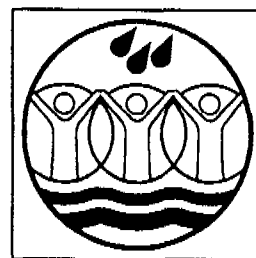


**Community Water Supply & Sanitation Project**



# Quarterly Progress Report

## No. 1/1996

*(January 01 - March 31 1996)*



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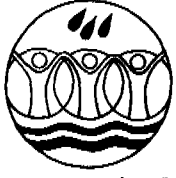
# CWSSP

- *The Community Water Supply and Sanitation Project is an initiative of the Government of Sri Lanka with the support of the World Bank.*
- *The CWSS Programme Unit located within the Ministry of Housing, Construction & Public Utilities coordinates the project. The Regional Directorates in Badulla, Matara and Ratnapura support Partner Organizations and Community Based Organizations in implementing their projects.*
- *CWSSP aims at providing/improving water supply and sanitation for approximately 650,000 rural people in 2,500 villages and 17 small towns in Badulla, Matara, Ratnapura and Monaragala Districts.*
- *Some 1600 schools in these districts will be eligible for support to improve personal hygiene through school water supply and sanitation, and hygiene education.*
- *CWSSP works with over 80 partner organizations (NGOs, co-operatives, government and quasigovernment bodies) to support, motivate, organize and train communities to implement and manage their own water supply and sanitation schemes.*

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Ministry of Housing, Construction & Public Utilities

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எனது இல }  
My No: CWSPU/DM/DC

ඔබේ අංකය }  
உங்கள் இல }  
Your No:

දිනය }  
திகதி }  
Date } October 21, 1996

The Director  
IRC  
PO Box. 93190  
250g AD The Hague  
Netherlands

Dear Sir

**QUARTERLY REPORT I - 1996**

We are pleased to enclose a copy of the **Quarterly Report I - 1996** of the Community Water Supply & Sanitation Project.

Please acknowledge receipt of the same.

Yours faithfully

  
H T Hewawasam  
Director  
COMMUNITY WATER SUPPLY  
& SANITATION PROJECT

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# COMMUNITY WATER SUPPLY & SANITATION PROJECT

## QUARTERLY PROGRESS REPORT NO. 1/1996

(January 01 to March 31, 1996)

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## Abbreviations

ADB	Asian Development Bank
CBO	Community Based Organization
CF	Community Facilitator (of Partner Organization)
CRO	Community Relations Officer (of District Offices)
CWSPU	Community Water Supply & Sanitation Project Unit
CWSSP	Community Water Supply & Sanitation Project
DANIDA	Danish International Development Agency
DCC	District Coordinating Committee
FINNIDA	Finnish International Development Agency
GN	Grama Niladhari (Division)
GTZ	German International Agency for Development
IDA	International Development Agency
IDSS	International Development Support Services, Australia
IRC	IRC International Water and Sanitation Centre
LSCIP	Large Scale Consolidated Implementation Program
LSIP	Large Scale Implementation Programme
M&E	Monitoring and Evaluation
NSC	National Steering Committee
NWSDB	National Water Supply & Drainage Board
O&M	Operation and Maintenance
PEC	Project Evaluation Committee
PM	Project Manager (of Partner Organizations)
PME	Participatory Monitoring and Evaluation
PO	Partner Organization
PS	Pradeshya Sabha
RWS	Rural Water Supply & Sanitation Section/NWSDB
SSCIP	Small Scale Consolidated Implementation Programme
SSIP	Small Scale Implementation Programme
STWSP	Small Town Water Supply & Sanitation Sub-Programme
SRTS	Sarvodaya Rural Technical Services
SWSSP	School Water Supply & Sanitation Sub-Programme
TA	Technical Assistant
TO	Training Officer
TO	Technical Officer
TSC	Technical Support Cell (of CWSPU)
WB	World Bank
WEDC	Water, Engineering and Development Centre

## EXECUTIVE SUMMARY

The IDA/World Bank Sixth Supervision Mission which visited the CWSSP during the period under review was pleased to note the significant scaling up of implementation between the fifth Supervision Mission (June 1995) and the current Mission. The Mission highlighted a number of issues and recommendations.

### Policy, Programme and Procedures Development

On the recommendation of the President Secretariat, activities were initiated to develop procedures to arrange supplementary implementation of the School WSS Sub Programme through the Government Poverty Alleviation Programme, called, Samurdhi Movement (SM). A series of discussions were held between authorities of the SM and the CWSPU during the period under review to reach consensus on an acceptable implementation mechanism for the purpose in hand. Based on these, detailed guidelines and specimen Agreement/Legal instruments were developed and subsequently refined for the implementation of SWSSP through SM (Sec. 1.1).

Actions were initiated to speed-up the activities to be undertaken on Operation and Maintenance of completed water supply projects, with the gradual increase in their number. Accordingly, Manual for Training of Caretakers on O&M and Handbook for Caretakers on O&M of Gravity WS Schemes were developed. Model Caretaker Training Course was launched supported by Training of Trainers Programme (Sec. 1.3).

Under Research & Documentation, five Research Reports were finalized (Sec. 1.4). Consolidated (or synthesis) Report of Achievement Assessment studies was prepared based on the relevant reports finalized. Draft Report of the Study on Legal Matters Related to Implementation of Small Town WSS Sub-Programme was received during the period under review and CWSPU feedback provided so as to finalize it. (Sec. 1.4 Items 1&2)

With the activities of the on-going Research and Demonstration Project on Rope Pump Development and the installation of working models in the three Districts, it was encouraging to observe the interest shown by the potential users and the demand for rope pumps. (Sec. 1.4 Item 3.1)

### Programme Implementation

The inclusion of 183 new GN Divisions in the Village WSS Programme during the period under review, increased the total number of GN Division under it to 631. The completion of construction activities in 16 project sites increased the total number of projects so far completed to 97 by the end of first Quarter of 1995. Two of the completed projects in Ratnapura District were ceremonially handed-over to the communities under the patronage of the Hon. Minister of Housing, Construction & Public Utilities. (Sec. 2.1).

The number of CBOs registered with the CWSPU increased from 322 to 373 during the period under review. (Sec. 1.2)

It was possible to accelerate to some extent the implementation of Village Sanitation Sub-Programme by increasing the number of Revolving Loan Funds established from 163 to 249 and completion of construction works of additional 1478 latrines (Sec. 2.2)

Implementation of the School WSS Sub-Programme continued by the way of releasing funds amounting to Rs. 3 million during the first Quarter 1996.

Implemented by the NWS&DB, the Small Town WSS Sub-Programme reported satisfactory progress. Commencement of implementation activities in another 06 small towns brought the total number of small town under the Sub-programme to 12.

#### **Programme support**

The National Steering Committee and the District Co-ordinating committees had their meetings regularly during the period under review. In addition Co-ordinating/Facilitating Committees were also meeting at Divisional level. (Sec. 4.1 Items 1 x 2).

It was possible to recruit and/or finalize arrangements to recruit staff to fill many vacancies and for additional positions (Sec. 4.1. Item 3)

Altogether 52 Training Programmes covering 161 Training-Days and generating 4931 Participant - Days have been conducted by the District Offices, (Sec. 4.2)

The total expenditure of the CWSSP during the first Quarter of 1996 amounted to Rs. 66.6 million of which IDA funding was 79%. Compared with the total annual allocation of Rs. 390 million for 1996, the above expenditure accounts for 17% only (Sec. 4.4).

The auditing of the CWSPU accounts for the year 1995 was commenced by the Auditor General's Office during the period under review.

## INTRODUCTION

The Community Water Supply and Sanitation Project (CWSSP), which commenced its implementation on February 25, 1993, has now been in operation for three years.

This Quarterly Progress Report - No. 1/1996 covers the period from January 01 to March 31, 1996.

The IDA/World Bank Sixth Supervision Mission comprising of Mr. K.M. Minnatullah (Team Leader) visited the CWSSP during the period January 17 - 23, 1996. The Mission was joined by Mr. Sumith Pilapitya from the Resident Mission in Colombo. In addition to visiting the CWSPU Head Office in Colombo, the Mission visited the Project District of Matara.

The Mission was pleased to note the significant scaling up of implementation between the Fifth Supervision Mission (June 1995) and the current Mission.

The Mission highlighted the following issues and recommendations.

- Assessment of staffing requirement for CWSPU for handling following activities separately, and to investigate advantages of further integration with the core programme:
  - a) Village Water Supply & Sanitation Programme
  - b) School Water Supply & Sanitation Project
- Finalize the reports of 07 research studies, after obtaining comments from all the officers concerned, regarding the drafts reports circulated already.
- Finalize the proposal on Consolidation/O&M phase, in line with the discussions held with WB mission on 22.01.96 and implement by 31.03.1996.
- To finalize an amendment of the contract between the Government and the TSC to include current staff changes and also to include additional requirements for CWSSP institutional development. TOR for additional requirements should be prepared and forwarded to the IDA.
- The preliminary report of study on legal matters related to implementation of Small Town WSS Programme, should be reviewed by CWSPU & TSC and its comments incorporated for IDA review.
- Obtain commitment from the government for the release of Rs. 20 million by March 15, 1996 and submit a request for supplementary funds for the remaining Rs. 70 million by March 01, 1996.



The key achievements of the CWSSP during the period under review are:

- Ceremonial handing-over of two completed water supply projects in Ratnapura District to the communities under the patronage of the Hon. Minister of Housing, Construction and Public Utilities.
- Increase in the number of GN Divisions under Village Water Supply Sub-Programme from 449 to 631 by inclusion of 183 new projects.
- Completion of construction work in 16 additional GN Divisions, bring the total number of GN Divisions where water supply has been provided to 97.
- Accelerate the implementation of Village Sanitation Sub-Programme by increasing the number of Revolving Loan Funds established from 163 to 249 and completion of construction works of additional 1478 latrines.
- Continuation of the implementation of the School WSS Sub-Programme by releasing more than Rs. 3 million.
- Development of procedures for Supplementary Implementation of school WSS Sub-programme through Samurahi Programme - the Government Poverty Alleviation Programme.
- Commencement of implementation activities in another 06 small towns under Small Town WSS Sub Programme bring the total No. of small Town under it to 12.
- Conducting of 52 Training Programmes covering 161 Training Days and generating 4931 participant - Days.
- Registration of 51 new CBOs, thereby increasing the total number of CBOs registered to 373.
- Preparation of a Caretaker Training Manual and commencement of Caretaker Training Programme.
- Finalization of five Research Study Reports
- Recruitment of staff to fill vacancies and additional positions.

On account of the activities carried out and the achievements made, it is possible to conclude that a satisfactory progress has been made during the First Quarter of 1996.

The chapters that follow outline the performance of the Project during the period under review.



*Policy, Programme & Procedures  
Development*

*1.1 Standard Procedures and Practices*

*1.2 CBOs: Registration and Sustainability*

*1.3 Management of Operation and  
Maintenance of Rural Water Supply*

*1.4 Research Promotion*

## 1.1 Standard Procedures and Practices

### 1. Supplementary Implementation of School WSS Sub-Programme through Samurdhi Movement

On the recommendation of the President Secretariat, activities were initiated to develop procedures to arrange supplementary implementation of the SWSSP through the Government Poverty Alleviation Programme, named as, Samurdhi Movement (SM). A series of discussions were held between authorities of the SM and the CWSPU during the period under review to reach consensus on an acceptable implementation mechanism for the purpose in hand. Based on these, detailed guidelines and specimen Agreement/Legal instruments were developed and subsequently refined for the implementation of SWSSP through SM. Salient Features of the proposed procedure are as follows.

- The proposed implementation programme for SWSSP will act as a supplementary to the ongoing implementation of SWSSP integrated with the Village WSS Core Programme.
- The relevant Divisional Secretariat will act as a Partner Organization (PO) and the Divisional Secretary who is the ex-officio Deputy Samurdhi Commission will function as a PO Manager and sign Agreement with CWSPU. (See Appendix 1 - Agreement for Construction of SWSS Facilities.)
- Implementation will be undertaken by the Village-level Samurdhi Movement which will sign an Agreement with the Divisional Secretary (See Appendix 1 - Agreement for Community Assignments.) for the purpose.

The proposed responsibilities of the Divisional Secretariat as PO are presented in Box 1.1 while those of the Village-level Samurdhi Movement in Box 1.2.

The arrangements are being finalized to launch this Supplementary Implementation Programme of SWSSP from Second Quarter of 1996.

**Box 1.1**  
**Responsibilities of the Divisional Secretariat**  
**in the Implementation of SWSSP**

- Making village Samurdhi Movement knowledgeable about the SWSS activities.
- Upliftment of assistance and co-operation between Samurdhi Movement and other parties concerned.
- Planning of school water supply and sanitary activities through Technical Officers.
- Entering into Community Assignment Agreement with the Samurdhi Movement concerned in order to implement project activities.
- Approval of school water supply and sanitary plans and project proposals.
- Obtaining of the minimum community partnership of 20% which is a basic project requirement.
- Providing supervision for construction and technical assistance.
- Financial management pertaining to projects.
- Submitting monthly progress reports to District Office of Community Water Supply and Sanitation Programme Unit.
- Planning and launching maintenance activities and operation activities.
- Providing feed back information necessary.

**Box 1.2**  
**Responsibilities of the Village-Level Samurdhi Movement in the  
 Implementation of SWSSP**

- Supply of Building Materials
- Obtaining of unskilled labour
- Obtaining of skilled labour
- Management of Construction Activities.

**1.2 CBOs : Registration and Sustainability**

**1. Progress in CBO Registration**

The continued progress made in the registration of Community Based organization (CBOs) with the CWSSP is presented in Table 1.1. Accordingly, with the registration of 51 new CBOs, during first quarter 1996 the total number of CBOs registered has increased to 373.

TABLE 1.1.

PROGRESS IN REGISTRATION OF CBOs

District	Up to Dec. '94	During Dec. '95	During Qr. 1 '96	Total at end of March 31, 1996
Badulla	35	61	06	102
Matara	50	54	15	119
Ratnpaura	31	75	30	136
Moneragala	-	16	-	016
<b>Total</b>	<b>116</b>	<b>206</b>	<b>51</b>	<b>373</b>

**1.3 Consolidation Phase/Management of Operation and Maintenance of Rural Water supply**

**1. Introduction**

The government policy on Rural Water Supply puts the initiative for water supply facility development in the hands of the people. Promotion of people into collective decision making and action through strong community Based Organizations (CBOs) is considered to be the basic condition to ensure sustainable operation and maintenance of improved facilities. CWSSP encourages the community to own the CWSS development process and provides it, mainly through the Partner Organizations, with the skills to actively manage the various stages of the process. A strong, capable, responsible and financially viable CBO should be the result.

In the Consolidation phase, multiple activities are undertaken during the courses of one year aimed at giving the community and individual community members the skill and confidence to maintain and manage the scheme.

**2. CWSPU Support for Consolidation Phase**

CWSPU support during Consolidation Phase consists of two components, namely, CBO Institutional Support Programme and Technical Support Programme. The salient features of these are as presented in Figure 1.1, and the sequential ordering in Figure 1.2.

**3. Documents for CBO Development during Project Cycle.**

List of documents so far prepared for CBO development during Project Development, Construction and Consolidation Phases is given in Table 1.2

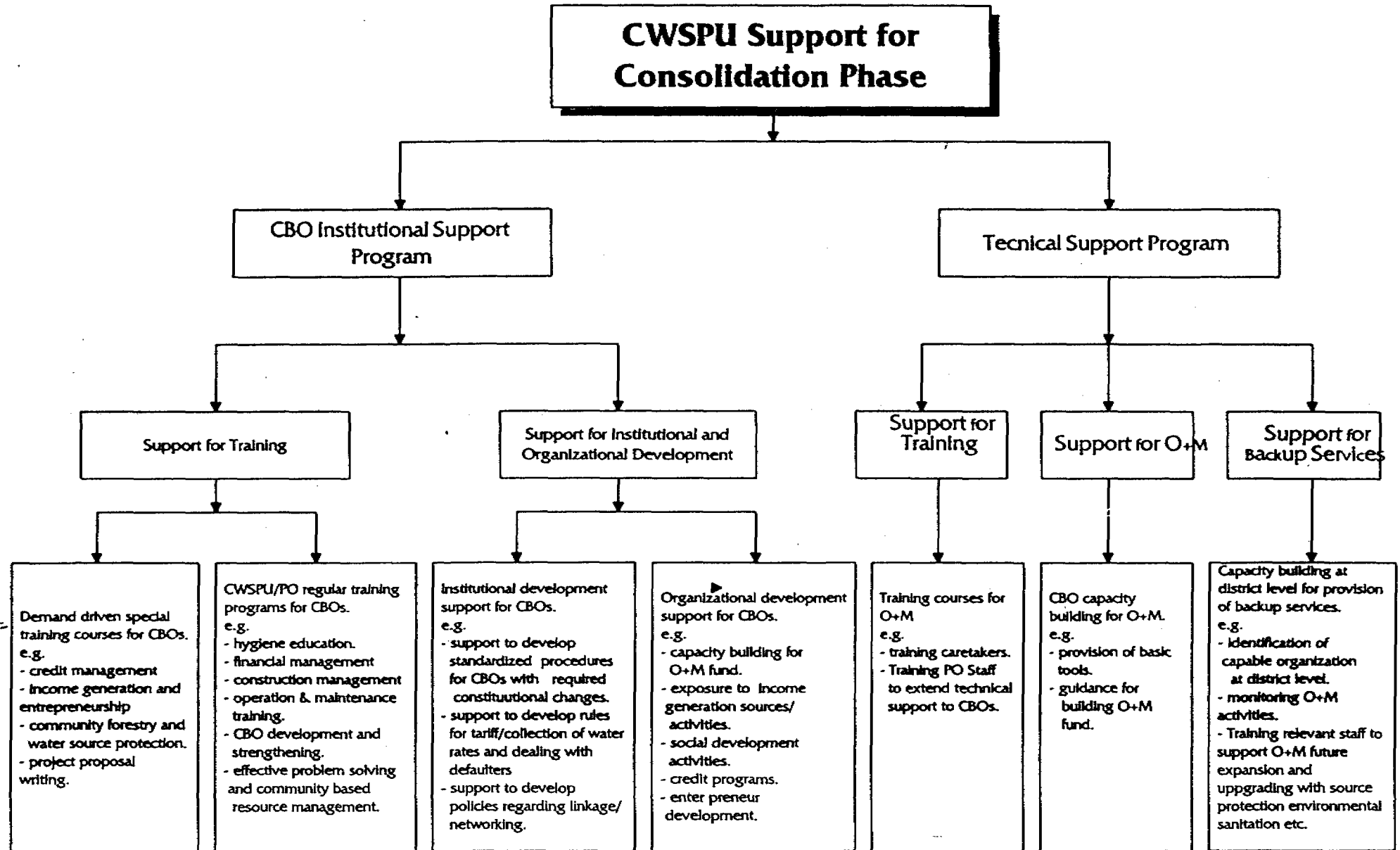
**4. Content of Activities during Consolidation Phase**

An overview of activities being implemented during Consolidation Phase is presentation Table 1.3

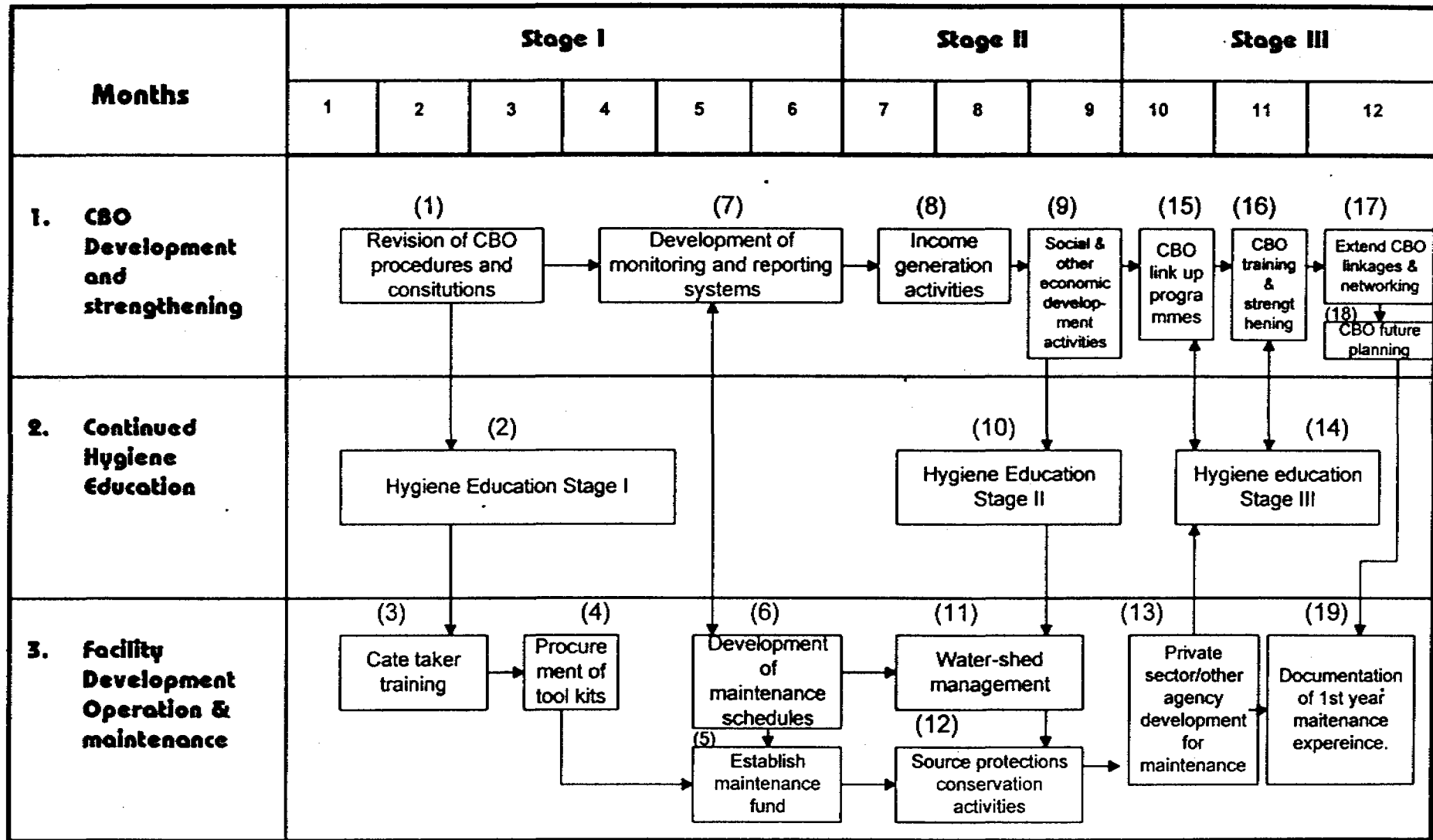
**5. Manual for Training of Caretakers on O & M and Handbook for Caretakers on O & M of Gravity WS Schemes.**

During the period under review, it was possible to develop a Manual for Training of Caretakers on O&M and a Handbook for Caretakers on O&M of Gravity WS Schemes (in Sinhala); translating of the letter into English is in progress.

