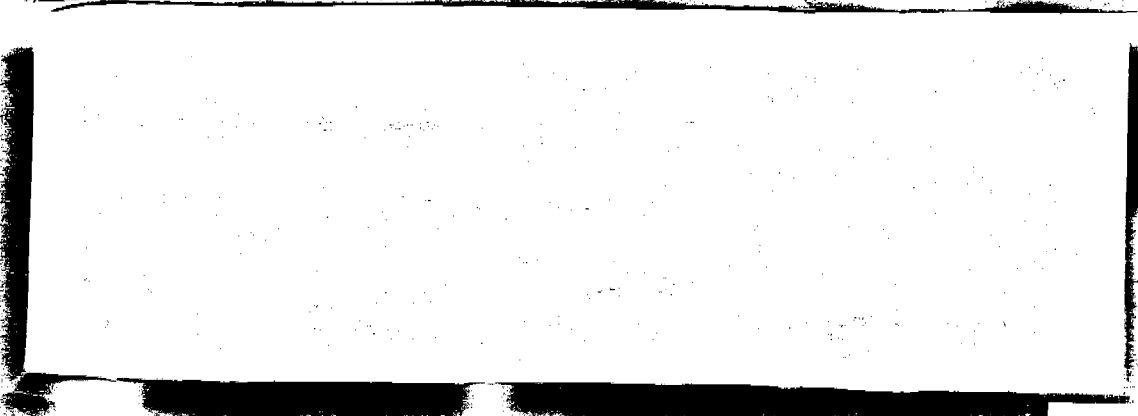


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Coordinating Office
No. 65
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SOCIO-ECONOMIC UNIT, KERALA
KERALA WATER AUTHORITY



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Draft

MANUAL FOR SITE SELECTION OF PUBLIC WATER POINTS

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SOCIO ECONOMIC UNITS, KERALA
KERALA WATER AUTHORITY

A MANUAL FOR SITE SELECTION OF PUBLIC WATER POINTS

August, 1989

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SECTION THREE

LIST OF ANNEXURES

I	Site Selection Team and Government Department Field Personnel.
II	Site Selection Form
III	Land Surrender Form
IV	A Panchayat Map
V	Ward Maps

PURPOSE OF THIS MANUAL

The Manual is intended for all those interested and involved in undertaking drinking water supply schemes. The steps outlined here are aimed at achieving the involvement of the community, to incorporate their needs, so as to obtain an optimal use and function of the scheme. These steps are based on the experiences gained by the Socio-Economic Units of the Kerala Water Authority, in the Rural Water Supply schemes assisted by the Dutch-Danish Governments. These procedures are not claimed to be final or the only ones; it may be necessary to change or adapt some of them according to the area and requirements of the schemes intended. The salient feature of the activities of this Water Supply Scheme, is that of the strong involvement of beneficiaries, especially women.

The involvement of people in the scheme, promotion of better use of water, of health education and establishment of an effective system for continued operation and maintenance (including cost recovery) of the schemes are perceived as basic requirements for the sustenance and envisaged benefits expected of this project, to serve the users optimally. Therefore the community's involvement in the selection of sites for public taps is of considerable importance. It is only through such involvement a sense of "belonging" can be created and misutilization, underutilization and neglect of assets can be avoided.

Involving a community is a time consuming process, but although time consuming, this time spent is well-spent, especially in the long run and as learnt from our experiences. We wish to share this with you and hope that this Manual will contribute to convince implementators of such development programmes about the advantages of community participation, and prove to be useful in people's projects.

Socio-Economic Units, Kerala
Kerala Water Authority.

SITE SELECTION PROCEDURES BEING FOLLOWED BY THE SEU.

