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*tried on
This is now being pilot
basis
for one year.*

SYLLABUS FOR WELL COMMITTEES'

SEMINAR

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KAKAMEGA 1990

DRAFT I

205.1-90SY-8896

INTRODUCTION

On behalf of the Training Section of the KFWWSP, I introduce this draft syllabus for well committees' seminar. As should be expected, the syllabus will often be reviewed from time to time by the team concerned and changes will be done from time to time as found appropriate.

→

It is my humble submission that trainers of well committees will find this syllabus a necessary guide in their daily operations in order to achieve specific goals during the training which will contribute to the entire success of the programme.

The first part has been devoted to definition and brief guidance to trainers/facilitators of the seminar largely the works of Mills, H. R., Teaching and training - a hand book for instructors - Mackmillan. Any further comments on this syllabus are welcomed.

For the success of community training, let us direct our efforts to a specific goal. This syllabus is for your use.

Chrysanthus Wanjala

[Faint, mostly illegible text from a stamp or form, possibly including "KFWWSP" and "Training Section"]
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ACKNOWLEDGMENT

Thanks to you all, who contributed to the production of this syllabus. It was encouraging for Victor Ingaga to have read through and made valuable comments. Any other comments are welcomed.

Thanks to Miss Magomere for typing this material.

Chrysanthus Wanjala
Training Material Officer

IMPORTANT ASPECTS IN TRAINING

Participative Training

Participative training aims at helping people to acquire the knowledge, skills, attitudes, habits of thought and qualities of character that will enable them to self evaluate their roles within the community and perform them efficiently and with satisfaction. It also enables people to identify their problems and lay strategy in solving them.

When Preparing the Training

Ensure that you have analysed the situation with the participants to establish:

- the nature of training required
- the syllabus to be followed
- the academic and practical requirements
- the time, space and machines required for the training in order to achieve a satisfactory and generally required standard.
- the standard to be achieved and the nature of the tests to be passed for certification of the participants.

When Training

- Know your subject/topic well.
- Know your audience well by understanding their needs and desires.
- Choose your objective.
- Select your method and correct space.
- Motivate the class and show interest.
- Proceed from the known to unknown.
- Prepare a script or outline with enthusiasm.
- Ensure good communication.
- Encourage participation.
- Let participants know their successes and mistakes without delay.
- Summarise the main points.
- Allow time for questions.
- Evaluate the presentation.

After Training

Evaluate and Monitor

Monitor so that the work plan is followed with proper time schedule and implementation procedure. Evaluate the impact of training to the learners.

Evaluation Methods

- Oral question and answer
- Questionnaires
- Written short tests
- Observation at sites and home visits.
- Discussions with participants

Indicators

- Awareness of communities
- Initiations of socio-economic activities and self-help projects.
- Use of protected water points
- Improved health.
- Funds collection for Operation and Maintenance.
- Construction and use of V. I. P. latrines.

COMMUNITY TRAINING IN THE PROGRAMME

Community Training can, therefore be defined as coaching the community to improve their attitudes, skills, knowledge and techniques that can enable them obtain safe water points. Through this training the programme aims to help the communities to:-

- a) Acquire, operate and maintain a clean source of water effectively to be self-reliant.
- b) Acquire proper sanitation and hygiene education standards.
- c) Engage in water related developmental projects to improve their economic status thus optimizing the use of water.

The programm's training encourages:

- i) Importance of community participation and self-reliance in a water programme.
- ii) Water and health education covering proper water collection at source, transportation from source and storage at home.
- iii) Home hygiene and sanitation covering construction and use of toilets and dish racks.
- iv) Improved water sources including boreholes, wells, springs, piped schemes and to some extend roof catchment.

To achieve these results, the programme has organised a series of community training seminars through identified target groups as below:-

1. Locational leaders.
2. Well/spring/tap committees
3. Pump attendants
4. Spring attendants
5. Iron removal attendants
6. Tap attendants.

The programme values and encourages collective participation with communities and other Government and Non-government Organization working within the community. The success of the programme will be seen in self-reliance of the communities in operation and maintenance of their improved water supplies coupled with improved health and economic status of the people.

WELL COMMITTEES' SEMINAR:

Participants of this seminar comprise of:

1. Well committees - Chairmen
- Secretaries
- Treasurers
2. Village elders
3. Chairpersons of women groups

TRAINING NEEDS OF WELL COMMITTEES:

- (a) Management skills for well committees in handling of meetings and general functions for self-reliance.
- (b) Funds record keeping
- (c) Hygiene education for mothers and children
- (d) Integration of water programmes in other socio-economic activities.

WELL COMMITTEES' SEMINAR.**Purpose of the seminar:**

- (a) Consumers are equipped with management skills to become self reliant in running water projects.
- (b) Consumers are equipped with skills to collect and keep proper funds' records for operation and maintenance of their facility.
- (c) Village leaders are taught to preside at meetings, how to promote discussions and how to organize projects.
- (d) Introducing ideas about the things that village groups can do and to demonstrate how they can be done.
- (e) Consumers are guided in initiating economically viable water related/dependant projects to improve community financial status and contributions towards maintenance/repairs.
- (f) Stress is laid on the importance of continuously educating the communities(users) on operation and maintenance of the hand pumps.

IDENTIFIED TOPICS/THEMES FOR WATER COMMITTEES' SEMINAR AND FACILITATORS

	TOPICS/THEMES	FACILITATORS/ TRAINERS
1.	General awareness: Problems identification, Analysis and solving	Training Team
2.	Community participation in their own water programmes	C/S
3.	Environmental sanitation and duty roster for well site cleanliness	P.H. T./Water Quality Officer
4.	Types of water containers and general hygiene practices	P. H. T./Water Quality Officer
	Economic Awareness:	
5.	Funds collection and record keeping for proper use	Training Team
6.	Water related economically viable projects	"
	Technical Awareness:	
7.	Hand pumps, use and care	Trained Pump Attendants
8.	Well committee management and organization of meetings	C. D. A./ Training Team
9.	By-laws, proper use and management of water supplies	Asst. Chief
10	Construction of basic sanitary structures (e.g toilets, dish racks, compost pits etc)	P. H. O./ P.H.T
11	Village level training programmes	L. Rep./C.D.A.

1. IDENTIFICATION, ANALYSIS AND SOLVING OF COMMUNITY PROBLEMS

Participants to be able to:-

- (a) Identify the major problems among the community.
- (b) Analyze the problems step by step.
- (c) Lay strategy in solving the problems.
- (d) Demonstrate methods of solving a particular problem.

2. COMMUNITY PARTICIPATION IN THEIR OWN WATER PROGRAMMES:

Participants to be able to:-

- (a) Define a community and the type of water projects they get involved in.
- (b) State the types of jobs children, adults and elderly people perform in implementation of their water projects.
- (c) State the aims and objectives of the KFWWSP.
- (d) State the main sectors of the programme during this phase.
- (e) State briefly the development objectives of each sector.
- (f) Demonstrate prioritization of sites during the sub-local Barazas.

3. ENVIRONMENTAL SANITATION AND DUTY ROSTER FOR WELL SITE CLEANLINESS.

Participants to be able to:-

- (a) State the main causes of world sicknesses and diseases as estimated by the W.H.O. in 1981.
- (b) Explain how poor environmental management can contaminate water sources and remedial measures to be undertaken.
- (c) Explain how lack of, or improper use of, sanitary facilities can be a source of disease transmission.
- (d) Discuss practical preventive measures to be undertaken to break disease cycles
- (e) Discuss methods through which a mother's hand can be contaminated and practical preventive measures to be encouraged
- (f) Discuss the importance of hygiene education for mothers and children in curbing disease cycles and ensuring good sanitary practices at wells and at home.
- (g) Discuss and develop an appropriate duty roster to be used by the water committee.

4. TYPES OF WATER CONTAINERS AND GENERAL HYGIENE PRACTICES:

Participants should be able to :-

- (a) Discuss the types of traditional versus modern containers used at the water points, for transportation and for storage and their appropriateness.
- (b) Discuss the hygiene practices by women and children in ascertaining clean safe water.
- (c) Discuss traditional versus modern methods of hygiene practices in the home and at the water supply.
- (d) Discuss the main factors that determine the type of hygiene habits and type of containers used.
- (e) Practice simple techniques of making suitable types of water containers and/or their covers/lids.

5. FUNDS COLLECTION AND RECORD KEEPING FOR PROPER USE:

Participants to be able to:-

- (a) State the importance of water supply consumers paying a yearly/monthly fee.
- (b) Name and demonstrate particular methods of funds collection.
- (c) Describe and demonstrate use of 3 particular funds records (monthly/yearly, consumer fee, income and expenditure records).
- (d) Explain the importance of keeping funds in the bank or postal bank and the procedure to be followed.
- (e) Describe the right procedure for withdrawal of community funds for use.

6. WATER RELATED ECONOMICALLY VIABLE PROJECTS:-

Participants to be able to:-

- (a) State particular water-related projects within the community.
- (b) Describe steps in acquiring space for economic projects by water points.
- (c) Explain the importance of initiating such projects by the water supply.
- (d) Name the source of technical advice for initiating a particular type of economic project.
- (e) State specific factors that are necessary in the sustainability of the projects.