Figure 1.1



**Figure 1.2**  
**CONSOLIDATION PHASE**  
**OPERATION AND MAINTENANCE OVERVIEW**





## 6. Caretaker Training in Operation

### Phase 1 : Testing

Bringing together the relevant elements contained in the presentations in 05 above, a model Caretaker Training Module was developed and TOT was conducted for the first time during the period under review in Ratnapura District. Related activities undertaken are as presented in Table 1.4

The model Training Course exists of two elements:

- i. Training of Trainers (TOT)  
Staff of two or three POs are trained in the selection of suitable training sites, assessment and an estimate of the work to be done during the caretaker training course, the preparation of a training course programme.
- ii. Caretaker Training Course  
Initially 15-20, later 20-25 caretakers are trained in a practice oriented training course during a period of 7-8 days.

The outcome of this set of activities is

- i. a group of trained PO staff capable of organizing and managing an appropriate caretaker training course.
- ii. an agreed Caretaker Training Module that can be replicated at village level.

### Criteria for Selection of PO

PO should be large scale operator, with a good track record and good TO staff. They should be willing to continue training programmes as part of their regular work, and not necessarily only dependent on CWSSP.

### Criteria for Selection of Training Site

The scheme should have been constructed by PS, NWS&DB, NGO, IRDP, etc, and be between 5 and 7 years old. The community should be interested in support for O&M and should be willing to modernize their O&M management structure to meet CWSSP criteria with respect to future management of the scheme. The scheme should comprise some 30-100 households. The community has to contribute at least 20% of the cost of maintenance and repair in cash and in kind. If no caretaker is appointed, one shall be trained during the course.

During the course the community shall shelter the trainees, but they will be compensated for the cost of food.

### Phase 2: Pilot Phase

POs interested in being involved in the Caretaker Training activity will be given the opportunity to execute 02 courses each. A contractual arrangement will be made to compensate the PO for the effort. The activities will be monitored closely by the District O&M Engineer and the TO. The DE and the RWSE O&M will assist in the monitoring and evaluation of the training course so executed. External monitoring will be part of this exercise.

During this phase a training levy will be introduced for each trainee. This levy will be between Rs. 250 and 500. This levy is needed to make it attractive for POs to also continue with this type of training after the CWSSP has come to an end.

The pilot phase is supposed to last some six months, from June 1996 - December 1996. At the start of the pilot phase a comprehensive workplan will be drafted indicating no. of caretakers to be trained, activities foreseen by district, M&E procedures, reporting, etc.. The workplan will also provide a consolidated budget for the period up to the end of the CWSSP,

During the pilot phase the role of the local private sector can be explored, and their association with the training course programme can be encouraged. This will for example involve the participation in a training course of a local hardware supplier or a rope pump manufacturer.

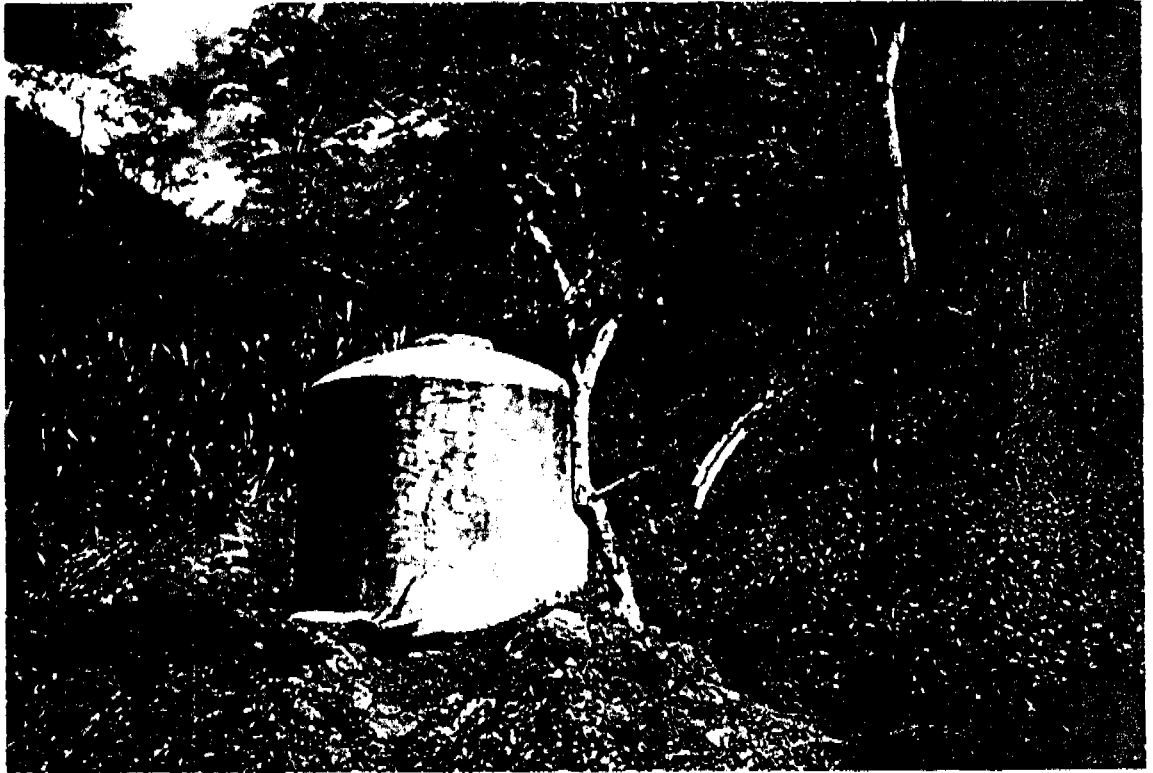
### Phase 3: Execution

Towards the end of 1996, a package of Caretaker Training Contracts will be offered to interested parties. These contracts will in the first place reflect the need of the project but might to some extent also cater for unmet training demand elsewhere in the District.

Table 1.2  
List of Documents so far Prepared for  
CBO Development during Project Cycle in WS Projects

Document	Subject/Activities
1. Mobilization I (M1)	Formation of Small Groups and Core-Groups
2. Mobilization II (M2)	Motivational activities Hygiene Education Community Action Participatory Survey

Document	Subject/Activities
3. Mobilization III (M3)	Village Situation Analysis Village Self Assessment Obtaining outside help to solve the problems
4. Participatory Planning (Planning 4)	<ul style="list-style-type: none"> <li>- Obtaining services from PO to plan design the WSS Project</li> <li>- Community involvement in Planning</li> <li>- Getting total agreement of the villagers for the Project Proposal.</li> </ul>
5. CBO Strengthening (CBO I)	<ul style="list-style-type: none"> <li>- Group cohesiveness</li> <li>- Collective participation</li> <li>- Maintain financial accountability</li> </ul>
6. Construction Management (C1)	<ul style="list-style-type: none"> <li>- CBO Managing Construction Activities</li> <li>- Mobilizing self-help labour</li> <li>- Caretaker training.</li> </ul>
7. CBO Strengthening (CBO II)	<ul style="list-style-type: none"> <li>- Working with TO + CF</li> <li>- Understanding the role and responsibilities of CBO in the construction activities.</li> <li>- Quality control and self monitoring of construction.</li> </ul>
8. Hygiene Education During Construction (C3)	<ul style="list-style-type: none"> <li>- Protection of Catchment Area</li> <li>- Timely disinfection of Water Sources</li> <li>- Enhance the relationship of effective O&amp;M and Hygiene Behaviour.</li> </ul>
9. Operation and Maintenance (C4)	<ul style="list-style-type: none"> <li>- Caretaker's role and responsibilities</li> <li>- TOs role in training caretakers and CBO Members</li> <li>- Preparation of Scheme Based O&amp;m Workplan.</li> </ul>
10. O&M (CBO III)	<ul style="list-style-type: none"> <li>- CBOs role and responsibilities.</li> <li>- Regular contributions Towards O&amp;M Fund</li> <li>- Continuous involvement of caretakers in Construction Activities and compensation for their service and Payment for Caretaker.</li> <li>- Create Awareness on the O&amp;M Service options available through external agencies, private sector etc.</li> </ul>



**Table 1.3**  
**Content of Activities during Consolidation Phase.**

Stage	Activity	Time	Responsibility
I	a. Caretaker Training and developing technical capacities of CBOs.	During construction and within first 3 months after construction	CWSPU/PO
	b. Provision of tool kits/buffer stocks of spares for a limited period.	Within first 6 months.	PO
	c. Development of maintenance fund.	Between 1 month - 6 months.	CBO/PO
	d. Development of maintenance schedules.	Within 1 month - 6 months.	CBO/PO
	e. Train private sector technicians artisans and link in up support services with CBOs.	Within the first 6 months.	PO/CBO
	f. Water tariff and collection of rates (where applicable).	From the 1st month onwards.	CBO/PO
	g. Establishment of Hygiene Education cell and prepare Hygiene Education Plan	Within first 3 months.	CBO/PO
	h. Establishment of CBO procedures and revision of construction.	First 3 months.	CBO/PO
	i. Establishment of monitoring and reporting system.	Within first 3 months.	CBO/PO
	j. Commence source protection and conservation activities.	Between 6-7 months.	CBO/PO
	k. Strengthening PO capacity to support CBOs.	Between 6-7 months.	CWSPU
II	l. Commence income generation activities.	Between 7-10 months.	CBO/PO
	m. Commence other social and economic development activities. e.g. rural credit, Pre-school, nutrition, social welfare	Between 8-10 months.	CBO/PO

	n. Commence and continue other link up programs. e.g. vocational training, self-employment, small scale enterprises	Between 9-10 months	CBO/PO
III	o. Promote information exchange.	Between 9-10 months.	PO/CWSPU
	p. Extent professional advise management training etc.	Between 10-11 months.	PO/CWSPU
	q. Implement CBO strengthening activities organizational development and institutional.	Between 11-12 months.	PO/CWSPU
	r. Develop external linkages and CBO federation/network.	12 months	CBO/PO

Table 1.4:  
O & M Management Capacity Development  
Status of Activities

Caretaker Training	Status
1. Model training course	Training of trainers took place in Ayagama from February 5-7 Review in Pusella on Feb. 12
2. Training course Ratnapura	1st course took place from Feb. 26 - March 5, 1996 at Ayagama.
3. Training course Badulla	T.O.T. scheduled for April 2 - 5, 1996
4. Training course Matara	T.O.T. planned for end April 1996
5. Caretaker Manual	Draft available in Sinhala, needs sprucing sup with drawings and pictures.
6. Development of Caretaker Training to POs.	Sanasa, Sarvodaya, Arthcharya, MPCS

#### 1.4 Research Promotion

### 1. Finalization of Reports of Completed Research Studies.

As per recommendation of the National Steering committee (NSC) and that of the last IDA/WB Supervision Mission, the reports of the Research Studies completed towards the end of 1995 were finalized during the period under review. Accordingly the following Research Study Reports were finalized.

- a. Impact Assessment of CWSPU Training Programmes: Badulla Districts
- b. Impact Assessment of CWSPU Training Programmes: Matara District
- c. Achievement Assessment of CWSSP Projects
- d. Performance Assessment of Partner Organizations (POs)
- e. Preparation of Legal Instruments on Water Right Issues.

### 2. Consolidated (or Synthesis) Report of Achievement Assessment Studies

RDC also observed the suitability of preparing a consolidated (or Synthesis) Report based on the Report a,b,c, and d above, for wider circulation. It could consist of an Introduction and four Chapters each carrying the executive summary and the summary of findings and conclusions contained in each of these Reports.

### 3. Progress of on-going Research Studies.

#### 3.1 Research and Demonstration Project on Rope Pump Development

This study commenced in August 01, 1995 was schedule to be completed in March 31, 1995. Because of the additional tasks involved, as evident from below, the study is still ongoing.

The rope pump has generated a lot of interest among potential users and the demand for pumps is increasing. The rope pump each has been introduced in all three districts by way of a demonstration model.

With the view to promote the installation of rope pumps in the three Districts, 2-3 local workshops are being identified in each District that are capable of producing rope pumps. So far 3 workshops have been identified in Matara and Badulla.

Design drawings for each element of the rope pump have been prepared and given to prospective manufacturers. For some time CWSSP will do the quality control for the rope pump sets thus provided.

From each of the workshops selected (maximum 3), CWSSP will guarantee the purchase of 03 rope pump sets. The present cost of the pump is expected to be around Rs. 2,700. The liability of CWSSP is maximum  $3 \times 3 \times 3 \times 2,700$  - Rs. 72,900 + 10% = Rs. 80,250 or 26,750 per District.

Thus, a further nine rope pumps will become available to each district to further promote the use of rope pumps.

Head Office will produce a handbill in Sinhala, describing the rope pump and indicating which workshops are manufacturing the pumps.

A 3 hour workshop will be held in each district to further promote the use of the rope pump. Invites will be representatives of IRDP, local development programmes, Agricultural Department, Irrigation, as well as NGOs. The workshop should aim to promote the utilization of rope pumps beyond the CWSSP by other projects and by ordinary people.

This strategy is thought to establish a sound relationship between private enterprise and projects and households on the manufacture, sale and repair of rope pumps.

### 3.2 Study on Legal Matters Related to Implementation of Small Town WSS Sub-Programme

The study was commenced December 01, 1995 and as planned, the draft report was received at the end of January 1996.

The TOR of the study included the following.

- a. Investigate and produce a list of all relevant acts, laws and statues pertaining to water supply and sanitation/drainage;
- b. Study of statutory powers and obligations of the NWSDB in relation to water supply and sanitation/drainage in rural areas, rural towns and peri urban areas;
- c. Identification of authority/authorities empowered to exercise execution of such powers and limitations corresponding to level of authority;
- d. Interpretation of the relationship of above issues with matters connected with the implementation of Small Town Water Supply and Sanitation Programme;



- e. Study of statutory powers vested in the Local Authorities and other agencies/institutions with respect to water supply and sanitation services and their status as compared with those of the NWSDB Laws;
- f. Identify possible conflicts that might arise in the course of the implementation of Small Town Water Supply and Sanitation Programme pertaining to NWSDB Law, Local Authority Laws etc.,
- g. List such conflicting issues and prepare directions for their avoidance or their elimination by proposing amendment(s) to conflicting provisions in the relevant laws;
- h. Undertake relevant case studies;
- i. Develop a suitable guideline with relevant explanations for all personnel engaged, to understand and comply without giving rise to conflicts.

The draft report was reviewed by NWSDB and discussions were held in Colombo and at Ratnapura towards finalization of the Report. The final Report is due in mid June 1996.



## *Programme Implementation*

*2.1 Village Water Supply Sub-Programme*

*2.2 Village Sanitation Sub-Programme*

*2.3 School Water Supply and Sanitation Sub-Programme*

*2.4 Small Town WSS Sub - Programme*

*2.5 Hygiene Education*



**Table 2.2**  
**Status of Village Water Supply Sub-Programme**  
**by Phase of Implementation & District at end of First Quarter 1996**

No. of Projects

Phase	Badulla	Matara	Ratnapura	Total
Project Development	94	90	172	356
Construction	54	48	77	179
Consolidation	31	41	25	97
Total	179	179	274	632
New Projects during Qr.1/96	52	39	92	183

The growth in the coverage achieved by the Village WS Sub-Programme in terms of per cent of GN Divisions reached is as in Table 2.3. Accordingly, the coverage reached in Ratnapura District is nearly 50 per cent, while that of Badulla and Matara Districts are 33 and 28 per cent, respectively.

**Table 2.3**  
**Coverage Achieved by Village WS Sub-Programme**  
**as a Per Cent of GN Divisions in each District**

District	No. of GN Divisions	End of 1993 (%)	End of 1994 (%)	End of 1995 (%)	Qr. 1 1996 (%)	Target April 1998 (%)
Badulla	532	5.6	11.8	23.8	33.6	65(*)
Matara	638	4.7	8.5	21.9	28.1	65(*)
Ratnapura	575	8.3	17.4	31.7	47.7	65(*)
Total	1745	6.2	12.4	25.7	36.2	65(*)

(\*) Estimates. Target of 2700 villages in total has to be covered as per Staff Appraisal Report (Dec. 1992).

## 2.2 Village Sanitation Sub-Programme

The implementation of Village Sanitation Sub-Programme continued during the period under review and limited to CBOs which have completed water supply schemes. This was done in order to avoid heavy burden and staff inputs necessary on the part of the CWSPU as recommended by the World Bank Supervision Mission in June 1995.

The key achievements of the village sanitation Sub-Programme during the period under review are;

- Conduct of training programmes/workshops to orient CBOs Sanitation Sub-Programme, Management of Revolving Loan Fund and Hygiene Education.
- Conduct of training programmes/workshops to raise awareness among CFs of POs about the Sanitation Programme.
- Providing of funds for establishment of another 86 Revolving Loan Funds and funding with Rs. 2 million.
- Completion of construction activities in yet another 1478 toilets bring the total number of toilets completed to 2066.

Details of the Training Programmes/Workshops under taken and summary of progress of Sanitation Sub-Programme are given in Table 2.4 and 2.5, respectively.