<u>Procedures</u>	<u>Personnel</u>	<u>Time Approx- imately required</u>	<u>Resources</u>
* I. Preparation of Ward Maps			
a. Levels and compass surveying of Project area indicating settlements, households, boundaries, landmarks, major roads, footpaths, institutions etc.	3 Surveyors	1-11/2 month for each panchayat	Survey Instruments. Pentograph
b. Drawing and copying of maps	2 Draftsmen	Two weeks for each Panchayat	Pentograph Ammonia Prin- ing Machine.
II. Designing Stage			
	SEU Staff & Ward Water Committee	6-9 months.	
III. -Introduction of schemes to Government & Non-Govt. Offices in Panchayat.			
-Collection of information and available data of population, distribution, water supply facilities.	SEU staff	Two days.	
-Institutions, colonies, existing Organizations, Mahila Mandals, Youth Clubs etc.			
IV. Preliminary Site Selection.			
a. Inform dates of activities in different wards to Panchayat, Village, Health, Block Development Offices and ICDS and get lists of backward and needy areas from various field level personnel.	Site Selection Team (S.S.T)	One day	
b. Introduce project and site selection purposes to local people; identification of possible persons to form Ward Committees (W.C) (See page 8).	Field level personnel of Health ICDS, Panchayat Village, Block Development Offices, Social Workers, Club Members, and S.S.T.	Two wards per day.	

c. Ward Water Committee (WVC) formation, explain tasks to them and fix dates for meetings.	Field Assistants of S.S.T	Per Ward
d. Field survey to confirm landmarks and boundaries indicated on maps received	Technical staff of Site Selection Team Bill Collectors/and Village men (Panchayat and Village Office).	
e. Training of Ward Water Committee Members	SEU/KWA	2 days (1+2)
* This stage is undertaken by the KWA and the maps are provided to the SEU by the KWA.		
f. Solicit opinions of householders of the areas, especially women and decide on the specific location for a standpost.	W.C, S.S.T and Local people	1-2 days per Ward.
g. Collect demographic and socio-economic data of households here and other general information.	Field Assistants of S.S.T	2-3 days per Ward.
h. Complete details required in the standpost Site Selection Form and Land Surrender Forms.	S.S.T	1 day per Ward.
i. Action on Land Surrender Forms	Panchayat & Village Offices	
j. Correction and finalization of Maps	2 Draftsmen	10 days per Panchayat
IV. Finalization of Standpost sites selected	Community Organiser (SEU) and Asst. Engineer (KWA).	Half month per Panchayat.

Step III takes between 1-11/2 months per Panchayat if proper maps, vehicle and required staff are available. A 4-wheel-drive jeep is most ideally suited in the type of terrain usual here.

Step III (f) - (i) take place simultaneously.

The time requirement here is subject to variation according to the terrains and area of Wards/Panchayats concerned. The density of population is another factor affecting this, as also the availability of vehicle.

The time stipulated above is for a Panchayat Ward without much hilly areas, with an area of about 1 sq.km and an average of 300 households per Ward.

SECTION ONE

Points to be considered during Site Selection for Standposts

- 1) -Choose only areas and households that cannot afford private connections.
- 2) -Try and locate one standpost to serve at least 20 households (about 200 people) and not less than 15 households in any case, within a 250 m radius.
- 3) -Choose a point facilitating maximum needy households.
- 4) -Choose an area with possibilities to undertake activities like washing etc. nearby.
- 5) -Ensure good drainage facilities.
- 6) -Avoid possibilities of water logging on platform and surroundings.
- 7) -Avoid areas too close to roads and pathways that will be obstructive to traffic.
- 8) -Avoid wherever possible private locations and areas susceptible to misutilization.
- 9) -Encourage private and 'Community' connections (a group of householders taking a connection) wherever possible.
- 10) -Avoid political interferences and considerations.

Points to be noted in Field Activity

Introduce project to Panchayat, Health, ICDS, Village and Block Development Office Officials and local residents.

Contact local Youth Clubs, Mahila Samajams and other such agencies.

Conduct survey with as much general participation as possible and with field level personnel (official and non-official) whenever and wherever possible.

Hold general discussions especially, with women users, invite general and local opinions, crosscheck information.

Locate places or households for holding meetings and informal classes.