7. HAND PUMPS, USE AND CARE

Participants to be able to-

- a) Name the four main types of hand pumps used within the programme
- b) Demonstrate how a hand pump should be used.
- c) Explain the basic principles about how hand pumps work and their common faults/remedies.
- d) Discuss the basic routine preventive maintenance measures to be undertaken regularly for each type of hand pump.
- e) Explain the importance of well committee maintenance funds in the use and care of the hand pumps and the maintenance procedure being used.
- g) Give reasons why fencing is very necessary and discuss the appropriate locally available material for it.
- h) Briefly discuss how an iron removal plant works (if available in the area).
- f) Discuss the advantages and disadvantages of the well committee buying and keeping a stock of spare parts instead of funds collected.

8. WATER COMMITTEE MANAGEMENT AND ORGANIZATION OF MEETINGS:

Participants to be able to:-

- (a) Define the structure and functions of the well committee and the roles of each member.
- (b) Demonstrate a well committee meeting to discuss a specific problem.
- (c) Describe the procedure for convening a meeting in the village.
- (d) Discuss how minute writing can be done.
- (e) State the process of well committee registration and its importance
- (f) Discuss the importance of fencing and the locally available material to be used.
- (g) Describe how land easement is done and its importance.

9. BY-LAWS FOR PROPER USE AND MANAGEMENT OF WATER SUPPLIES:

Participants to be able to:-

- (a) State particular by-laws to be instituted by the water point, their importance and the procedure involved.
- (b) Discuss particular effects of poor use of the water facility and their solutions.
- (c) Discuss fencing as an important management activity.
- (d) Discuss the procedure for reinforcement of the by-laws by the well site.

10. CONSTRUCTION OF BASIC SANITARY STRUCTURES (TOILETS, DISH-RACKS, COMPOST PITS e.t.c.)

Participants to be able to:-

- (a) Name 3 common basic sanitary facilities and their importance.
- (b) Describe steps in the construction of a specific sanitary facility and the appropriate locally available material.
- (c) Demonstrate the construction of a particular sanitary facility.
- (d) Discuss the importance of a good home environment in ensuring clean safe water.

11. VILLAGE LEVEL TRAINING PROGRAMMES.

Participants to be able to:-

- (a) Describe one component (group) of the villagers their training needs and the type of syllabus for it
- (b) Determine the duration of the training programme, venue, training materials, methods and the facilitators/trainers.
- (c) Discuss the appropriate training programmes and institutions available that can be utilized with minimal costs.
- (d) State the importance of follow up and evaluation after training.

WELL COMMITTEE YEARLY (INCOME) RECORD: 19 _____

CONSUMER NUMBER	NAME	CONSUMER FEE													
		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	BALANCE
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															
9.															
10.															
TOTAL															

1. The above Well Committee agreed to pay Ksh. _____ per year per consumer i.e. Ksh. _____ per month.
2. Each end of the month the officials read the funds progress to the consumers.
3. Each consumer keeps his/her own book of where the funds collector signs in, he/she received the money, in cases where no receipt is issued for money contributed.

WELL COMMITTEE INCOME FROM SALES :

DATE	ITEM SOLD	QUANTITY	PRICE PER UNITY	INVOICE No.	SHS.	CTS.

N.B. Examples of items sold:

1. Vegetable grown at Well.
2. Tree seedlings
3. Eggs, chicken, other farm produce.
4. Bricks, Blockmaking.

WELL COMMITTEE EXPENDITURE RECORD

19

DATE	ITEM BOUGHT	QUANTITY	PRICE PER UNIT	RECEIPT No.	SHS.	CTS.

- NB.
1. Well Committee decides on all expenditure in their meeting.
 2. A receipt should be kept for every thing bought , or incase of bus fare, a ticket.
 3. The expenditure record should be read to all consumers each month.

PAYMENT VOUCHER: No. 19.....

Well committee. Well No.....

PART I PAYEE

I ID/No.....

has on this..... day of..... 19..... received Ksh.....

[.....] being payment for.....

(in words)

Sign.....

Address.....

PART II FOR OFFICIAL USE ONLY:

This payment has been done in accordance with minutes.....

(Quote)

Full name of paying officer.....

Designation.....

Sign.....

Payment is done in the presence of

Name.....

Designation.....

Signature.....

NO ALTERATIONS ON THIS VOUCHER ARE ACCEPTABLE:

YEARLY FUNDS REPORT Date:.....

Well Committee. Well no.

Address

Recording official.....

(Name)

Designation.....

Signature.....

INCOME			EXPENDITURE		
SOURCES	SH	CTS	DESCRIPTION	SH	CTS
TOTAL			TOTAL		

1. Total Income Ksh.....

Total Expenditure Ksh.....

∴ Balance Ksh.....

2. Money at hand Ksh.....

Money at bank Ksh.....

Total Ksh.....

WELL COMMITTEE YEARLY FUNDS REPORT

Date

Well Committee W. No.

Address

Recording Official
(Name)

Designation Signature

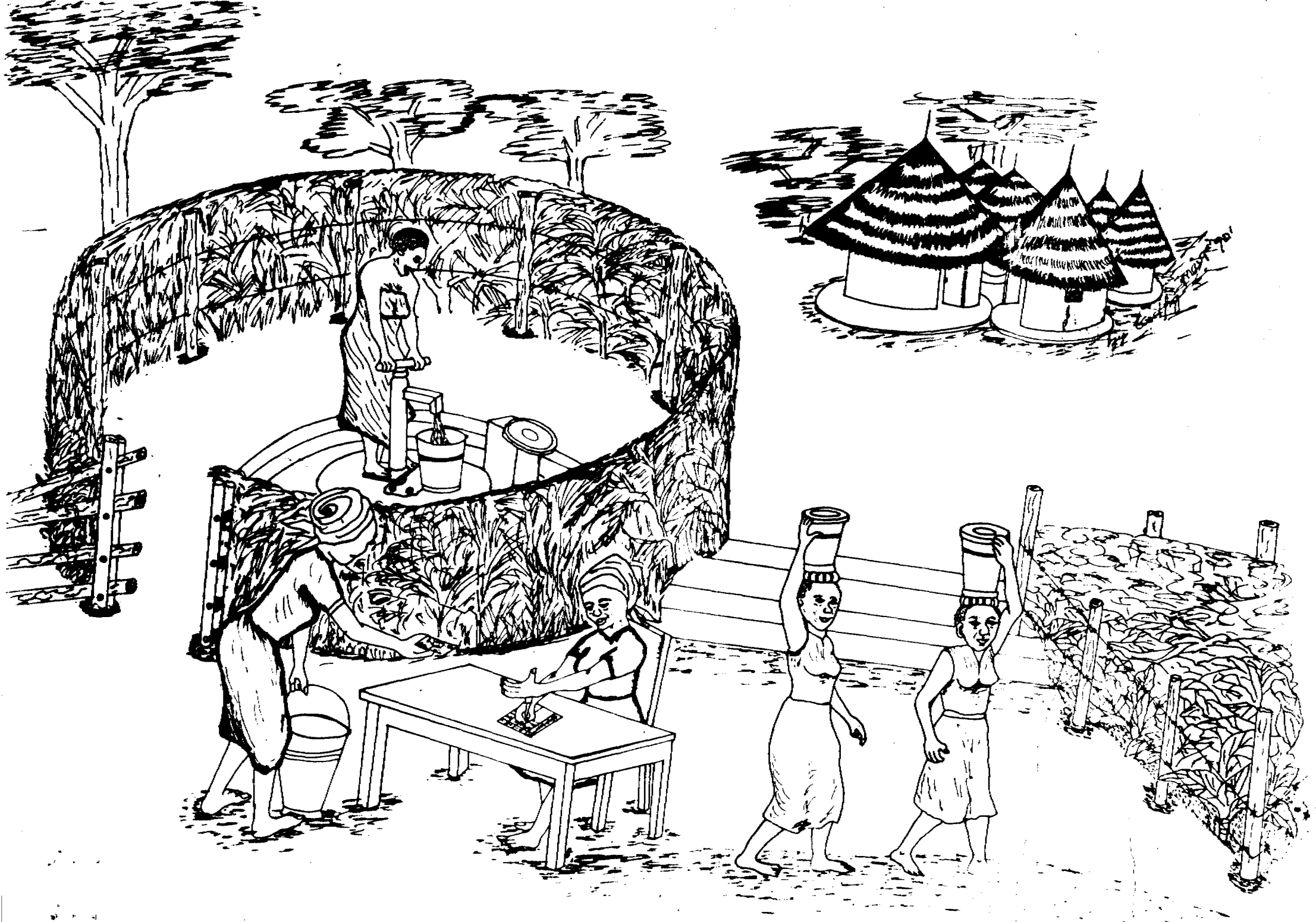
INCOME			EXPENDITURE		
SOURCES	SH	CTS	DESCRIPTION	SH	CTS
Previous years savings	756	50	Spares	240	00
Monthly contributions	133	00	Transport fares	50	00
Harambee	625	95	Labour hired	100	00
Sales	1400	00	Fencing	50	00
Other	200	00	Visitors' drinks	250	00
Total	3115	45	Total	690	00