**Table 2.4**  
**Training Programme/Workshops conducted for the**  
**Village Sanitation Sub-Programme**

District	Activity	Purpose	Date/Place
Badulla	Workshop for CBO Leaders	To create awareness on Hygiene Education Programme.	7-10/02/96 Haliela
	Workshop for CBO leaders.	To create awareness on Village Sanitation Programme.	12-13/02/96 Haliela
	Remedial Workshop for Partner Organizations	Problem solving mobilization and sanitation education for Community Facilitator and Technical Officers.	12-14/03/96 Hali-ela
	Workshop for Partner Organizations	Mobilization training and sanitation education for Community Facilitator.	26-29/03/96

Matara	Workshops for CBOs Leaders	To create awareness on management of revolving fund and financial record keeping.	08/02/96 Matara
	Workshops for CBOs Leaders.	To create awareness on management of revolving fund and financial record keeping.	15/02/96
	Workshop for partner Organizations	Mobilization and sanitation education for Project Managers and Community Facilitator.	25-27/03/96 Dikwella
	Public meeting for CBO members	Motivation of CBO members of sanitation programme.	06/03/96 Pasgoda.
R'pura	Workshop for CBOs	To create awareness on Village Sanitation Programme.	09/01/96 Ratnapura
	Workshop for CBOs	To create awareness on management of revolving fund and financial record keeping.	22/02/96 Ratnapura.
	Workshop for Partner Organizations.	to train Community Facilitator on sanitation programme implementation.	21/03/96 Ratnapura.

Table 2.5  
Progress of Village Sanitation programme

(Cumulative Figures)

District	No. of CBO sanitation proposals funded.		Total Funds Released (Rs. M)		Total Households covered.		No. of Toilets under Construction		No. of toilets completed.	
	Dec. 31 1995	Qr. 1 1996	Dec. 31 1995	Qr. 1 1996	Dec. 31 1995	Qr. 1 1996	Dec. 31 1995	Qr. 1 1996	Dec. 31 1995	Qr. 1 1996
Badulla	47	94	1.38	3.53	8,443	12,918	592	1243	171	563
Matara	75	91	1.79	3.48	5,705	7,145	201	894	207	918
R'pura	41	64	1.30	2.40	5,552	8,174	400	1190	210	585
Total	163	249	4.47	9.41	23,460	28,237	1193	3326	586	2066

### 2.3 School Water Supply & Sanitation Sub-Programme

Commenced in 1995, the implementation of School Water Supply and Sanitation Sub-Programme (SWSSP) integrated with the Village WS Sub Programme continued during the period under review. Meantime, as outlined in Section 1.1 Item 1, procedures were developed to commence Supplementary Implementation of SWSSP through Samurdhi Movement. The arrangements are being finalized to launch this Supplementary Implementation Programme for second Quarter of 1996.

Details of the Training Programmes / Workshops conducted and summary of progress of SWSSP are given in Tables 2.6 and 2.7 respectively.

Table 2.6  
Training Programme/Workshops conducted for the  
SWSSP

District	Activity	Purpose	Date/Place
Badulla	Workshop for School teachers	To create awareness on hygiene education techniques	06.01.96 Etampitiya.
	A meeting with Divisional Secretaries and Officials of Samurdhi Authority.	To discuss the proposed collaboration with Samurdhi Balakayas.	08.03.96 Badulla
	Workshop for School Teachers	To train teachers in hygiene education techniques.	20-22/3/06/6 Badulla
	Workshop for Samurdhi Niyamaks.	To explain the school water supply and sanitation programme and proposed agreement.	29/03/96
Matara	Training of Trainers programme TOT for school teachers	To create awareness on hygiene education techniques.	24-25/01/96
	A meeting with Divisional Secretaries and Officials of Samurdhi Authority.	To discuss the proposed collaboration with Samurdhi Balakayas.	12/03/96
	Workshop for School Teachers	To train teachers in hygiene education techniques.	28-29/03/06 Dikwella
	Workshop for Samrdhi Niyamakas	To explain the school water supply and sanitation programme and proposed agreement.	26/01/96 Ratnapura

R'pura	Workshop for school development societies.	Progress review.	26/01/96 Ratnapura
	Workshop for School Development Societies.	To create awareness on school sanitation and financial management.	29/01/96 Ratnapura
	Workshops for School principals/SDS members and Technical Officers	Progress review with school principals and Technical Officers.	31/02/96 Ratnapura
	A meeting with Divisional Secretaries and Officials of Samurdhi Authority.	To discuss proposed collaboration with Samurdhi Balakayas.	27/02/96 Ratnapura
	Workshop for Samurdhi Niyamaks.	To explain the school water supply and sanitation programme and proposed agreement.	17/03/96 Pussella.
	Workshop for School Teachers	To train teachers in hygiene education techniques.	18-22/03/96 Ratnapura.

Table 2.7  
Progress of School WSS Sub Programme

(Cumulative Figures)

	No. of agreements signed with SDSs		Funds released for construction & hygiene Education (Rs.M)		Work in Progress				No. of toilets completed.			
					Water Schemes		Toilets		Water Schemes		Toilets	
	Dec. 31 1995	Qr. 1 1996	Dec. 31 1995	Qr. 1 1996	Dec. 31 1995	Qr. 1 1996	Dec. 31 1995	Qr. 1 1996	Dec. 31 1995	Qr. 1 1996	Dec. 31 1995	Qr. 1 1996
Badulla	4	12	0.09	0.269	4	12	-	-	4	5	-	-
Matara	1	13	0.17	0.255	12	6	-	-	1	2	-	-
R'pura	21	48	1.16	3.900	21	48	84	200	6	6	-	-
Total	26	73	1.42	4.424	26	66	84	200	11	13	-	-



## 2.4 Small Town WSS Sub - Programme

Since early 1995, the NWSDB functioning as a PO is undertaking the STWSSP. Out of the 17 small towns to be covered under STWSS, works in 06 were commenced in 1995 and another 06 in first quarter 1996, as indicated in Table 2.8

Table 2.8  
Small Towns Presently included under STWSSP

District	Commenced in 1995	Commenced during Quarter 1, 1996
Badulla	Passara, (May 1) Koslanda (September 1)	Heliela, Ambagsdowa/Ella
Matara	Denipitiya (May 1) Kirinda/Puhul wella (Sept. 1)	Hakmana, Akuressa
Ratnapura	Kuruwita (May 1) Kolawana (Manana) (Sept. 1)	Pallebedde Kaltota

Activity wise progress of the implementation in these small towns is as presented in Tables 2.9 and 2.10. Out of the first batch of six towns, four are in construction phase and two in construction preparation phase. The second batch of six towns are in Project Development/Feasibility Phase. Detail progress of those 12 towns is given in Appendix 2.

### System Development for Management of Facilities.

With the aim of "Sustainable Management of Facilities Produced", NWS&DB has developed a "System Development for Management of Facilities" which is presented in Appendix 3. These Management Modules have been developed taking the first three towns in which implementation was first started as model towns. The salient features of these management modules are as presented in Table 2.11

Table 2.9

**SMALL TOWN WATER SUPPLY PROGRAMME (STWSP)  
PRESENT STATUS OF PILOT PROGRAMMES**

Programme Phase	KURUWITA	PASSARA	DENIPITIYA	KALAWANA	KIRINDA/ PUHULWELLA	KOSLA- NDA
1. Preparatory & Pre-feasibility phase	Completed	Completed	Completed	Completed	Completed	Ongoing
2. Development & feasibility phase	Completed	Completed	Completed	Completed	Ongoing	Ongoing
3. Construction Preparation Phase	Completed	Completed	Completed	Completed	Ongoing	Ongoing
4. Construction Phase.	Ongoing	Ongoing	Ongoing	Ongoing	(01/04/96)	(01/04/96)
5. Consolidation Phase.	(01/04/96)	(01/04/96)	(01/04/96)	(01/05/96)		
6. O & M Phase.						
7. Monitoring & Evaluation Phase.						
Support Organization.	Arthacharya Foundation	NWS&DB	Institute for Development of Community Strengths	Sarvodaya	Haritha Veadinge Sangamaya	Bandarawala Rotary Club
Target Construction Completion Date	31.12.96	30.11.96	30.04.96	31.12.96	31.01.97	28.02.97

Table 2.10

**SMALL TOWN WATER SUPPLY PROGRAMME (STWSP)  
PRESENT STATUS OF NEXT SIX (06) SMALL TOWNS**

Programme Phase	Hakmana	Pallebedda	Hallela	Akuressa	Kaltota	Ambagasd owa / Ella
1. Preparatory & Pre-feasibility phase	Completed	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
2. Development & feasibility phase	Ongoing	Ongoing	Ongoing	(01/04/96)	(01/04/96)	(01/04/96)
3. Construction Preparation Phase	(01/04/96)	(01/04/96)				
4. Construction Phase.	(01/06/96)					
5. Consolidation Phase.						
6. O & M Phase.						
7. Monitoring & Evaluation Phase.						
Support Organization.	Hakmana Pradeshiya Sabba					
Target Construction completed date	30.04.97					

Note : Figures within parentheses indicate expected date of commencement of the activity.

Table 2.11  
Proposed Types of Management Systems.

Management Model	Small Towns	Maintaining Authority	Monitoring/Development supporting authority.
A	Kuruwita	CBO	PS/NWSDB
B	Passara	PS	CBO/NWSDB
C	Denipitiya	NWS&DB	CBO/PS

## 2.5 Hygiene Education

Hygiene Education activities centered around four main items during the period under review.

- The field study relating to the extent of Hygiene messages reaching project beneficiaries.
- Development of a Hygiene Education module for CBOs - Consolidation Phase.
- Training of Community Facilitator in Hygiene Education.
- Hygiene Education in schools.

### 1. "A Study on the Extent of Hygiene Education Messages Reaching Project Beneficiaries.

The field study relating to the extent of Hygiene messages reaching project beneficiaries has now reached the final stage. The draft report is now being circulated for comments. After this stage it is hoped to reproduce as soon as possible. Twenty recommendations have been made and the challenge is to implement them on a priority basis.

### 2. Hygiene Education Module for CBOs

In keeping with the philosophy of building institutional capacity of Partner Organizations, a hygiene education training module has been developed for CBOs so that they can fulfill the hygiene needs during the Consolidation Phase of the project.

This module has been pre-tested several locations with similar groups. It covers aspects of hygiene and primary health care and extends over 15 hours. Synopsis of module is in Table 2.12.

### 3. Training of Community Facilitators in Hygiene Education

This is one of the routine activities now being conducted by the respective District Training Officers at District level.

The numbers trained is reflected in Profile of Training Programme /Workshops conducted in Badulla/Matara/Ratnapura District (Appendix 4).

## 4. Hygiene Education in Schools

The teacher guideline book with the draft curriculum on hygiene education could not go to the printers, as yet. Action is being taken to finalize procedures for printing.

Badulla district office which has a school co-ordinator in position, has undertaken many school programmes.

A series of inter school competitions within the Badulla District have been initiated.

School Hygiene Education activities are in progress in 149 schools in the three Project Districts.

Table 2.12.

HYGIENE EDUCATION FOR COMMUNITY BASED ORGANIZATIONS  
SUMMARY OF TRAINING LESSONS  
CWSSP

Lesson No	Subject	Description	Time Allocated	Handout No.
1	Debriefing	Obtaining a feedback of the Hygiene Education Proposals already submitted along with sanitation plan	60 mts.	-
2	Placing Health and Hygiene in correct perspective	Getting participants to develop a correct attitude towards preventive health	60 mts.	-
3	Misconceptions beliefs and practices connected with water, sanitation and illness	Taking into account people's side of water illnesses. They have a certain place in the process of solving hygiene issues	65 mts.	CBO HE - 3
4	Completion of Water and Sanitation facilities is not the end of the village programme	To prove that water and sanitation constructions are only a physical portion of the project and that there is a wider concept in raising the health status of people	120 mts.	CBO HE - 4
5	Higher levels of sanitation, cleaner will be the water we drink	Sanitation is a key factor in solving the problem of bowel diseases. Some important aspects of latrine construction are discussed	90 mts.	CBO HE - 5
6	Impending Diarrhoea Epidemic (PHC)	Getting the CBO to prepare ahead of a Diarrhoea epidemic. The co-ordination required and the action necessary is discussed in detail.	60 mts.	CBO HE - 6

7	Identify Diarrhoea and offer advice (PHC)	Participants are able to identify Diarrhoea. Signs and symptoms are described along with the signs of dehydration. Some key advice is summarized.	60 mts.	CBO HE - 7
8	Preparation of rehydration fluids (PHC)	Participants learn how to prepare "JEEVANI". They learn that it is vitally important to replace lost fluids	60 mts.	CBO HE - 8
9	Predisposing factors for malnutrition in children and possible remedial measures (PHC)	Participants realize that malnutrition is connected with many issues. An exposure to some possible remedies is given.	60 mts.	CBO HE - 9 9A
10	Methods and Materials in Hygiene Education	The different places different methods and materials that could be used in relation to each programme is discussed	120 mts.	CBO HE - 10
11	Preparing a Hygiene Education Programme	Components of a programme are discussed. Subject areas and the purposes are decided upon by the participants. Responsibilities for programme execution is decided.	120 mts.	CBO HE - 11
12	Monitoring of 07 Hygiene Behaviours	The different cages of the monitoring form is discussed. Their role in monitoring is explained.	60 mts.	CBO HE - 12



## *Performance of District Offices*

3.1	<i>Badulla</i>
3.2	<i>Matara</i>
3.3	<i>Ratnapura</i>
3.4	<i>Madulla Pilot Project</i>

### Overview

District-wise status of progress of CWSSP as of March 31, 1996 in the form of Summary Indicators is presented in Table 3.1 Accordingly, out of the total 632 projects taken up for implementation 97 have been completed at the end of first Quarter 1996

The increase in the staff positions during the period under review is as presented in Table 3.2

**Table 3.1**  
**Summary Indicators of District-wise Progress**  
As of March 31, 1996

Description	Badulla	Matara	Ratnapura	Total
No. of projects launched	179	179	274	632
No. of projects completed	31	41	25	97
No. of projects under planning and/or construction	148	138	249	535
Total no. of people reached	200,659	197,258	297,634	694,951
Total no. of people provided with water supply facilities.	34,751	45,182	28,016	107,949
No. of CBOs registered	118	119	136	373*
No. of POs participating	32	24	39	95
No. of Sanitation Revolving Funds established	94	91	64	249
No. of Latrines Completed	563	918	585	2066
No. of Latrines under construction	1242	894	1190	3326
No. of households to be covered under proposals funded.	12,918	7,145	8,174	28,237
No. of School WSS				
Completed { Water Schemes	5	2	6	13
{ Toilets	-	-	-	-
Construction { Water Schemes	12	6	48	66
ongoing { Toilets	-	-	200	200
No. of Small Town WSS Projects under construction	2	2	2	6
under development	2	2	2	6

\* Including 16 in Monragala District (Madulla)



Table 3.2  
Staff Positions in District Offices

Designation	As of December 31, 1995			As of March 31, 1996		
	Badulla	Matara	Ratnapura	Badulla	Matara	Ratnapura
Regional Director	1	1	1	1	1	1
District Engineer	-	1	1	1	1	1
District Accountant	1	1	1	1	1	1
District Training Officer	1	1	1	1	1	1
Senior Technical Officer (STO)	3	2	2	3	2	2
Community Relation Officer (CRO)	2	2	2	5	3	4
Book Keeper	1	2	2	1	2	2
Accounts Assistant	-	1	1	2	1	1
Secretary/Words Processor	1	1	1	1	1	1
Driver	3	2	4	3	3	4
Office Labourer/Peon	1	1	2	1	1	2
Consultant Engineer	1	-	-	1	-	-
Resource Pool Engineer	3	4	4	6	6	7
Resource Pool Technical Officer	1	1	2	1	1	2
Graduate Trainee	-	2	2	-	2	-
Total	19(*)	22	26	28(*)	26	29

(\*) In addition, a Senior Teacher seconded from the Department of Education as Co-ordinator for the School WSS Sub-Programme and a Senior Public Health Inspector seconded from the Department of Health to assist in the Sanitation Sub-Programme are serving the Badulla District.

**3.1**

***Badulla***

**1. Introduction**

During this quarter, the Badulla District Office of the CWSSP worked with twenty eight Partner Organizations which included NGOs, and Pradeshiya Sabas to support, motivate, organize and train communities to implement and manage their own water supply and sanitation schemes. A series of programmes varying from water supply and sanitation implementation to training have been carried out benefiting several thousands beneficiaries of the district. This report intends to discuss the nature of their programmes and their execution in this quarter.

**2. Village water supply and sanitation programme**

Under the water supply and sanitation programme, the No. of projects (No. of GN Divisions) has been increased from 127 GN division to 179. At the end of this quarter, out of 179 projects, 31 projects were in consolidation stage, 54 projects were under construction and 94 projects were in project development stage. The district was divided into three operational zones and activities of each zone were directed under the direct monitoring of a Resources Pool Engineer whose staff provided maximum support of Partner Organization and beneficiary communities.

"Achievement Assessment of CWSSP Projects" Undertaken has shown that an O&M stage of completed projects was not sound. There was not proper machinery and community involvement was not satisfactory. Attempts have been taken to address this situation at District and Head Office Levels.

**3. Village Sanitation Programme**

Upto end of first Quarter '96 total of 94 proposals have been funded. Forty seven proposals were funded during this quarter. Total number of 563 latrines were completed. A total of 1243 latrines were in construction stage. A some of Rs. 3,538,248.00 funds have been released for the construction of latrines. Fifty new CBOs have been participated in the village sanitation programme within the quarter. Details already given in Table 2.5.

**4. School Water Supply and Sanitation Programme**

During this quarter, school water supply sanitation programme was introduced in twelve new schools. In addition, hygiene education programme was introduced in thirty four new schools. Hundred and sixteen schools. Hundred and sixteen schools commenced their Hygiene education Programme during this quarter.

Two workshops were conducted for school teachers. Two orientation workshops for "Samurdi Movement" was also conducted. An inter school competition on Hygiene Education is being organizaed to promote and enhance good hygiene practices among school children in the district.

5. Training programmes / Workshops and meetings

Thirteen training programmes to improve technical and management skills in rural water supply and sanitation for the Technical Officers and members of the CBOs were conducted. More attention was paid to introduce hygiene Education programme for CBO members. Details are in Appendix 4 DCC meetings were regularly held and several zonal meetings and community meetings were conducted. Details are given in Tables 3.3 and 3.4 respectively.

6. M&E Reporting / MIS

Emphasis was paid to systematic information collection and M&E systems. Information gathered on zonal basis were properly collected and computerized. The PO and CBOs were briefed at the time of the progress review over the current status of progress and the experience was discussed at the training programmes. Serious attention on projects that has already been completed was paid with a view to study issues connected with the CBOs and the process adapted by the CWSSP in implementing water supply projects. The progress review and monitoring functioned at zonal level.

7. Financial Performance

Itemized expenditure during the quarter is give in Table 3.3

8. Issues and constrains

Following problems were encountered during this quarter.

1. Delay experience in tube wells investigations and drilling.
2. Delay of funds for construction work.
3. Lack of contribution of POs on the sanitation programme.
4. Lack of woven mesh and cement for construction work.
5. Schools have been closed during month of February.
6. The incompatibility between the attainment of physical targets and an achievement of community mobilization.
7. Lack of adequate skilled and trained manpower and transport facilities.

TABLE 3.3  
DISTRICT CO-ORDINATING COMMITTEE MEETINGS  
BADULLA DISTRICT

Name of Meeting	Date	Type of Participants	Major Outcomes/ Decision Reached
D. C. C. Meeting	25.01.96	D. C. C. Members	Agreed to conduct a joint inspection and prepare a report about Uduwara Peralanda & Seelatenna water supply projects. Decision has been taken to conduct a meeting of Passara water supply project which was postponed earlier. Also discussed about the Ell small town water supply project. Agreed to start 13 new projects in February 1996.
D. C. C. Meeting	29.02.96	D. C. C. Members	D.C.C. members has been decided to call report from RPE(CWSSP) and District Manager regarding Peralanda Water supply project. Decision has been taken to conduct meetings Divisional secretariat wise. District manager agreed to arrange field investigation for siting tube wells after having discussion with ground water section.
D. C. C. Meeting	28.03.96	D. C. C. Members	Decision has been taken to re-establishment of stan posts at Dowa GN division. Project Manager (Small Town Programme) agreed to conduct training programmes based on hand pump maintenance after having discussion with DGM(Rural). D.C.C. members has been decided to call report from RCBN about Koslanda project.

