

DWA/RWHP - PROJECT IMPLEMENTATION PROCEDURES
PROGRAMME FOR WELLS UNDER CONSTRUCTION

BACK GROUND HISTORY OF THE PROJECT

1. DWA with outside assistance has been constructing hand-dug shallow wells in Kasempa and Solwezi Districts, since 1984. The project started as a result of extremely low levels of rainfall in 1982.
2. The present RWHP is the successor of the Drought Contingency Project which lasted from 1984 through 1987. In those three years a total of 89 wells were constructed in Kasempa and Solwezi.
3. RWHP-I ran from 1988 through 1990 and during the period a total of 109 wells were constructed in Kasempa and Solwezi.
4. Since 1990 the project has been trying to attract new funds for another extension of three years. During those three years the Project will phase out of Kasempa and move on to Mwinilunga.
5. Upto the end of 1991 a total of 207 wells have been constructed - 96 wells in Kasempa and 111 wells in Solwezi.
6. For the coming three years a total of 150 wells are targeted for construction - 66 wells in Mwinilunga and 84 wells in Solwezi.

PROJECT OBJECTIVES

1. The main objective of the RWHP is to provide safe and adequate drinking water facilities at affordable recurrent costs with the aim to improve health and living conditions of the rural population in Kasempa, Mwinilunga and Solwezi Districts.
2. Many of the health problems in the three districts are to a great extent due to inadequate water and sanitation services. Therefore, the health situation can be improved by constructing safe water facilities and promoting proper sanitary facilities. However, those changes alone are not enough to drastically improve the health of the people. A change in personal hygiene practices, healthier diets and an improvement in general living conditions are other important factors.
3. Improvements in the health situation can only come about if the water facilities are being sustained. The proper operation and maintenance of the facilities by the beneficiaries is therefore a must. The Project and after that the USP will assist communities to sustain their own facilities.

824-ZM99-16925

DWA/RWHP - PROJECT IMPLEMENTATION PROCEDURES
PROGRAMME FOR WELLS UNDER CONSTRUCTION

PROJECT POLICY

1. RWHP assists communities to construct their own water facilities. RWHP does not construct wells for communities.
 2. Every community in the area where RWHP is operating is allowed to apply for assistance. RWHP assesses those applications and prepares a priority list of qualifying communities. Not all communities qualify for assistance.
 3. The communities which qualify must make an initial financial contribution towards the construction of the well. Furthermore the community provides free labour for construction as well as providing storage spare for equipment and materials and accommodation for Project staff.
 4. RWHP provides all tools and materials, locally not available, the transportation of those materials, and the skilled workers such as construction foremen and engineers.
 5. The community decides on the location of the well in consultation with extension worker and RWHP staff.
 6. The community elects a villager water committee which will be responsible for the construction and operation and maintenance of the well. Women should be equally represented in the committee and should actively participate in making decisions.
 7. Two village caretakers will be selected from among the committee members before construction starts. The caretakers will receive on-the-job training during construction.
 8. RWHP conducts ward meetings, promotion meetings, village water committee trainings, village caretaker trainings and other training courses and workshops to organise and strengthen the community to carry out their new tasks and responsibilities.
 9. When the well has been completed it belongs to the people and not to DWA/RWHP or any other government department. This implies that the responsibility for upkeep and maintenance of the facilities lies solely with the community.
-

PROCEDURE FOR OBTAINING ASSISTANCE FROM USP

1. ASSISTANCE CAN BE PROVIDED IN THREE DIFFERENT WAYS, NAMELY:

- a. Provide technical advice for carrying out minor repairs, free of costs.
- b. Provide a convenient outlet for the sale of broken or worn out well parts, which can be bought by the beneficiaries at actual cost.
- c. Provide technical assistance for major repairs at actual cost.

2. MINOR REPAIRS

Minor repairs are the responsibility of the beneficiaries. They should carry out those repairs on their own as far as possible. On request the USP will provide technical advice.

Materials required for these repairs are to be purchased by the beneficiaries. Some of these material may be obtained at actual cost from USP/DWA.

3. REPLACEMENT OF WELL PARTS

Replacement of well parts are the responsibility of the beneficiaries. Some of these parts may be obtained at actual cost from USP/DWA.

4. MAJOR REPAIRS

Major repairs could include the following:

- well re-deepening;
- resurfacing of slab; or
- reconstruction of wash basin, etc.

The responsibility for major repairs lies with the beneficiaries. However, since some of these repairs may involve large investments the USP will assist the community whenever possible. Due to budgetary constraints beneficiaries are advised not to rely on the USP but to make every effort to repair the well themselves. USP assistance may be provided if funds for maintenance have been obtained from the District Council or other governmental institutions.