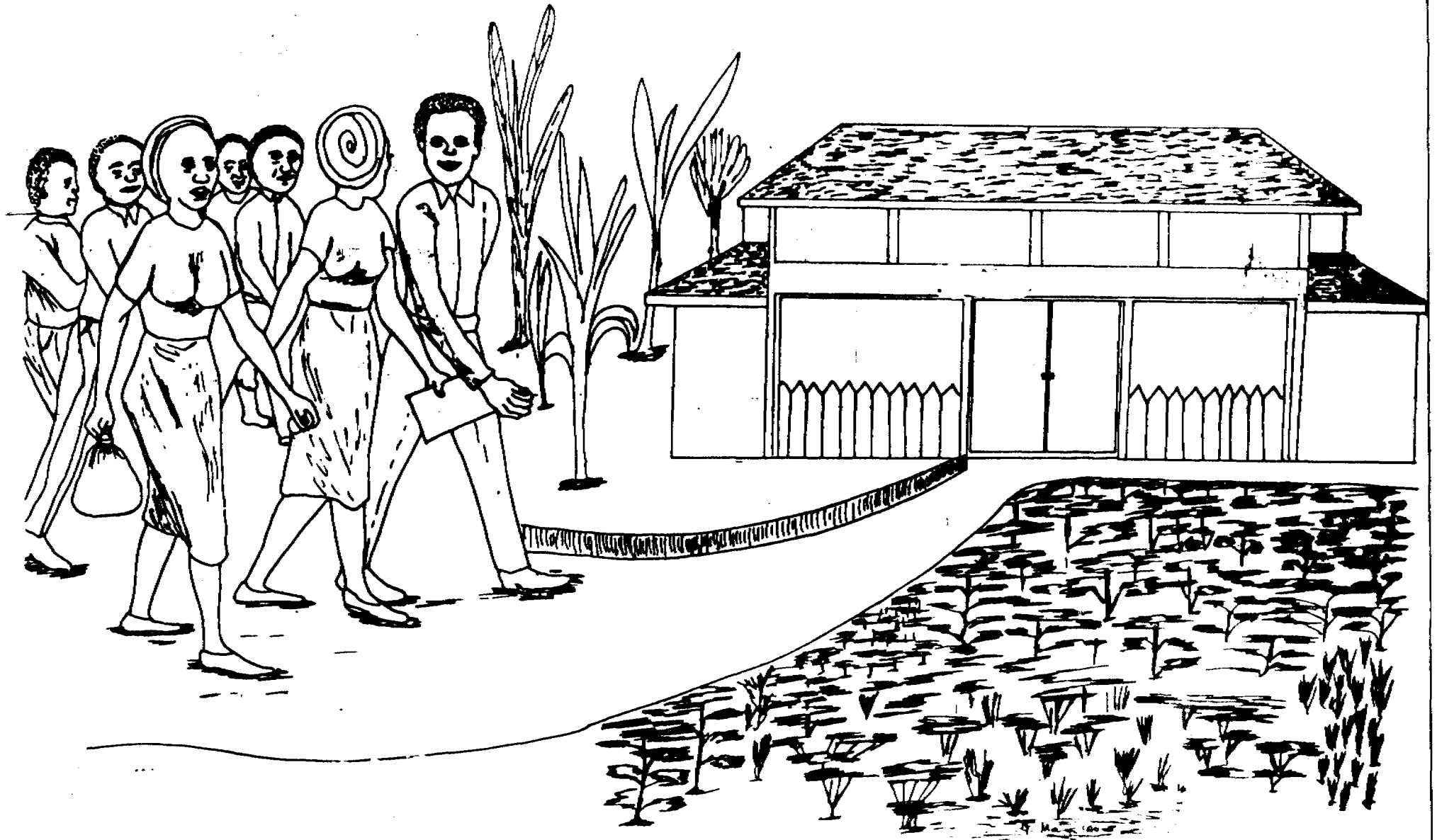
QUESTIONS:

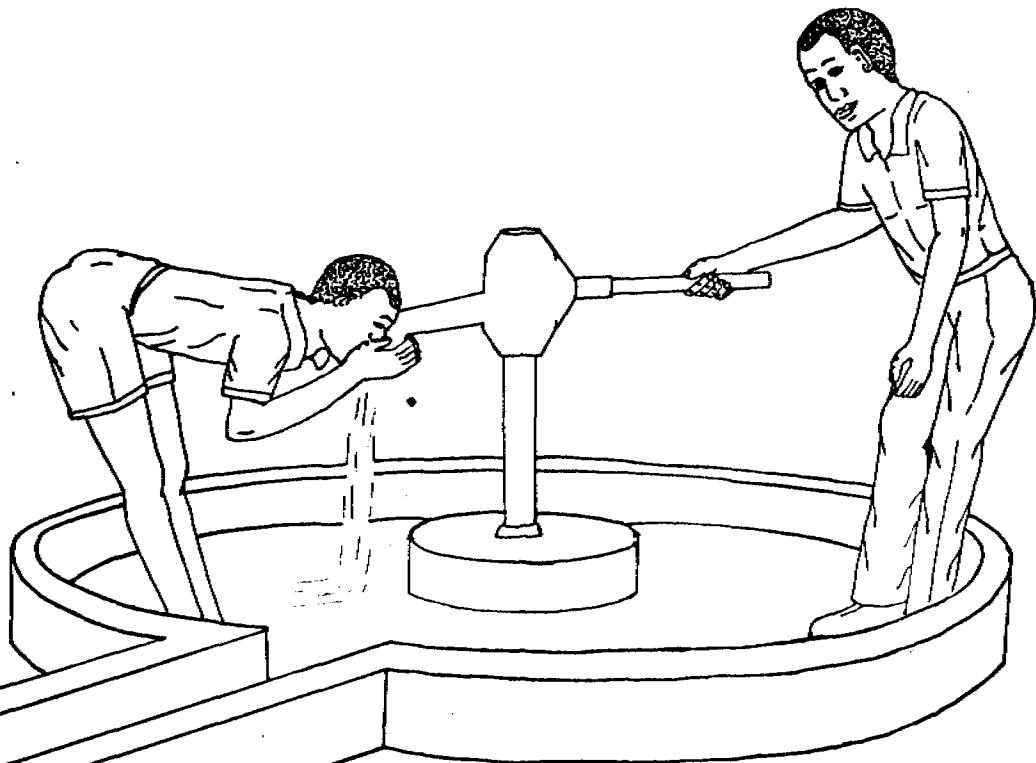
- 1 What was the total income ?
 - 2 What was the total expenditure ?
 - 3 What is the Well Committee balance ?
 - 4 How much was received from monthly contribution ?
 - 5 How much was spent in the year on the spares ?
 - 6 The bank Account statement reads 1600/=
- How much should be Cash at hand ?

