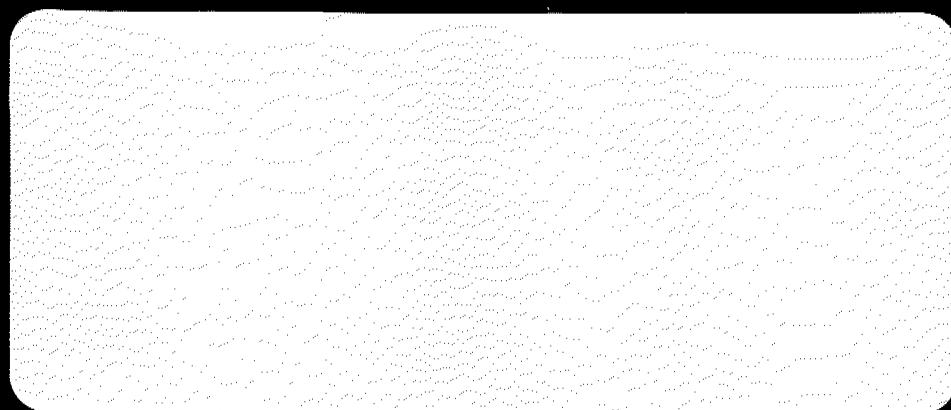


824 TZSH91



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**Rural Water and Sanitation Programmes  
Morogoro and Shinyanga Regions**

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WORKPLAN INTERIM PHASE  
SHINYANGA  
RURAL WATER AND SANITATION PROGRAMME  
JULY 1991 - JUNE 1992

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SHINYANGA, 1991

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## INTRODUCTION

As has been agreed upon between the concerned Tanzanian and Netherlands authorities the Interim Phase of the Shinyanga Rural Water and Sanitation Programme should be used to work - among other activities - on the following:

- A. the completion of the rehabilitation of water supplies in programme villages. Completion should be based on the process oriented approach, i.e. the "System Design" and "Step by Step Approach" are the guidelines for implementation;
- B. the rehabilitated water supplies should be handed over to the communities on the basis of the step by step approach;
- C. training activities that have been started especially at district level should be continued.

(Letter from Ministry of Finance, Tanzania, dd August 30, 1991)

In accordance with the above, the present "Work plan" describes all activities planned to be undertaken during the Interim Phase, July 1991 - June 1992, by the Shinyanga Rural Water and Sanitation Programme. These activities are:

1. Completion of rehabilitation activities -including handing over in all programme villages on the basis of the step-by step approach  
Shallow wells  
Piped Supplies
  2. Preparations and implementation of training programme.
- In addition, the following activities have been planned;
3. Reporting and Monitoring.
  4. Introduction of slabs for pit-latrines and low-cost VIP latrines
  5. Preparations for the development of local (regional) capacity for spare-part production and repairs of hand pumps
  6. Set-up of pilot for consumer's organizations at pump level.
  7. Building of Advisor's offices at the Regional Planning Offices in Shinyanga.

1.  
COMPLETION OF REHABILITATION ACTIVITIES INCLUDING HANDING OVER IN ALL PROGRAMME VILLAGES ON THE BASIS OF THE STEP BY STEP APPROACH

1.1.  
THE STEP-BY-STEP APPROACH

The "step-by-step approach" is a so-called process oriented approach to the implementation of programme activities.

The "step-by-step approach" within the Morogoro/Shinyanga Rural Water and Sanitation Programme has been designed with the ultimate aim:

- to develop the awareness of the villagers that they are responsible for the village's water supplies and
- to develop the villager's technical, managerial and financial capacity to maintain these supplies.
- to develop awareness among the villagers about health and sanitation related to water

In other words, the "step by step approach" aims to develop a village based system for operation and maintenance of water supplies.

Organization of the step by step approach

The total of steps to be taken from first contact with the village by the concerned government departments until final handing over of the water supplies to the villagers are fifteen. The steps sixteen and seventeen constitute follow-up and evaluation.

The organizational model (see next two pages) for the "step-by-step approach" details the sequence of each step to be taken, the objective and duration of each step, the main participants involved and the results to be obtained.

The main participants are the villagers themselves together with the officers from the Water-, Community Development- and Health departments at district level.

Participation of the villagers

In order to develop awareness and capacity among the villagers, they are required to participate in:

- decision making (which water supplies, where to be located etc.)
- planning (when the rehabilitation is to be executed, provision of funds)
- the work (digging of the wells, ring-making )
- financing (contributions to rehabilitation and construction)
- management operation and maintenance (opening bank account, appointment of Village Mechanics, Village Health Workers, Village Care takers and Village Water and Sanitation Committee, village development projects).

The steps should be taken in the sequence given. This means that, when reaching step 15, the process of setting up a system for village level operation and maintenance is nearing its completion. The water supplies can be handed over to the villagers who now are supposed to run and maintain them.

ORGANIZATIONAL MODEL FOR "STEP BY STEP APPROACH"

NR.	STEP	PARTICIPANTS	LOCATION/TIME	REQUIRED RESULTS
1.	Inform village regarding project. Selection VWSC. Collect village baseline data. Introduce CDA to village.	DCDOI-CDA	Village 3 days	Village baseline data. Agreement on village participation. Selection VWSC. Information on rehabilitation and/or extension.
2.	Tour through village. Information about village lay-out. Instruction for Surveyors.	DOI-DCDOI-DHOI DFA-CDA-HA VWSC	Village 2 days	Village lay-out. Status W/S. Instructions for survey of rehabilitation/extension.
3.	Survey.	PS/SW: Survey and Design section. CDA-DFA-HA-VWSC Villagers Particip.	Village 1 week or more	MAJI: Survey data re. existing W/S and its condition. Specifications for resp. rehabilitation and extension needed. Source test. AFYA: Existing situation sanitation (latrines, washingslabs, spillwater, water storage).
4.	Design, Costings of diff. alternatives.	MAJI: PS/SW: Survey and Design section. AFYA: MAENDELEO:	Offices 3 months	MAJI: As-built drawings/B.o.Q. and Cost-estimates of rehabilitation. Design alterations re. extension and/or source and B.o.Q. and Cost-estimates for the same to enable choice to be made. AFYA: B.o.Q. and Cost-est. for Health facilities, training and equipment. MAENDELEO: Determination of village capacity to contribute to execution of works and future O&M of W/S. Feasibility of projects to improve contributing capacity.
5.	Meeting DWC to discuss project feasibility in target villages and decide on recomm. to village.	DWC Heads of Sections concerned.	Office 2 days	Arrive at recommendations to villages on feasibility of alternatives for financing and implementation. Recommendations related to budget, personnel and material availability
6.	Inform village and discuss project and decide details.	VWSC DOI-DCDOI-DHOI DFA-CDA-HA Village meeting	Village 3 days	Project determination. Agreement on contribution (finance, manpower) Tentative setting of implementation schedule (availability of village participation for project)
7.	Ajustments to design, costings and planning in relation to village decisions.	MAJI: PS/SW: Survey and Design section. AFYA: MAENDELEO:	Offices 2 months	Finalization village project design.

ORGINIZATIONAL MODEL FOR "STEP BY STEP APPROACH"

NR.	STEP	PARTICIPANTS	LOCATION/TIME	REQUIRED RESULTS
8.	Planning, budgetting and source determination of project requirements.	District Departments DWC-D Council Regional Departments RWC-RDC Donor allocation Budget cycle	Offices 3 months	Planning for implementation at various levels. Financing at various levels. Ordering of materials and project-ion of availability at site.
9.	Village meeting: Inform on final approval of project, planning of execution, village parti-cipation requirements, village contribution. Training and implementation schedule.	VWSC DOI-DCDOI-DHOI DFA-CDA-HA Village Government Village meeting	Village 4 days	Agreement on schedules of implementation and village participation (village labour, contribution, etc.) Selection criteria for VM/SA-VCT's Job description and appointment arrangements.
10.	Appointment VM/SA-VCT's for on the job training	VWSC-Village Govt.	Village	Availability VM/SA and VCT's
11.	Execution of project	MAENDELEO/MAJI/AFYA DFA-(DOI) HA-HW-(DHOI) DCDOI-DOI-DHOI VM/SA-HW-(HA) VWSC (CDA-HA-HW)	Village ( ) 1x per week ( ) 1x per week	Implementation rehab./extension Training VM/SA-VCT's (on the job) Training VM/SA-VCT's (Health asp.) Training VWSC Training villagers in health asp. Implementation village projects for additional income, implementation Health and Sanitation projects. Survey + design of as-built drawings
12.	Review maintenance proce-dures of O&M with VWSC.	CDOI-DOI-DHOI DFA-CDA-HA	Village 2 days	Schedules for procedures. Spares provision. District assistance. Monitoring and administration.
13.	Implementation of formal training course VM/SA and VCT's.	DOI-DISTR.MAINT.UNIT DFA-HA-DHOI	District Village	Completion of training VM/SA,VCT's.
14.	Establish and formalise users by-laws on water use and sanitation.	VWSC DCDOI-DHOI CDA-HA	Village District	By-laws to regulate village contri-bution to O&M.
15.	Hand-over of W/S to village	DWC DOI-DCDOI-DHOI DFA-HA-CDA Village meeting	Village 1 day	Village government signs the documents.
16.	Follow-up on: Health projects Village Dev. projects O&M of watersupply	DFA-CDA-HA	Village monthly 2 days	Monitoring and assistance in progress made.
17.	Evaluation	DWC	Village 2 days	Successes and shortcomings of system set-up and recommendations for improvement.