General Features to be observed and information to be obtained

An idea of the area, especially about colonies, institutions, health centres, possible rehabilitation areas, new roads, relocation of existing colonies etc.

-Present source of water, especially drinking water, during dry and wet seasons, their quality, quantity, distance, location and surroundings.

-Number of households depending on these sources.

-Socio-Economic situations of these households.

-Occurrences of water and faecal borne diseases and health situations generally.

SECTION TWO

Explanation of Site Selection Procedure

Objectives of Site Selection

✓
✓
The Dutch and Danish supported project envisages safe and reliable drinking water supplies to 90% of the population of the project areas, all year round, within reasonable distances from housing Units (approximately ^{the} people ^{within} around 200-250 meters around). It aims especially to cover that part of the population that cannot afford private connections and those located in remote and far flung areas. The overall objective expected to be achieved is to improve the quality of people's lives. The implementation of the schemes and their sustenance is viewed to be undertaken with community participation. This aspect is very important, keeping in mind that, unless the community feels itself responsible for the condition and functioning of the schemes, the schemes cannot be expected to be viable to the desired degree. It is to achieve this that, this procedure for site selection of public standposts has been outlined.

The major steps that have been considered for site selection are:-

- I. Preparation of maps.
 - Surveying of project area
 - Map drawing.
- II. Data collection and information of project activities.
- III. Preliminary site selection activities
 - Obtain list of needy & backward areas from all possible sources.
 - checking of boundaries & landmarks with personnel of concerned departments.
 - informing local people about purpose of activity.
 - formation of Ward Committees.
 - visiting proposed areas and selecting sites.
 - completing forms for standpost site selection.
 - surrender of land, where involved.
 - correction and finalization of maps.
- IV. Finalization of Site Selection.

I. PREPARATION OF MAPS

Maps of Panchayats indicating topographical features, ward boundaries, institutional and settlement distribution patterns, existing water sources, roads, footpaths etc. are prepared. The Surveyors who does field survey for this work have to be specially instructed about the requirement in the preparation of these maps, as, the ~~existing~~ procedure is only to survey main roads, adjacent buildings and mark levels. Aerial maps, if available, are useful to indicate natural features; for Kerala the vegetational canopy may camouflage most habitation areas. Present experiences indicate that existing maps available in various offices are outdated (atleast 15 years old) or unreliable (not to scale) or not meeting the above requirements. Separate Ward Maps of the Panchayats to a scale of 1:4000 are drawn, ^{will be} and being used by the Site Selection Team.

II. DATA COLLECTION AND INFORMATION OF PROJECT

A survey of existing data, available from various sources like Panchayat, Village, Block Development Offices, ICDS and Health Departments, about the areas in general, details about backward colonies, villages, proposed new colonies, relocation of habitations etc. and information about water and health situations, is conducted. Particulars of the Project purposes are informed at these offices as also the expectations of their co-operation and help needed. Having an idea about the situation of existing water schemes, water utilisation, people's opinion and idea of an ideal water supply scheme etc. is useful. A Utilization Study of existing Water Supply schemes is very helpful for this and should be undertaken if possible. Meetings at the District and Panchayat levels with personnel of different agencies are very effective and helpful.

III. PRELIMINARY SITE SELECTION

- a. The Panchayat, Village and Block Development Offices are informed by the Site Selection Team (S.S.T) about the date when work in a Panchayat is to start. A List of backward and needy areas there is obtained from these offices.
- b. These Departments' Officials being locally known themselves could introduce the team to the local population and identify possible persons in each Ward for the Ward Committees (W.C). See page/8.