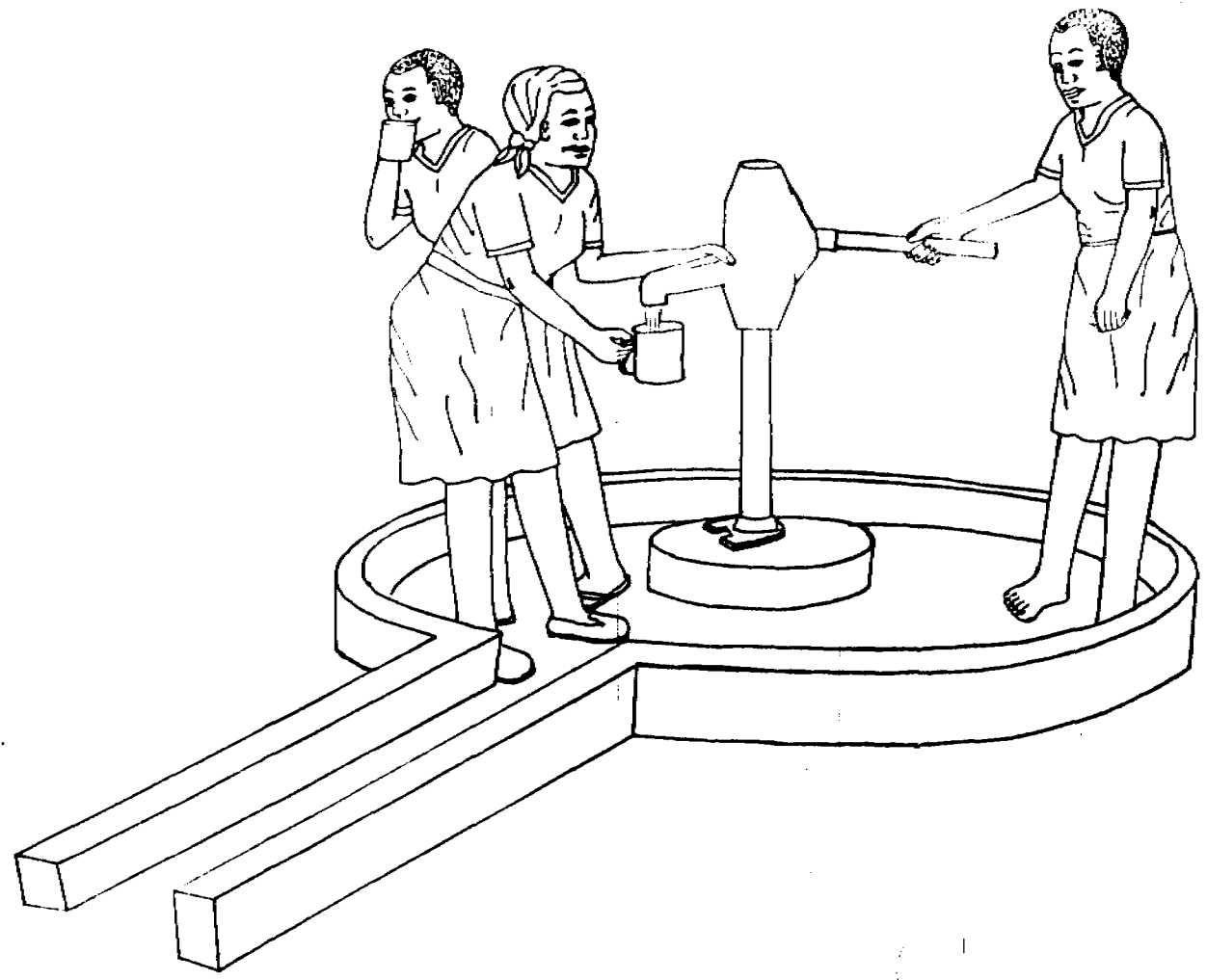
VISITORS' RECORD BOOK

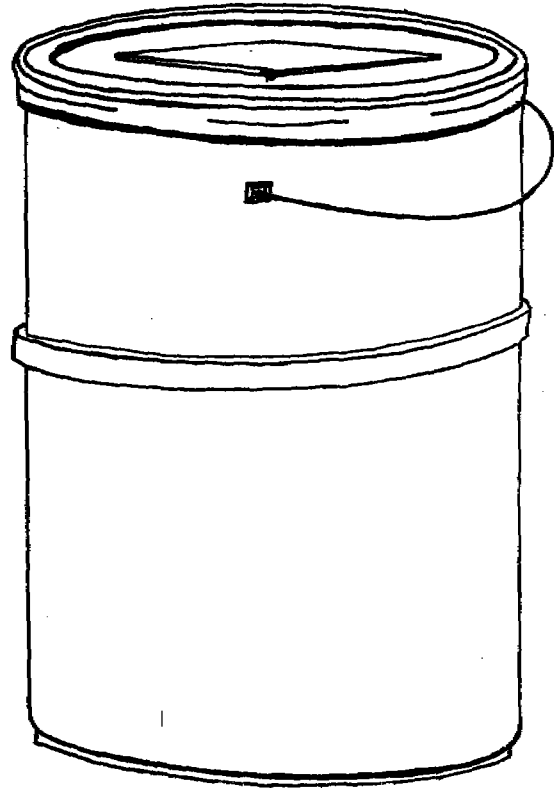
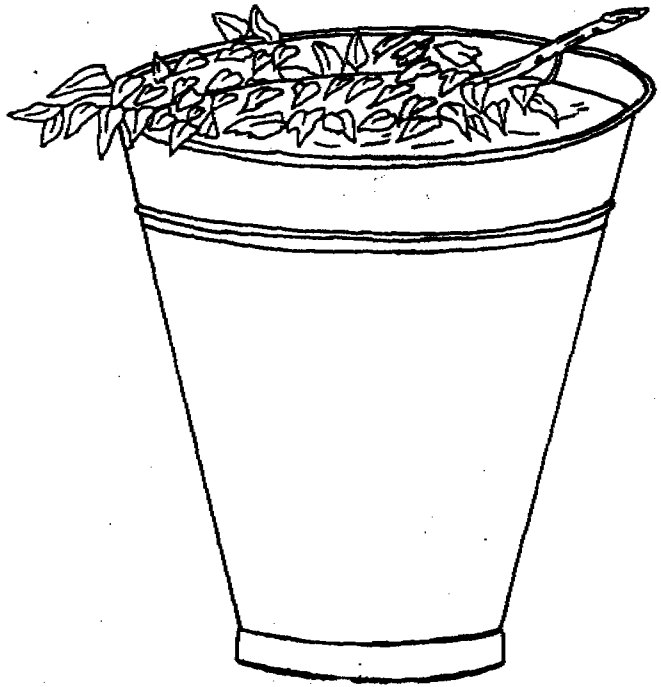
Date	Name	Address	Purpose of visit	Remarks	Signature

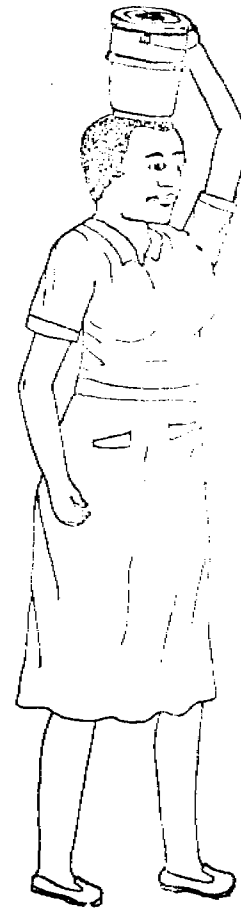
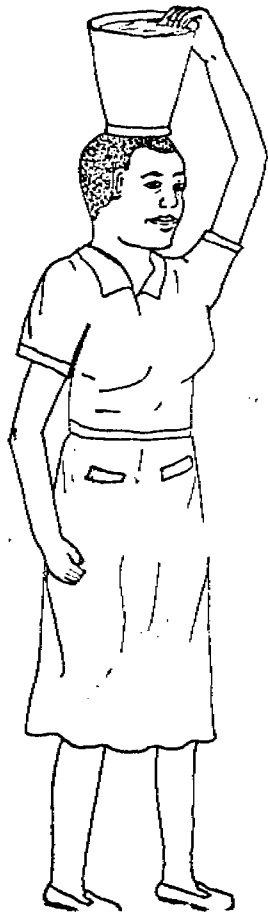