5. PROCEDURES FOR OBTAINING ASSISTANCE

In case assistance is required from the USP than this should be requested through the extension staff working in the area or directly to the USP. The Officer-In-Charge will then make necessary arrangements for providing assistance to the well communities in one of the ways described above.

INTRODUCTION TO USERS SUPPORT PROGRAMME

1. MAIN OBJECTIVES OF USP:

- a. To ensure continued operation and use of the water facilities by giving organisational and technical support to the VWCs/beneficiaries.
- b. To ensure properly coordinated and effective back up support from the concerned government institutions.

2. THE FOLLOWING TASKS NEED TO BE CARRIED OUT IN ORDER TO REACH THE ABOVE OBJECTIVES:

- a. Organise and conduct training courses at community level to strengthen VWCs and village caretakers in operation and maintenance tasks.
- b. Organise and facilitate training courses and workshops for extension staff to execute community based USP activities.
- c. Give continued support to communities to improve hygiene and sanitation conditions..
- d. Give technical support to communities to maintain their facilities (ie. advice on maintenance activities, supply of spareparts on cost recovery basis, and actual repair on cost recovery basis).
- e. Plan, coordinate and monitor all USP activities.

3. GENERAL POINTS OF IMPORTANCE:

- a. When the well has been completed it will be officially handed over to the community after which it belongs to the beneficiaries not to DWA. Therefore, the beneficiaries are solely responsible for the upkeep of their well, nobody else.
 - b. The USP will support the activities initiated by the beneficiaries as outlined above.
 - c. The organisation of daily operation, preventative maintenance and minor repairs are the responsibility of the VWC. Materials and spareparts needed for this are to be purchased by the beneficiaries.
 - d. All beneficiaries are to contribute money to a maintenance fund to pay for repairs or replacements if there are any breakdowns.
 - e. Requests for assistance from the USP should be channelled through the extension staff or in case of that person's absence directly to the OIC-DWA.
 - f. Assistance in the form of spares, materials, repairs, etc provided by the USP/DWA shall be paid for by the beneficiaries.
 - g. USP/DWA will as far as possible procure, stock and sell well items and materials. These can be bought by the beneficiaries at actual costs.
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DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

WELL IMPLEMENTATION POLICY

1. Rural Water for Health Project (RWHP) assists communities to construct their own water facilities in the form of hand-dug or hand-augured wells. The RWHP does not construct wells for communities.
2. The RWHP assesses community applications and draws up a priority list of those communities who qualify for assistance. Not all communities qualify for assistance.
3. The RWHP provides all tools and materials, not locally available, the transportation of those materials, and the skilled workers such as construction foremen and engineers.
4. The community provides free labour for construction as well as providing storage space for equipment and materials and accommodation for Project staff. Furthermore the community has to make an initial financial contribution towards the construction of the well.
5. The community decides the location of the well in consultation with the extension worker and Project staff according to the distribution of villages and other important aspects such as health, social, environmental, etc.
6. The community elects a village water committee which will be responsible for the construction and operation and maintenance of the well. Women should be equally represented in the committee and should actively participate in all decision making processes.
7. Two village caretakers will be selected from among the committee members before construction starts. The caretakers will receive on-the-job training during construction.
8. The RWHP conducts ward meetings, promotion meetings, village water committee trainings, village caretaker trainings and others to organise and strengthen the community to carry out their new tasks and responsibilities.
9. When the well has been completed it belongs to the people and not to the DWA/RWHP or other government departments. This implies that the responsibility for upkeep and maintenance of the facilities lies with the community.

- 6 Is there an extension worker active in the area? Yes/No
If yes, give name and contact address
.....
- 7 Why do villagers say they want a protected well?
.....
.....
- 8 Wells are to be constructed on self-help basis. Do villagers agree to contribute voluntary labour (6-8 persons per day for some two months) and provide local available materials? Yes/No
- 9 Do villagers agree to pay an initial financial contribution of Zkw 900.00, = towards the construction of the well? Yes/No
- 10 Do villagers agree to take full responsibility for upkeep and maintenance of the well after construction? This implies full financial responsibility estimated at approximately Zkw per annum at present prices. Yes/No
- 11 Names of villagers involved in request:
1 2 3
4 5 6
- 12 Name and function of person completing the form:
.....
Date

SEND COMPLETED FORM TO:

Officer-In-Charge Murimilungo
~~Department of Water Affairs~~
~~PO Box 110147~~
~~SOLUBES~~

IMPORTANT NOTES:

1. Application forms are to be distributed to all interested communities.
2. Completing this form does not automatically guarantee qualification for assistance.
3. All villagers, in particular women, should participate in completing this form.
4. The attached well implementation policy must be studied in detail before completing this form.