- V
- C. The Field Assistants of the S.S.T are responsible for the formation of this Committee, and together with the local people select 5 men and at least 2 woman who are knowledgeable about the area and needs. They are requested to make a list of water needy areas of the Ward. A date is fixed with them to visit all such areas of the Ward.
- d. The boundaries and landmarks on the maps provided are confirmed, if possible with the Government personnel especially Bill Collectors, by the Technical Staff of the S.S.T. The Technical Staff during the surveys, also prepare a list of needy areas.
- e. Training of Ward Water Committee Members:-
Ward Water Committee members will be given on orientation training for 2 days on various aspects of the Water Supply and Sanitation Programmes. by
- f. At the next meeting with the W.C an inventory of potential areas in a Ward drawn from the suggestions and lists from various sources is prepared and each of them visited. Specific problems of each area are discussed and checks made to ensure that the norms prescribed for selection of a site are followed (see page 5).
- g. The local women especially, are encouraged to voice their opinions and state their requirements. The needs and problems of the area are discussed, e.g. water logging, privacy, accessibility, obstruction to public wayfare, elevation of the area, distances etc. All these are considered within the technical and financial constraints before site selection is made.
Some details about the households around here, their socio-economic conditions, general features and characteristics of the settlement are collected.
- h. When a consensus for a site has been made, it is marked with a numbered peg, and details of this and the area are collected and filled in the Site Selection form (Annexure II). A sketch of the area around here, as far as possible to scale, marking the numbered peg is made on the Site Selection form.
- i. If private land is involved, land surrender forms (Annexure III) are filled up by the owners. These forms are handed over to the Panchayat Office for necessary action from the Village Office concerned.

IV. FINAL SELECTION

preliminary site selection for
After a Panchayat is completed, the Community Organizer, SEU and Assistant Executive Engineer, (or Assistant Engineer) KWA jointly inspect each site for its technical, financial and socio-economic suitability. The locations of the sites on the Ward Maps and the sketch of the area around the site selected are checked. If the site is unsuitable then an alternate one is considered. If selection is good, then the site is jointly approved.

Copies of maps of the Panchayat and Wards (Annexure IV and V) Site Selection Forms and, Land Surrender Forms where present, are then handed to the implementing authorities for necessary action.

22
The Ward Water Committee constitutes seven members who are well-known and acceptable to the local people and officials. They may be social workers, religious leaders, teachers or any other active persons. They should be suggested by local officials and people themselves. The elected Panchayat Ward Member is a member of this committee, *the committee will have at least two* as also a woman member. This committee is set up *for a* envisaging a number of activities. Initially, they suggest areas that could be considered for site selection and identify specific water related problems of the area. It is hoped that once the scheme is commissioned, this Committee will serve as a forum for the public to voice their grievances, needs, problems with regard to water and sanitation at the Ward and Panchayat level. The SEU Sanitation and Health Education programmes *will work closely with* have also the close *Ward Committee* involvement of the Ward Committee and it has representation at the Panchayat level interdepartmental/Agency Committee, through the Ward members and elected Ward Water Committee members.

SITE SELECTION TEAM

a. Technical	Asst. Engineer/Draftsmen	1
	Surveyors (KWA).	2
b. Socio-Economic	Field Assistants	3

Government Department Field Staff Mainly Contacted

Panchayat Office	Bill Collectors Overseers
Block Development Office	Village Extension Officers Block Extension Officer
Village Office	Villagemen
Health Department	Junior Public Health Nurses Junior health Inspectors
Integrated Child Development Scheme (ICDS)	Anganwadi Workers

Project

Peg No :

Panchayat

Ward

Village

Nearest township

Habitation

Population

Total number of households:

Number of S. C. households

Present source of water: Dry season ~~Wet season~~

Wet Season

Number of potential beneficiary households

Number of potential ^S C. beneficiary households

Nearest beneficiary household :

House Number :

Distance :

Furthest beneficiary household :

House Number :

Distance :

Location for standpost

P1 _____

P2 _____

P3 _____

P4 _____

Ward Water (Selection) Committee Members

- 1)
- 2)
- 3)
- 4)

Potential beneficiaries consulted locally

- 1)
- 2)
- 3)
- 4)