1.2.

## INTRODUCTION TO THE PLANNED ACTIVITIES IN ALL PROGRAMME VILLAGES IN SHINYANGA REGION ACCORDING STEP BY STEP APPROACH

The aim of the Interim Phase is to hand over all 68 programme villages as per first of July 1992 with the condition that the system for village level Operation & Maintenance has been successfully completed.

The guideline for completion of the outstanding activities is the "step-by-step approach" which has been the basis for programme implementation throughout.

In almost all villages, the steps which remain to be taken in order to reach the aim of handing over, concern:

- surveying (STEP 3)
- village meeting (STEP 9)
- rehabilitation and construction (STEP 11)
- training (STEP 13)
- formulation and approval of by laws (STEP 14).

### Step 3 Surveying

During the Interim phase the main surveying activities concern the identification of new sites for the construction of wells. A total of 24 villages have to be surveyed.

### Step 9 Village meeting

In most programme villages meetings have been held. However, since villagers are required to participate in and contribute to the construction and rehabilitation works and since in quite some villages a time lag of more than one year occurred between initial mobilization and physical rehabilitation and construction, some of the activities of the Community Development department have to be repeated. This is mainly step 9, focusing on meetings with the villagers to settle among other things the villages' contributions and other participation requirements.

### Step 11 Rehabilitation and construction

In 14 of the 68 programme villages rehabilitation has already been completed. In the remaining 54 villages rehabilitation, including new construction, is going on. The table below presents numbers of wells which have been rehabilitated and constructed during a three year period (1.7.1988 - 30.06.1991) and the planned number of wells for the Interim Phase (1.7.1991 - 30.06.1992) for all districts.



Table 1:

Completed and planned rehabilitation and construction of wells  
in Shinyanga Region

District	Completed Period 1.7.1988-30.6.1991		Planned Period 1.7.1991-30.06.1992		
	No. of wells rehabil.	constr.	No. of wells rehabil.	constr.	
Shinyanga Rural	43	-	31	10	
Bariadi	25	20	27	9	
Maswa	43	8	22	11	
Meatu	25	-	6	6	
Kahama	41	-	19	15	
Shinyanga Region	Total	177	28	105	51

Step 13 Training

All Village Mechanics/Scheme Attendants and Village Care Takers have already been trained in their respective areas of work. Their training, however, is considered to be completed only when the rehabilitation/construction of water supplies has been completed. The training of local craftsmen is considered to be an ongoing process until final handing-over.

Step 14 Formulation and approval of bylaws

The formulation of by-laws is done by the villages in consultation with the Department for Community Development. The by laws enable the villages to enforce proper behaviour upon the villagers around the water supplies.

Most of the District Councils still have to approve the village by-laws. Preferably standard by-laws be established, if necessary villages can add special considerations.

In most of the villages the Village Care Takers have to be trained on the use of the by-laws.

Conclusion

The mobilization of the villagers together with the rehabilitation and construction of the wells constitute the main outstanding programme steps in terms of planning and time inputs during the Interim Phase.

When comparing the number of wells which have been rehabilitated during a period of three years and those planned for a period of one year only, the conclusion must be drawn that the rehabilitation and construction of wells will have to be planned very carefully in close cooperation between the Water- and the Community Development Departments in order to reach the aim of handing over.

#### Other activities

In addition to the activities related to the step by step approach, in all districts, the following has to be prepared.

1. An official policy paper needs to be made by all the districts informing the villages where and which spare parts for pumps and piped schemes are available
2. A contract format has to be drawn up in which the district and the village concerned agree upon the terms of handing over. This is a contract which stipulates the number and the condition of the water supplies; in which the village commits itself for the responsibility of operation and maintenance and the district commits itself for a certain level of assistance (technical, financial, monitoring, follow up).

#### 1.3. PIPED SCHEMES

The activities to rehabilitate piped schemes in Shinyanga Region presently take place in two villages only. These are Luguru in Bariadi district and Ibanza in Shinyanga Rural District.

Luguru scheme is operational but for only 20% of it's capacity due to lack of fuel. During the Interim Phase it is planned to raise the level of village participation through mobilization by the Community Development Department.

Ibanza piped scheme still needs to be electrified which is indeed planned for the Interim Phase.

Two more schemes are under study for rehabilitation. These are Isaka in Kahama district and Malampaka in Maswa district.

The work planned during the Interim Phase is to complete source tests, designs and cost estimates both for rehabilitation and operation and maintenance.

Furthermore, responsibility for operation and maintenance will be discussed at length between the district authorities and the villages concerned.

Implementation of the works is envisaged not to take place before the next phase of the programme.

1.4.  
PLANNED ACTIVITIES PER DISTRICT FOR ALL PROGRAMME VILLAGES  
ACCORDING STEP BY STEP APPROACH

Planning of the work in the villages

Each of the districts in Shinyanga has prepared a detailed planning covering the whole Interim Phase (July 1991 - July 1992) for each programme village, on a weekly basis.

Most of the rehabilitation and construction activities for wells are planned during the months of August, September and October, which is the dry season.

This should be so, since the construction of wells is hardly possible during the rainy season. Also, villagers can best participate in well making during the dry spell of the agricultural season since their labour is not required for cultivation.

During the first 6 months of 1992, training activities have been planned for all programme implementors, from district to village level. Training activities will be elaborated upon under the heading "Training".

### 1.4.1. SHINYANGA RURAL DISTRICT

#### Status quo of programme implementation as per 30.06.1991

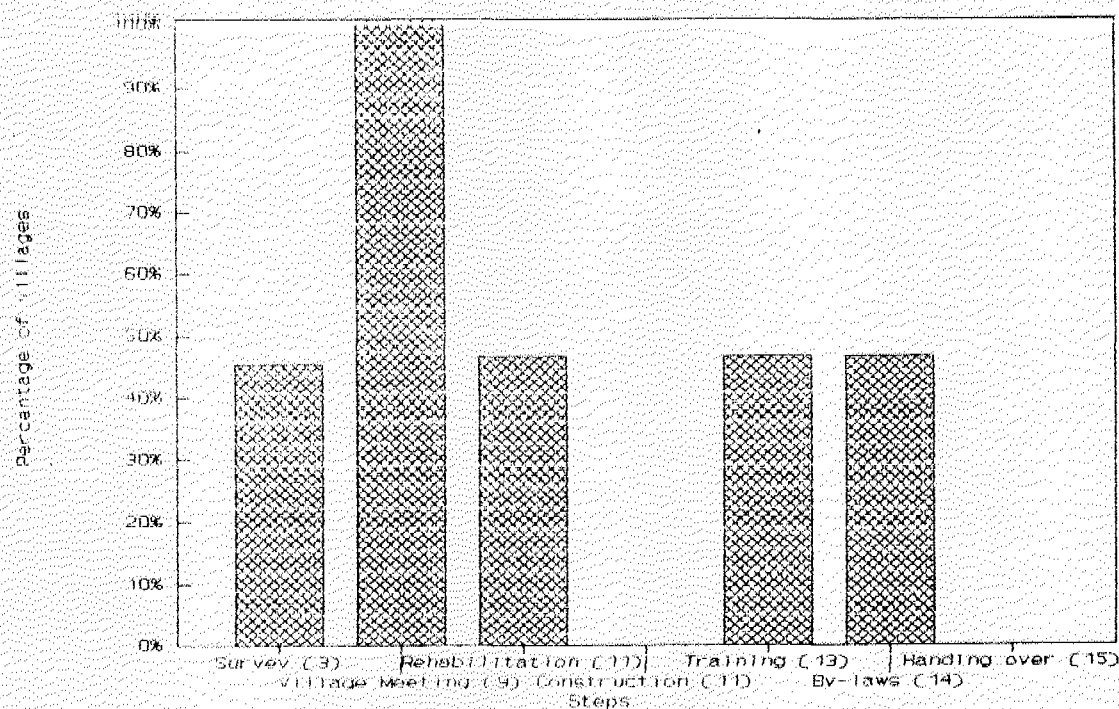
The number of programme villages in Shinyanga Rural District amounts to sixteen (16). In fifteen villages activities are concentrated on the rehabilitation and construction of wells. In one village the rehabilitation of a piped scheme is nearing completion.

Histogram 1 (see below) presents the status quo on the implementation of the programme recorded as percentages of villages which have completed a certain step. A percentage of 100 means that a certain step has been completed in all programme villages which had planned for that step. Surveying and construction have been planned in 11 out of the 15 programme villages only.

The histogram covers the period 1.7.1988 until 30.06.1991.