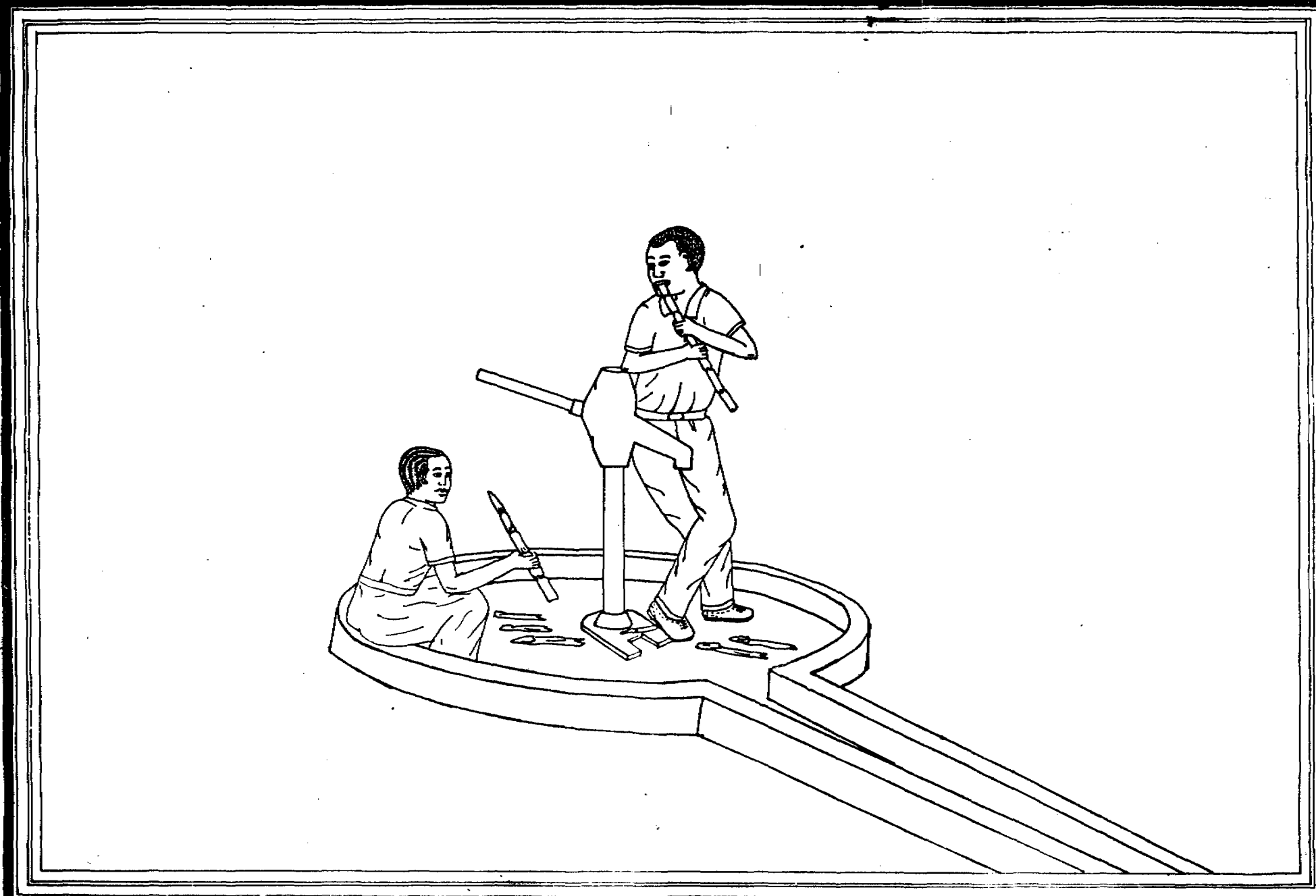


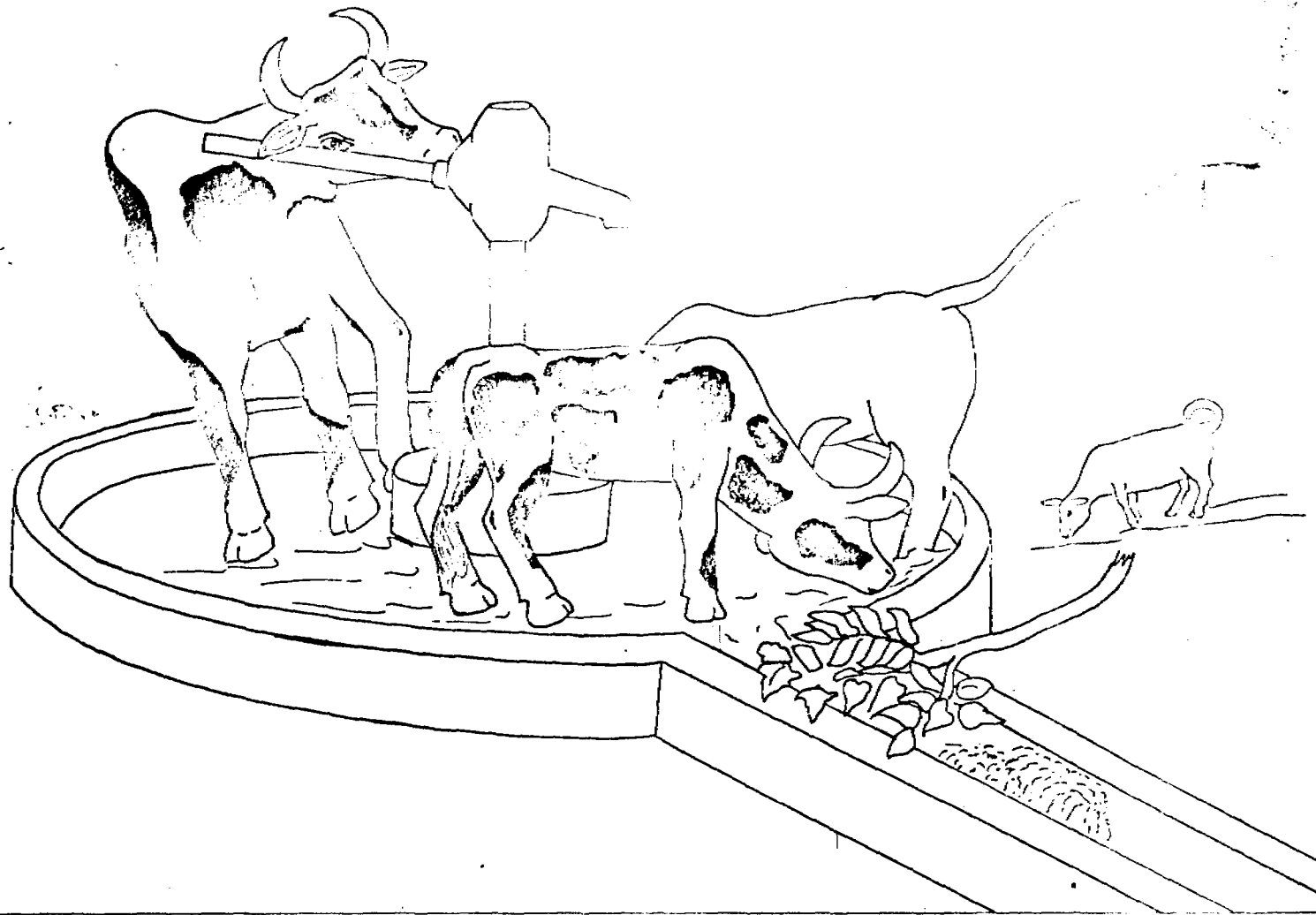


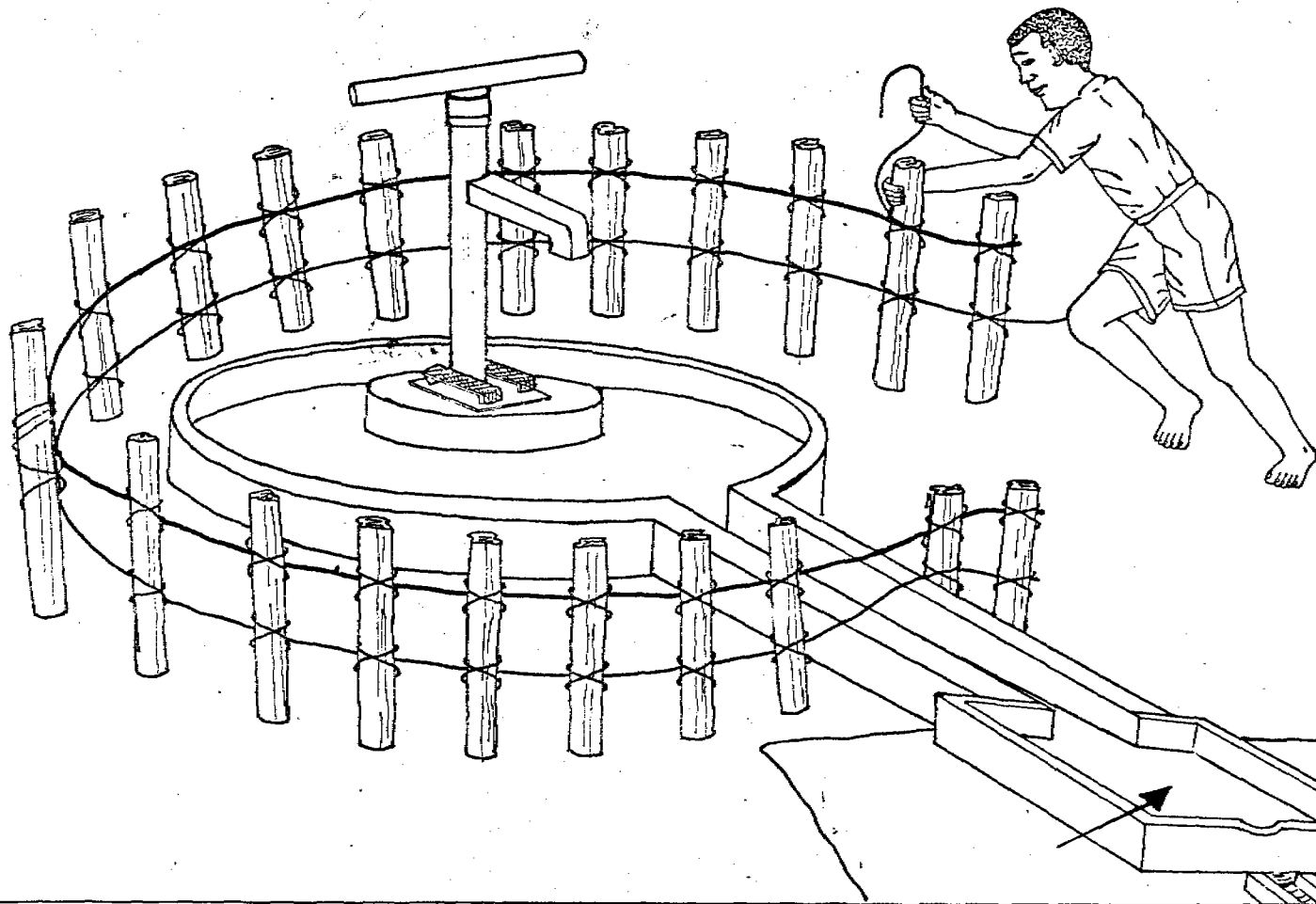