**TABLE 3.4**  
**PROGRESS REVIEW MEETINGS**  
**BADULLA DISTRICT**

**a. Badulla Zone**

<b>Name of Meeting</b>	<b>Date</b>	<b>Type of Participants</b>	<b>Major Outcomes/ Decision Reached</b>
Zonal Meeting	22.01.96	PM/ TOs/ CFs/ RPE/STO	Solved problems which should be solved by District office.
Zonal Meeting	17.02.96	PM/ TOs/ CFs/ RPE/ STO	Instructed about preparation of project completion report.
Zonal Meeting	11.03.96	PM/ TOs/ CFs/ RPE/ STO/ SPHI/ Sch coord.	Discussed about sanitation programme and school programme.
5.1 Meeting	13.03.96	PM/ RPE/ CF/ TO	Solved the problem regarding siting of wells at Vepassawala.
Community Meeting	15.03.96	Core Group/ RPE/ PM/ TO/ CF	Discussed the problems about purchasing of materials at Sapuroda.
5.1 Meeting	22.03.96	PM/ TO/ CF/ RPE	Discussed and solved the problems about siting of tube wells and hand dug wells at Katugaha.
5.3 Meeting	23.03.96	PM/ TO/ CF/ RPE CBO	Solved how to contribute community for the exceeded amount of the project contribution at Dematavalhinna.
5.2 Meeting	25.03.96	PM/ TO/ CF/ RPE	Postponed due to poor participation.(Kithalella)
CBO Meeting	27.03.96	PM/ TO/ CF/ RPE CBO memb./STO	Solved the problems for delaying of purchasing materials at Kandana.
5.2 Meeting	31.03.96	PM/ TO/ CF/ RPE	Formed the CBO at Palagolla.
5.2 Meeting	31.03.96	PM/ TO/ CF/ RPE	Postponed due to poor participation.(Pallegama)

b. Welimada Zone

Name of Meeting	Date	Type of Participants	Major Outcomes/ Decision Reached
CBO Meeting	23.01.96	PM/ TO/ CF/ RPE CBO memb./STO	Discussed the other solutions for unsuitable tube wells at Ihala Kotawera. Community like to build rain water harvesting tank and TO get the responsibility for preparing the estimate of tank.
CBO meeting	25.01.96	PM/ TO/ CF/ RPE CBO memb./STO	Discuss about the construction work and prepare the two week work plan at Koskanuwegama.
Zonal Meeting	25.01.96	PM/ TOs/ CFs/ CROs RPE/ STO/ SPHI/ Sch coord.	Discuss the problems and progress. Also take the date for field visit.
CBO Meeting	30.01.96	PM/ TO/ CF/ RPE CBO memb./STO	Informed the TO to prepare the estimate of money for work in resist at Ambewela.
DFC Meeting	12.02.96	ADS/ RD/ POMs/ CROs	Discuss the project progress and identify the problems.
Zonal Meeting	12.02.96	CROs/ STO/ SCO PMs	Discuss the progress and problems.
DFC Meeting	19.02.96	ADS/ AD(Planning) POM(HUDF & SEED)	Discuss about the progress of project work at Uva Paranagama.
Zonal Meeting	26.02.96	PM/ TOs/ CFs/ CROs RPE/ STO/ SPHI/ Sch coord.	Discuss the project when over the construction period and get the reason for the extension of project construction period.

Name of Meeting	Date	Type of Participants	Major Outcomes/ Decision Reached
5.3 Meeting	01.03.96	TO/ CF/ POM/ PM CROs	Discuss with the community about 5.3 report and arrange the dates for preliminary works of construction.
DFC Meeting	14.03.96	ADS/ AD(Planning) POM(HUDF & SEED) CRO	Discuss about problems and progress.
DFC Meeting	18.03.96	ADS/ AD(Planning) POM(HUDF & SEED) CRO	Discuss about problems and progress at Uva Paranagama.
5.2 Meeting	31.03.96	POM/ PM/ TO/ CF CRO/ RPE	Discuss with the community about report and get the recommendations from the community for the 5.3 report. Formed the CBO at Metiwalalanda.

**Bandarawela Zone**

Name of Meeting	Date	Type of Participants	Major Outcomes/ Decision Reached
Zonal Meeting	02.01.96	PSs/ POMs/ STO CDE/ CRO	Pm and POM should be attained two week meetings and only PM should be attained monthly meetings. Discussed the responsibility in separately for PM and POM.
Zonal Meeting	23.01.96	PM/ POM/ STO/ CRO CSO/ SPHI/ RPE/ CDE	Provided the progress report, re – correction report, final report, progress report in development phase and discussed the problems and how to get solutions for that problems.
5.1 Meeting	03.02.96	RPE/ PM/ TO/ CF	Presentation of alternative methods of water supply at Kalupahana
5.1 Meeting	10.02.96	RPE/ PM/ TO/ CF	Presentation of alternative methods of water supply at Walhaputenna
Two week meetings	13.02.96	PM/ STO/ RPE/ CRO ZEB	Discussed the problems where should be over the construction in first and second step, but not in yet. Progress and problems in school sanitation programme.
Monthly Meeting (Welimada & B'wela)	07.03.96	PM/ POM/ STO/ CRO RD/ SPHI	Explained how to collect new village, change the prices in market. Discussed about school sanitation programme.
5.1 Meeting	11.03.96	RPE/ TO/ PM/ CF	Presentation of alternative methods of water supply.
Two Week Meeting	21.03.96	PM/ STO/ RPE/ CDE DE/ CRO	Discussed about the present progress and technical & non – technical problems.



c. Mahiyanganaya Zone

Name of Meeting	Date	Type of Participants	Major Outcomes/ Decision Reached
Zonal Meeting	22.01.96	PM/ POm/ STO/ CF PRE/ ZE	Discussed about village sanitation & school programme. Informed to submit school proposals.
Zonal Meeting (Meegahakiula)	08.02.96	PM/ POm/ STO/ CF PRE/ ZE	Informed to CF & TO to check the quality about constructing latarings. Informed to submit completion reports for completed projects. Discussed the importance of two week programme.
Zonal Meeting (Mahiyanganaya)	09.02.96	PM/ POm/ STO/ CF PRE/ ZE	Gave instruction to solve land problems in Mahaweli area. Discussed about cement problems gave instruction to solve that. Discussed about common problems in reimbursement reports.
Zonal Meeting (Meegahakiula)	27.02.96	PM/ POm/ STO/ CF PRE/ ZE	Taken target dates to complete projects which are delayed. Discussed about quality of constructions.
Zonal Meeting	08.03.96	PM/ POm/ STO/ CF PRE/ ZE	Informed to put allocation for water pump & tent to each PO. Taken target dates to complete projects which are delayed. Gave instructions for sanitation and school water supply programme.

**Table 3.3**  
**Financial Performance During**  
**Quarter 1/1996**  
**Badulla District Office**

Description	Amount (Rs.)
1 Development	
Construction	8,719,790.51
Sanitation Fund	2,111,748.00
2 Project Development	3,637,417.50
3 School Sanitation	99,300.00
4 School Construction	65,000.00
5 Training and Workshop	263,601.25
6 D.C.C. Meeting	82,394.60
7 Capital Exp.	115,360.00
8 Community Activities	91,036.00
9 Office Equipments	36,490.78
10 Personal Emoluments	
Salary	415,309.67
Overtime	25,297.47
Travelling	159,321.00
Leave Enchashment	85,638.01
Disters Loan	13,200.00
Staff Training – Computer	5,600.00
11 Repair and Maintenance	
Vehicle	67,856.00
Equipment	3,893.00
Office	179,178.57
12 Supplies and Requisists	
Stationary	62,971.50
Fuel	117,299.70
13 Transportation Communication	
Electricity	3,160.40
News paper	5,407.50
Telephone	17,982.05
Postage	1,917.50
Entertainment	3,961.00
Information & Publicity	0.00
Opening Ceramony	47,455.00
Water Charges	4,124.00
Hire Charges	9,410.00
Tender Dipocited	2,000.00
14 Moneragala Exp.	3,851,346.12
<b>TOTAL</b>	<b>20,304,467.13</b>

## 3.2 Matara

### 1. Introduction

Period under review is regarded as beginning of year of implementation. With this objective annual targets were set.

Achievement is satisfactory in respect of village water supply and village sanitation sub programmes. However, in School Water Supply and Sanitation Sub Programme targets were not reschedule to unavoidable circumstances.

Twenty three Partner Organizations work and one new PO ie Alabadda Praja Seva Padanama joined the team. There were 106 registered CBOs. Out of them 94 CBOs have started in operation of six revolving funds to improve sanitation facilities.

### 2. Project Implementation

During the period project, has expanded its rural water supply sub programme to cover 179 projects area, overall progress as of 31st March has already been given in Table 2.2.

Thirty nine new project areas selected and twelve new construction agreements were signed. Total number of projects in consolidation phase were 41, and 48 in construction phase while 90 in mobilization/ planning stage.

SSIP I ( 10 project commenced in June 1993) cycle have completed nine projects which are in consolidation phase.

SSIP II (18 projects started in March 1994)

Fourteen projects have been completed and only three (ie., Usamalagala, Lindagawahena and Kengula central) are in different stages of construction phase.

Thudella project has completed planning stage. However, by then the rehabilitation programme of town water supply scheme has announced that the services could be extended upto Mirissa covering coastal belt villages. Beneficiaries preferred to have high service level and District Office had to suspend the implementation of water supply proposal but sanitation proposal is in operation.

SSIP III (06 projects commenced in March 1994) Two were completed and two under construction while two were delayed and in VPP stage due to managerial problems of Partner Organizations. However, necessary steps were taken to reorganize the beneficiaries of these two project mainly - Uwaragala and Asmagoda.

LSIP (20 projects commenced in September 1993)

This was an early attempt to go for Large Scale of implementation without the project staff and PO staff had gained enough experiences in CWSPU process.

Thirteen have been completed, and six still being delayed in construction activities and one could not be completed due to water right issues. These 20 projects were assigned to two POs. One withdrew in early 1994 and the other is continuing.

CP I (24 Projects commenced in Jan - March 1995)

Only 03 projects have completed construction phase. Other 20 in construction phase and one (with two CBOs) namely Horepola West delayed submission of community proposal as sufficient support from Partner Organization was not given.

CP II (20 project commenced in Ap- June 1995)

13 are in construction phase and 7 are delayed in VPP stage. Necessary action was taken to expedite the process.

CP III (09 Project commenced in July - Sept. 1995)

02 Projects have completed VPP and other 07 are in VPP stage.

CP IV (33 projects commenced in the period Sept - Dec. 1995)

These projects were scheduled to complete VPP by 15th March - 15th May. However, Partner Organization have failed to reach the target.

17 are in 51-75% and 16 are in 26-50% in progress. Problems were discussed with POs and district office has organized to support them to expedite the work.

CP V (39 - Jan - March 1996)

Seven large scale POs and 03 small scale POs are involved in this cycle and their progress was satisfactory.

### 3. Village Sanitation Sub-Programme

By the end of March 31st, no. of projects which involved in sanitation revolving fund was 91. District Office has released a total amount of Rs. 3.48 million. It has been reported that a sum of Rs. 293,559 received as repayments.

Loans have been issued to construct 1812 latrines and 918 were completed while 894 were under construction. Details already given in Table 2.5.

4. School Water Supply and Sanitation Sub Programme

During the period under review District Office had tried to finalize project proposals prepared by TOs of the POs and outside the village WSS programme introducing attractive payments. However it had been experienced that the estimates submitted by them were not upto the required quality. Hence the district technical staff had to work with them continuously to get the work done as required. As a result of this attempt altogether 13 agreements have been signed and there were 40 proposals approved out of the 63 proposals received.

Continuous policy and guide line changes occurred in this sub programme have badly affected to the progress. Details already given in Table 2.7.

5. Seminars and Training Workshops

Awareness programmes were conducted under school programme and usual training modules were implemented as scheduled for newly recruited staff. Details given in Appendix 4.

6. District and Divisional Coordination

District level coordination committee under the co-chairship of Chief Secretary Southern Province and District Secretary/Matara were held on 19th Jan. 1996 and 23rd February, Committee has reviewed the progress and problems were attended and necessary action were taken.

At Zonal Level, Divisional Secretaries have given leadership to hold Coordination Committee Meetings monthly.

7. Management and Administrative Performance.

Progress review workshops conducted at District Level with the managers of the Partner Organizations while meeting PO staff at PO's offices and at the project areas.

Four RPEs joined the staff in February, and one driver was sent by the Head Office to fill a vacancies.

Need of filling vacancy of CROs, 25 TOs and a AO were highlighted to the Head Office.

Mobility of district staff improved to some extent. However mobility of PO staff still remained as only 06 large scale POs were supported by the facility supplied. There are four others who deserve such facility.

8. Problems and Issues

District Office has adopted a new policy in identifying areas where there are at least 150 households who needed the water project. This have directed POs to look for more remote areas with less facilities rather than working in easy geographical areas.

District Office had to face severe problems as there was not enough funds to meet the demand from community project level. Construction work of water projects and sanitation proposals were held up due to this reason. Although we have targeted to spend 22.3 millions but we could spend only Rs.11.4 m as reimbursements were not prompt.

Construction were delayed due to non availability of building materials, such as cement, GI and wire mesh.

Incompetency of some POs, badly affected to the progress of projects.

Management experiences of POs in water projects is not upto the level expected. Some POs have hidden agenda to fulfil other than the project objectives. This had caused to differ practices from theory identified. In some project communities were kept unaware of important facts about the project. District staff had to face difficulties in clearing there barrier, to make way to beneficiary to gain fully benefitted. It had been discussed the need of the Project Managers Training Modules which has not yet been implemented.

At CBO level there were draw backs owing to less awareness, less participation. In may instances office bearers of CBOs not possess leadership qualities and required knowledge in book keeping. This had led to malpractice. It had ben experienced as the project expands no. of such instances also increase proportionately and could be adversely effect sustainability.

MATARA DISTRICT OFFICE FINANCIAL PROGRESS DURING  
1ST QUARTER 1996  
Expenditure as of March 31st.

	Target	Actual
	(Rs.)	(Rs.)
1. Project Management	1,598,000	862,106.22
2. Project Development	1,950,000	2,971,140.00
3. Training	225,000	196,456.00
4. Construction	1,200,000	5,618,935.71
5. Health Education	300,000	-
6. Sanitation	4,500,000	1,697,500.00
7. School	<u>1,800,000</u>	<u>81,092.68</u>
	<u>22,237,000</u>	<u>11,427,230.61</u>
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### 3.3 Ratnapura

#### 1. Introduction

The District Office has been implementing 273 Community Water Supply Projects with the support of Partner Organizations. Number of projects under each phase is given below.

Summary of progress of VWS programme is given in Table 3.5.

Phase	Number of Projects
Mobilization	119
VPP	54
Construction	74
Consolidation	<u>26</u>
	273

#### Coverage of the Completed Projects

Total number of projects	- 26
Total Number of house holds	- 5102

Facilities provided.

House connections	- 1765
Yard Taps	- 810
Stand Posts	- 404
Dug Wells	- 120

Table 3.5  
Summary of Progress of the VWSSP

Programme	Date of Commence	Mob.	VPP	Constructi on	Consolidati on	Total
Pilot	01.01.93	-	01	-	08	07
SSIP 1	01.06.93	-	-	03	09	11
LSIP 1	01.08.93	-	07	14	02	30
SSIP 2	01.04.94	-	03	18	-	23
SSIP 3	15.11.94	-	02	06	-	08

CLSIP 1	15.11.94	-	05	15	-	20
CLSIP 2	01.05.95	-	-	05	-	05
CSSIP 1	01.05.95	-	-	12	-	12
CSSIP 2	15.07.95	-	16	02	-	18
CLSIP 3	15.07.95	-	20	-	-	20
SSIP 4	15.12.95	28	-	-	-	28
CLSIP 4	01.01.96	91	-	-	-	91
Total		119	54	74	26	273

## 2. Project Implementation

### 2.1. Village Water Supply Sub Programme

#### 2.1.1 Pilot Projects

The implementation of projects under pilot basis was commenced in December 1992. Six projects were completed except the Andoluwa Project. Development phase of part of this scheme completed during the 1st quarter.

#### 2.1.2 SSIP I Projects

There are 11 Projects under SSIP1. The construction agreement for project were signed in the first quarter of 1994. Eight projects were under consolidation phase and remaining 03 projects were under construction phase at the end of first quarter 1996.

#### 2.1.3 SSIP II Project

There are 24 projects under SSIP II which were commenced by the signing of agreement in the second quarter of 1995. 18 projects were under construction and 03 projects were under VPP stage in the project development phase. One project was deleted.

Agreements were signed for Kuttigala and Padalangala projects with new Partner Organization to carry out the re-mobilization covering entire GN division.



2.1.4 LSIP I Projects

Projects under the above category were commence in Ratnapura District by the signing of agreement with 03 POs in July 1993. 9 projects were completed in construction, 14 project were under construction phase and remaining 07 projects under VPP stage.

2.1.5 SSIP III / CLSIP I Projects

Projects under the above category were commenced in Ratnapura District with the signing of agreement with 09 POs in November 1994 to provide improved water and sanitation facilities in 28 GN Divisions.

Type of Programme	No. of Projects	No. of POs
SSIP III	08	05
CLSIP I	<u>20</u>	<u>04</u>
	28	09

Out of above 28 projects, 21 were in construction phase.

2.1.6 CSSIP I / CLSIP II Project

Projects under this programme were commence in the Ratnapura district with signing of agreement with 07 POs in May 1995 in order to improve the eater sanitation in 17 GN Division.

Type of Programme	No. of Projects	No. of POs
SSIP III	12	06
CLSIP I	<u>05</u>	<u>01</u>
	17	07

All the projects were in construction phase at the end of the first quarter.

2.1.7 CSSIP II / CLSIP III Projects

There are 38 total number of projects under above categories which were commenced in Ratnapura District with 16 POs on 5th July 1995.

Type of Programme	No. of Projects	No. of POs
CSSIP II	18	12
CLSIP III	<u>20</u>	<u>04</u>
	38	16

At the end of first quarter, construction agreement were signed for Palugahawela and Aluthnuwara.

2.1.8 SSIP IV / CLSIP IV Projects

Projects under the above category were commenced in Ratnapura District in 01st January 1996 to provide improved water and sanitation facilities in 119 GN division 3 with 17 large scale POs and 14 new POs.

Type of Programme	No. of Projects
SSIP IV	28
CLSIP IV	<u>91</u>
	119

## 2.2 Village Sanitation Sub Programme

Implementation of the sanitation programme commenced on 1st August 1995. Divisional level training programmes were held specially for CBO members, CFs and TOs, with the assistance of Head Office, CRO and DTO in the District Office. During the 08 months period the project has assisted 64 CBOs to construct 8870 of new latrines and to renovate 1374 Nos of old latrines. CWSSPU financial assistance to the revolving fund was Rs. 2,489,400/-. Details are in Table 2.5.

Details of VSSP are given in Table 2.

## 2.3. School Water Supply and Sanitation Sub-Programme

The school programme commenced in August 1995. The summary of School WSSP at the end of 1st Quarter is given below. Details are in Table 2.7

Total Number of completed projects	Total number of project in design phase	Total number of projects on under construction.
06	92	48

#### 2.4 Training, Orientation Programmes and Workshop

The provision of training on project development, construction and consolidation phases and workshops to the staff of Partner Organizations, school principles, CBO members and other department officers became essential to consolidate the activities of the CWSSP unit in the Ratnapura District.

The following aspects were covered by the training programmes and workshops during the quarter.

1. Community Mobilization.
2. Village participatory Planning.
3. Construction Training.
4. School Water Supply & Sanitation Programme
5. Rural Sanitation Programme.

Detail of training programme conducted are given in Appendix 4.

#### 2.5 progress Review Meeting

Progress Review Meetings were held monthly with the participation of Project Managers of POs and District Staff. Progress, problems and issues were discussed and solutions were discussed during the progress review meetings. Detail description of the progress review meetings and DCC meetings are in Table 3.5 and 3.6, respectively.

#### 2.6 Administration / Management Performance

Newly recruited four Engineers joined the District Office during first quarter of this year. They had special orientation programme at the Sarvodaya training center, Pussala and Pathakada training centers.

Table 3.5.  
Progress Review Meeting

	Date	Type of Participants	Major outcomes/decisions reached
1	96.01.94	District Office Staff PO Staff - PM, POM of all projects	<ol style="list-style-type: none"> <li>1. Review of progress of all projects</li> <li>2. Discussed the problem of the construction phase and preparing new action to complete the projects.</li> </ol>
2	96.02.01	- do -	<ol style="list-style-type: none"> <li>1. Discussed the problem about land, sources and rod</li> <li>2. Monthly progress report project completion report.</li> <li>3. Purchasing of wire mesh</li> <li>4. problem of delayed projects.</li> </ol>
3	96.03.07	HO Staff, DO Staff and PO staff POM and PM of all projects	<ol style="list-style-type: none"> <li>1. Introducing the GN Portfolio report for the POs.</li> <li>2. Review of progress of all projects.</li> </ol>

Table 3.6  
Details of the DCC meetings.