Recorded are 6 out of the 17 steps. These steps have been selected on the basis of the work which is still to be done, i.e. the other steps are completed in all villages or relate to follow-up activities after handing over.

The histogram shows that surveying has been done in 45% of the villages but construction of new wells has not yet taken off. Mobilization of the villagers has been done in all 15 villages. Rehabilitation and the related training has been accomplished in 45% of all 15 villages. In terms of number of wells: 43 wells out of the planned 74 have been rehabilitated (58%) in the recorded period.



Histogram 1: Status quo on implementation of the programme as per 30.6.1991

### Summary of planned activities

The planning of the activities for the Shinyanga Rural villages follows the above presented status quo.

#### Shallow wells

The activities for the rehabilitation of shallow wells will take place in fifteen (15) villages and are focused on 6 steps which are: the mobilization of the villagers, surveying, rehabilitation and construction, training, formulation and approval of by-laws and handing over.

In total a number of 31 wells are to be rehabilitated and 10 wells to be constructed.

#### Piped scheme

It is aimed to finalize the rehabilitation of one piped scheme in Ibanza village.

#### Health

In a number of villages low-cost VIP latrines will be constructed in addition to the introduction of an oval slab to improve local pit-latrines.

Details on planning per village are presented in Tabel 2 on the next page.

TABLE 2: PLANNED ACTIVITIES SHINYANGA RURAL DISTRICT VILLAGES INTERIM PHASE JULY 1991 - JULY 1992

VILLAGE	ACTIVITIES								
	Step 3 SURVEY	Step 9 VILLAGE MEETING	Step 10 REHABILITATION		Step 11 CONSTRUCTION		Step 12 REVIEW O&M PROCED.	Step 13 TRAINING	Step 14 BY-LAWS WATER ACCOUNT
			Wells Done (1)	Wells Planned	Wells Done (1)	Wells Planned			
SHALLOW WELLS									
1 Jomu			10				XX		
2 Mwarukanga	XX	XX	3	2	1		XX	XX	XX
3 Kituli	XX	XX		4			XX	XX	XX
4 Mishepo		XX	2	3	1		XX	XX	
5 Sumbigu			4						XX
6 Masekelo			4				XX	XX	XX
7 Tindenhulu	XX	XX	4		1		XX	XX	XX
8 Igalamya	XX	XX	1		1		XX	XX	XX
9 Manyada	XX	XX		3	1		XX	XX	XX
10 Ngaganulwa		XX	5	5	1		XX	XX	
11 Singita		XX		8	1		XX	XX	XX
12 Ishinabulandi		XX	6		1		XX	XX	
13 Isela	XX	XX	4		1		XX	XX	
14 Idodoma				2	1		XX	XX	XX
15 Nhumbili		XX		4			XX	XX	XX
PIPED SUPPLY									
16 Ibanza		XX	7 (2)	4 (2)			XX	XX	XX
	Work still to be done		1 Electrification 2 Pump house has to be finished 3 Slabs for the Domestic Water Points						

(1) Rehabilitation or construction completed in the period 1.7.1988 - 30.6.1991

(2) Domestic Water Points

## 1.4.2. BARIADI DISTRICT

Status quo of programme implementation as per 30.06.1991

The number of programme villages in Bariadi District which have planned the rehabilitation of wells amounts to thirteen (13); in one village the rehabilitation of a piped scheme is nearly finished.

Histogram 2 (see below) presents the status quo on the implementation of the programme recorded as percentages of villages which have completed a certain step. A percentage of 100 means that a certain step has been completed in all programme villages which had planned for that step. Surveying and construction of new wells has been planned in 11 of the 13 villages only.

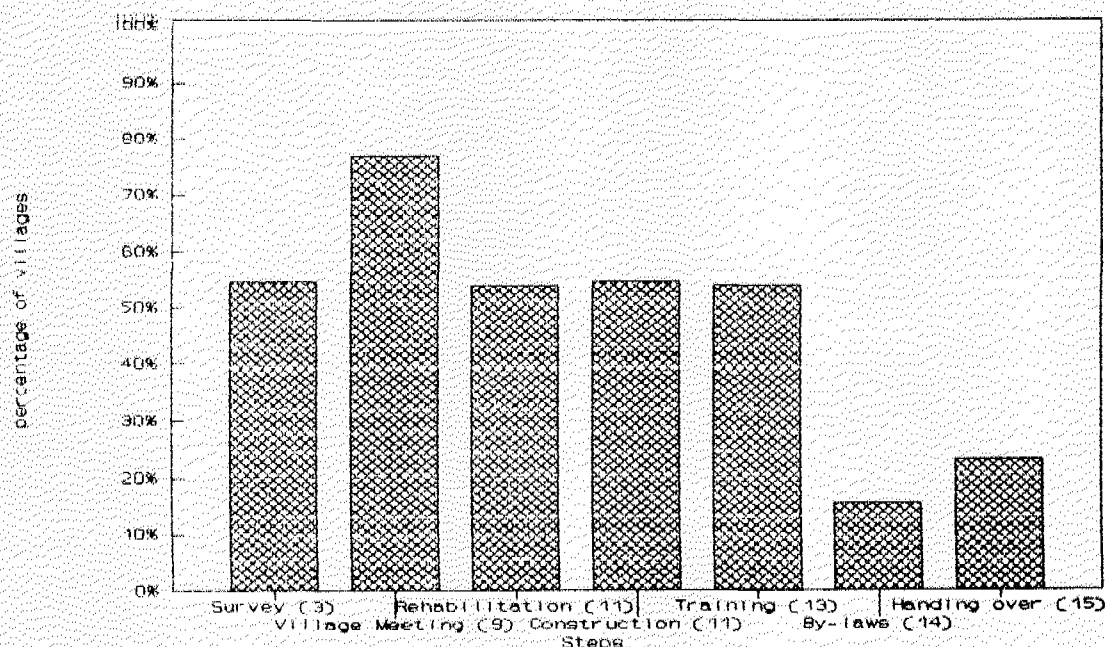
The histogram covers the period 1.7.1988 until 30.06.1991.

Recorded are 6 out of the 17 steps (see histogram). These steps have been selected on the basis of the work which is still to be done, i.e. the other steps are completed in all villages or relate to follow-up activities after handing over.

From the histogram it can be concluded that in Bariadi around 55% of the programme villages have completed surveying, rehabilitation and construction and related activities like training. Mobilization has been done in nearly 80% of the villages. By far most of the villages have not yet approved the by-laws.

It is remarkable that in Bariadi, relatively, as many villages have completed construction than rehabilitation. This is remarkable because construction requires on average 4 to 5 times the time inputs for rehabilitation. In Bariadi then, villages have completed more construction than any of the other districts.

In terms of wells: in Bariadi 25 out of 52 planned wells have been rehabilitated (48%) and 20 out of the 29 planned wells have been constructed (68%) during the period 1.07.1988 - 30.06.1991.



Histogram 2: Status quo on implementation of the programme as per 30.6.1991

### Summary of planned activities

The planning of the activities for the Bariadi villages follows the above presented status quo.

### Shallow wells

The activities will take place in thirteen villages and are concentrated on 6 steps including handing over. These steps are the mobilization of the villagers, surveying, rehabilitation and construction, training and formulation and approval of bylaws.

In total a number of 27 wells are to be rehabilitated and 9 wells to be constructed.

### Piped scheme

In Luguru village one piped scheme is operational. Village meetings are to be re-planned to discuss operation and maintenance of the scheme.

### Health

In a number of villages low-cost VIP latrines will be constructed in addition to the introduction of an oval slab to improve local pit-latrines.

Details on planning per village are presented in Table 3 on the next page.



TABLE 3: PLANNED ACTIVITIES BARIADI DISTRICT VILLAGES INTERIM PHASE JULY 1991 - JULY 1992

VILLAGE	ACTIVITIES								
	Step 3 SURVEY	Step 9 VILLAGE MEETING	Step 11 REHABILITATION		Step 11 CONSTRUCTION		Step 12 REVIEW O&M PROCED.	Step 13 TRAINING	Step 14 BY-LAWS WATER ACCOUNT
			Wells Done (1)	Wells Planned	Wells Done (1)	Wells Planned			
SHALLOW WELLS									
1 Old Maswa Handed over			5		3				XX
2 Nyakabindi		XX		2			XX	XX	XX
3 Bupandagila	XX	XX		4	1		XX	XX	XX
4 Ikungulya - bushashi	XX	XX		8	2		XX	XX	XX
5 Sagata Handed over			1		3				
6 Laimi Handed over			1		3				
7 Mwarntani		XX		2			XX	XX	XX
8 Gasuma	XX	XX		4	1		XX	XX	XX
9 Igaganulwa Handed over			12		3				XX
10 Mwakibuga	XX	XX	2		2		XX	XX	XX
11 Ngalla Handed over			2		3				XX
12 Mwanzoya Handed over			2		5				XX
13 Mbiti	XX	XX		7	3		XX	XX	XX
PIPED SUPPLY									
14 Luguru		XX	9 (2)	1 (2)			XX	XX	XX