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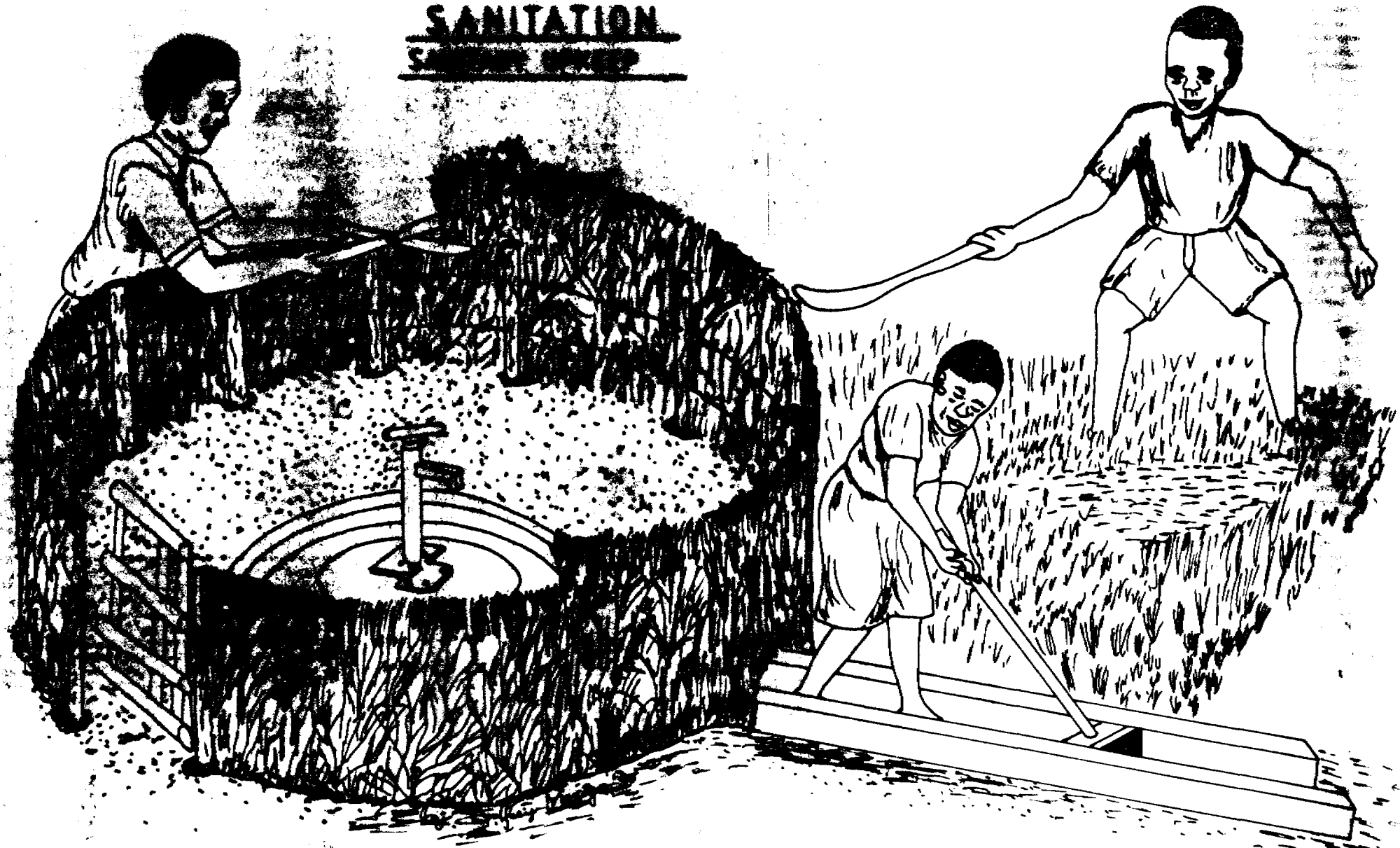