	Date	Type of participants	Major outcomes/decisions reached.
01.	96.01.20	DCC members Small Town PM	<ol style="list-style-type: none"> <li>1. Achievements of year 1995.</li> <li>2. work Plan - 1996</li> <li>3. Problem of Pettiyagla Estate.</li> <li>4. Review on small town projects.</li> </ol>
02.	96.02.24	DCC members DD Education	<ol style="list-style-type: none"> <li>1. Problem of Embilipitiya PS</li> <li>2. projects of Special Category</li> <li>3. Review on Small Town Programme</li> </ol>
03.	96.03.28	DCC members.	<ol style="list-style-type: none"> <li>1. Problem of Embilipitiya PS</li> <li>2. Problem of Embilipitiya MPCS's project</li> <li>3. Review of School programme</li> <li>4. Review of progress of all projects.</li> </ol>

**3.4 Madulla Pilot Project  
Implemented by Badulla District Office**

Commenced in January 1995, the implementation of the Rural Water Supply & Sanitation Project Component under the Second Water Supply and Sanitation Project funded by ADB Loan 1235 SRI CSP - primarily implemented by NWSDB - was on-going in Madulla Divisional Secretariat Division of Moneragla District.

A concise record of the progress achieved in the project up to the end of first Quarter 1996 is given below.

- a. District Co-Ordinating Committee : The DCC has met on a regular monthly basis during this quarter. Regular progress review meetings have been held. The DCC members led by District Secretary, Monaragala undertook two field inspection tours in the project area covering 08 GN areas during this quarter.
- b. P.O.Staff : New Technical Officers have been recruited by the Partner Organization during the later part of March for the round two project.
- c. Training of P.O. Staff : The newly recruited Technical Officers were provided with a brief orientation programme prior to assigning them to the project areas. On-the-job training has been provided during the early activities on the assigned projects towards the last week of March '96.
- d. Project Staff : There had been no addition to the existing project staff during this quarter.
- e. Procurement of Equipment : This activity has been completed with respect to technical equipment.
- f. Implementation of Round One Projects : (16 GN Division Areas) : Construction activities in all 16 round one projects are in progress. The overall construction progress as at the end of the quarter is 75%. Construction activities in the projects, Thalkotayaya, Alugalage, Tahmpalawela, Pangura and Gangoda Arawa are nearing completion.
- g. Implementation of Round Two Projects, (16 GN Division Areas) : Community Mobilization has been carried out to acceptable levels and village participatory planning activity is in progress in all 16 projects of round two.

Construction shall commence during May 1996 in all these projects.

h. Implementation of Round Three Projects ; (6 GN Division Areas) :  
 Community mobilization activities in 5 of the projects have commenced towards the last week of the quarter. Two (2) of the round three project have been identified as Small Townships areas. Consequently the NWS&DB has undertaken feasibility studies on the two GN areas concerned viz. Makulla and Inginiyagala.

No community mobilization activities have been undertaken in Inginiyagala as the whole project area could possibly be covered by the suggested small town water supply facility.

i. Village Sanitation Programme

Village Sanitation Programme is in progress in all 16 of the round one projects. Nearly 60 new sanitary latrines have been completed by the end of this quarter.

j. Financial Performance

Financial performance as at end of first quarter is presented in Table 3.

Table 3  
 Financial Performance of Madulla Pilot Project  
 as at end of first Quarter 1996

	Original budget (1)	Expenditure upto 31-3-96 (2)	Expenditure as % of original budget (3)	Liabilities (4)	Expected final cost (5) = (2)+(4)	% of original budget (6)=(5)/(1)x100%
GOSL	2.58	0.77	29.84	0.90	1.67	64.73
ADB						
* Development	36.50	9.77	25.40	30.36	39.63	108.58
* Equipment	3.25	1.91	58.77	0.00	1.91	58.77
* T.A.	1.80	0.28	15.56	0.30	0.58	32.22
* Miscellaneous	0.95	0.01	1.47	0.00	0.01	1.47
Sub total	42.50	11.47	27.00	30.66	42.13	99.14
Community contribution	16.18	4.55	28.12	11.63	16.18	100.00
Total project	61.26	16.79	27.41	43.19	59.98	97.92

GOSL Contribution                    2.78%  
 ADB Contribution                    70.24%  
 Community Contribution            26.97%



## *Programme Support*

*4.1 Institutional Development*

*4.2 Training*

*4.3 Monitoring and Evaluation*

*4.4 Financial Performance*

*4.5 Miscellaneous*

**4.1 Institutional Development**

**1. National Steering Committee**

The National Steering Committee (NSC) held its meetings on January 09 and February 20, 1996 during the period under review.

**2. District Co-ordinating Committees**

The three District co-ordinating Committees (DCC) of Badulla, Matara and Ratnapura held their meetings during the first Quarter 1996 as presented in Table 4.1

Table 4.1  
Dates of Meetings of DCCs

Month	Badulla	Matara	Ratnapura
January	25th	19th	20th
February	29th	23rd	24th
March	28th	-	28th

**3. Progress of Staff Recruitment**

The progress of recruitment of staff to fill vacant positions and hire additional personnel is as follows.

**i. Resource Pool Engineers (RPEs)**

A batch of nine engineers was trained and subsequently employed as of February 1996. To cater for future requirements a further round of interviews took place in February short listing 40 fresh graduates for positions as Resource Pool Engineers.

Of these five RPEs have been employed to fill-up various agencies in the project as of 1st of April 1996. A sound practical and theoretical training will be given to the new engineers as well as to the 35 other engineers short-listed.

This will ensure that CWSPU will have adequate selection to fill-up future vacancies or needs of expansion.



ii. Community Relation Officers (CROs)

Out of the ten CROs required six have been issued letters of the appointment for reporting on 1st of April 1996. Remaining CROs will be selected from trainee CROs already working in CWSSP Projects under POs.

iii. Senior Technical Officers

Applications have been received from eight STOs. This is insufficient to provide for the total of ten STOs required by the project. Further recruitment will be necessary. It is expected that the STOs who have now sent their applications can be recruited by the end of April. In case we are not above to fill the quota for STOs we are considering to provide trainee post to the fresh engineers.

iv. M&E/MIS Officers and DD/M&E

Three M&E/MIS officers have been selected and will be in place as of April 01, 1996. The DD/M&E has been selected and a letter of appointment is to be issued.

v. DD/Technical

Three applications have been received and are being evaluated.

vi. Administrative Officer and DD/Administration.

Three administrative Officers, one for each of the District Officers, have been selected. A letters of appointment are to be issued. DD/Admin interviews completed and letter of appointment to be issued.

vii. Senior Training Officer (STO)

Interviews completed selection made and letter of appointment to be issued.

**4.2 Training**

CWSSP has been successful in achieving the following activities in the training related activities during the period under review.

1. Conducting of 52 Training Programmes covering 161 Training Days and generating 4931 Participant-Days in three District, namely, Badulla, Matara, and Ratnapura.

2. Development of Caretaker Training Module and commencement of caretaker Training Programme.
3. Apart from technical training, training on accountancy/book keeping, introduction and training of teachers for Hygiene Education (TOT) and an orientation programme on School Water Supply & Sanitation Programme in collaboration with Samurdhi Niyamakas are considered as novel and timely approaches to strengthen the capacities of CBOs.

Summary Indicators of Training / Programmes / Workshops.

Project	No. of Programmes	No. of Training Days	No. of Participants.	No. of Participant Days.
Badulla	13	45	416	1486
Matara	22	44	824	1602
Ratnapura	17	72	482	1843
Total	52	161	1722	4931

Details of Training Programmes Conducted by Districts

**Badulla**

- January 96 \* Technical Training Session IV  
 \* Construction Management for CBO  
 \* - do -  
 \* Technical Training Session V

- February 96 \* Regional Plan Discussion 1996  
 \* SWSS Workshop  
 \* Health Education Workshop  
 \* O & M Workshop

- March 96 \* Technical Training Session VI  
 \* Remedial Workshop  
 \* M<sub>2</sub> workshop SLSIP 1

**Ratnapura**

- January 96 \* Training workshop for new engineers  
 \* Introduction of Participatory survey / Hygiene Education - M2  
 \* Workshop M2

- February 96 \* Technical Training P3  
\* Caretaker training  
\* Module M3 workshop  
\* Introduction of VSA  
\* Construction Management Plan Module 1  
\* Construction Technical Module  
\* Care taker training 2  
\* Introduction VSA Module M3
- March 96 \* CBO Strengthening  
\* Module (O) Orientation, Technical Training  
\* Module P4 to introduce VPP process  
\* Hygiene Education (TOT) workshop for teachers  
\* Workshop to introduce account system.  
\* Workshop to orientate school programme through  
"Samurdhi"  
\* Module O technical training.
- Matara
- January 96 \* Introduction of CBO Module  
\* Introduction of P3 Modules  
\* Introduction of O4 Modules  
\* Introduction of C3 module  
\* Assess responsible officers to implement school HE  
Programme  
\* Introduction of O & M module.
- February 96 \* C4 Modules  
\* P4 Module  
\* CBO Management - Training of CBO leaders  
\* M2  
\* P1  
\* CBO Management  
\* HE TOT
- March 96 \* Introduction of C1 training module  
\* Introduction of P2 Module  
\* Introduction of new approaches to assess mobilization  
activities.  
\* Introduction of MIS for Project managers  
\* - do -  
\* Introduction of Module P3  
\* Introduction of Module P3  
\* Workshop on implementation of school sub Programme.

## Head Office Level Performance

Finalization of Caretaker Training Manual was achieved during the period under review..

Head Office of CWSSP played a facilitating and supporting role in conducting district level training and also providing guidance and directions requested by District Offices. It also supported field training programmes by providing subject specialist in accordance with needs.

### 4.3 Monitoring and Evaluation

#### 1. Introduction of GN Portfolio Form and Wall Chart

GN Portfolio and Wall Chart, which were by products of Study on Institution Development of CWSSP undertaken during August-October 1995, were introduced to the POs of the three Districts during the period under review. Appendix presents copy each of two forms.

GN Portfolio form is a general format to cover progress of all three phase of water supply and sanitation programme including the construction of latrines.

The GNN Portfolio form can be explained as a tool which keeps track of the following in General.

PO and Staff Identification	Where we are working	What	WS/Sanitation
Identification of GNs and Schemes	Keeping Track of the trend of progress	Monitoring the Physical Progress	Monitoring Financial Progress
Columns 1 to 4	Columns 5&6	Columns 7 to 12	Columns 13 to 20

The wall chart, contains columns 5 & 6 of GN Portfolio Form and depicts targets and actual for each contract showing the entire time scale horizontally.

Workshops as in Table 4.3 were held in the three Districts to introduce these forms to District Office Staff and POs. Total of about 85 representatives from POs participated at these workshops.

**Table 4.3**  
**Dates of Workshops held to introduce GN Portfolio Form and Wall Chart**

District	Date	Participants
Ratnapura	March 7	Session 1 : Large Scale POs Session 2 : Small Scale POs
	March 8	Session 3 : District Office Staff Session 4 : - do -
Badulla	March 13	Session 1 : DO Staff Session 2 : Group 1 PO
	March 14	Session 3 : Group 2 POs Session 4 : Group 3 POs
Matara	March 21	Session 1 : DO Staff Session 2 : 5 POs
	March 22	Session 1 : 6 POs Session 2 : 6 POs

The progress of usage of these two formats is planned to be reviewed on District basis during the second quarter. GN portfolio Form and Wall Chart will not replace any of the 20 standard M&E formats now in use.

## 2. Recruitment of M&E Staff

As outlined in Section 4.1 Item 3, during the period under review arrangements were finalized to appoint Deputy Director/M&E and three District M&E /MIS Officers. Letters of appointments have been issued to selected M&E / MIS officers so that they will be in place from Second Quarter 1996.

### **4.4 Financial Performance**

The total expenditure of the CWSSP during the first Quarter 1996 amounted to Rs. 66.6m of which the IDA funding was Rs. 52.4m and the Government of Sri Lanka Counterpart Funding amounted to Rs. 14.2m (see Table 4.4).

The expenditure during the first Quarter 1996 is only 17.1% of the annual allocation for 1996 (See Table 4.5).

Table 4.4  
CWSSP Expenditure by Source of Funding

		Source of Funding		Total
		IDA	GOSL	
1993	Expenditure	62.7	11.0	73.7
	%	85.1	14.9	100
1994	Expenditure	74.8	9.2	84.0
	%	18.0	11.0	100
1995	Expenditure	135.8	25.2	161.0
	%	84.3	15.7	100
1996 Qr.1	Expenditure	52.4	14.2	66.6
	%	78.7	21.3	100

Table 4.5  
Annual Budget Allocation and Expenditure during  
First Quarter 1996 by Source of Funding

Source of funding	Annual Allocation for 1996 (Rs.M)	Expenditure during first quarter 1996 (Rs. m)	Expenditure as % of Annual Allocation
IDA	350.0	52.4	15.0
GOSL	40.0	14.2	35.5
Total	390.0	66.6	17.1

As at 31st March 1996, the cumulative expenditure against the component targets are as in Table 4.6.

Table 4.6  
Cumulative Expenditure against Targets by Component

Component	Target for Quarter (Rs. M)	Expenditure during the Quarter (Rs. M)	Cumulative Expenditure as of 31.03.96 (Rs. M)
Programme Development	10	9,771,977.55	45,737,896.61
Water supply	60	43,076,364.44	132,107,227.88
Project Management	11	7,711,139.98	116,758,826.48
Training	1.2	1,085,200.20	12,834,440.60
Consultancy	8	4,958,052.59	98,819,945.21
<b>TOTAL</b>	<b>90.2</b>	<b>66,602,734.76</b>	<b>406,258,336.59</b>

Table 4.7

## Analysis of Expenditure by District Offices and Head Offices..

	Head Office	Badulla	Matara	Ratnapura	TOTAL
Total Expenditure during the 1st quarter of 1996	15,692,116.36	18,651,267.29	14,253,584.32	18,005,766.79	66,602,734.76
Cumulative expenditure as at 31.12.95	181,958,747.18	55,042,840.80	41,780,791.03	60,873,222.82	339,655,601.83
Total expenditure as at 31.03.96	197,650,863.54	73,694,108.09	56,034,375.35	78,878,989.61	406,258,336.59

Table 4.8

## Disbursements to District Offices

	Amount requested during Qr.1 '96 (Rs. M)	Remittance to District Office during the Quarter (Rs M.)	Expenditure during the Quarter (Rs.M.)
Badulla	31.6	23.9	18.6
Matara	22.3	15.2	14.3
Ratnapura	22.1	19.3	18.0
Total	76.0	58.4	50.9

Disbursement in the first quarter 1996 was low than expected, due to reasons such as,

- Non availability of a rolling advance to spend on the project activities and later get the same reimbursed from IDA, and
- Non availability of wire mesh to be used as an input in construction of water supply schemes.

**4.5 Miscellaneous**

**1. Director /CWSPU on IDA/World Bank Assignment**

On the invitation of the IDA/World Bank, Mr. Tilak Hewawasam undertook a Consultancy assignment for the preparation of the proposed Aral Sea Community Rehabilitation Project during the period March 9 - 31, 1996. Outputs of the assignment included a Main Report and three Supplementary Report.

**2. M & E Specialist / TSC - CWSPU on ADB Assignment**

Dr. H.D. Sumanasekara / M&E Specialist - TSC of CWSPU was commissioned by the ADB to prepare the country report on Sri Lanka under Regional Technical Assistance for Evaluation of Bank Assistance to Developing Member Countries (DMSs) for Benefit Monitoring and Evaluation

The study was undertaken during February - March, 1996. As part of the assignment, Dr. Sumanasekara participated in an Inception Workshop held at the Bank Headquarters in Manila during January 24 - 26 1996 and also attended by the consultants commissioned by the Bank to prepare the respective country reports for Bangladesh, Indonesia, Pakistan and Philippines.



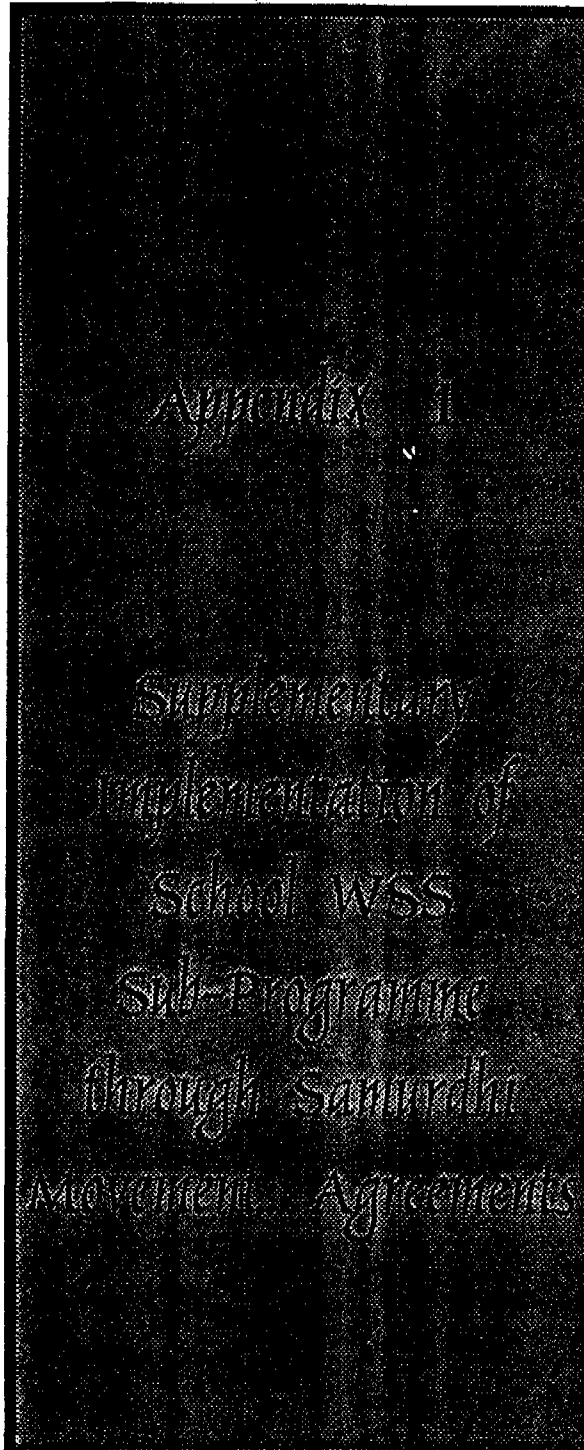
**List of Appendices**

1. *Supplementary Implementation of School WSS Sub-Programme through Samurdhi Movement: Agreements*

2. *Small Town WSS Sub-Programme: Detail Progress of each of the twelve Small Towns where Implementation on-going.*

3. *Small Town WSS Sub-Programme: System Development of Management of Facilities.*

4. *Profile of Training Programmes / Workshops conducted in Badulla / Matara / Ratnapura Districts*



## Community Water Supply and Sanitation Project

### Supplementary Implementation of School Water Supply & Sanitation Sub-Programme

### Agreement for Construction of School Water Supply and Sanitation Facilities

*(Specimen Form)*

---

Agreement Number : .....

Date : .....

Partner Organization : .....

Divisional Secretary's Division : .....

#### Conditions of Agreement

This agreement is made and entered into on ..... day of the month of ..... one thousand nine hundred and ..... between the following two parties.

- o Community Water Supply Programme Unit of the Ministry of Housing, Construction and Public Utilities, having its Head Office at Sethsiripaya, Sri Jayawardanapura Kotte and hereinafter referred to as CWSPU defined to include its successors and assigns as the first party,
- o Divisional Secretary/Deputy Commissioner of ..... in the District of ..... having his office at ..... and hereinafter referred to as the Partner Organization (PO) defined to include his successors and assigns as second party,

#### 1. Limits/Scope of the Agreement

The Community water Supply and Sanitation project (CWSSP) is a prominent attempt made assist the school community by way of taking over wholly the

responsibility of planning the school community's own water supply and sanitary facilities, designing, constructing and maintaining such facilities so as to ensure long term duration.