(1) Rehabilitation or construction completed in the period 1.7.1988 - 30.6.1991

(2) Domestic Water Points

### 1.4.3. MASWA DISTRICT

Status quo of programme implementation as per 30.06.1991

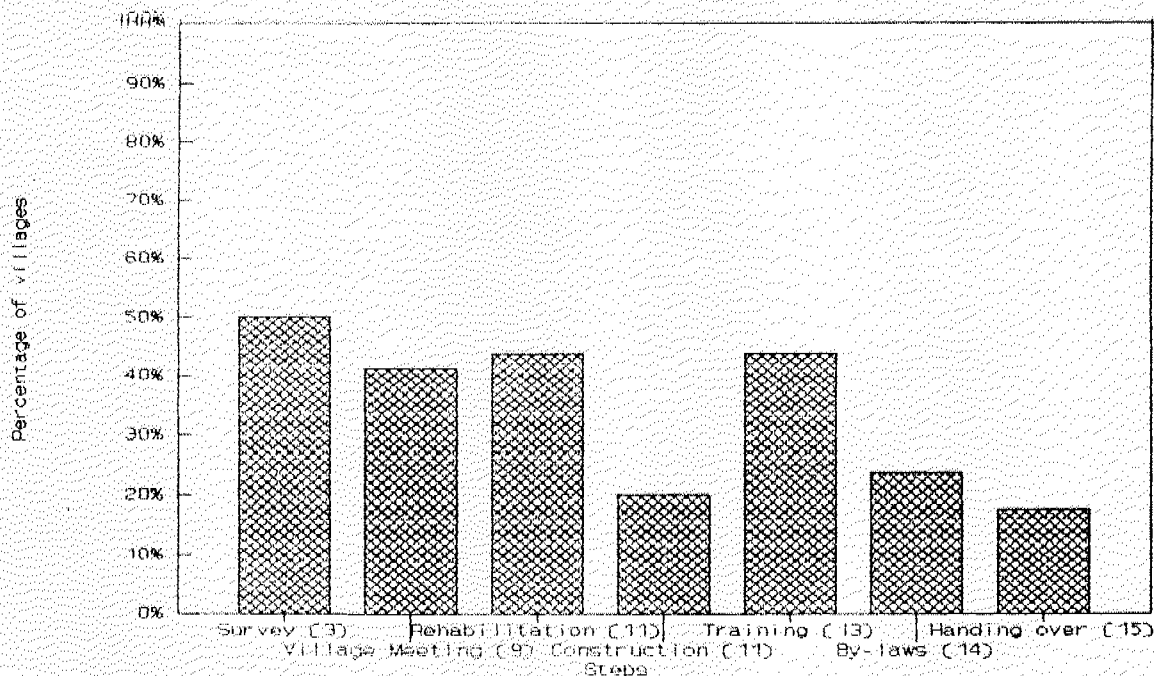
The number of programme villages in Maswa District amounts to seventeen (17).

Histogram 3 (see below) presents the status quo on the implementation of the programme recorded as percentages of villages which have completed a certain step. A percentage of 100 means that a certain step has been completed in all programme villages which had planned for that step. Surveying and construction have been planned in only 11 out of the 17 villages.

The histogram covers the period 1.7.1988 until 30.06.1991.

Recorded are 6 out of the 17 steps (see histogram). These steps have been selected on the basis of the work which is still to be done, i.e. the other steps are completed in all villages or relate to follow-up activities after handing over.

From the status quo as per 30.6.1991 it can be concluded that a little more than 40% of the villages in Maswa District completed the rehabilitation of their wells and related activities like mobilization and training. In nearly 20% of the villages the construction of new wells has been accomplished but in 50% of the villages the surveying for new well sites has already been done. In terms of numbers of wells: in Maswa 43 out of the planned 65 wells have been rehabilitated (66%) and 8 out of the planned 19 wells have been constructed (42%) during the recorded period.



Histogram 3: Status quo on implementation of the programme as per 30.6.1991

#### Summary of planned activities

The planning of the activities for the Maswa villages follows the above presented status quo.

#### Shallow wells

The activities will take place in seventeen programme villages and are concentrated on 6 steps excluding handing over. These steps are the mobilization of the villagers, surveying, rehabilitation and construction, training and formulation and approval of bylaws.

In total a number of 22 wells are to be rehabilitated and 11 wells to be constructed.

#### Piped scheme

During the Interim Phase one piped scheme will be under study (Malampaka). Source-test, design and cost estimates will have to be prepared. It is not expected that this scheme can take off during the Interim Phase.

#### Health

In a number of villages low-cost VIP latrines will be constructed in addition to the introduction of an oval slab to improve local pit-latrines.

Details on the planning per village are presented in Table 4 on the next page.

TABLE 4: PLANNED ACTIVITIES MASWA DISTRICT VILLAGES INTERIM PHASE JULY 1991 - JULY 1992

VILLAGE	ACTIVITIES								
	Step 3 SURVEY	Step 9 VILLAGE MEETING	Step 11 REHABILITATION		Step 11 CONSTRUCTION		Step 12 REVIEW O&M PROCEED.	Step 13 TRAINING	Step 14 BY-LAWS WATER ACCOUNT
			Wells Done (1)	Wells Planned	Wells Done (1)	Wells Planned			
SHALLOW WELLS									
1 Budekwa Handed over			5	1	3				XX
2 Bugakama	XX	XX	3	1		1	XX	XX	XX
3 Masanwa		XX	3				XX		XX
4 Seng'wa	XX	XX			2	2	XX	XX	XX
5 Bukangilija Handed over		XX	4			2	XX	XX	XX
6 Ilamata		XX	2	2			XX	XX	XX
7 Kulimi	XX	XX	1			1	XX	XX	XX
8 Malampaka		XX		3			XX	XX	XX
9 Ipililo		XX		7			XX	XX	XX
10 Mwashegeshi		XX	2			2	XX	XX	XX
11 Senani		XX	5			1	XX	XX	XX
12 Nguliguli Handed over			6		3				
13 Isulilo		XX		4			XX	XX	XX
14 Njlapanda			4	1			XX	XX	XX
15 Kadoto Handed over	XX	XX	7			1	XX	XX	XX
16 Mwang'anda	XX	XX	1			1	XX	XX	XX
17 Shishiyu		XX		3			XX	XX	XX
PIPED SUPPLY									
Malampaka (Village No. 8 above)		XX					XX	XX	XX
	First action:		Borehole testing						

(1): Rehabilitation and construction completed in the period 1.7.1988 - 30.6.1991

#### 1.4.4 MEATU DISTRICT

Status quo of programme implementation as per 30.06.1991

The number of programme villages in Meatu District amounts to eight (8).

Histogram 4 (see below) presents the status quo on the implementation of the programme recorded as percentages of villages which have completed a certain step. A percentage of 100 means that a certain step has been completed in all the programme villages which had planned for that step. Surveying and construction have been planned in 6 of the 8 programme villages.

The histogram covers the period 1.7.1988 until 30.06.1991.

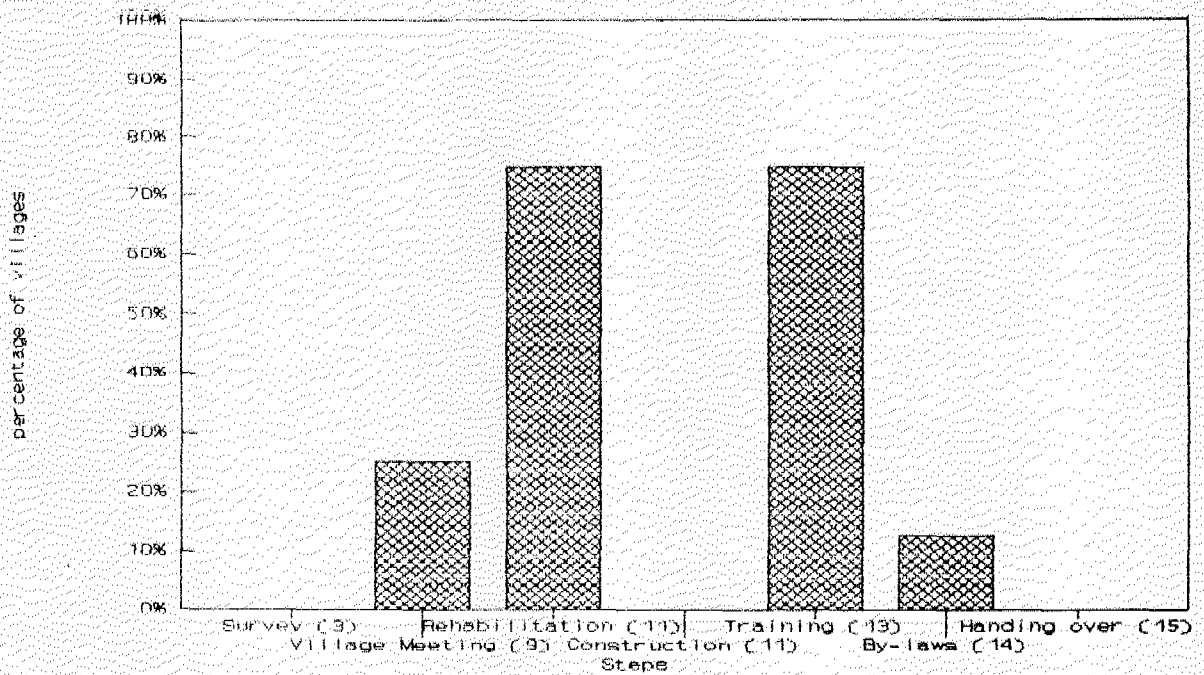
Recorded are 6 out of the 17 steps (see histogram).