Skilled Persons

Plumbers

ലാൻഡ് നിലവിലിട്‌മെന്റ്

ഫോം എ. റൂൾ 3

ഭൂമി വിട്ടുകൊടുക്കുന്നതിനുള്ള അപേക്ഷ

- 1 അപേക്ഷയുടെ തീയതി
- 2 അപേക്ഷകന്റെ പേരും മേൽവിലാസവും
- 3 വിട്ടുകൊടുക്കുന്ന ഭൂമിയുടെ വിവരങ്ങൾ
 - a) വില്ലേജ്
 - b) സർവ്വേ നമ്പരും സബ് ഡിവിഷൻ നമ്പരും
 - c) മൊത്തം വിസ്തീർണ്ണം
 - d) വിട്ടുകൊടുക്കുന്ന വിസ്തീർണ്ണം
- 4 ഭൂമി വിട്ടുകൊടുക്കുന്നതിന്റെ ആവശ്യം
- 5 ഭൂമി ഗവർണ്മെന്റിൽ നിന്നും കൈമാൾപ്പെടുത്തിയിട്ടുള്ള പക്ഷം

ആണ്ട്

മാസം

തീയതി

6 അപേക്ഷകന്റെ ഒപ്പ്

പ്രസ്താവന

ഫോം ബി. റൂൾ 7

താലൂക്കിൽ

വില്ലേജിൽ

താമസിക്കും

മകൻ/മകൾ

ആയ ഞാൻ മേൽ വിവരിച്ചിരിക്കുന്ന വസ്തുവിൽമേൽ എനിക്കുള്ള എല്ലാ

അവകാശങ്ങളും നിരപാധികം വിട്ടൊഴിഞ്ഞു വസ്തു ഇതിനാൽ സർക്കാരിലേക്ക് വിട്ടു തന്നിരിക്കുന്നു.