The Partner Organization as well as the Project unit, in accordance with the terms and conditions of this agreement, do hereby agree to implement project development, construction and mobilization stages by way of following activities.

- Planning and completion of construction activities of school water supply facilities with the participation of school community.
- Planning and completion of school sanitary facilities with the participation of school community.
- Planning and implementation of operation and maintenance activities of improved school water supply and sanitary facilities.
- Evaluation and providing feed back information with regard to all activities referred to above.

Further, the two parties agree that the Community Assignment Agreements have to be entered into between the Partner Organization and each Samurdhi Force, in connection with the activities pertaining to the construction and maintenance of school water supply and sanitary facilities. Also both the parties agree that while launching school water supply and sanitary facilities, construction, maintaining and operating, the concurrence of the School development Society concerned should be obtained.

## **2. Fulfillment of Agreement and Period of Agreement**

This agreement will start operating on signing of this agreements by the parties referred to above. The partner Organization should complete within a maximum period of six (6) months, the planning water supply and sanitary activities of a school, their construction and providing support services. From that date, up to a period not less than six (6) months, it is expected from the Partner Organization and the Community Assigned Samurdhi Force, to launch maintenance activities and feed back activities as part and parcel of feed back activities. As the period of the agreement is considered to be the most important aspect of the agreement, the Partner Organization should, within the due period of time, complete the construction activities without delay.

## **3. Bindings of the Parties**

The bindings of the parties are as given below.

### **3.1 Partner Organization**

The responsibility of the Partner Organization is to attend to the following scope of work.

- Making Samurdhi Force knowledgeable school water supply and sanitary activities.
- Upliftment of assistance and co-operation between Samurdhi Force and other parties concerned.
- Planning of school water supply and sanitary activities thorough Technical Officers.
- Entering into Community Assignment Agreement with the Samurdhi Force concerned in order to implement project activities concerned.
- Approval of school water supply and sanitary plans and project proposals.
- Obtaining the minimum community partnership of 20% which is a basic project requirement.
- Providing supervision for construction and technical assistance.
- Financial Management pertaining to projects.
- Submitting monthly progress reports to Community water Supply and Sanitation Program Unit.
- Planning and launching maintenance activities and operation activities.
- Providing feed back information necessary.

### 3.2 Community Water Supply and Sanitation Programme Unit

Special responsibilities of the project unit are given below.

- Assisting to make trainers and technical officers of Partner Organization knowledgeable,
- Providing financial allocation to the Partner Organization in accordance with the agreement, so as implement construction activities through the samurdhi Force.
- Providing technical specifications pertaining to school water supply and sanitary activities.
- Progress review and supervision when necessary.

#### 4. Financial Provision Pertaining to the Agreement

##### 4.1 Preparation of Estimates

For new construction of school water supply and sanitary facilities, the Technical Officers of the Partner Organization, should prepare estimates of expenditure on the following basis

Number of Students	Basis of Computation of Expenditure for Water Supply Activities (for one student)	Basis of Computation of Expenditure for Sanitary (for one student)
Less than 100 students	@ Rs.450/=	@ Rs.90/=
100-200 students For first 100 students Per student exceeding 100 students	@ Rs.450/= - Rs.750/= @ Rs.750/= @ Rs.450/=	@ Rs.90/=
More than 200 pupils	@ Rs.450/=	@ Rs.90/=

In effecting repairs to existing water and sanitary facilities, the total cost of expenditure should be less than the cost of providing such water and sanitary facilities afresh. For such repairs, estimates should be prepared on the basis of 80% project participation from the actual cost of expenditure.

In instance where project participation is necessary exceeding the above limits due special reasons, the Partner organization should make an application giving reasons for same.

##### 4.2 Providing Financial Allocation

On approval of Project Proposals/Projects concerned and on submission to the project unit together with connected documents and recommendations, and if the project unit approves it, the sum equivalent to 80% of the total estimated cost will be released to the Partner Organization by a cheque.

##### 4.3 Payment for Management Activities

For management activities Partner Organization, payments will be made on the following basis.

Estimated Total Cost	Management Payments
Up to Rs. 25,000/=	5%
From Rs. 25,000/= to Rs. 50,000.	4.5%
From Rs. 50,000/= to Rs. 75,000.	4%
From Rs. 75,000/= to Rs. 1000,00.	3%
More than Rs. 1000,000/=	2%

#### 5. Accounts and Records

The Partner Organization should maintain records and accounts for school water supply and sanitary activities. These records should be properly maintained as required for Government Audit and should properly reflect the expenditure incurred, resources utilized, and the manner in which projects were implemented.

#### 6. Inspection and Progress Reporting

All management activities including monitoring of school water supply and sanitary programme responsibility for control of standards will be borne by the Partner Organization. On progress reporting, the Partner Organization, should report to the project unit the progress of construction, financial progress and the problems that should be solved with the assistance of the unit.

#### 7. Delays, Disputes and Suspension of Payments

The right to suspend payment is borne by the Community water unit. During such an instance, the Director of the project unit will intimate the Partner Organization the reasons for stop of financial provision and action to be taken to re-obtain same. If within a month of this notification, there would not be satisfactory progress of work, the right to take action as follows, will be vested on the Community water unit.

- (a). To recover all advance payments that have not been utilized,
- (b). To enter into an agreement with another party on the concurrence of Samurdhi Authority, for the completion of balance work.

The following parties that into this agreement, have consented their willingness by signing by signing the agreement on the date and place referred to below.

1. Signature : .....

Name : .....

Divisional Secretary/Deputy  
Samurdhi Commissioner : .....

Date : .....

2. Signature : .....

Secretary to the Ministry of Housing  
Construction and Public Utilities/  
Director Community water Supply and  
Sanitation Unit/Regional Director : .....

Date : .....

**Witnesses**

1. Name : .....

Signature and Date : .....

2. Name : .....

Signature and Date : .....



Assignment No. ....  
Date .....

**Community Water Supply and Sanitation Project**

**Supplementary Implementation of School Water Supply & Sanitation  
Sub-Programme**

**Agreement for Community Assignments**

*(Specimen Form)*

Name of School : .....

Name of Community Assignment  
Name and Address of Samurdhi Force : .....

Name and Address of Partner  
Organization : .....

This community assignment agreement is made and entered into on the .....  
day of the month of ....., one thousand nine hundred and ninety for the  
completion of water supply sanitation facilities ..... (name of assignment)  
of the ..... (name of school) school which comes under School Water  
Supply Sanitation Sub-Programme of Community water supply and Sanitation programme.

Whereas the Divisional Secretary ...../Deputy Samurdhi Commissioner,  
hereinafter referred to as "Assigner" and defined to include his successors and administrators  
forms the first party.

And whereas the Samurdhi Force .....(Name of Samurdhi Force)  
functioning in .....(address of the  
Samurdhi Force), hereinafter referred to as the "Assign" and defined to include its  
successors and administrators forms the second party.

And whereas a project proposal has been prepared so as to include technical plans,  
estimates, description of work and work plan for the purpose of this agreement, and since  
the first party has approved this project proposal, and as fund have been allocated in

accordance with the estimate concerned, and since the second party has expressed willingness to bear the responsibility for launching the construction activities, and also since the first party has agreed to monitor the construction activities concerned, and provide technical assistance, and since both parties have expressed their willingness to prepare plans and to enter into agreements to launch operations and maintenance for construction facilities, it is hereby agreed to, under the following conditions, as follows:

**1. Limits/Scope of the Assignment**

Limits/Scope of this assignment and the and the construction and completion of water supply and sanitary facilities of the school/schools referred to schedule I attached to this agreement, subject to technical specifications and other conditions.

**2. Obligations of the Parties**

**2.1 Obligations of the assigned Samurdhi Force**

**(a). Supply of Building Materials**

The responsibility of supplying of building materials is borne by the assigned party. The assistance of assigner party will be provided for this.

No sooner the assigned party signs this agreement, the orders should be placed with accepted suppliers for the purchase of building materials. On purchase of items, care should be taken to endure their quality and conformity to standards.

**(b). Obtaining Unskilled Labour**

It is intend by this that obtaining of unskilled labour equivalent to 20% of minimum community sponsorship of estimated cost for water supply and sanitary facilities of school/schools referred to in schedule I.

**(c). Obtaining of skilled labour**

It is intended by this, the responsibility for obtaining skilled labour like masons necessary for launching construction activities refereed to in schedule I.

**2.2 Obligations of Assigner Divisional Secretary/Deputy Samurdhi Commissioner**

- (a). Assisting the assigned samurdhi Force for the supply of construction materials.
- (b). Providing funds for construction activities as referred to in para 3 of this assignment.
- (c). Assisting the assigned Samurdhi Force for monitoring construction activities providing technical assistance and solving problems,

- (d). Assisting to conform the quality and level of standard of construction activities.

### 3. Community Assignment Period

The assigned party is obligatory to complete the construction activities in accordance with the time schedule referred to in schedule I. However, this period should not exceed six months.

### 4. Release of Money to the Assigned

#### 4.1 Advance Money

On signing the agreement, 50% of the agreed sum of money will be released to the assigned party as advance for commencement of work.

#### 4.2 Reimbursement of Money

No sooner the construction stage is completed, application should be made for reimbursed, the following aspects will be taken into consideration :-

- Certificates of the Technical Officer should produced with regard to the quantity and standard of materials supplied by the samurdhi Force,
- Transport expenses should be included in the cost of supply of materials (In case more expenditure has been incurred than the amount recommended by the regional price committee, account records should be maintained to justify same).
- Contingency expenditure should be justified (If, in an instance where a quantity of materials has not been included in the estimate unexpectedly or if the quantity of materials can be purchased under contingency account and in order to reimburse such amount recommendations of the Technical Officers, together with explanation concerned, should be forwarded along with the bill).

### 5. Maintaining Accounts and Records

The assign party should maintain the account concerned. Such records should be methodically maintained and it should clearly indicate expenditure incurred, resources utilized and the manner of operating the project.

### 6. Increase in Price f Materials

In instances where prices of materials increase from the date of signing this assignment agreement, and if it exceeds 5% of the limits recommended by the regional price committee such expenditure can be reimbursed only if the assign party has informed the assigner party regarding purchase of materials and authority obtained.

**7. Providing Technical Advice Monitoring & Standard Control**

Providing technical advice and assistance by the assigner party to the assign will be done as and when required. The assign party should make a request for this. The assign party is bound to adhere to the technical advice provided by the assigner party after monitoring the construction activities carried out by the assign party with or without a request.

**8. Special Responsibilities Assigned to the Assign Party**

Since the assign Samurdhi Force is a Community Base Organization, on pursuing action with regard to all activities of the assignments concerned, should be responsible to the community concerned and in all transactions total open position should be maintained. Neither the entire assignment, nor a part thereof should be re-assigned to another person or an agency. The right to provide instructions regarding this to the assign party is borne by the assigner party and the assign party is bound to pursue action accordingly.

**9. Delays, Disputes and Scrutinising**

Construction activities should be launched in conformity to the project proposal and in accordance with the construction programme. If delays are liable to occur due to unavoidable circumstances, it should be brought to the notice of the assigner party and authority for a revised construction programme should be obtained.

The right scrutinize the payments should be maintained by the assigner party. In such instances, the reasons for stopping financial provisions and the manner in which provision should be re-obtained will be intimated to the assign party. Within a month of such notice, if there is no satisfactory progress, within a month, the assigner party is vested with the right to take action as follows :-

In cases where both parties cannot arrive at a compromise pertaining to a certain aspect in connection with launching school water supply and sanitary projects that have not been embodied in this agreement, decision will be taken based on the conditions applicable for civil engineering works referred to in ICTAD Publication No.CSA/1, and on guidelines of Community Water Supply and Sanitation Project and Samurdhi Authority.

In witness thereof, the parties to this agreement, have set their respective signatures hereto and date this agreement at the place and on the date aforementioned.

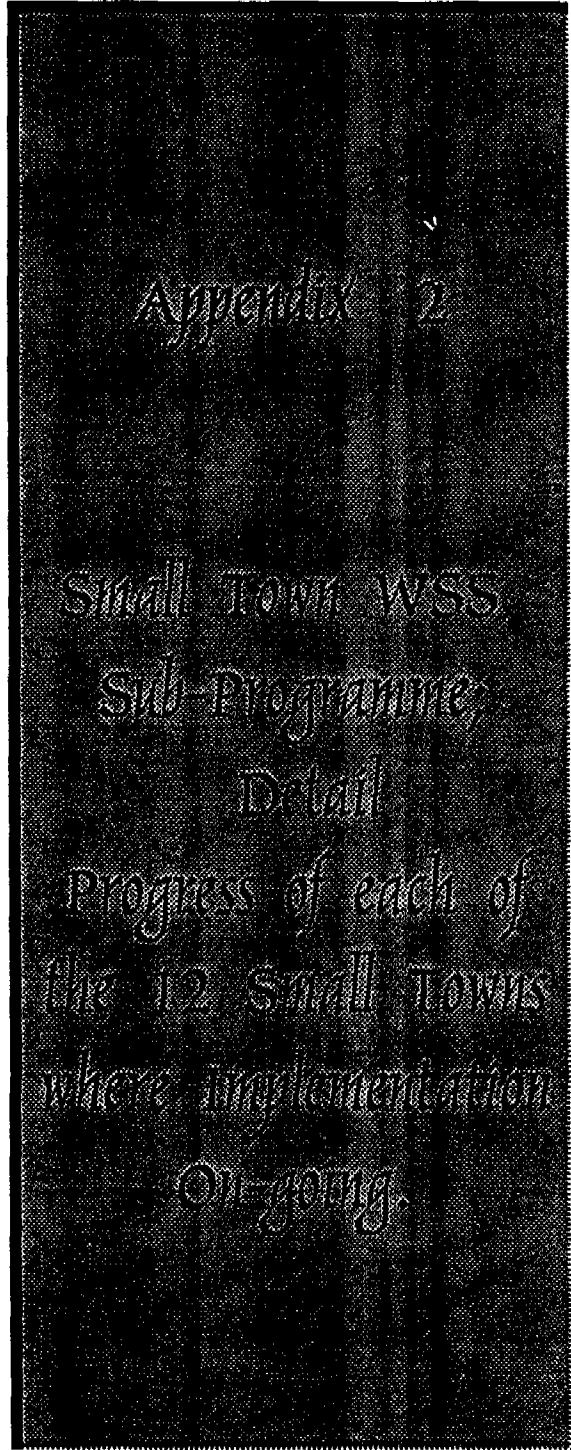
1. Signature : .....  
Name : .....  
Designation : .....  
Name of Samurdhi Force : .....  
Date : .....

2. Signature : .....  
Name : .....  
Divisional Secretary/Deputy  
Samurdhi Commissioner : .....  
Date : .....

**Witnesses**

1. Name : .....  
Signature and Date : .....

2. Name : .....  
Signature and Date : .....



**SMALL TOWN WSS SUB PROGRAMME  
DETAIL PROGRESS OF EACH OF THE  
12 SMALL TOWNS WHERE IMPLEMENTATION ON-GOING.**

**BADULLA DISTRICT**

**1. Construction of Reservoir :**

- 1.1 Construction of 225 m<sup>3</sup> storage tank was commenced.
- 1.2 Earth work was completed.
- 1.3 Screen concrete work was completed.

**2. Pipe Laying**

60% of the Laying of distribution system was completed by the community.

- 2.1 Construction documents for intake improvement pipe laying along the main road and gravity main were completed.
- 2.2 550 Houses & shops obtained membership of the CBO. Training was conducted in order to strengthen the CBO,

**3. School Water Supply and Sanitation Programme in 03 Schools**

- 3.1 Proposals for rehabilitation of Water Supply Scheme construction and repair of toilets were prepared including technical plans, estimates, work programmes etc.,
- 3.2 One school teacher from each school was trained to implement the programme.

**4. Small Town Sanitation**

- 4.1 Requirement of new latrines, and latrines to be repaired were identified.
- 4.2 Priority lists of recipients were prepared by CBO with the help of MOH and Divisional Secretary.

**5. Ground Water Investigation was completed and drilling work continued.**

**KOSLANDA WATER SUPPLY & SANITATION PROGRAMME**

- 1. Pipe line designs and estimates were prepared considering the community suggestions.

2. CBO training was conducted.
3. Flow Measurements and Water Quality Testing were carried out.
4. S.O. Training Programme was carried out.
5. School Water Supply & Sanitation Programme.
  - 5.1 School Development Societies and CBOs have identified the School Water Supply Schemes & Sanitation facilities planning and designing have been carried out and estimates where prepared.
6. School Hygiene Education Programme was carried out at Koslanda Maha Vidyalaya.

#### **HALIELA WATER SUPPLY SCHEME**

1. Pre-feasibility Report has been completed considering 03 options and O & M cost for each option.
2. Support Organization has been selected.
3. Flow measurements on each source is going on in regular intervals.
4. Water Quality Testing i.e. Bacteriological Chemical Analysis & Physical Testing are begin completed.
5. Possibility of ground water extraction is being studied.

#### **AMBAGASDOWA WATER SUPPLY SCHEME**

1. Pre-feasibility Studies started. Different options are being studied.
2. Possibility of ground water extraction is being studied.
3. Water Quality Testing i.e. Bacteriological Chemical analysis & Physical Testing are being carried out.
4. Water Flow Measurements are being continued.

#### **ELLA WATER SUPPLY SCHEME**

1. Pre-feasibility Studies are going on. Different options are being studied.
2. Water Flow Measurements for proposed sources carried out in regular intervals.
3. Water Quality Testing i.e. Bacteriological, chemical Analysis & Physical Testing are being carried out.



4. Future expansions on the town as Tourist city is being studied.

### **MEEGAHAKIULA WATER SUPPLY SCHEME**

1. Pre-feasibility studies were started. Different Options are being studied.
2. Water Flow Measurements are being carried out in regular intervals.
3. Water Quality testing is being carried out for selected sources.
4. However further studies stopped as it is not a small town.

### **MATARA DISTRICT**

#### **DENIPITIYA**

The Total Estimated Cost of Community Option in Denipitiya STWSP was Rs. 13,672,500/-. The community had agreed to contribute 20% of the total cost financially or with free labour. According to the self-survey, 466 families had decided to give financial contributions while 221 families had offered for free labour.

Also decided to Community Contribution as financial should be Rs.1,500/- per household. The expected financial contribution - Rs. 728,318/- and expected free labour value Rs.456,682/- Financial contribution received upto 19th Jan. 1996 was Rs. 748,500/-(502 families).

- Labour Contribution 228 Households.  
Financial Value = Rs. 342,000/-

#### **Construction Phase**

Construction Phase was started on 2nd December 1995. From that date Community supported to carry out trench excavation pipe laying and back-filling works.

According to our Progress Report of end of March 1996, we completed 9426 meters out of 13,709 of total pipe length (as a percentage it was 68%). PVC pipe supply was completed.

Awarded contracts for supply of DI/GI/CI pipes and specials. Contract Documents for Laying Transmission main is also completed.

#### **House Connection**

Issued to house connection applications according to financial contribution and completion of free labour basis.

Expected to prepare house connection estimates, in coordination with O&M Section - Weligama.

### Hygiene Education & Sanitation

Trained 62 female volunteers to promote better health habits among the families. CBO has received Rs. 50,000/- for Sanitation Programme.

According to the self-survey, expected number of near latrines were 195 and repairs were 126.

### School Programme

Forwarded necessary Project Proposals & Estimates for Denipitiya Maha Vidyalaya & Snnor Balika Maha Vidyalaya for approval.

### HAKAMANA

Community mobilization work completed. Formation of CBO was over. According to the community self-survey, 387 families agreed to contribute financially. 86 families agreed to contribute both ways and 69 families agreed to contribute both ways. However, 264 familieis were served from existing scheme also.

### Construction Phase

Borehole construction was completed. Testing of Water quality and quantity were also carried out. Complaint received from surrounding people about dry out existing tube wells after constructing new borehole.

Therefore investigation works will be continued to solve this situation. Preparation of drawings to contract documents are in progress.

### KIRINDA PUHULWELLA

The total estimated cost of Community Option in the Kirinda Puhulwella was Rs. 13,311,276/-. The community had accepted contribute 20% of total estimated cost by financially free labour or both.

According to the participants of the self-survey, 484 families were agreed to give free labour, 90 families were agreed to contribute free labour and 85 families were agreed to contribute both ways.