These steps have been selected on the basis of the work which is still to be done, i.e. the other steps are completed in all villages or relate to follow-up activities after handing over.

From the histogram it can be concluded that in Meatu 75% of the villages have completed the rehabilitation of wells and training activities. Surveying and construction activities have not yet taken off (due to lack of equipment).

In terms of number of wells: in Meatu 25 out of the planned 31 wells have been rehabilitated (81%).

Mobilization, strangely enough, lags far behind the implementation of the physical works: in 20% of the villages only meetings have been held.



Histogram 4: Status quo on implementation of the programme as per 30.6.1991

### Summary of planned activities

The planning of the activities for the Meatu villages follows the above presented status quo.

### Shallow wells

The activities will take place in eight (8) programme villages and are concentrated on 6 steps including handing over. These steps are the mobilization of the villagers, surveying, rehabilitation and construction, training and formulation and approval of bylaws.

In total a number of 6 wells are to be rehabilitated and 6 wells to be constructed. Surveying activities will take place in 6 villages.

### Health

In a number of villages low-cost VIP latrines will be constructed in addition to the introduction of an oval slab to improve local pit-latrines.

Details on planning per village are presented in Table 5 on the next page.

TABLE 5: PLANNED ACTIVITIES MEATU DISTRICT VILLAGES INTERIM PHASE JULY 1991 - JULY 1992

VILLAGE	ACTIVITIES								
	Step 3 SURVEY	Step 9 VILLAGE MEETING	Step 11 REHABILITATION		Step 11 CONSTRUCTION		Step 12 REVIEW O&M PROCEED	Step 13 TRAINING	Step 14 BY-LAWS WATER ACCOUNT
			Wells Done (1)	Wells Planned	Wells Done (1)	Wells Planned			
SHALLOW WELLS									
1 Bulyashi			8						XX
2 Mwagwila	XX	XX		2		1	XX	XX	XX
3 Mwamisheli	XX	XX	3			1	XX	XX	XX
4 Mwambegwa	XX	XX		4		1	XX	XX	XX
5 Mwabusalu			7						XX
6 Mwandoya	XX	XX	1			1	XX	XX	XX
7 Kisesa	XX	XX	4			1	XX	XX	XX
8 Lubiga	XX	XX	2			1	XX	XX	XX

(1) Rehabilitation or construction completed in the period 1.7.1988 - 30.6.1991

### 1.4.5. KAHAMA DISTRICT

#### Status quo of programme implementation as per 30.06.1991

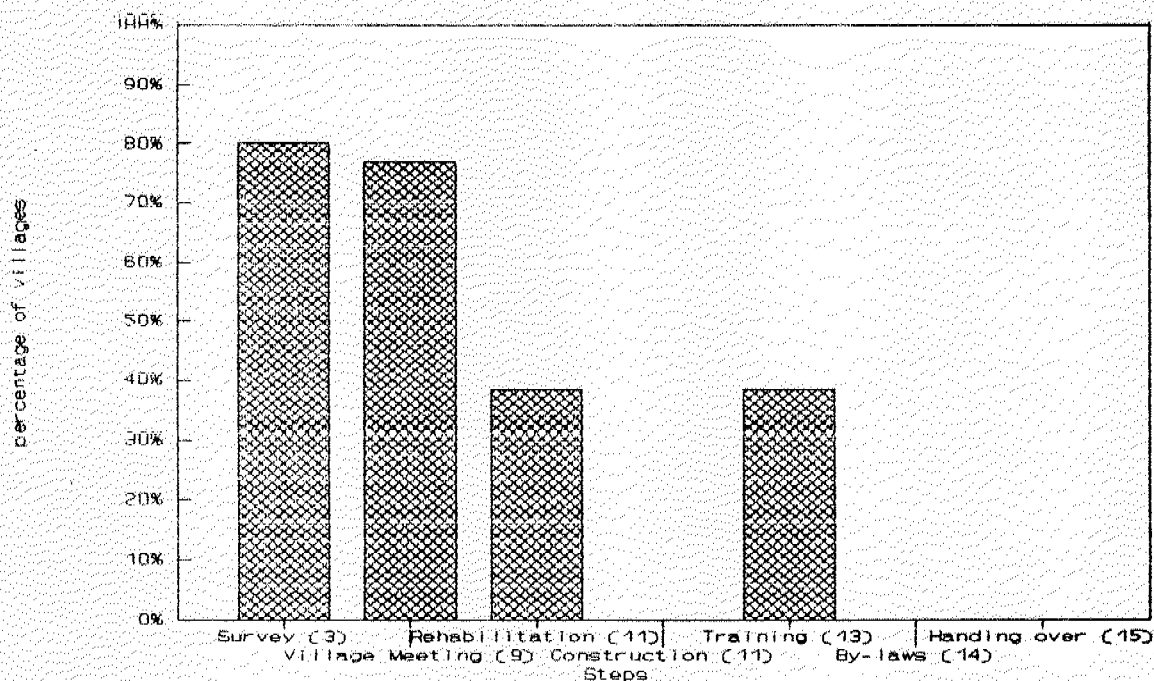
The number of programme villages in Kahama District amounts to fifteen (15); in thirteen (13) villages shallows are being rehabilitated and in two (2) villages a piped scheme is planned to be rehabilitated.

Histogram 5 (see below) presents the status quo on the implementation of the programme recorded as percentages of villages which have completed a certain step. A percentage of 100 means that a certain step has been completed in all 13 programme villages (shallow wells) which had planned for that step. The activities surveying and construction have been planned in 10 of the 13 villages only.

The histogram covers the period 1.7.1988 until 30.06.1991.

Recorded are 6 out of the 17 steps (see histogram). These steps have been selected on the basis of the work which is still to be done, i.e. the other steps are completed in all villages or relate to follow-up activities after handing over.

The histogram shows that the construction of wells has not yet taken off during the recorded period. However, in 80% of the villages the survey in preparation of the construction has already been done. Also, in nearly 40% of the villages rehabilitation of wells and related training have been finalized. In terms of number of wells, 41 out of the 60 planned wells in all 13 villages have been rehabilitated (68%). Mobilization activities in Kahama villages are ahead of rehabilitation and construction work.



Histogram 5: Status quo on implementation of the programme as per 30.6.1991



### Summary of planned activities

The planning of the activities for the rehabilitation of shallow wells in the Kahama villages follows the aforementioned status quo.

#### Shallow wells

The activities will take place in thirteen programme villages and are concentrated on 6 steps excluding handing over. These steps are the mobilization of the villagers, surveying, rehabilitation and construction, training and formulation and approval of by-laws.

In total a number of 19 wells are to be rehabilitated and 15 wells to be constructed.

#### Piped supply

The rehabilitation of a piped scheme for two villages (Isaka) is under study. Source test, designing and cost estimates are planned to be done during the Interim Phase.

#### Health

In a number of villages low-cost VIP latrines will be constructed in addition to the introduction of an oval slab to improve local pit-latrines.

Details per village are presented in Table 6 on the next page.

TABLE 6: PLANNED ACTIVITIES KAHAMA DISTRICT VILLAGES INTERIM PHASE JULY 1991 – JULY 1992

VILLAGE	ACTIVITIES								
	Step 3 SURVEY	Step 9 VILLAGE MEETING	Step 11 REHABILITATION		Step 11 CONSTRUCTION		Step 12 REVIEW O&M PROCED.	Step 13 TRAINING	Step 14 BY-LAWS WATER ACCOUNT
			Wells Done (1)	Wells Planned	Wells Done (1)	Wells Planned			
SHALLOW WELLS									
1 Busangi			4		3		XX	XX	XX
2 Ngaya		XX		4			XX	XX	XX
3 Nyamigege		XX	1	2			XX	XX	XX
4 Kinamapula		XX	6		1		XX	XX	XX
5 Igunda	XX	XX	4	2	1		XX	XX	XX
6 Iboja			1	2			XX	XX	XX
7 Ifunde		XX	6		2		XX	XX	XX
8 Lowa		XX	1	4	1		XX	XX	XX
9 Ihashi			4	2	2		XX	XX	XX
10 Kitwana	XX	XX	3	1	1		XX	XX	XX
11 Busoka		XX	4		1		XX	XX	XX
12 Malunga		XX	5		1		XX	XX	XX
13 Sungamile		XX	2	2	2		XX	XX	XX
PIPED SUPPLY									
14 Itogwanholo		XX					XX	XX	XX
15 Ntunguru		XX					XX	XX	XX
<p>One scheme for two villages. The design has been prepared. Due to considerable time lag between first step and the finalization of the design it is necessary to repeat all steps. First of all the bore-hole will be tested on it's capacity.</p>									

(1) Rehabilitation or construction completed in the period 1.7.1988 – 30.6.1991

2.  
**COMMUNITY DEVELOPMENT: SETTING UP A PILOT FOR CONSUMER'S ORGANIZATION AT PUMP LEVEL**

Within the Shinyanga Rural Water and Sanitation Programme the beneficiaries of the water supplies are organized at village level. The Village Water and Sanitation Committee is in charge of the day to day operation and maintenance of all water supplies available in the village.