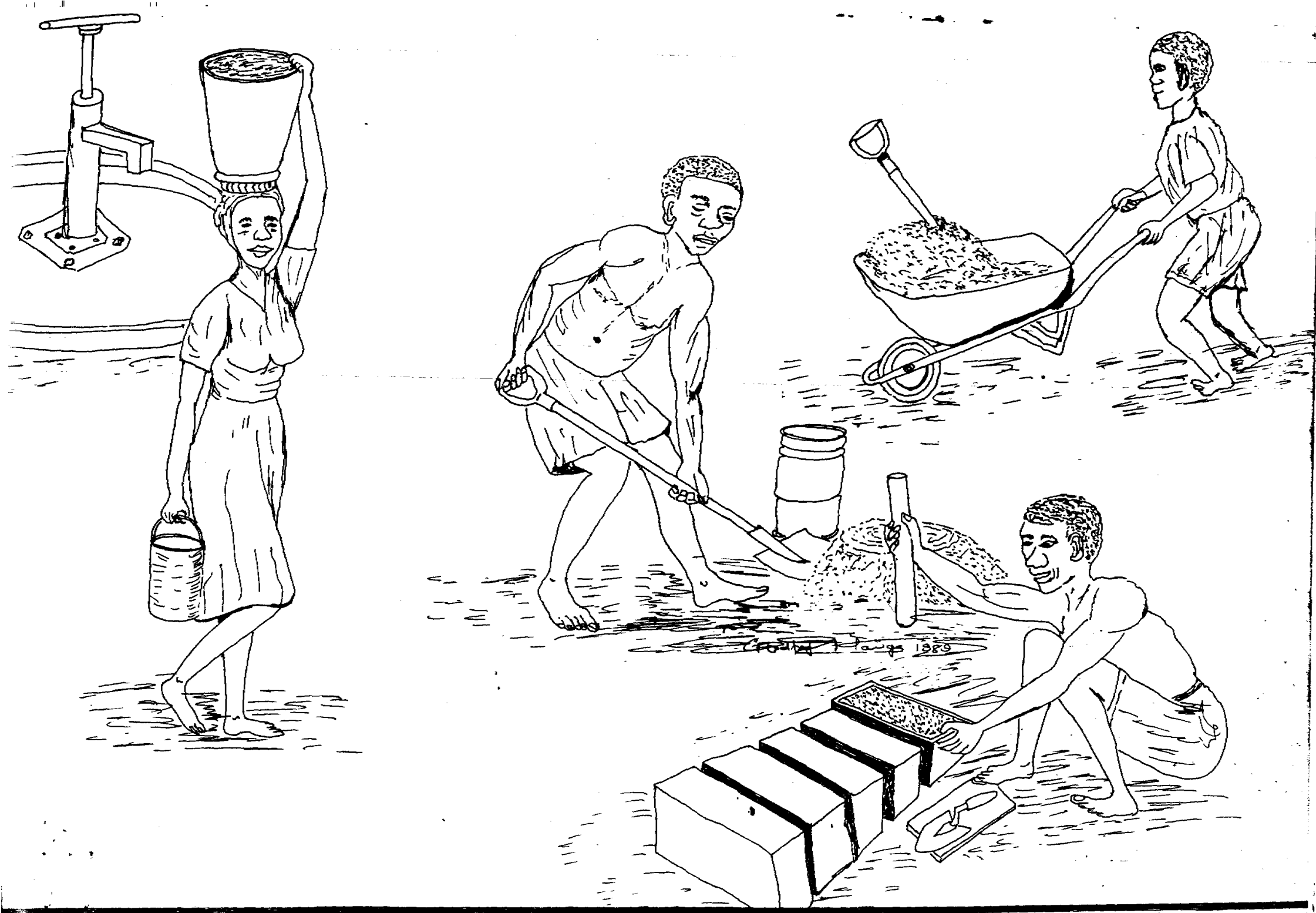


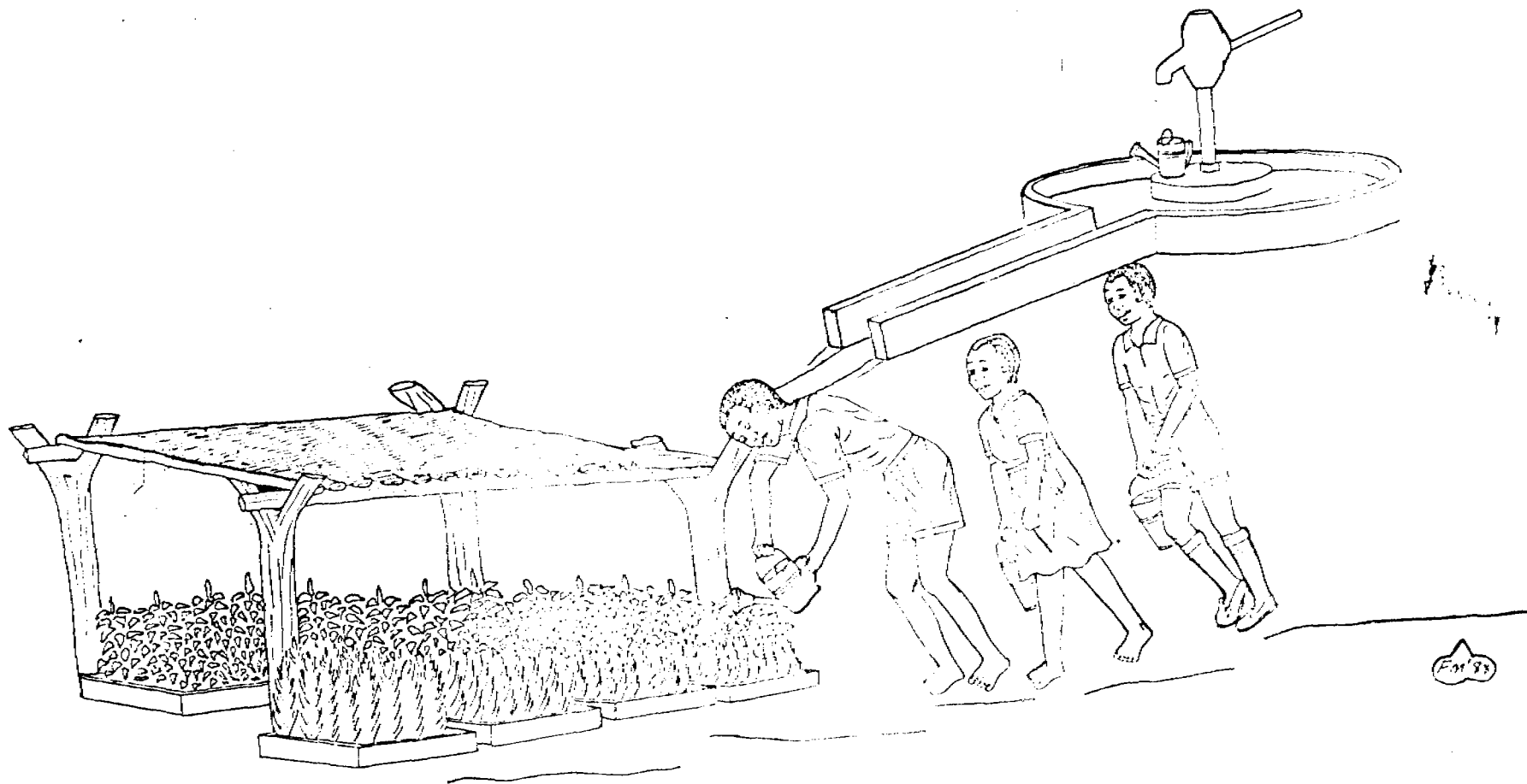


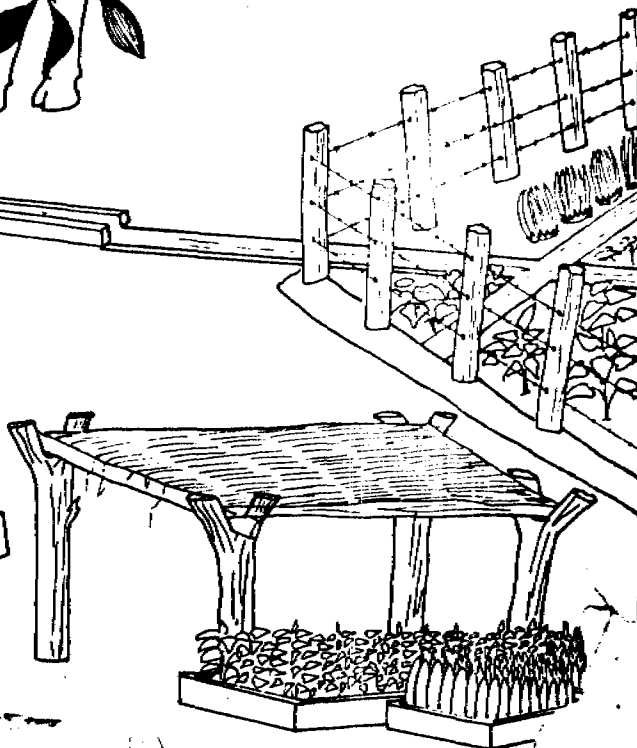
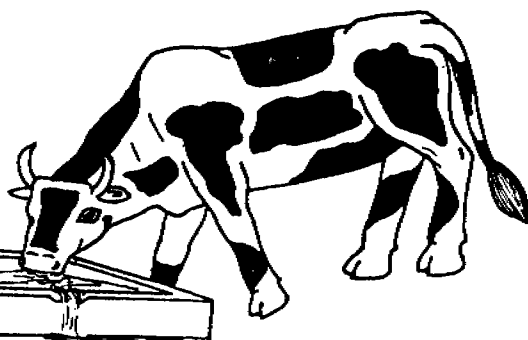
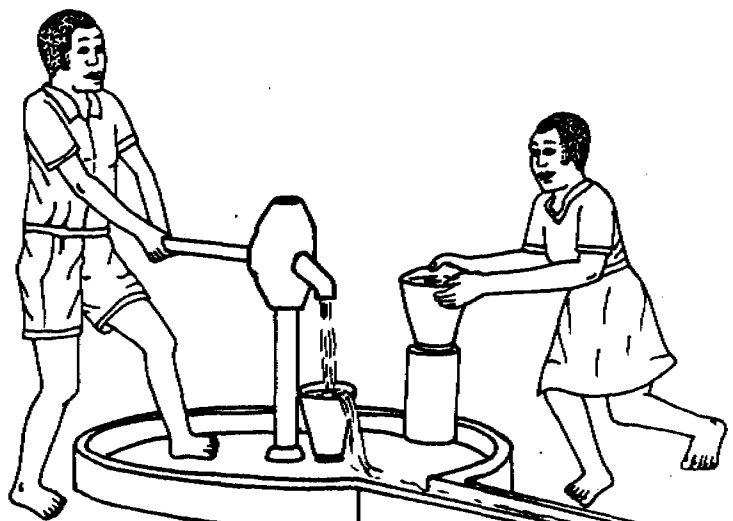
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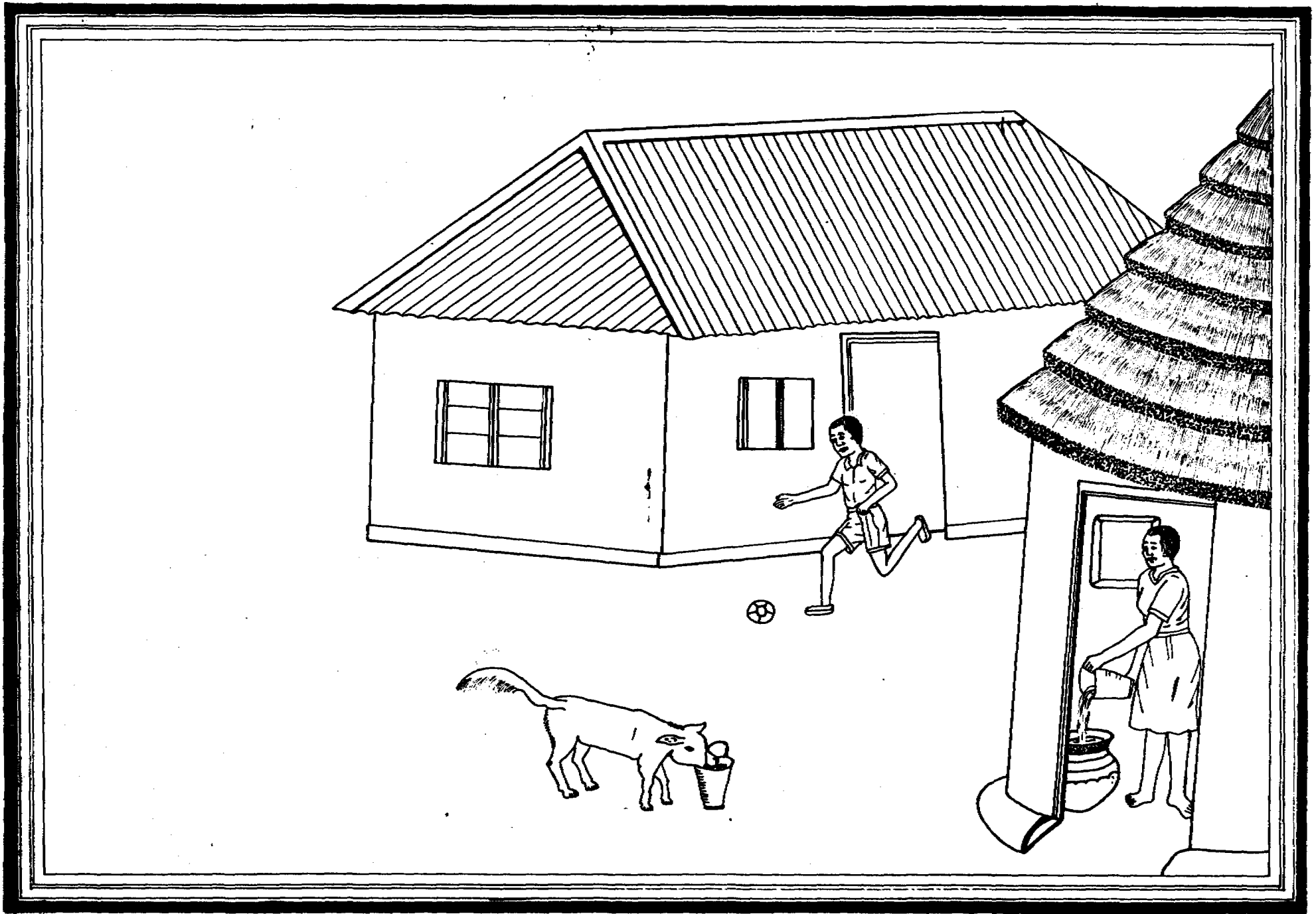
SANITATION
SANITARY UTENSILS