600 Nos. of families were accepted CBO membership up to end of March 1996.

### Construction Phase

Source investigation works were completed, constructed one borehole near the Kirinda Puhulwella Small Town.

Water Quality & quantity testing were carried out by the Investigation Section. Selected Required land was selected for ground reservoir construction and clearing of sites were carried on 16th March 1996 "Shrmadana" Basis.

Supply of PVC Pipe was completed. Contract Documents for DI/GI/CI pipe & specials were prepared. Preparation of drawings are in progress.

## RATHNAPURA DISTRICT

### 1. Kuruwita

- a) Pipe laying completed in 12 km out of 26 km, by the Community.
- b) Designs completed.
- c) Construction of Water Tower.
  - Base concrete completed.
  - Concerting of columns completed upto 2.5 m (1st Bracing level)
- d) Sanitation Programme
  - 1st Round payments had been done.
  - 2nd Round of Health Educating Programme completed.
  - Construction of 1st round toilets in progress.
- e) School water supply and Sanitation Programme
  - 5 Schools identified within Small town area and feasibility studies were completed.
  - 2 Proposals sent for approval.
- f) Entry Community Activities
  - Proposal sent for approval.

### 2. Kalawana

- a) CBO was formed and one proposal has been finalized by CBO
- b) CBO was trained to carry out community self-survey and self-survey was completed.
- c) Flow measurements and Chemical Analysis of the proposed Intakes were carried out.
- d) Community Action Planning were completed.
- e) Designs completed.
- f) Pipe laying started.
- g) 2 Km of Pipe Laying was completed out of 13 km.
- h) Sanitation Project Proposal sent for approval.

i) Health Education Programme planned.

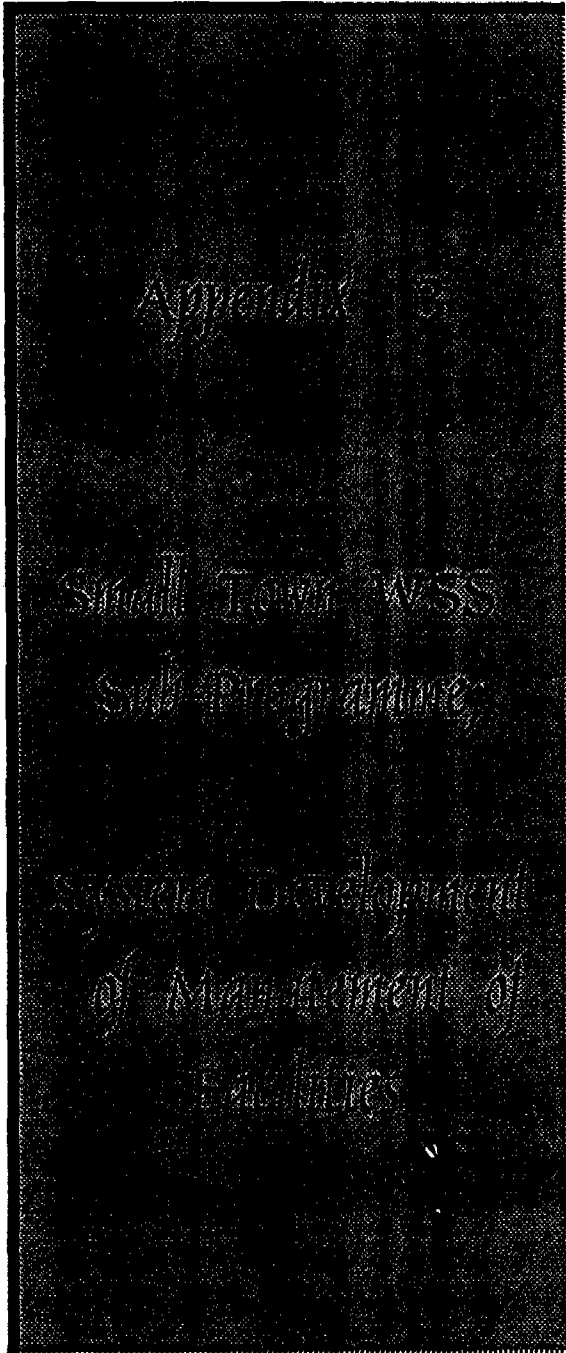
3. **Pallebedda**

a) Pre-feasibility Report completed.

b) Construction of one bore completed, out of 02 boreholes as intakes.

c) Support organization was selected.

4. Flow Measurements and Pre-feasibility were carried out for kaltota and Rakwana Small Towns.



**SMALL TOWN WATER SUPPLY PROGRAMME**

**(STWSP)**

**SYSTEM DEVELOPMENT FOR  
MANAGEMENT OF FACILITIES**

**RURAL WATER SUPPLY DIVISION**

**NATIONAL WATER SUPPLY & DRAINAGE BOARD**

**JANUARY 1996**

## CONTENTS

- 1 Introduction
- 2 System Development Methodology used
- 3 Proposed System Development
  - 3.1 O&M
  - 3.2 Monitoring
  - 3.3 Backup Support
  - 3.4 Development
  - 3.5 Catchment preservation
  - 3.6 Sanitation and Health Education

### Annexures

Annexure 1 - Details of proposed Management Models

Annexure 2 - Agreements for Different Management Models

## 1 INTRODUCTION

The Small Town Water Supply Programme (STWSP) of the Community Water Supply and Sanitation Project (CWSSP) is being implemented by the Rural Water Supply (RWS) Division of the National Water Supply and Drainage Board keeping in line with one of the main objectives of "Providing sustainable water supply facilities". The RWS had been very concerned on identifying and developing appropriate management systems for the improved facilities involving all partners.

Therefore, the RWS had been orienting the STWSP staff, the Support Organizations (SOs) and the CBOs regarding the need for 'Sustainable Management of the facilities Produced'.

This report highlights the Management System Development Methodology adopted, with special emphasis to the three districts to date; in the first three (03) towns under the STWSP and the proposed future system development strategies.

## 2 SYSTEM DEVELOPMENT METHODOLOGY USED

The first three (03) Small Towns implemented under the STWSP are as follows.

DISTRICT	SMALL TOWN
Badulla	Passara
Matara	Denipitiya
Ratnapura	Kuruwita

The details of the methodologies and approaches adopted are given below.

- (i) During the Initial discussions with the Small groups and Core groups the policy of STWSP regarding O&M were clearly spelled out, i.e. the user community must bear the total O&M cost and the long term sustainability is essential. The need to ensure proper O&M procedures, which response to users; was highlighted.
- (ii) During the preparation of alternative water supply proposals (Encompassing ideas from small groups), O&M cost was indicated as an important parameter. The average monthly household bill to cover total O&M cost was informed to all users; for all options:



- (iii) In Kuruwata and Passara, where pipe water supply schemes exist, community was informed regarding the reasons which led to the deterioration of the service. Namely the very low tariffs, which did not cover the expenditure.
- (iv) During the Community Action Planning(CAP) process, emphasis was made on the O&M aspects. As a result an "Issue specific" Community Action Planning(CAP) process will be conducted in the future specially for O&M of the proposed facility
- (v) The staff, materials etc. needed for O&M and the O&M costs were highlighted to the user groups during the discussions.
- (vi) The Small Town Water Supply Community(In Kuruwita) is strengthened by advisors;
  - The Pradeshiya Sabha Technical Officer
  - A technical advisor, who is a NWSDB Senior Engineering Assistant and a Consumer. (A CBO member).
- (vii) O&M agreements were prepared for the different management models(A, B & C) identifying the roles and responsibilities of each actor. The summary of these agreements are given in Annexure 2. These draft agreements have been discussed with all partners and are being reviewed with them now. Once the basic consensus is reached, the agreements will be reviewed by legal draftsmen. The outcome from the research activity presently carriedout by CWSSP on "Transfer of Ownership and Legal Issues" will also be incorporated.
- (viii) When individual agreements are collected from the users regarding their willingness to contribute for the new programme, the monthly O&M cost will also included in the future programmes. This will provide an up front agreement for O&M also.

The management models developed for the above three towns consists of the following arrangements

MANAGEMENT MODEL	SMALL TOWN	MAINTAINING AUTHORITY	MONITORING/ DEVELOPMENT SUPPORTING AUTHORITY
A	Kuruwita	CBO	PS/NWSDB
B	Passara	PS	CBO/NWSDB
C	Denipitiya	NWSDB	CBO/PS

The detailed roles of each of these authorities in the management models are given in Annexure 1.

### 3 PROPOSED SYSTEM DEVELOPMENT

#### 3.1 Operation and Maintenance

- \* In accordance with the tripartite O&M agreements developed for the different management models, a comprehensive HRD plan will be developed to identify training needs and resources for respective partners. The roles, duties, responsibilities and the activities of each partner will be clarified.
- \* The core staff required for proper O&M of the system will be employed to suit the agreed programme so that proper training could be arranged and specially adequate On-the-Job Training (OJT) is provided.
- \* Scheme specific O&M manuals will be produced for each facility indicating the procedures and guidelines. Manuals will also be prepared for Billing/Collection and Individual Service Connections.
- \* The RWS will employ a permanent technical personnel in one district to coordinate training and OJT. This officer will be subsequently transferred to NWSDB regional O&M office to support future system development and ensure future assistance.
- \* Awareness campaigns for control of misuse and wastage will be implemented through CBO including NRW Programmes and awareness programmes on water reuse.

- \* Provide the minimum required tools for proper O&M to the "O&M Authority";
  - Tapping Machine
  - Tools and Accessories, etc.
- \* Develop and facilitate Private Sector Participation (PSP), where possible for;
  - Hiring of Technical Equipment (Excavators, Compactors, Dewatering Pumps, etc.
  - Services of specialized skills
  - Providing Mini Workshops
  - Training to Plumbers in the area with certification from ICTAD or any such institution, so that basic plumbing standards will be maintained. It may be feasible to provide basic tools to them on a concessionary term and also on a demand driven approach.
- \* The "O&M Partner" will have to "Gazette" the agreed water rates before commissioning the facility.
- \* Develop suitable financial norms and auditing procedures.

### 3.2 Monitoring

- \* The NWSDB regional laboratory will be developed to provide their services to the outsiders; mainly to CBOs/PSs, on a commercial basis.
- \* The billing package of NWSDB to be introduced to parties requesting for same.
- \* To Ministry of Health Staff has to be linked up by providing assistance and training on water quality monitoring.

### 3.3 Back Up Support

- \* After the initial training to CBO/PS, a programme will be arranged to conduct refresher courses and training for new recruits and also to replace the dropouts. This will be implemented through NWSDB Regional training units in collaboration with other potential partners specialized in training and operating in the area.

### 3.4 Development

- \* A revolving "Development Fund" has to be initiated in a suitable location, probably keeping in line with the now discarded "LLDF Fund for Local Authority" to implement development works.
- \* Provide assistance to the "O & M Partner" to develop "Mini Workshops" in the Small Town, to carryout their repairs. This could also serve as the centre for repairs to the "Village Programmes". In addition, this workshop could act as a repair unit for individual domestic pump users, and even could be linked to national water pump producers.

### 3.5 Catchment Preservation

- \* This will be an integral part of O&M and a programme will be implemented by the "O&M Partner" together with the CBO and the recipient communities.

### 3.6 Sanitation and Health Education

- \* The Ministry of Health will be provided with resources and facilities to conduct these programme in the areas continually.

## DETAILS OF PROPOSED MANAGEMENT MODELS

Model A - Eg. Kuruwita

ACTIVITY	ROLES OF EACH ACTOR		
	CBO	LOCAL AUTHORITY	NWSDB
Operation	#		
Maintenance	#		
Monitoring		#	#
Backup Support		#	#
Development	#		#

Model B - Eg. Passara

ACTIVITY	ROLES OF EACH ACTOR		
	CBO	LOCAL AUTHORITY	NWSDB
Operation	#	#	
Maintenance		#	
Monitoring	#		#
Backup Support			#
Development	#		#

Model C - Eg. Denipitiya

ACTIVITY	ROLES OF EACH ACTOR		
	CBO	LOCAL AUTHORITY	NWSDB
Operation	#		#
Maintenance			#
Monitoring	#	#	
Backup Support			#
Development	#		#

MANAGEMENT MODEL - A

AGREEMENT FOR OPERATION MAINTENANCE, MONITORING & DEVELOPMENT  
ACTIVITIES.

CONTENTS

- \* Conditions of the Agreement
- \* Roles & Responsibilities of the CBO
- \* Roles and Responsibilities of the Local Authority
- \* Roles and Responsibilities of the NWSDB.

**A CONDITIONS OF THE AGREEMENT**

The agreement was entered on .....

The parties in the agreement are

- CBO of Kuruwita Small Town (Kuruwita Manana Sampath Sanwardene)
- PS of Kuruwita
- NWSDB, Regional O&M Office

**B ROLES & RESPONSIBILITIES OF CBO**

- 1 To provide an uninterrupted drinking water supply to the users of Kuruwita Small Town according to the standards.
- 2 To identify the O&M staff required & recruit them.
- 3 To provide the necessary training to the O&M staff and to inform the development authority regarding the training need.
- 4 To collect funds to cover O&M costs and operations.
- 5 To prepare plans to develop the Small Town Water Supply System.
- 6 To provide service connections to suit the approved standards, and procedure.
- 7 To liase and co-ordinate with the "Monitoring Agency" regarding the provision of individual service connections and extensions.
- 8 To implement a monthly auditing programme to audit the CBO activities.
- 9 The CBO to liase and co-ordinate with the local authority and NWSDB regarding the relevant issues.
- 10 The constitution of the CBO should clearly indicate the roles of local authority and NWSDB.
- 11 The CBO should recruit the staff now attached to the water supply section of Kuruwita Pradeshiya Sabha.
- 12 A yearly evaluation of the water supply programme should be undertaken by the CBO in consultation with PS, Divisional Secretary's Office and NWSDB.

13 The Divisional Secretary of the Kuruwita area has the powers to audit the CBO and the CBO should provide assistance in such cases.

14 To provide water supply facilities for emergencies, state function or a festival when requested by the PS or NWSDB.

#### **C ROLES AND RESPONSIBILITIES OF KURUWITA PRADESHIYA SABHA**

1 To monitors the sustainability of the water supply scheme.

2 To monitor the sustainability of CBO(The working committee of CBO includes Divisional Secretary, Secretary to PS and TO of PS).

3 To monitor the individual service connection procedure.

4 To monitor the quality and quantity of water produced

5 To assist the CBO is development and extension works.

6 To take over the responsibility of maintenance in the event the CBO fails to do so. (After the decision taken by CBO total membership).

7 The PS being the monitoring authority, should discuss issues with the other two parties.

8 As the water supply project provides a service to the Small Town user, the PS must take a council decision to transfer the assists to the CBO.

9 The PS should participate in the evaluation process, when requested by the CBO.

10 The PS should handover the powers vested with the PS regarding water supply to the CBO.

#### **D ROLE AND RESPONSIBILITIES OF NWSDB**

1 To assist the development programme of the water supply system after collecting data from the O&M authority and the monitoring authority.

2 To advice the CBO to obtain finances to carryout development activities.

3 To carryout effective post-evaluations on the water supply programme.



- 4 To obtain the consensus and agreement from the user communities for developments.
- 5 The regional officers of the NWSDB; both O&M division and Rural Water Supply Division, will co-ordinate with the CBO and PS.
- 6 The NWSDB has a duty to involve in the evaluation process.

MANAGEMENT MODEL - B

AGREEMENT FOR OPERATION, MAINTENANCE, MONITORING AND DEVELOPMENT ACTIVITIES

CONTENTS

- \* Conditions of Agreement.
- \* Limits of the Agreement.
- \* Roles and Responsibilities.
  - Passara Pradeshiya Sabha
  - CBO of Passara Small Town
  - NWSDB
- \* Time Period
- \* Penalties

## **A CONDITIONS OF AGREEMENT**

The agreement was extended into on .....

The parties in the agreement are

- CBO of Passara Small Town
- PS of Passara
- NWSDB, Regional O&M Office

## **B LIMITS OF THE AGREEMENT**

## **C ROLES AND RESPONSIBILITIES**

### **A Passara Pradeshiya Sabha**

- 1 To carryout all O&M related activities for the water supply scheme and to identify and recruit the necessary staff.
- 2 To establish an office and a water supply section to provide a satisfactory service to the consumers and to maintain it efficiently.
- 3 To develop and maintain a well trained staff in consultation with CBO & NWSDB to provide an effective service to the consumers. (ie. To's, Clerks, Operations, meter readers, fitters etc.).
- 4 To obtain the approval of Passara CBO when providing new individual connections and extensions.
- 5 To promote suggestions and views to resolve conflicts and issues arising when operating the system.
- 6 To ensure water quantity and quality according to the standards. The necessary records to ensure same should be maintained.
- 7 To arrange a monthly water supply committee meeting regarding the operation of the system. This should consist of members from CBO, NWSDB, Department of Health, Divisional Secretary etc.

- 8 To implement a Tariff system agreed upon with CBO & NWSDB and to develop a "Fund" to enable an efficient and effective maintenance arrangement.
- 9 To maintain a separate Account for water supply.
- 10 To implement development/improvement to the system only on the Tripartite agreement and to obtain this agreement before finalizing the development.
- 11 The agreed number of public/community standposts (with CBO) should not be increased without consulting the CBO. The users should pay for stand post water through consumer societies.
- 12 To obtain the agreement of CBO before providing water for special events.
- 13 To carry out the repairs expeditiously and effectively and to minimize the inconvenience to the public by providing alternative supplies.
- 14 To obtain support and assistance from Government and NGO for maintenance and development works.
- 15 The decisions on illegal connections, non-payment of water bills, misuse & wastage to be taken at the monthly water supply committee meeting.
- 16 To identify the Training Needs of O&M staff and to engage them in training.
- 17 To solicit support and assistance from Passara Divisional Secretary's office for
  - Participation in monthly meeting.
  - Utilizing Community Development officers
  - Registration and monitoring of CBO.
  - Assistant in catchment preservation and protection.

**B Roles & Duties of CBO**

- 1 Monitoring on the well functioning of the water supply system.
- 2 To provide support to the respective PS to provide adequate supply of good quality, and at an accepted efficiency.
- 3 To ensure participation of required members for the monthly meetings.

- 4 To provide financial and labour contributions for O&M and development when requested by PS.
- 5 To assist the PS to resolve issues connections, to illegal connection, non-payment of bills, misuse and wastages.
- 6 To provide assistance to PS when in need of skills and technical assistance which are not available with the PS, but are needed for operation and maintenance.
- 7 To obtain community support and participation to protect and preserve catchments and intakes and to assist in prevention of pollution to the intakes.
- 8 To provide assistance to the PS regarding the provision of individual service connections and extensions.
- 9 In the event that PS is unable to provide a satisfactory service to the consumers, CBO should in consultation with NWSDB and PS decide on a suitable system to continue the service.
- 10 To include provision of water supply and sanitation facilities and provision of assistance to the relevant authorities to such activities in to the constitution of the CBO.
- 11 To register the CBO to obtain the required legal status.

#### **C Roles and Duties of NWSDB**

- 1 To provide development assistance both to PS and the CBO to carry out their roles and duties.
- 2 To carry out post evaluations regarding the water supply system.
- 3 To provide guidance and support to Passara Pradeshiya Sabha regarding cadre requirement and O&M arrangement at least on a half yearly basis; by the NWSDB regional O&M Office.
- 4 To monitor the water quality of the system and to provide technical guidance on a regular basis by the NWSDB regional O&M Office. The monthly water quality surveillance to be carried out by NWSDB on cost and borne by NWSDB.

- 5 To decide the training needs of the PS to operate and maintain the system and to implement suitable training needs by the NWSDB regional training centre. This should be at no cost initially and at least annually.
- 6 The District Engineer of NWSDB to be present in the monthly water supply meeting.
- 7 To provide guidance and advice to PS regarding tariffs and Billing by the NWSDB regional O&M office.
- 8 On request of the PS, NWSDB O&M Office should provide the guidance and assistance to PS on major improvements or repair and at cost.
- 9 To monitor the intakes and sources of the water supply facility periodically to prevent pollution and the PS to bear the relevant costs.
- 10 To RWS Division of NWSDB to carry out an annual post evaluation regarding the O&M of the facilities.
- 11 A preventive maintenance programme to be implemented quarterly by NWSDB regional O&M office and only the cost of materials to be borne by the PS.
- 12 To provide the guidance on all necessary standards regarding water supply by the regional O&M Office.