സ്ഥലം

ഒപ്പ്

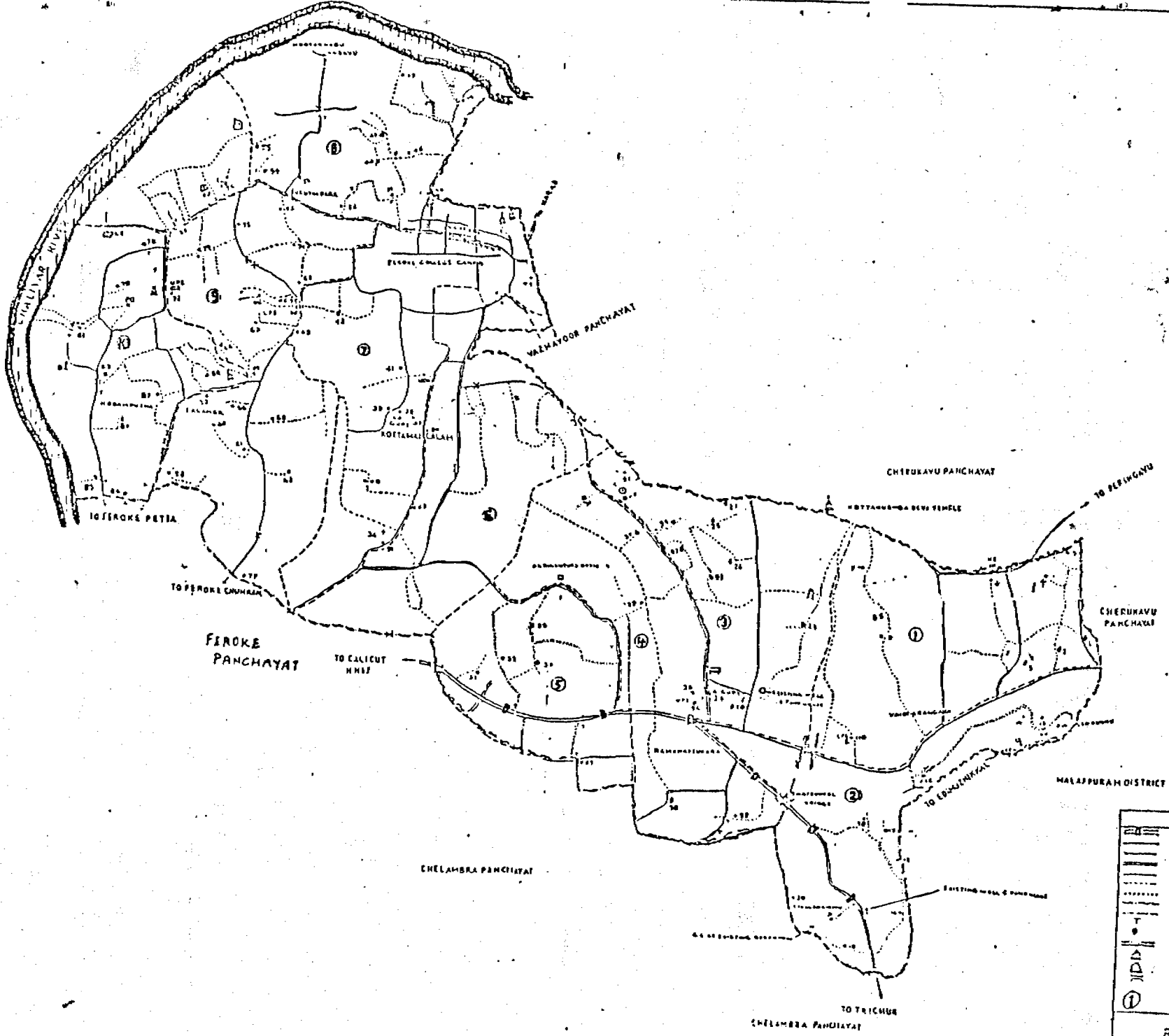
തീയതി

കക്ഷി ഞങ്ങളുടെ സാന്നിധ്യത്തിൽ ഒപ്പിട്ടിരിക്കുന്നു.

തടസ്സർ 1)

2)

വില്ലേജ് ഓഫീസർ



RAMANATIKARA PANCHAYAT MAP

REFERENCE (RTK/CKDB)	
	MAIN ROAD
	SMALL CANAL
	BRANCH CANAL
	UNBARRED ROAD
	SMALL FOOT PATH
	BIG FOOT PATH
	PANCHAYAT BOUNDARY
	WARD BOUNDARY
	EXISTING STAND POST
	PROPOSED STAND POST
	RIVER
	TEMPLE
	MOSQUE
	BRIDGE OR CULVERT
	Ward Number
RTK/CKDB	
PANDA DRINKING WATER	