The concept is based on the assumption that solidarity and social control are still prevalent in the village. For instance, it is assumed that the costs of maintenance of a certain well will be shared by all villagers and not by the users of that particular well only. Also, it is assumed that social control will be an effective instrument for controlling people's behaviour and thus contribute to long-term upkeep of the wells.

This concept might be viable in a village. In the District Headquarters in Shinyanga Region this concept cannot be effective. The District Headquarters are rural settlements, but quite different from the surrounding villages. Being an administrative centre, foreigners from other parts of Tanzania have come to settle here; the number of inhabitants is growing faster than in an average village; visitors flock in for all type of businesses. The conclusion is that many of the inhabitants of the District Headquarters are not familiar with each other like it can be expected in the villages.

The District Headquarters, Maswa, Bariadi, Mwanhuzi (Meatu) and Kahama in Shinyanga Region, fall within the sphere of operation of the Shinyanga Rural Water and Sanitation Programme i.e. the rural area's.

In all four headquarters, wells and pumps have been installed in the past and quite a number of them need to be rehabilitated. All District Headquarters avail of piped schemes which are partly under rehabilitation/extension (Maswa), partly not functioning satisfactorily (Kahama, Mwanhuzi).

So far, the rehabilitation of both wells and piped schemes have not been part of the programme's action plan. The main reason being that the concept of village level operation and maintenance which is used in the programme is possibly not fit for the social environment prevailing in the District headquarters. The need for rehabilitation of the water supplies in the district headquarters obviously is very high.

Following the main objective of this programme, however, proper operation and maintenance of the rehabilitated supplies should be guaranteed. For that matter, the consultant advised that operation and maintenance should be arranged for every water supply separately, i.e. the users of a certain water supply should organize themselves. In addition it was advised that consumers of water supplies should pay for the water in order to guarantee financing of operation and maintenance.

So far this idea has been discussed with the District authorities of Meatu district. In order to have a pilot project on this type of organization for operation and maintenance, the full support of the Regional Water and Sanitation Committee and the District Council is required.

It is planned that during the Interim Phase this idea will be further developed with the regional and district authorities concerned and after ample consultation with the beneficiaries. The proposal is to start in Mwanhuzi (Meatu), where the water problem is most urgent.

### 3. HEALTH: PROMOTION OF IMPROVED SANITATION FACILITIES IN THE VILLAGES

During the Interim Phase promotion activities to improve local (village) sanitation facilities will concentrate on:

1. introduction of oval slab to improve pit-latrines;
2. introduction of low-cost VIP-Latrines.

#### ad 1) Oval Slab for Pit-Latrine

This activity has already started as a pilot project in the district of Meatu - as per June 1991. The arrangement is that villagers who are interested provide the construction materials for the slab. The Health Assistants and the Village Health Workers will construct the slab under supervision of the District Health Officer. The mould for slab making (locally made) and training of the Health Officers and Village Health Workers of Meatu have been provided under the programme.

During the Interim Phase it is planned to closely monitor this pilot and after evaluation to introduce this activity to the districts of Shinyanga Rural, Maswa, Bariadi and Kahama.

#### ad 2) Low-cost VIP-Latrines

VIP-latrines have been built in three of the five districts of Shinyanga as demonstration-models for the villagers. The costs involved in building these VIP-latrines however, are too high.

It has been decided to design a low-cost model of a VIP- latrine, making use of locally available materials in order to develop a feasible option to improve sanitation facilities.

During the Interim Phase a start will be made with design and construction of low-cost VIP latrines. The project will start as a pilot in Shinyanga Rural District. After evaluation and adaptation of type of materials to be used, it is planned to introduce low-cost VIP latrines in the other districts of Shinyanga.

Funds for the construction of the VIP-latrines will be provided by the programme.

Interested villagers are expected to pay for the materials. Training on latrine construction to Health Officers and Village Health Worker's is part of the training on Health and Sanitation as planned during the Interim Phase.

#### 4. LOCAL REPAIR OF PUMPS AND SPARE PART SUPPLY

The majority of the hand pumps on wells to be rehabilitated shows mechanical deficiencies. Mainly the bearings have worn out. The wear varies from moderate to severe and of course largely depends on the total number of consumers being supplied with water by a particular pump.

In a number of cases handles have been damaged, for unknown reasons. However, this behavioural molest should be considered by the programme and not directly be a reason to refrain from assistance. Primarily the community development activities have to direct due attention to those cases.

Damaged pump heads and pump stands will rarely be found as is the matter with the stainless steel rods. A second component, vulnerable for wear, is the cylinder assembly.

Basically we may assume that pumps from rehabilitated wells will have a substantial rest value. This value can be estimated, however, it is also depending on the quality of water and intensity of utilization. Therefore, in order to obtain a more adequate insight in the actual conditions of the replaced pumps, they will be collected from all programme villages and brought to Shinyanga. Each pump will be carefully examined by programme technicians, whereas consultants will guide the technicians and prepare the registration forms on which the parts to be replaced and the costs involved can be recorded. Based on the thus established information reliable forecasts for future spare part needs can presumably be derived.

Regarding spare part supply two sources can actually be considered.

The first option is a supply of parts which are temporarily being produced abroad.

The second possibility is to furnish parts, which are manufactured in Tanzanian workshops. Manufacturing might then be realized at one central location or, to guarantee more flexibility and avoid monopoly, various entrepreneurs spread over the country will be given the opportunity to commercially develop spare parts production.

Establishment of these local workshops may require some time, because workshops need to be investigated, probations be carried out, managerial and technical capabilities reviewed and probably training provided. In the meantime more pumps will gradually wear and an increased backlog is encountered. Mastering of the technical quality of the pumps is essential for continuation of the shallow wells programme.

For that reason, due attention is to be given to the first option, i.e. supply of parts manufactured abroad. It is recommendable to start during that stage with the set-up of a supply system at levels preferably lower than district. Only then one can work on a preventative maintenance programme. Under such a programme the pump users need to be explained that village funds should be created and managed to purchase spare parts. In fact the temporarily provision from outside Tanzania should be developed into a revolving fund. The fund might be used at a later stage to help start up of local manufacturing. For instance, at the initial stage some materials or

equipment could better be purchased abroad. The programme can assist thereto.

The ultimate aim is not only to produce spare parts in Tanzania, but also complete hand pumps. During the course of the interim period emphasis will be put on that goal and therefore it is advised to follow a practical step by step approach.

## 5. TRAINING

The training which is planned during the Interim Phase will put emphasis on:

1. Health and Sanitation
2. Reporting and Monitoring
3. Computer Use.

### ad 1) Health and Sanitation

The main objectives of the training on health and sanitation are:

1. training of the Village Health Workers how to promote sanitation and knowledge about health related to water within the villages. Emphasis will be given on practical training on construction of slabs for improved pit latrines and low-cost VIP-latrines.
2. training of trainees, i.e. training of programme implementors (Regional team members, District team members, field staff) how to effectively act as teachers/trainers of lower level programme implementors and Village Health Workers.

During the first half of the Interim Phase a training programme and training materials will be prepared. The training itself is envisaged to take place during the months of March, April and June, 1992.

### ad 2) Training on Reporting and Monitoring

Formal training courses to introduce the system for reporting on and monitoring of operation and maintenance of village water supplies have been provided to about 90% of the present programme villages.

During the Interim Phase follow-up training will be done:

#### (a) as on-the-job training

The Regional team members, in their function of advisors on matters of programme implementation visit the districts every month.

Follow-up training on reporting and monitoring will be done by the Regional team members during these monthly visits.

Follow-up training to the Regional team members will be provided by the Consultant's staff.

#### (b) training of the villages

Villages, i.e. the Village Water and Sanitation Committees, the Village Mechanics, Village Care Takers and Village Health Workers who are new on the programme will be trained on how to report on and how to monitor their water supplies. It is expected that a total of 6 villages will be trained.

This training will be organized and executed by the District and field teams.

(c) Computer use

It is the task of the Regional team members to follow-up programme implementation and the reporting on and monitoring of village level operation and maintenance in the field. It is also their task to summarize the monitoring data and write three-monthly reports.

Therefore, computer training will focus on processing of data resulting from the reporting and monitoring system. In connection to this they will also be trained on analysis of the information and report writing. This training will be provided by the consultant's staff.

