	1=*** 1 %	1=*** 0 %	1=*** 1 %
2=*** 0 %	5=*** 0 %	2=*** 3 %	2=*** 0 %	2=*** 0 %	2=*** 0 %	2=*** 0 %	2=*** 0 %
3=*** 0 %		3=*** 2 %	3=*** 0 %	3=*** 0 %	3=*** %	3=*** 2 %	3=*** 0 %
		4=*** 22 %				4=*** 2 %	4=*** 0 %
		5=*** 2 %					5=*** 0 %
		6=*** 4 %					

HOUSEHOLD LATRINES:

No. of male in meeting :	0	0
No. of Female in meeting :	0	0
Hygiene Education Male :	0	0
Hygiene Education Female :	0	0
Persons signed agreement:	0	0
Families Cost sharing :	0	0
# of Mistries Trained :	0	26
No. of HHL Demanded :	0	0
No. of HHL-PFL Delivered :	0	60
No. of HHL-VIP Delivered :	0	4
No of HHL-PFL OK :	0	14
No of HHL-VIP Not OK :	0	16

HHL Not OK Status:

Dist. less than 50 mt :	0	2
WC or Slab Not OK :	0	4
Pit Cover not sealed :	0	6
Fly mesh / Pipe Not OK :	0	8
Floor Not OK :	0	10
Flies and/or bad smell :	0	12
No of HHL in use :	0	14
No. of Male Users :	0	105
No. of Female users :	0	25
No. of Children users :	0	25

APPENDIX 11

Province overview

SUMMARY FOR PROVINCE OF BALOCHISTAN

Page

1

Date:04/06/97

District	Sub_Division	No. of HP Installed	No. of PFL Delivered	No. of VIP Delivered	No. of PFL Installed	No. of VIP Installed
AWARAN	AWARAN	151	60	4	8	8
BARKHAN	BARKHAN	64	613	0	74	0
BOLAN	MACH	6	0	0	0	0
BOLAN	DHADAR	0	0	0	0	0
CHAGAI	NOSHKI	13	251	0	115	0
CHAGAI	DALBANDIN	43	52	0	15	0
JAFAR ABAD	USTA MOHAMMAD	0	485	13	15	0
JAFAR ABAD	ALLAH YAR	0	241	0	40	0
JHAL MAGSI	JHAL MAGSI	1	0	0	0	0
JHAL MAGSI	GANDHAWA	2	360	51	256	21
K-ABDULLAH	GULISTAN	40	133	0	0	0
K-ABDULLAH	CHAMAN	16	114	0	0	0
K-SAIFULLAH	K-SAIFULLAH	129	724	0	1	0
K-SAIFULLAH	MUSLIM BAGH	60	70	0	7	0
KALAT	KALAT	176	85	11	1	0
KHARAN	KHARAN	198	241	0	33	0
KHARAN	RAKSHAN	161	96	0	14	0
KHARAN	MASHKHAIL	6	6	0	0	0
KHUZDAR	KHUZDAR	117	583	14	0	0
KHUZDAR	WADH	71	34	2	0	0
KHUZDAR	ZEHRI	15	6	0	0	0
KOHLU	KOHLU	42	96	0	3	0
KOHLU	KAHAN	1	7	0	0	0
LASBELA	BELA	97	149	0	0	0
LASBELA	HUB	15	0	0	0	0
LASBELA	DURAIJI	5	0	0	0	0
LASBELA	KANRAJ	5	0	0	0	0
LASBELA	UTHAL	54	22	12	0	0
LORALAI	BORI	73	381	0	88	0
LORALAI	DUKI	84	80	0	3	0
LORALAI	SANJAVI	51	137	0	15	0
MASTUNG	MASTUNG	29	379	408	5	286
MUSAKHAIL	MUSAKHAIL	35	29	0	2	0
NASIR ABAD	DMURAD JAMALI	0	302	0	28	0
PANJGUR	PANJGUR	177	25	0	0	0
PISHIN	PISHIN	78	349	28	208	3
PISHIN	BARSHORE	126	496	25	203	0
QUETTA	QUETTA	21	0	0	0	0