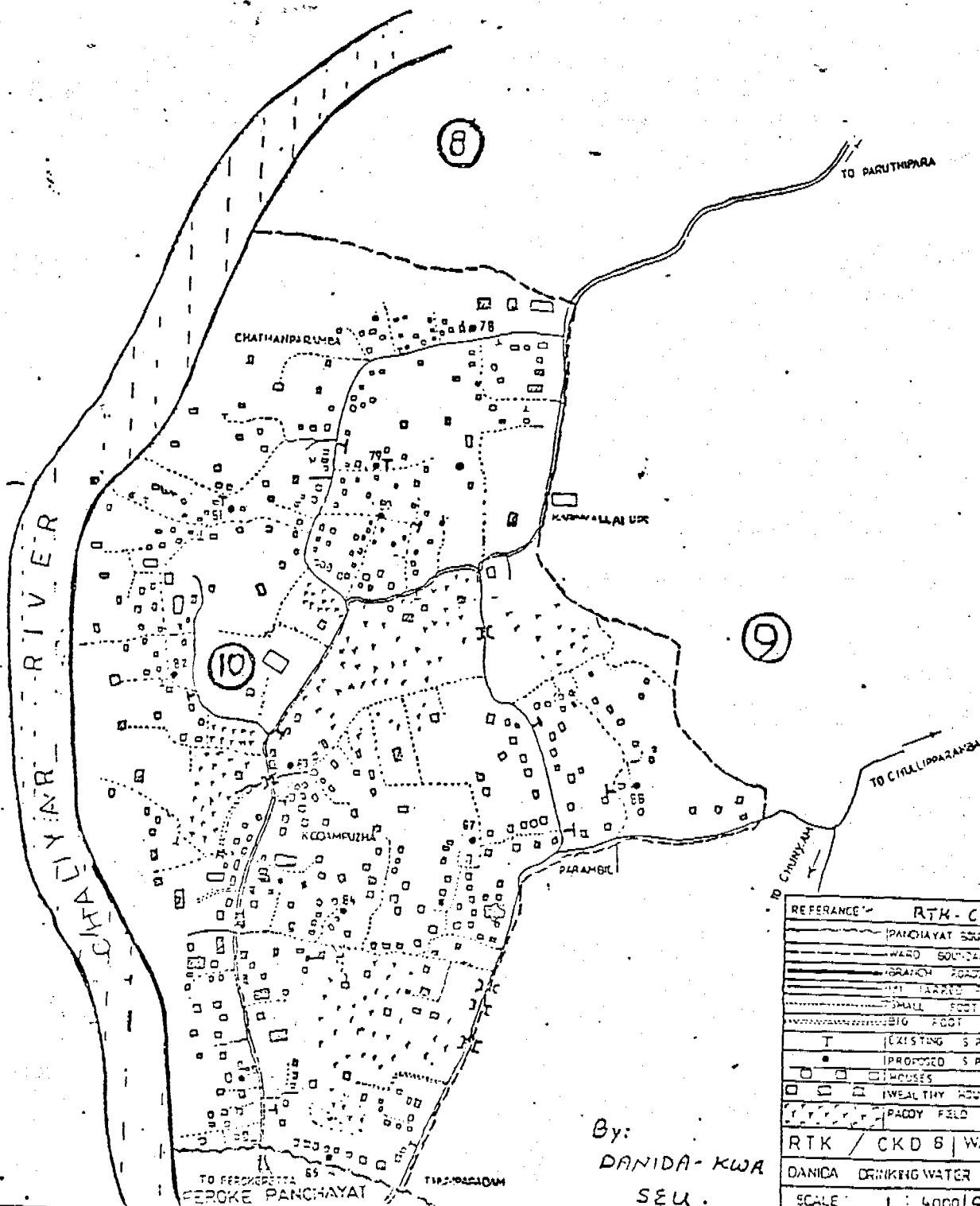
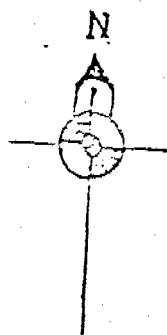
Ramanatikara

D

RTK/10

WARD X

WARD 10



By:
 DANIDA-KWA
 S.E.U.

REFERENCE	RTK-CKD 8/10
	PANCHAYAT BOUNDARY
	WARD BOUNDARY
	IGRATION ROAD
	LANE
	SMALL FOOT PATHS
	EXISTING FOOT PATHS
T	EXISTING S.P
	PROPOSED S.P
	HOUSES
	WEALTHY HOUSES
	PADDY FIELD
RTK / CKD 8 / WARD 10	
DANIDA DRINKING WATER PROJECT	
SCALE 1 : 4000 / S.E.U.	

WARD MAP



TO ADIVARAM

AGRICULTURE OFFICE

6

4

CANAL

TO CALICUT

NATIONAL HIGHWAY 17

REFERENCE RTK.CX08/V

	PANCHAYAT BOUNDARY
	WARD BOUNDARY
	NATIONAL HIGHWAY 17
	BRANCH ROADS
	SMALL FOOT PATH
	BIG FOOT PATH
T	EXISTING S P
●	PROPOSED S P - 5 NOS
	HOUSES
	WEALTHY HOUSES

Scale 1:4000

TO RAMANATTUKARA TOWN

TO TRICHUR

FEROKE PANCHAYAT

5

97 MANTHRAMMAL

By: DANIDA-KWA
SEU (M)

WARD 5

RTK 15

WARD V