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TO BE COMPLETED BY DWA/RWHP

Application approved/not approved by Rural Water for Health Project.
If approved, the designated priority number is on the conditional priority list for ward.

Assessment survey will be carried out during the week of 199..

FEEDBACK MUST BE GIVEN TO THOSE COMMUNITIES WHO FAILED TO QUALIFY.

DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

APPLICATION FORM FOR SELF-HELP WELL

TO BE COMPLETED BY VILLAGERS ASSISTED BY EXTENSION WORKER

- 1 Village 2 Ward 3 District
- 2.a Number of villages to benefit
- 2.b Number of households to benefit
- 2.c Number of people to benefit
- 2.d Is the village composition likely to cause problems (local politics, ethnic composition, etc)? yes/no
- If yes, explain
-

3 Present Drinking Water Source(s)
(obtain data from local women)

Source 1	Source 2	Source 3
.....
.....minminmin
.....
.....
.....monthsmonthsmonths

- 3.a Type of source
(well/dambo/spring/stream)
- 3.b Approx walking time one way from source to village
- 3.c Quality of water (clear/turbid)
- 3.d Area around source (clean/dirty)
- 3.e Quantity of water (sufficient/insufficient in dry season/insufficient the whole year)
- 3.f If source dries up for how many months a year

4 Public Facilities

	Number of Staff	Number of Students
4.a Primary school	Yes/No
4.b Secondary school	Yes/No
4.c Rural Health Centre	Yes/No
4.d Others (specify)	Yes/No
.....

- 4.a Primary school
- 4.b Secondary school
- 4.c Rural Health Centre
- 4.d Others (specify)
-

5 Have there been any previous community projects on self-help basis (eg. schools, Rural Health Centres, wells, etc)? Yes/No

- If yes, specify: 1 Year
- 2 Year
- 3 Year

- 6 Is there an extension worker active in the area? Yes/No
If yes, give name and contact address
.....
- 7 Why do villagers say they want a protected well?
.....
.....
- 8 Wells are to be constructed on self-help basis. Do villagers agree to contribute voluntary labour (6-8 persons per day for some two months) and provide local available materials? Yes/No
- 9 Do villagers agree to pay an initial financial contribution of Zkw..... towards the construction of the well? Yes/No
- 10 Do villagers agree to take full responsibility for upkeep and maintenance of the well after construction? This implies full financial responsibility estimated at approximately Zkw per annum at present prices. Yes/No
- 11 Names of villagers involved in request:
1 2 3
4 5 6
- 12 Name and function of person completing the form:
.....
Date

SEND COMPLETED FORM TO:

Officer-In-Charge
Department of Water Affairs
PO Box 110142
SOLWEZI

IMPORTANT NOTES:

1. Application forms are to be distributed to all interested communities.
2. Completing this form does not automatically guarantee qualification for assistance.
3. All villagers, in particular women, should participate in completing this form.
4. The attached well implementation policy must be studied in detail before completing this form.

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**DWA/RWHP - PROJECT IMPLEMENTATION PROCEDURES
PROGRAMME FOR WELLS UNDER CONSTRUCTION**

TITLE WARD MEETING

WHY PURPOSE/OBJECTIVE

1. To introduce the Project in a new ward.
2. To obtain data on that ward.

WHAT SUBJECT

1. Brief introduction of the Project:
 - a. background/history of the Project;
 - b. Project objectives;
 - c. Project policy;
 - d. advantages of protected wells versus disadvantages of traditional unprotected sources;
 - e. project implementation procedures; and
 - f. well selection procedures and how communities can apply.
2. Obtaining data:
 - a. type and condition of present water and sanitation facilities;
 - b. existence and status of other self-help projects;
 - c. community participation and women's involvement in development projects;
 - d. health facilities;
 - e. educational facilities; and
 - f. social and economic aspects.

HOW METHOD

1. Ward chairman or other traditional or political leader who becomes the meeting's chairman, opens the meeting.
2. Extension staff introduces Project staff.
3. Introduce the Project in one big plenary session.
4. Form discussion groups and facilitate the discussions on the questionnaire/discussion paper. Participants should be split up in the following groups:
 - a. ward chairman, traditional leaders, political leaders;
 - b. teachers and all other government employees;
 - c. women;
 - d. other interested villagers.