6.  
**REPORTING AND MONITORING**

Reporting and monitoring of village level operation and maintenance is now an established activity within the Shinyanga Rural Water and Sanitation Programme.

During the Interim Phase, the emphasis will be on the promotion of the sustainability of the system by:

1. the consolidation of reporting and monitoring as a routine activity with full responsibility for its implementation with the programme implementors.
2. training of the regional programme implementors in computerized processing of the data.

ad 1) The reporting and monitoring system has been developed with the aim to provide the programme implementors with a tool for measuring the impact of the programme in the villages. This is a tool to measure to what extent the villages indeed are willing and capable to operate and maintain the rehabilitated water supplies.

For that purpose, the villages have now developed the routine to report every month on technical, managerial and financial problems to the district government. The district government, through field-staff and ultimately the District Water Committee has to take action on problems reported to them.

During the Interim Phase efforts will be concentrated on teaching the District Officers and field staff how to follow-up to problems reported to them. The Regional team members will be entitled with this task, advised and supported by the Consultant's staff.

ad 2) Through the monthly reports of the villages, data are being generated which are used for statistical purposes. To process these data a computer programme has already been made available to the programme.

Computerized data input has started in January of 1991. The results of which will become available as three-monthly reports expectedly during the second half of 1991. So far, these data have been processed by the consultant's staff. During the Interim Phase, the regional team members will be trained by the consultant's staff in data input, analyses and reporting. A computer has already been provided for this purpose.

#### 7. ADVISORS' OFFICE

Offices are planned to be built as an extension to the Regional government offices in Shinyanga. These offices will be used by the consultant's staff.

The offices will be build under supervision of the Regional Development Director's Office by a local contractor. Contract, among other things stipulating the contract sum, time schedule and any money to be paid for non-adherence to time schedule, will be signed by Regional Development Director and contractor.

Funds for building the offices will be issued by the consultant directly to the contractor after certificates have been approved by the Regional Development Director's offices and the consultant.



MOROGORO/SHINYANGA RURAL WATER AND SANITATION PROGRAMME  
VILLAGE REPORT ON WATER AND SANITATION MANAGEMENT

Month:.....

District:..... Division:..... Ward:.....  
Village:..... Name member VWSC:.....

To: Village Government

Copy : CDA, DWSC

1.a. Have members of the VWSC visited water supply and/or sanitation facilities this month? YES/NO

b. Visits (dates)	No. members present		Time of visit		Duration in hrs.
	Male	Female	Begin	End	
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

Total.....

2.a. Has the VWSC held some meetings this month? YES/NO

b. Meetings (dates)	No. members present		Time of meetings		Duration in hrs.
	Male	Female	Begin	End	
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

Total.....

3.a. Were there some problems with water supply this month? YES/NO  
(e.g. hygiene IWP's: quality water supply: defects or downtime IWP's)

- b. Which problems? .....
- c. Action taken.....
- d. Results so far.....

4.a. Were there some problems with water management this month YES/NO  
(e.g. functioning VWSC; fund collection; finance report to villagers; administration/bookkeeping)

- b. If yes, explain.....
- c. Action taken.....
- d. Results so far.....

5.a. Status of village water account: (Cash + Bank)

Amount brought forward	Contribution this month	Expenditures this month	Present balance
.....	.....	.....	.....

6.a. Has any assistance/training been given this month YES/NO  
(e.g. on maintenance, bookkeeping/admin. sanitation/hygiene etc.)

- b. If yes, explain what and to whom.....
- c. Is there a need for more assistance/training? YES/NO
- d. If yes, on what and to whom.....

7. Do programme implementors work as they should YES/NO  
Functionary..... Problem.....



MOROGORO/SHINYANGA RURAL WATER AND SANITATION PROGRAMME  
 REPORT OF COMMUNITY DEVELOPMENT ASSISTANT

7. Training situation in programme villages:

Name village	Train/assist. given on	Train/assist. wanted + for whom
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

8. Involvement of women in programme activities.

(See checklist in monitoring instructions.)

Name village	Type of problem(s)
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

9. VWSC-members visiting watersupply and/or sanitation facilities this month. (Fill in the totals per village)

Name of village	No. of visits	No. of members present		Duration in hours
		Male	Female	
1.....	.....	.....	.....	.....
2.....	.....	.....	.....	.....
3.....	.....	.....	.....	.....
4.....	.....	.....	.....	.....
5.....	.....	.....	.....	.....
Total amounts	.....	.....	.....	.....

10. VWSC-members attending meetings this month. (Fill in the totals per village)

Name of village	No. of meetings	No. of members present		Duration in hours
		Male	Female	
1.....	.....	.....	.....	.....
2.....	.....	.....	.....	.....
3.....	.....	.....	.....	.....
4.....	.....	.....	.....	.....
5.....	.....	.....	.....	.....
Total amounts	.....	.....	.....	.....

11. Other contribution of progr. villages to watermanagement this month:

Costs on administration (stationaries,allowances, etc.) Tsh.....

**MOROGORO/SHINYANGA RURAL WATER AND SANITATION PROGRAMME  
REPORT OF DISTRICT COMMUNITY DEVELOPMENT OFFICER-INCHARGE**

District..... Month.....  
Name of DCDOI ..... Date.....

To: District Community Development Officer Copy: RCDOI, DWSC

1. a. How many programme villages are in your district?.....  
 b. How many CDA's did not send in their report this month?.....  
 c. Reasons for non-reporting.....  
 d. Action taken.....

2. How many VWSC's were not active this month.....

3. No. of villages which had problems with water supply this month :  
 Nature of problem ..... No. of villages .....

4. No. of villages reporting water management problems this month:  
 Nature of problem ..... No. of villages .....

5. Total and average income/expenditure on O&M for reporting villages:  

Total no. of villages	Contributions		Expenditures	
	Total	Average	Total	Average
.....	.....	.....	.....	.....

6. a. No. of village project (inc. gener.) in reporting villages.....  
 b. No. of these village projects which are non-solvent .....

7. Type of training/assistance ..... Given to (no. of vill.) ..... Wanted by (no. of vill.) .....

8. Total no. of villages where women's involvement could be improved.....  

Nature of problem	No. of villages	Nature of problem	No. of villages
.....	.....	.....	.....

9. a. Total time VWSC management meetings and visits:  

Total no. meetings/visits	Members present		Duration of meetings & visits in hours
	Male	Female	
.....	.....	.....	.....

b. Total costs of administration, allowances Tsh.....



**MOROGORO/SHINYANGA RURAL WATER AND SANITATION PROGRAMME**  
**REPORT OF VILLAGE HEALTH WORKER**

Month:.....

District:..... Division:..... Ward:.....  
 Village:..... Name of VHW:.....

To: **Village Water and Sanitation Committee** Copy: HA

1. a. How many households used unprotected water sources for drinking this month? .....
- b. Reason(s):.....
2. a. Do people use unprotected water sources for other purposes than drinking? (e.g. bathing, swimming, washing clothes) YES/NO
- b. Reason(s):.....
3. a. No. of IWPs with problems this month.....
- b. Type of problem: bad colour; bad taste; insufficient water; no water; not always water; latrine(s) near IWP.
4. How are hygiene conditions at the water and sanitation facilities?
 

No. IWPs	.....	No. visited	.....	No. unclean	.....
No. washing slabs	.....	No. visited	.....	No. unclean	.....
No. drains	.....	No. visited	.....	No. stagnant	.....
No. cattle troughs	.....	No. visited	.....	No. unclean	.....
Type of intake	.....	Visited	.....	Unclean	.....
5. Have villagers completed new sanitation facilities this month?
 

Facility	No.	Type	Unit cost	Total cost
IWP	.....	.....	.....	.....
Washing slab	.....	.....	.....	.....
Pit latrine	.....	.....	.....	.....
Slab latrine	.....	.....	.....	.....
VIP latrine	.....	.....	.....	.....
Other	.....	.....	.....	.....
6. a. How many households with new latrines did you visit this month? .....
- b. How many of these latrines are properly kept? ..... and built? .....
- c. How many had water and soap nearby for handwashing? .....
- d. How many are used consistently by members of the household? .....
7. Report of diseases occurred in the village this month:
 

Disease (1):	.....	No. of cases:	...	No. of deaths:	...
Disease (2):	.....	No. of cases:	...	No. of deaths:	...
Disease (3):	.....	No. of cases:	...	No. of deaths:	...
8. Mutation in population:
 

Born:	.....(male)	.....(female)
Died:	.....(male adult)	.....(female adult)
	.....(male child)	.....(female child)
9. Village contributions to sanitation this month:
 

a. Total time house and field visits VHW	.....(days)
b. Total costs sanitation facilities	.....(Tshs)
10. a. Could you cope with the work on sanitation and hygiene for the programme this month? YES/NO
- b. If not, for which reason(s)? .....
- c. Action taken: .....

**MOROGORO/SHINYANGA RURAL WATER AND SANITATION PROGRAMME  
REPORT OF THE HEALTH ASSISTANT**

District: ..... Division: ..... Ward : .....  
Name HA : ..... Month: .....