SUMMARY FOR PROVINCE OF BALOCHISTAN

Page

2

Date:04/06/97

District	Sub_Division	No. of HP Installed	No. of PFL Delivered	No. of VIP Delivered	No. of PFL Installed	No. of VIP Installed
SIBI	SIBI	0	0	0	0	0
SIBI	HARNAI	34	53	0	2	0
TURBAT	TURBAT	45	31	0	1	0
TURBAT	DASHT	92	32	0	10	0
TURBAT	TUMP	143	32	0	0	0
ZHOB	ZHOB	306	516	8	0	0
ZHOB	SHIRANI	174	252	5	25	0
ZHOB	K-KHURASAN	37	6	0	0	0
ZIARAT	ZIARAT	58	33	0	0	0
	TOTAL	3074	7561	581	1184	318

APPENDIX 12

In-depth interviews with users

QUESTIONS FOR THE VILLAGE MEN

(social)

1. How many people contributed for arranging material for the handpump construction?
No:
2. Did the village men give priority to the opinion of the women for the handpump siting? yes/no
If not, why not:
3. How many people participated in the physical construction of the demonstration latrine? No:
4. Who told you how to use the handpump and latrine in a clean and proper way?
Nobody
District officer
Sub-engineer
Other:
5. How the proper use explained?
only verbally
verbally with the use of posters and flip charts
with a demonstration on the spot
6. What is allowed to do on the slab/apron?
washing clothes yes/no
washing dishes yes/no
bathing children yes/no
watering animals yes/no
Why not:
7. When do you wash your hands?
8. How?

(technical)

1. Are you happy with the handpump so far, and do you have any comments?
2. Do you know who is the caretaker for this pump and is he doing his job?
3. Are you happy with the latrines built in the village - what are the problems with the latrine?
4. Are you able to construct other latrines on your own or do you still need help from outside (LG staff)

(caretaker)




1. Have you done any repair work on the pump?
2. Do you know where to get the spare parts from?
3. Test of caretakers knowledge of spare parts and functions

QUESTIONS FOR VILLAGE WOMEN

Users satisfaction handpump and add-on facilities

♀ MTT

Village:	UC:	District:
Date:	Female CO:	

Tic on ✓ degree of satisfaction				Need of
pump site in the village				
distance to walk				
amount of water per stroke				
availability of water throughout the year				
quality of water (taste, sight)				
pu... h wall				
washing stand				
animal trough				

The woman is most unsatisfied with:
Because of:

Any problems with using handpump: yes/no
Which problems:




What will you do when the pump brakes down?

After installing the handpump, do you use more less or same amount of water? How much less or more?

Users satisfaction form of latrine

♀ MTT

Village:	UC:	District:
Date:	Female CO:	

Tic on ✓ the degree of satisfaction:			
How do children like the use of latrine?			
How do the man like the use of latrine?			
How do the women themselves like the use of the latrine?			
smell			
Easiness of flushing the latrine			
Easiness of cleaning the latrine			

How many water do the women need to carry extra each day to clean and flush the latrine? no. of buckets/goatskins/other, which is altogether.... litre

If men, women or children do not use the latrine why not? Tic on ✓

1 = superstructure not ready yet	2 = shyness to go in front of others
3 = like it better outside	4 = to much work to carry water and clean latrine
5 = afraid the pits will fill to soon	6 = only for guests
7 = other (write):	

Any problems with using the latrine? Tic on ✓

1. amount of water to be carried	2. availability of water
3. other (write):	

What do you do with stool of babies and small children?