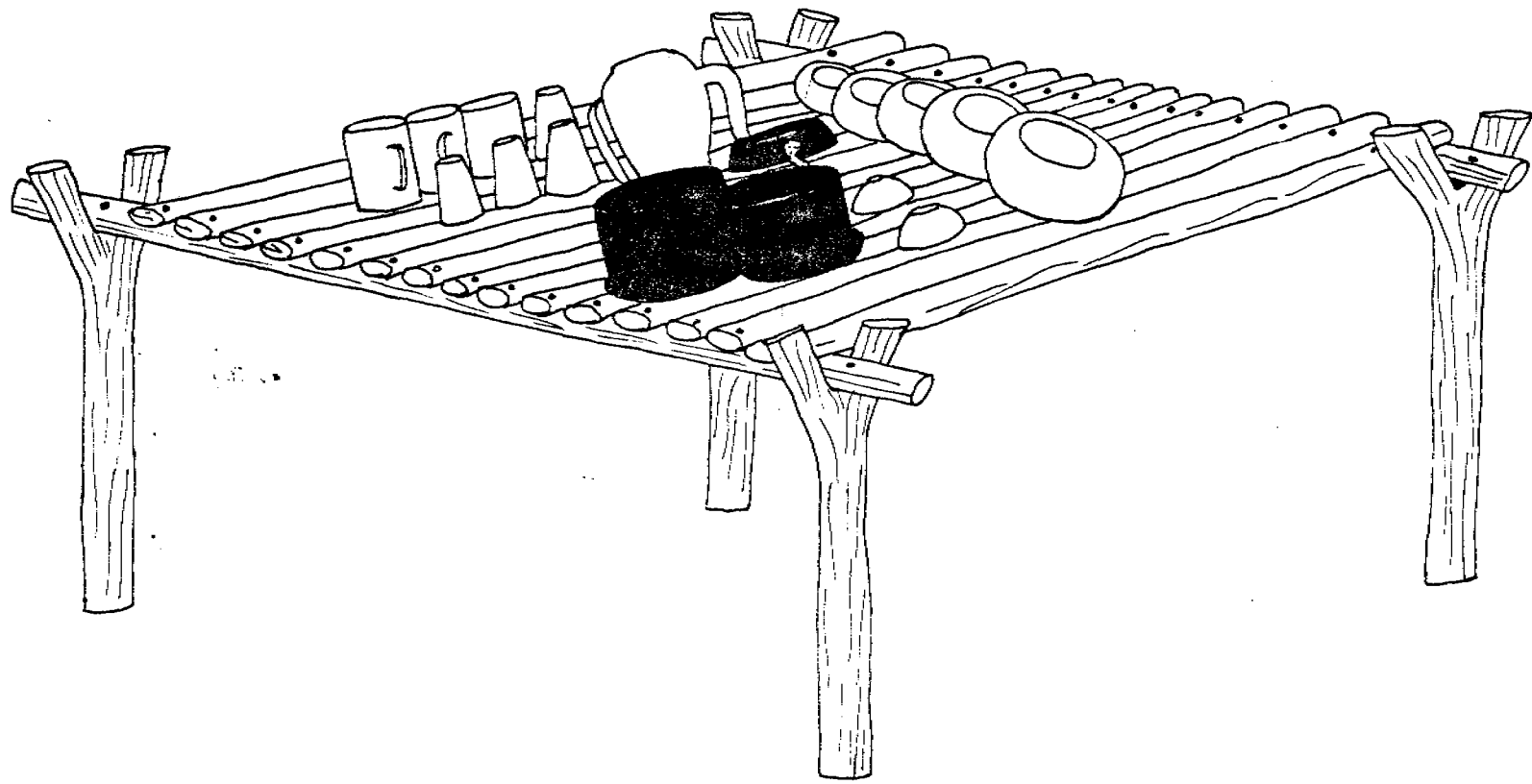


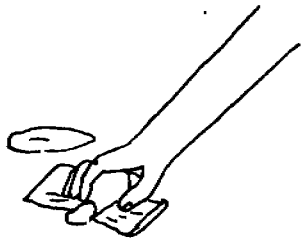




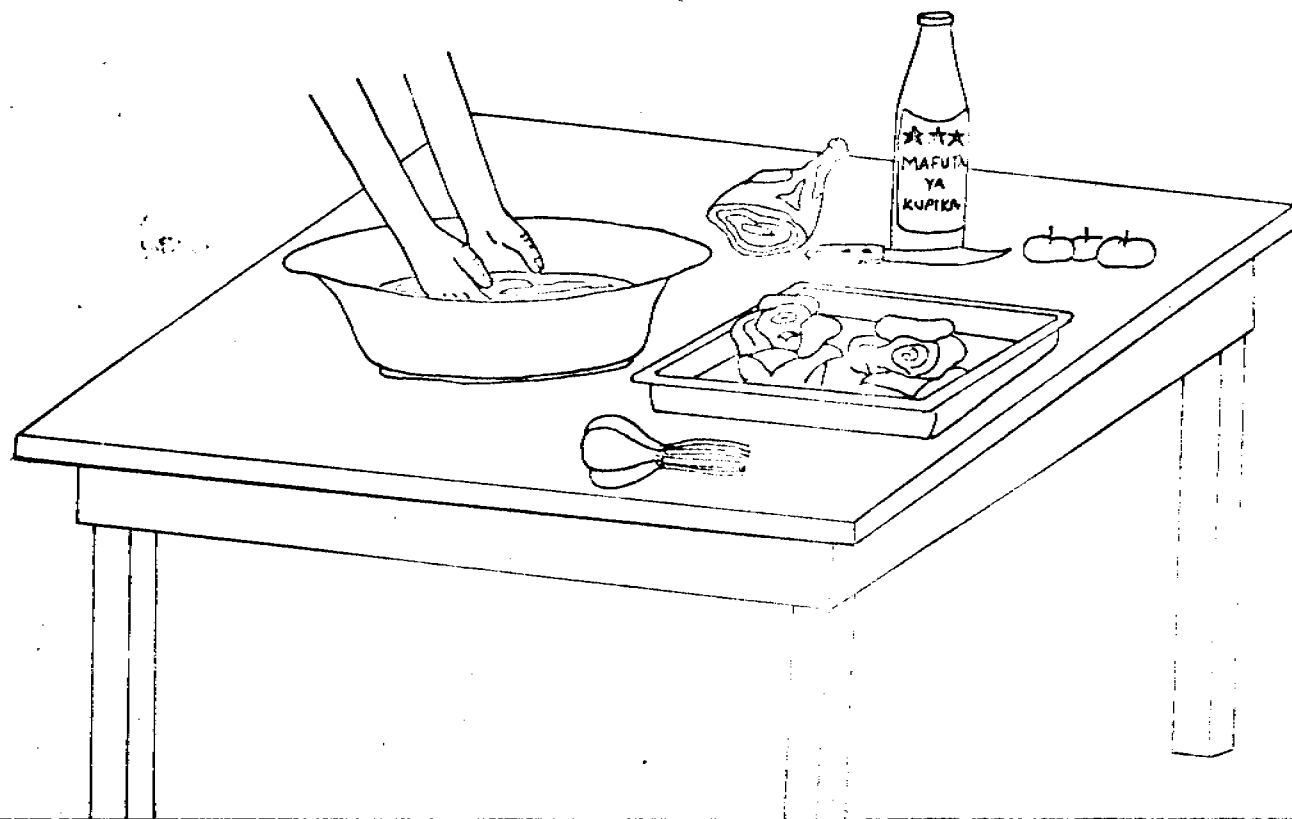


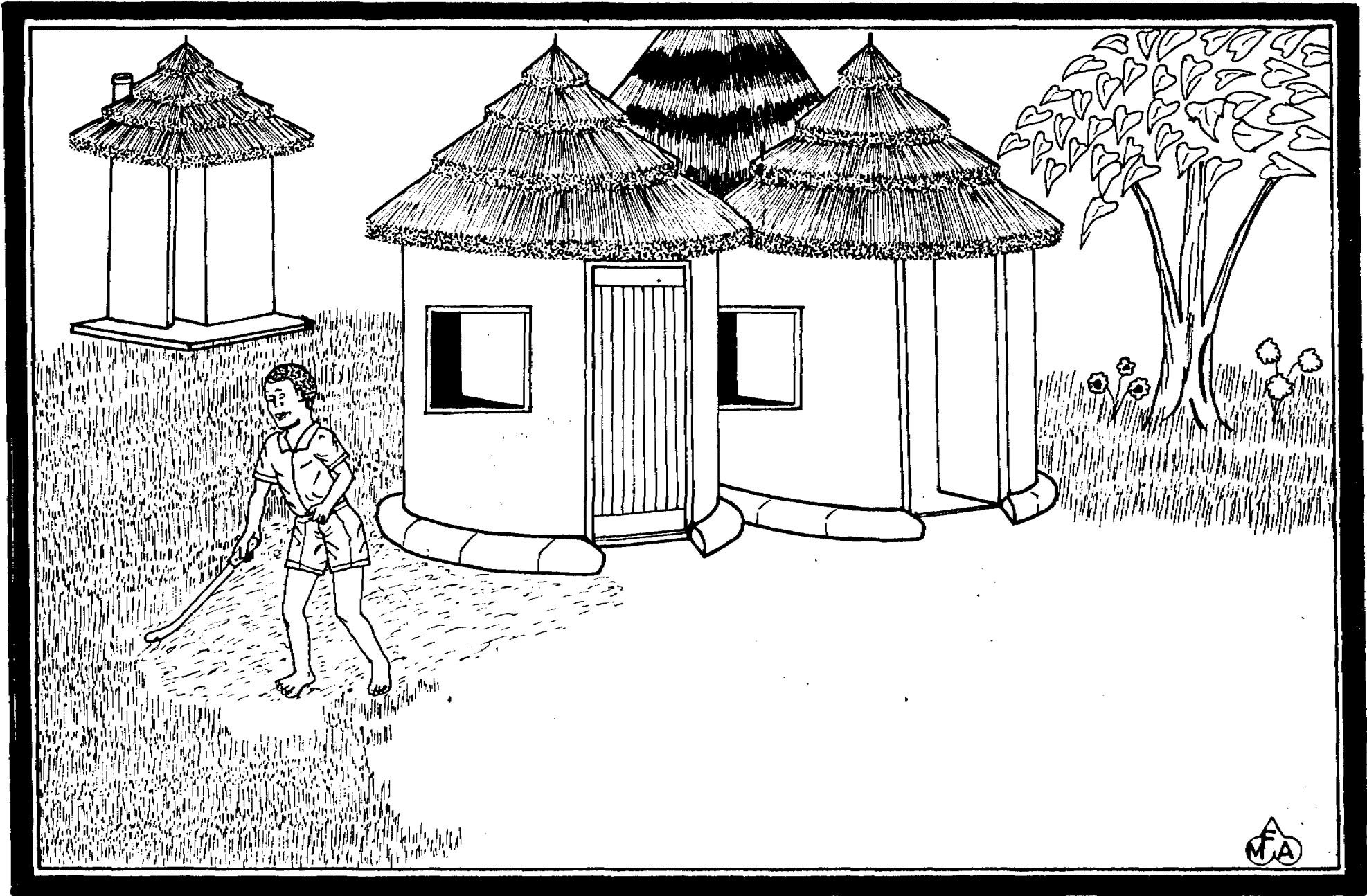






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