NOTE: DISCUSSION GROUPS SHOULD NOT BE LARGER THAN TEN PEOPLE, IF MORE PEOPLE ATTEND THE MEETING THEN SUB-GROUPS MUST BE MADE.

5. Facilitate a plenary session where discussion group representatives present the group's outcome which is then discussed among all participants.
 6. Explain the selection procedure and how application forms can be obtained from extension staff. Stress that each and every community is allowed to apply.
 7. Give a brief summary of the meeting to high-light important topics.
 8. Closing remarks by meeting chairman.
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DWA/RWHP - PROJECT IMPLEMENTATION PROCEDURES
PROGRAMME FOR WELLS UNDER CONSTRUCTION

WHO

PARTICIPANTS

1. The following people are to be invited:
 - a. traditional and political leaders;
 - b. government employees (teachers, health personnel, veterinary staff, forestry staff, agricultural assistants, etc.);
 - c. leaders of women clubs, political women leaders, any other interested women;
 - d. any other interested villagers.

NOTE: THERE SHOULD BE NO RESTRICTION ON THE ATTENDANCE OF THESE MEETINGS. EVERYBODY SHOULD BE ALLOWED TO ATTEND. WOMEN IN PARTICULAR SHOULD BE ENCOURAGED TO ATTEND AND PARTICIPATE IN THE MEETING.

FACILITATORS

1. Extension staff, who is responsible for:
 - a. making of appointments;
 - b. introducing Project staff; and
 - c. distributing well application forms.
2. Project staff:
 - PS/APS, who is responsible for:
 - a. introducing the Project.
 - PEA, who is responsible for:
 - a. being master of ceremony;
 - b. facilitating the plenary sessions;
 - c. summarizing the meeting.
 - PEP, who are responsible for:
 - a. organizing the meeting with extension staff;
 - b. facilitating the health discussion;
 - c. introducing the implementation procedures including the well selection procedure; and
 - d. organizing and facilitating the group discussions.

WHERE

PLACE

1. Location to be decided by extension staff after consultation with participants and Project staff.
2. Where the area of a ward is big more than one meeting should be conducted. Meetings must be planned according to the extension staff's catchment area.

WHEN

TIMING

1. Ward meetings must be conducted prior to the commencement of any Project activities.
2. Time to be decided by extension staff after consultation with participants and Project staff.
3. Appointments and publicity must be made in time to enable as many people as possible to attend.
4. Meeting to last major part of one day.

WHAT TO TAKE

1. Questionnaires/discussion papers
 2. Posters
 3. Well application forms
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DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

WARD MEETING QUESTIONNAIRE/DISCUSSION PAPER

TRADITIONAL AND POLITICAL LEADERS

THE FOLLOWING POINTS ARE TO BE DISCUSSED IN THE GROUP AND ANSWERS ARE TO BE GIVEN ON THE ATTACHED SHEET

1. How many main villages are there in this ward?
2. What are the different sources of water supply used in this ward?
3. What are the main problems/shortcomings of the present water situation?
4. What can you do yourselves to overcome those problems/shortcomings in order to improve the present water situation?
5. What types of latrines are being used in this ward?
6. What are main problems related to those latrines?
7. How can you organise yourselves if a self-help project is launched in your villages?
8. Do you think it is important to involve women in activities regarding water supply, sanitation promotion and hygiene and health education if a self-help water project is launched in your village?

If yes, how can women best be involved and what sort of role should they play?

ANSWER SHEET TO DISCUSSION PAPER FOR TRADITIONAL/POLITICAL LEADERS

Answer to discussion point one:

.....
.....
.....

Answer to discussion point two:

1.....	2.....
3.....	4.....
5.....	6.....
7.....	8.....

Answer to discussion point three:

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Answer to discussion point four:

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Answer to discussion point five:

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Answer to discussion point six:

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Answer to discussion point seven:

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Answer to discussion point eight:

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DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

WARD MEETING QUESTIONNAIRE/DISCUSSION PAPER

TEACHERS AND OTHER GOVERNMENT EMPLOYEES

THE FOLLOWING POINTS ARE TO BE DISCUSSED IN THE GROUP AND ANSWERS ARE TO BE GIVEN ON THE ATTACHED SHEET

1. What are the names of governmental and non-governmental institutions, including health sub-centres, in this ward?
2. For each institution give the number of employees.
3. For each school give the number of students/pupils.
4. What are the main sources of water supply used by the institutions?
5. What are the main problems/shortcomings of the present water situation?
6. What can you do yourselves to overcome those problems/shortcomings in order to improve the present water situation?
7. How can you organise yourselves if a self-help project is launched at or near your institution?
8. What roles could PTAs and VHCs play in executing water supply projects, sanitation promotion and hygiene and health education?