To: District Health Officer Incharge (DHOI)

1. a. How many programme villages are in your area? .....  
 b. Which villages did not sent their report?  

Name village	Reason	Action taken
.....	.....	.....
.....	.....	.....
  
2. In which villages are unprotected water sources still used for drinking?  

Name village	No. of households	Reason(s)
.....	.....	.....
.....	.....	.....
  
3. In which villages are unprotected water sources used for other purposes than drinking? (e.g. bathing, swimming, washing clothes)  

Name village	Purpose(s)	Reason(s)
.....	.....	.....
.....	.....	.....
  
4. a. Are there programme villages with problems at the IWPs? YES/NO  
 b. Name village      Quality/Quantity/Reliability/Distance/Latrine at IWP  

.....	/	/	/	/	/
.....	/	/	/	/	/
.....	/	/	/	/	/
  
5. a. Are there hygiene problems with the water/sanitation facilities? YES/NO  
 b. Name village      IWP /Washing slab/Drains/Cattle troughs/Intake  

.....	/	/	/	/	/
.....	/	/	/	/	/
.....	/	/	/	/	/
  
6. a. Have any new sanitation facilities been completed this month? YES/NO  
 b. Name village      IWP /Wash.slabs/Pit Latr/Slab Latr/VIP Latr/Other  

.....	/	/	/	/	/
.....	/	/	/	/	/
.....	/	/	/	/	/
  
7. a. Were follow-up visits paid to the households with new latrines? YES/NO  
 b. Name village      No. new    No.      No. properly    No. with    No. used  

	latrines	visited	built	kept	water/soap	consistent
.....						
.....						
  
8. a. Total time house and field visits VHWS this month ..... (days)  
 b. Total costs sanitation facilities completed this month ..... (Tshs)
  
9. a. Assistance/training asked for this month:  

Type	No.	Type	No.
.....	.....	.....	.....

 b. Assistance/training given during this month:  

Type	No.	Type	No.
.....	.....	.....	.....

 c. Training/assistance needed and by whom .....  
 d. How many VHWS completed their training and started to work in programme villages in your area? No. ....

**MOROGORO/SHINYANGA RURAL WATER AND SANITATION PROGRAMME  
REPORT OF THE DISTRICT HEALTH OFFICER INCHARGE**

District ..... Month .....  
Name of DHOI ..... Date .....

To: District Health Officer Copy: RHOI, DWSC

1. a. How many programme villages are in your district? .....
- b. How many did not sent in their report? .....
- c. Reasons for non-reporting .....
- d. Action taken .....
  
2. a. No. of villages which use unprotected water sources for drinking .....
- b. Total no. of households concerned .....
- c. Reasons (1).....(2).....(3).....
  
3. a. No. of villages using unprotected water sources for other purposes .....
- b. Total no. of households concerned .....
- c. Reasons (1).....(2).....(3).....
  
4. a. How many villages reported problems with IWPs this month?  
    Quality / Quantity / Reliability / Distance / Latr. near IWP / Hygiene  
    ..... / ..... / ..... / ..... / ..... / .....
- b. Total number of villages reporting problems with IWPs .....
  
5. a. How many villages completed sanitation facilities this month?  
    IWPs / Washings slabs / Pit Latr / Slab Latr / VIP Latr / Other  
    ..... / ..... / ..... / ..... / .....
- b. Total number of sanitation facilities completed this month .....
  
6. a. Total no. of new latrines completed this month (all types) .....
- b. Total no. of new latrines checked by VHWS this month .....
- c. No. of the checked latrines properly built ..... and kept .....
- d. No. of the checked latrines with water and soap nearby .....
- e. No. of the checked latrines consistently used by households .....
  
7. Total village contribution to sanitation this month:  
    a. Total time spent by VHWS for house and field visits .....(days)  
    b. Total costs reported on sanitation facilities .....(Tshs)
  
8. a. Types and number of assistance/training requested  
    Type ..... No. .... Type ..... No. ....  
    Type ..... No. .... Type ..... No. ....
- b. Types and number of assistance/training given :  
    Type ..... No. .... Type ..... No. ....  
    Type ..... No. .... Type ..... No. ....
- c. What needs for training/assistance have been identified?  
    Type ..... No. .... For whom .....
- Type ..... No. .... For whom .....
- Type ..... No. .... For whom .....
  
9. How many VHW's completed their training and started to work in programme villages in your district. ....

Remarks .....

.....

.....





**MOROGORO/SHINYANGA RURAL WATER AND SANITATION PROGRAMME**  
**REPORT OF VILLAGE MECHANIC/SCHEME ATTENDANT**  
 Month: .....

District:..... Division:..... Ward:.....  
 Village:..... Name of VM/SA:.....

To: **Village Water and Sanitation Committee** Copy: DFA

1. How many improved waterpoints (IWPs) are there in the village? .....

2. a. How many IWPs were not giving water anytime this month? .....

b. Details:

No. IWP	Date down	Reason	Date repair	Total no. days down	If not repaired action taken
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

3. a. How many IWPs were functioning defectively? .....

b. Details:

No. IWP	Date defect	Type of defect	Date repair	If not repaired action taken
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

4. Which spares were used/bought this month?

Type of spare	Initial stock	No. used	No. in stock	Number bought: Govt.	Private	Balance in stock	Total price paid
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....

5. How much was contributed to maintenance this month?

- a. Total time VM/SA used for inspection and repairs .....(days)
- b. Total costs of spares bought .....(Tshs)
- c. Total fees paid to VM/SA .....(Tshs)  
 (or estimated value of fee-in-kind)

6. a. Could you cope with the work on the water supply this month? YES/NO

b. If no, what are your problems? .....

c. Action taken: .....

d. Is there a need for assistance/training to VCTs? YES/NO

e. If yes, on what .....

Remarks: .....

**MOROGORO/SHINYANGA RURAL WATER AND SANITATION PROGRAMME  
REPORT OF DISTRICT FIELD ASSISTANT**

District:..... Division:..... Ward:.....  
Name of DFA:..... Month:.....

To: District Operational Incharge (DOI)

1. a. How many programme villages are in your area? .....  
b. Which villages did not sent their report? .....

Name village	Reason	Action taken
.....	.....	.....
.....	.....	.....
.....	.....	.....

2. Total no. of improved waterpoints (IWPs) in reporting villages .....

3. a. How many IWPs were down or defective this month? .....

Name village	No. IWPs down	Repairs done?	Total days down	No. IWPs defective	Repairs done?
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

- b. How many IWPs were giving water within 2 days? .....  
c. How many IWPs were not giving water after two weeks? .....

4. Total spares used/bought in your area this month:

Type of spare	Initial Stock	No. Used	No. in Stock	No. bought: Govt.	Private	Balance	Total Costs
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....

5. Total village contributions to maintenance IWPs this month:

- a. Total time of VMs/SAs: .....(days)  
b. Total costs of spares bought: .....(Tshs)  
c. Total fees paid to VMs/SAs: .....(Tshs)

6. a. What type and number of requests for assistance/training did you get from the programme villages this month?

Type	No.	Type	No.
.....	.....	.....	.....
.....	.....	.....	.....

b. What type and number of assistance/training did you give this month?

Type	No.	Type	No.
.....	.....	.....	.....
.....	.....	.....	.....

c. Is there a need for more assistance/training? YES/NO

d. If yes, what type and for whom? .....

Remarks: .....

**MOROGORO/SHINYANGA RURAL WATER AND SANITATION PROGRAMME  
REPORT OF THE DISTRICT OPERATIONAL-IN-CHARGE**

District:..... Month: .....  
Name DOI:..... Date: .....

To: District Water Engineer

Copy: ROI

1. a. How many programme villages are in your district? .....
- b. How many did not sent in their report? .....
- c. Reasons for non-reporting .....
- d. Action taken .....

2. a. How many IWPs are in reporting villages? .....
- b. How many of them were down this month? .....
- c. What was the average down time? .....
- (total downtime of all DFA reports divided by total number of repairs)

3. a. How many IWPs were giving water within two days? .....
- b. How many IWPs were not giving water after two weeks? .....

4. a. How many IWPs functioned defectively this month? .....
- b. How many defects have not yet been repaired? .....

5. Total of spares used/bought by the programme villages:

Type of spare	Total no. used	Total no. bought	Remarks
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

6. Total village contributions to maintenance:

- a. Total time VMs/SAs ..... days
- b. Total costs of spares bought ..... Tshs
- c. Total fees VMs/SAs ..... Tshs

7.a.Types and number of assistance/training requested:

Type.....	No.....	Type.....	No.....
Type.....	No.....	Type.....	No.....

b. Types and number of assistance/training given this month:

Type.....	No.....	Type.....	No.....
Type.....	No.....	Type.....	No.....
Type.....	No.....	Type.....	No.....

c. What needs for assistance/training have been indentified?

Type.....	No.....	For whom.....
Type.....	No.....	For whom.....
Type.....	No.....	For whom.....

Remarks:.....  
.....  
.....