Hygiene behaviour form

♀ MTT

Village:	Compound No:	UC:	District:	Female CO:
• Which water do the women use for what?	pump	well	stream	other:
drinking				
washing food				
washing plates and cups				
making SSS				
washing mud pot				
flushing latrine				
washing hands				
washing clothes				

• Water storage			
If they use different water sources do the women keep the water separated during storage	yes	no	
How do the women separate the water in the compound during storage?	different type of containers	different storage place	other:

• Latrine use	after every use	only after shitting	once a day	other:
How often do the women flush the latrine ?				
How often do they clean the latrine with a sweeper?				
How often do they wash their hands?				
How do they wash their hands	with only water	with water and soap	with water and:	

Why do you wash your hands?

Why do you use soap?

Questions about the sessions of the female community organizer

1. Did a lady visit you before? yes/no
2. How often?
3. How many women did she gather?
4. What did she talk about?
 - water use
 - water storage
 - safe HP use
 - safe latrine use
 - compound survey
 - handpump siting
 - other:
5. What did she show you?
 - HP visit
 - latrine demonstration
 - two pile method cards
 - gap method posters
 - cotton lay-out
 - black/white hand out
 - coloured latrine hand out
 - hand washing
6. Did you like the session? yes/no Why?
7. What did you learn?

APPENDIX 13

In-depth interviews with DIT staff

INTERVIEW WITH MEMBERS OF DIT

QUESTIONS FOR ALL DIT MEMBERS

1. What do you like about the new way of working? Why?
2. What don't you like about the new way of working? Why?
3. Which activities in the new approach are useful? Why?
4. Which activities in the new approach are not useful? Why?

QUESTIONS FOR FEMALE COMMUNITY ORGANIZER

5. Do the village men listen to the women's opinion about siting of the handpump? In which cases not?
 6. Is it difficult to organize the visit to the handpump with the ladies? If yes, what do you do to overcome these difficulties?
 7. Is it possible to involve the women in site selection of the latrine during the compound survey? In which cases not?
 8. Which materials do you use and which not? Why not?

introduction posters	yes/no
village map cards	yes/no
pictures of man/women/child	yes/no
two pile method cards	yes/no
gap story posters	yes/no
latrine flip chart	yes/no
cotton lay-out	yes/no
latrine model	yes/no
black/white hand outs	yes/no
coloured latrine hand out	yes/no
manual	yes/no
 9. Which hygiene education messages are missing or about what other topics do the women ask you questions?

ORS/diarrhoea	yes/no
weaning food	yes/no
illnesses like:	_____
other:	_____
 10. How can we improve existing activities? (if she does not know the answer immediately ask her to write the question down and to think about it at home)
 11. What could you do to learn more during the days the car is not available?
 12. How can the W&S Section help you to do your work better or to make your work easier?
- Remarks:

QUESTIONS FOR DISTRICT OFFICERS

5. Is the village inventory useful for you? yes/no Why?
6. Do you keep a copy in your office? yes/no
8. Do you have any problems to do the village inventory or making the village map?
yes/no
If yes, explain:
9. Is it difficult to find a communal place for a handpump? yes/no
What is your strategy to find a place?
10. Is it difficult to find volunteers for the latrine programme? yes/no
Suggestions for improvement:
11. Is it difficult to convince the men in the village that it is needed to involve the village women? yes/no
Strategy:
12. Do you think the village agreement is useful? yes/no Why?
13. Do you agree with the content? yes/no
Suggestions:
14. Do you keep a copy in your office? yes/no Why?
15. Do you involve the sub-engineer and the lady in siting of
the handpump yes/no
the latrine yes/no
Why?
16. Do you think that hygiene education for village men is needed? yes/no
Why?
17. Do you see this as your job? yes/no
If not, who is more suitable?
18. Do you use any of the teaching materials?
manual yes/no
latrine model yes/no
cotton lay-out yes/no
posters yes/no
flip chart yes/no
cotton latrine hand out yes/no
If not, why not:
19. How can we improve the messages?
20. If you do not like these materials, what kind of material are better to explain the village men about hygiene education?