#### **TIME PERIOD**

The initial period of this agreement will be for five(05) years. This agreement will be in effect from the day the three parties sign this agreement. Any changes to this agreement could be effected only with the agreement of all three parties. The agreement may be revised and ..... fresh agreement entered into by mutual agreement of all three parties.

#### **DEFAULTING**

- 1 All three parties should agree to abide by the roles and responsibilities identified.
- 2 The defaulting of this agreement will be by defaulting on the roles and responsibilities by either party.
- 3 The default of the agreement by any party will allow the other parties to instigate legal action.
- 4 The legal procedures that have to be followed in the event of default by either party is annexed to this agreement.

MANAGEMENT MODEL - C

AGREEMENT FOR OPERATION AND MAINTENANCE, MONITORING AND DEVELOPMENT ACTIVITIES

CONTENTS

- \* Condition of the Agreement
- \* Duties and responsibilities
  - Denipitiya CBO - "Udara CBO"
  - NWSDB regional O&M Office
  - Weligama PS.
- \* Consensus to the Agreement
- \* Annexures to the agreement

**A**      **CONDITIONS OF THE AGREEMENT**

- \*      Effective date .....
- \*      Relevant parties .....
- \*      Period of Agreement .....

**B**      **DUTIES & RESPONSIBILITIES**

**DUTIES & RESPONSIBILITIES OF CBO**

- 1      To implement the duties and responsibilities as indicated in Annexure 1 to this agreement for operation and maintenance of the Denipitiya water supply facility and to provide the assistance to other to parties to implement their duties.
- 2      To ensure public welfare and long tern sustainability of the water supply facility in all decisions taken regarding O&M.
- 3      To ensure that NWSDB has sole authority to take decisions regarding weligama water supply scheme, which produces the water requirement for Denipitiya.

**DUTIES & RESPONSIBILITIES OF NWSDB**

- 1      To carryout the O&M of Denipitiya water supply facility according to responsibilities in indicated in Annexure to this agreement and in accordance with the decisions taken at the community action planning process of the community proposal.
- 2      To take decisions regarding O&M to suit National requirements and as the legal owner of the water supply facility.
- 3      To provide maximum assistance to Denipitiya CBO and Weligama PS within the scope of NWSDB act and CWSSP cabinet memorandum.
- 4      To carry out post-evaluations of the system and to initiate action to achieve the programme objectives.



## **DUTIES OF RESPONSIBILITIES OF WELIGAMA PS**

- 1 To implement the duties and responsibilities of Weligama PS as indicated in Annexure to this agreement for O&M and to provide assistance to other parties to carry out their responsibilities.
- 2 As the monitoring agency for the facility, to provide improvement proposals to other partners.

## **C CONSENSUS TO THE AGREEMENT**

- 1 To maintain cordial relationship between all parties in order to achieve the long term sustainability of the facility.
- 2 To appoint the Divisional secretary of Welipitiya as the mediator, and to agree to his decisions.
- 3 The final decision on any dispute regarding the water supply facility to be taken by the National Co-ordinator of the National Steering Committee of CWSSP.

D ANNEXURES TO THE AGREEMENT

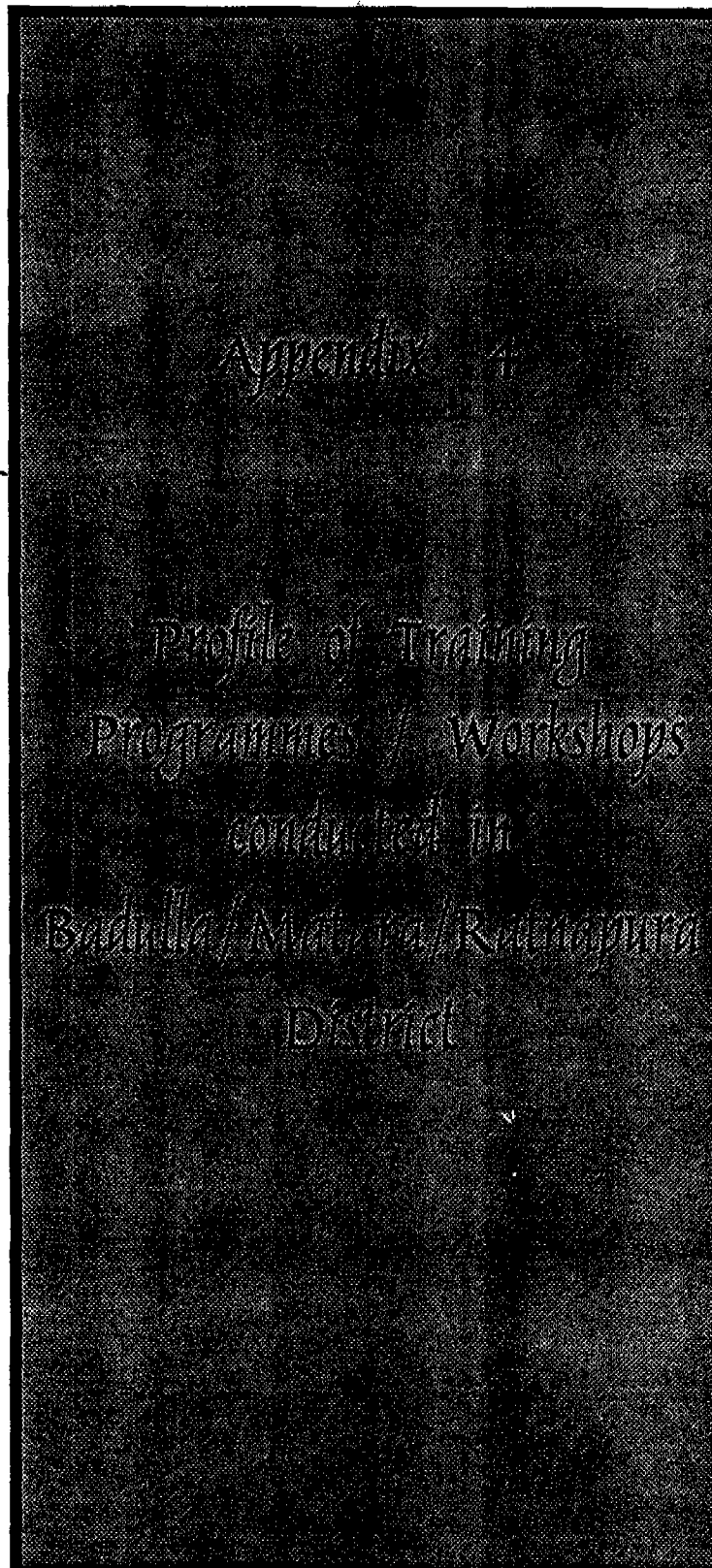
ROLES AND RESPONSIBILITIES OF EACH PARTY

ACTIVITY	ROLES AND RESPONSIBILITIES OF NWSDB	ROLES AND RESPONSIBILITIES OF CBO	ROLES AND RESPONSIBILITIES OF PS
1 To provide an effective and efficient water supply system.	Total responsibility	Support for the reduction of wastage and misuse.	Support to reduce wastage and misuse.
2 To maintain the required water quality standard.	Total responsibility	-	-
3 Provision of private service connections	a Formulating rates	a To assist NWSDB in providing service connections by in accordance with the agreed criteria.	-
	b Providing service connections according to NWSDB regulations but with the consent of the CBO.		
4 Extensions of the pipelines.	1 To decide on the technical feasibility.	1 To provide necessary user recommendation regarding the extension.  2 To decide upon the necessary user community contribution for the construction.	
	2 To provide the extension with the consent of the CBO.		

ACTIVITY	ROLES AND RESPONSIBILITIES OF NWSDB	ROLES AND RESPONSIBILITIES OF CBO	ROLES AND RESPONSIBILITIES OF PS
5 Improvements and expansions to the water supply system.	1 Suggest the improvements/expansions required	1 To obtain the necessary user contribution and support for such programme.	1 To provide assistance for such programmes.
	2 To find the funds required for such programme	2 To provide the necessary user recommendation regarding the programme.	
	3 To implement the improvements with the consent of the CBO		
6 Services for special occasions.	1 To provide such services according to NWSDB policies and in consultation with CBO/PS.	2 To come to an agreement regarding service/rates with the NWSDB.	3 To come to an agreement regarding services/rates with the NWSDB.
7 Funds and expenses	1 To prepare an O&M budget 2 To disburse funds in accordance with NWSDB regulation.	To meet the necessary expenses when required to ensure an efficient and effective water supply facility.	-
8 Auditing	1 To indulge in Auditing activities keeping in line with the NWSDB regulations.	-	-
9 Metering, Billing and distribution.	1 To decide on a suitable tariff when the costs for the system exceed the revenue	To coordinate with NWSDB to develop a suitable tariff, when the costs for the system exceeds the revenue.	1 To coordinate with NWSDB to reduce illegal connection.

ACTIVITY	ROLES AND RESPONSIBILITIES OF NWSDB	ROLES AND RESPONSIBILITIES OF CBO	ROLES AND RESPONSIBILITIES OF PS
	2 Reading of all meters and distribution and billing.		
10 Collection of revenue	1 Total responsibility for the collection of revenue	1 To coordinate with NWSDB to reduce illegal connections.	
	2 To resolve consumer complaints and problems in consultation with CBO	2 To assist NWSDB to resolve consumer problems and complaint.	
11 Disconnection of services.	1 Total responsibility for disconnection programme	1 To assist NWSDB by creating awareness among users to implement the disconnection programme	1 To assist NWSDB/CBO to implement disconnection programme.
	2 To liase with CBO before implementing the disconnection programme.	2 To assist users to pay arrears and avoid disconnection.	
12 Collection of revenue from public/community stand posts.	1 To coordinate with water consumer societies to collect revenue.	1 To formulate water consumer societies for community standposts.	1 To meet the bills for public stand post consumptions.
	2 Directly bill the consumer society for water supplied.	2 To assist the sustainability of water consumer societies.	
		3 To assist the water consumer society to reduce wastage & misuse.	
13 Personnel management	Total responsibility		
14 Training requirements	Total responsibility	To suggest the training needs	To suggest training needs

ACTIVITY	ROLES AND RESPONSIBILITIES OF NWSDB	ROLES AND RESPONSIBILITIES OF CBO	ROLES AND RESPONSIBILITIES OF PS
15 Supplies/stores management	1 Total responsibility	1 To act as a supplier to NWSDB.	
	2 To utilize CBO as a supplier wherever possible		
16 Employee welfare	1 Total responsibility	1 To have a cordial relationship with the water facility employee.	1 To have a cordial relationship with the water facility employee.
17 Inter agency coordination	1 To conduct regular meetings with the CBO and PS.	1 To takepart in the meetings regarding the water supply facilities.	1 To participate in the meetings regarding the water supply facility.
	2 To conduct regular meetings with the outside agencies	2 Good coordination with all agencies.	



**Profile of Training Programmes/Workshops Conducted**  
**from 01st January to 31st March 1996**  
**Badulla District**

Annex 3

<i>No</i>	<i>Date</i>	<i>Programme Description</i>	<i>Participants</i>	<i>Objectives</i>	<i>No of Partici.</i>	<i>Location</i>	<i>Duration</i>	<i>Total Cost</i>
01	January 01 - 04	Technical training session IV	TOs,CCIP & CSIP I	To give a technical knowlage in water supply and sanitation.	40	Attampitiya Training Center	5 days	31147.50
02	January 08 - 10	Construction management for CBO	CBO Treasure, Chairman and TOs.	How to manage construction by CBO	33	Resource Center Haliela	3 days	12386.50
03	January 10 - 12	- do -	- do -	- do -	33	- do -	- do -	24104.00
04	January 16 - 20	Technical training session V	TOs,CCIP & CSIP I		40	Srvodaya Badulla	5 days	37403.00
05	February 04 - 05	1996 Regional plan discussion	POMs & PMs (All stages)	To prepare Badulla District 1996 plan	39	Attampitiya Training Center	2 days	17764.50
06	February 05 - 07	SWSS Workshop	Principals & Teachers	TO introduce hygien education programme	26	Resources Center Haliela	3 days	13880.00
07	February 08 - 10	H. Edu. workshop (consolidation phase)	CBO members & PHIs	TO introduce hygien education (consolidation phase) module	26	- do -	3 days	19196.00

contd.

**Profile of Training Programmes/Workshops Conducted**  
**from 01st January to 31st March 1996**  
**Badulla District**

<i>No</i>	<i>Date</i>	<i>Programme Description</i>	<i>Participants</i>	<i>Objectives</i>	<i>No of Partici.</i>	<i>Location</i>	<i>Duration</i>	<i>Total Cost</i>
08	February 12 - 13	Sanitation workshop	CBO members	To introduce CWSSP sanitation programme	32	-do-	2 days	7600.00
09	February 26 - 29	O & M workshop	CF & PM CLSIP I	To introduce O & M training moduls	32	-do-	4 days	26717.50
10	March 05 - 09	Technical training session VI	TOs		40	Attampitiya Training Center	5 days	42650.00
11	March 12 - 14	Remadial workshop	CF & TOs SSIP I & LSIP I	To share field experince and solving field problems	19	Resource Center Haliela	3 days	13715.00
12	March 20 - 22	S W S Sanitation workshop	Principals & Teachers	To introduce Hygien Education programme	19	-do-	3 days	13264.00
13	March 26 - 29	M2 workshop CLSIP I	CFs CLSIP I	To introduce M2 training moduls	37	-do-	4 days	34721.50



**Profile of Training Programmes/Workshops Conducted**  
**from 01st January to 31st March 1996**  
**Matara District**

NO	Date	Duration	Title of Training Programme	Objectives	Participants		Location	Expenditure (Rs.)
					Category	No		
1	10.01.96 to 12.01.96	3 days	OM1	Introduce OM1 Module	CFs, TOS, PMs	46	Dikwella RDTC	18,856.00
2	16.01.96 to 17.01.96	2 days	C3 P3	Introduce C3 Module Introduce P3 Module	CFs TOs	15 18	Dikwella RDTC	7,115.00
3	18.01.96 to 19.01.96	2 days	C3	Introduce C3 module	CFs	20	Dikwella RDTC	5,030.00
4	24.01.96 to 25.01.96	2 days	HE/TOT	Assist responsible teacher to implement school HE programme	School trained teachers	28	Dikwella RDTC	11,460.00
5	29.01.96 to 31.01.96	3 days	OM1	Introduce O&M Module	CFs, TOs, PMs	39	Dikwella RDTC	11,390.00
6	02.02.96 to 03.02.96	2 days	C4	Introduce module C4	CFS, TOs, PMs CD group	39	Dikwella RDTC	8,950.00
7	06.02.96 to 07.02.96	2 days	P4	Introduce module P4	CFs, TOs, PMs CF 2+3 group	35	DO	7,292.50
8	08.02.96	01 day	Book keeping	Training leadership & Book keeping	CBO leaders	35	Sarvodaya Matara	5,104.50

Contd... 2

NO	Date	Duration	Title of Training Programme	Objectives	Participants		Location	Expenditure (Rs.)
					Category	No		
9	13.02.96 to 14.02.96	2 days	M2	Introduction	CFS,PM, CP 4-5	39	Dikwella RDTC	7,830.00
10	15.02.96 to 18.02.96	4 days	P1	Introduce P1 module	TOs/CP4, CF + 5 group	43	- do -	22,824.00
11	18.02.96	01 day	book keeping	Train CBO leaders on Book keeping	CBO leaders	19	- do -	2,810.00
12	23.02.96	01 day	DBO development	Train leader of CBO on book keeping	CBO Leaders	25	Kotapola	3,376.50
13	27.02.96 to 28.02.96	2 days	CBO Management	Train leaders on CBO Management	CBO Managers	41	Rabukana West	5,830.00
14	28.02.96 to 29.02.96	2 days	HE/TOT for school teachers	Train selected school teachers on SHe	Selected school teachers	15	Dikwella RDTC	7,390.00
15	07.03.96 to 09.03.96	13 days	C1	Introduce C1 Training Moduel	CFs TOs PMs	34	Dikwella RDTC	12,965.00
16	12.3.96 to 14.03.96	3 days	P2	Introduce Module P2	TOs	45	Dikwella RDTC	17,235.00

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NO	Date	Duration	Title of Training Programme	Objectives	Participants		Location	Expenditure (Rs.)
					Category	No		
17	19.03.96 to 21.03.96	3 days	Revision of Mobiliza Assessment	To introduce new approach to assess mobilization activities	Selected PO staff & CWSSP CD staff	18	Dikwella RDTC	7,424.40
18	21.03.96	1/2 day	Introduce MIS for project manager		PO managers & DO staff	25	District office Matara	455.00
19	22.03.96	1/2 day	- do -		- do -	15	- do -	385.00
20	25.03.96 to 27.03.96	3 dyas	M3	Introduce Module M3	CFs & PMs	40	Dikwella RDTC	16,863.00
21	23.03.96	1 day	P3	Introduce Module P3	TOs	45	Dikwella RDTC	4,275.00
22	30.03.96	1 day	Workshop on implementation school sub programme wi Samurdhi task force		Samurdhi officers, EOs Principals DO staff	145	Sujatha Balika Vidyalaya	16,431.25
								201,292.15

**Profile of Training Programmes/Workshops Conducted**  
**from 01st January to 31st March 1996**  
**Ratnapura District**

NO	Date	Duration	Title of Training Programme	Objectives	Participants		Location	Expenditure (Rs.)
					Category	No		
1	04.01.96	17 days	Training workshop for few engineering	To train design and construction of GWSS	Newly recruited engineers	15	RDTC/Pussella	64,169.50
2	09.01.96	4 days	Module M2 workshop	Introduce * Participatory survey * Hygiene Education * Community Action	CFs, PMs round 07	35	Parthkada Sarvodaya	27,040.00
3	29.01.96	4 days	- do -	- do -	CFs, PMs Round 08	30	Pussalla RDTC	24,672.50
4	02.02.96	3 days	Technical training P3	Preparation of 5.3 report	TOs Round 06	38	Pathakada Sarvodaya	22,305.00
5	05.02.96	5 days	Caretaker training	Model training of Trained caretakers of GWSS	Selected TOs/PMs	10	Ayagama PS	7,910.00
6	06.02.96	3 dyas	Module M3 Workshop	Introduce VSA	CFS/PMs Round 07 TOs, CFs	35	Pussella RDTC	18,418.00
7	12.02.96	3 days	Module C1 workshop	Construction management plan	CF/PM/TO	36	Pussella RDTC	22,147.00
8	24.02.96	2 dyas	Module C2 workshop	Construction tech. cons. GWSS tanks / intakes ect.	TOs round 5	28.00	Pussalla RDTC Idangoda site	10,269.00
9	23.10.96	7 daya	Caretaker Training -2	Module training of caretaker	Selected TOs/PMs	12.00	Ayagama PS site	27,869.00

NO	Date	Duration	Title of Training Programme	Objectives	Participants		Location	Expenditure (Rs.)
					Category	No		
10	26.02.96	3 days	Module M3 workshop	Introduce VSA	CFs/PMs round 5	12	RDTs/Pussella	20,534.00
11	06.03.96	2 days	Workshop on CBO Strengthening	To develop a module on CBO strengthening	CD/CD, CD PMS,CROs DTO	10	PPussalla RDTC	4,616.00
12	11.03.96	5 days	Module O & M Technic training P1	Orientation CWSSP & Introducing 5.1 report	TOs Round 7	28	Pussalla RDTC	25,370.00
13	18.03.96	5 days	Module P4 workshop	To introduce VPP process	CFs/PMs TOs, Round 7	60	Pathakada Sarvodaya	28,825.00
14	18- 19.03.96 21- 22.03.96	2 days	Hygiene Education TOT workshop	TO train teachers on HE for school programme	Teachers & principles	40	Pussella RDTC	23,420.00
15	15.03.96	1 day	Workshop BKs from POs	Introducing Account System	BKs	15	Pussella RDTC	3,150.00
16	17.03.96	1 day	Workshop on school programme through Samurdhi	To orient and plan school with Samurdhi	Samurdi Niy maka,DS, RD/EDU,DD CD,CD/sp	60	Pussalla RDTC	18,122.50
17	15.03.96	5 days	Module O Tech. training	Orientation CWSSP & introduce 5.1 report	TOs round 8	28.00	Pussalla RDTC	20,669.00
								369,506.50