QUESTIONS FOR SUB-ENGINEERS

5. How was the latrine option selected?
soil type/water availability/sanitary habits/local preference
6. Which choices of latrine design offer the best solutions for the needs of villagers?
7. What suggestions do you have for changing and improving the headworks design or construction?
8. Do you use the water test results to select, or choose between well sites? or is this according to villagers preference of water quality?

APPENDIX 14

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8.4	Functioning of wells	20
8.5	Technical aspects of handpumps	20
8.6	Technical aspects of latrines	21
8.7	Hygiene situation	21

APPENDIX 15

Checklist of tasks of MST in District

CHECKLIST FOR ACTIVITIES DURING MST-VISIT

DISTRICT/SUBDIVISION.....

DATE/DURATION

		EXECUTED
DIT MEETING Feedback	<ul style="list-style-type: none"> - Give District progress report - share actions taken on recommendations of last MST visit 	
District organisation	<ul style="list-style-type: none"> - integration within DIT - active female involvement (female activities form) - collaboration with CBO's and others 	
Progress	<p>On basis of last monitoring data, assess & discuss topics:</p> <ul style="list-style-type: none"> - handpump implementation rate - social aspects of handpump construction - technical aspects of construction and installation HP + HHL - caretaker training - hygiene education, male and female - latrine promotion - training / performance of mistries - points of attention for DIT implementation - need for refresher of DIT <p>Discuss:</p> <ul style="list-style-type: none"> - future workplanning - use and planning of regular work vehicle - planning MST field visit 	
Technical aspects	<p>Any problems with technical quality of hardware? (form)</p> <p>Visit District store</p> <ul style="list-style-type: none"> - check status of store - collect pink copies - need for new supplies ? - twice a year: physical counting of stock <p>Visit spare part shop: is it properly functioning?</p>	
Materials	<p>Distribute new PR and extension material</p> <p>Evaluate use of PR and extension material and exchange of material between male-female</p> <p>Need for new PR and extension materials</p>	
Special assignments	<p>.....</p> <p>.....</p> <p>.....</p>	
FIELD VISIT	<p>Make minutes of meeting, signed by AD</p> <ul style="list-style-type: none"> - check/ visit on new sites - follow-up monitoring on the completed schemes - check performance of District staff (female vill.meetings, male HE, use of extension material, number of visits to each village) - trouble shooting where necessary - visit CBO's or other collaborating agencies - write report on the process of field visit before departing - Finalise regular work planning for the coming month 	

APPENDIX 16

Preparatory list of MST before visiting District

CHECKLIST FOR PREPARATION OF MST VISIT TO

DISTRICT/SUBDIVISION.....

PROPOSED VISIT DATE

ACTIVITIES	DUE DATE	PERS. RESP.	VERIFIC. D.C.
<p>Check last monitoring report for main points to be addressed: </p> <p>HP Supplied, Installed, In Store, Last month Ins HP P/M, O/M, entered in compu P/M....., O/M</p> <p>HHL Supplied, Constructed, In Store, Last Month Con HHL P/M, O/M, entered in compu P/M....., O/M</p> <p>UNICEF HP Supplied, Inst, HHL supplied, Ins..... Remaining HP HHL Recovery needed.....</p> <p>Collect and take proforma's - village contract - process HP/HHL - output HHL - village level HHL record (IV) - female activities form</p> <p>Check with Technical Unit for points of attention regarding: - supplies - technical quality of HP, HHL installation - caretaker training - store arrangements - spare part shops Take measuring tape, toolkit</p> <p>Check with HRD Unit for special points of attention regarding: - new extension or PR material - collaboration with CBOs or others (.....) MALE - social aspect of HP, HHL - execution of HE FEMALE - functioning of Ass. FHP - topics of last ladies' day - execution of HE Take full training package (techn, social, female)</p> <p>Check with P& M Unit for update monit data</p> <p>Check with township programme for points of attention/collaboration</p> <p>Check with management for special assignments: </p> <p>Take stationary</p>			

Discuss preparation on the check list for DC with FC

Signature of Field Coordinator