ANSWER SHEET TO DISCUSSION PAPER FOR TEACHERS/GOVERNMENT EMPLOYEES

Answers to discussion points one to four:

Name of Institution	Number of Employees	Number of Students	Main Water Source
1
2
3
4
5
6
7
8
9
10

Answer to discussion point five:

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Answer to discussion point six:

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Answer to discussion point seven:

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Answer to discussion point eight:

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DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

WARD MEETING QUESTIONNAIRE/DISCUSSION PAPER

WOMEN GROUP

THE FOLLOWING POINTS ARE TO BE DISCUSSED IN THE GROUP AND ANSWERS ARE TO BE GIVEN ON THE ATTACHED SHEET

1. In what kind of clubs are women actively involved in this ward?
2. What sort of activities are carried out by those clubs?
3. What sort of problems are faced by those clubs?
4. Is it important to involve women in activities regarding water supply, sanitation promotion and hygiene and health education if a self-help water project is launched in your village?

If yes, mention the activities in which women should be involved?
5. What active role should women play in self-help water projects?
6. What sort of problems are women likely to face if they are actively involved in the activities discussed above?
7. What role should the extension workers of the MOH and DOSD play regarding water supply, sanitation promotion and hygiene education?

ANSWER SHEET TO DISCUSSION PAPER FOR WOMEN GROUP

Answers to discussion points one to three:

Name and Type of Club	Activities Carried Out by Club	Problems Faced by Club
1
.....
2
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3
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4
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5
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Answer to discussion point four:

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Answer to discussion point five:

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Answer to discussion point six:

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Answer to discussion point seven:

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DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

WARD MEETING QUESTIONNAIRE/DISCUSSION PAPER

OTHER INTERESTED VILLAGERS

THE FOLLOWING POINTS ARE TO BE DISCUSSED IN THE GROUP AND ANSWERS ARE TO BE GIVEN ON THE ATTACHED SHEET

1. How many main villages are there in this ward?
2. What are the different sources of water supply used in this ward?
3. What are the main problems/shortcomings of the present water situation?
4. What can you do yourselves to overcome those problems/shortcomings in order to improve the present water situation?
5. What types of latrines are being used in this ward?
6. What are main problems related to those latrines?
7. How can you organise yourselves if a self-help project is launched in your villages?
8. Is it important to involve women in activities regarding water supply, sanitation promotion and hygiene and health education if a self-help water project is launched in your village?

If yes, how can women best be involved and what sort of role should they play?
9. Of what help would the extension workers of the MOH and DOSD be regarding the improvement of your present water situation, sanitation promotion and hygiene education activities?

ANSWER SHEET TO DISCUSSION PAPER FOR OTHER INTERESTED VILLAGERS

Answer to discussion point one:

.....
.....

Answer to discussion point two:

1.....	2.....
3.....	4.....
5.....	6.....

Answer to discussion point three:

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.....
.....

Answer to discussion point four:

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Answer to discussion point five:

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Answer to discussion point six:

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Answer to discussion point seven:

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Answer to discussion point eight:

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Answer to discussion point nine:

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5.2 SURVEY DETAILS

5.2.1 Date survey conducted :

5.2.2 Name and function of surveyors:

1

2

3

5.2.3 List names of villagers who were helpful during the survey:

1

2

3

4

5.3 OTHERS

5.3.1 How would you qualify the construction of this well if you would be in charge of construction?
unfeasible/very difficult/difficult/normal/easy

Explain:

5.3.2 How would you qualify the willingness of the villagers to operate and maintain their well?
good/fair/poor

Explain:

5.3.3 How would you qualify the ability in economic terms of the villagers to maintain their well?
good/fair/poor

Explain:

5.3.4 Any other remarks:

Form completion date:

Completed by:

Function :

SKETCH MAP

A detailed sketch of the plan view of the community must be made. The sketch should contain the following information:

(a) community layout - indicating the different villages; (b) major roads; (c) foot paths; (d) present sources; (e) public facilities such as schools and rural health centres; (f) other prominent landmarks; (g) give distances as far as possible.

DATA COLLECTION ON POPULATION

1 Village 2 Ward 3 District

Name of villages intending to use the new well	No of households per village	No of people per village
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
	Give total no of households	Give total no of people

DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

ASSESSMENT CRITERIA AND SCORING FORM

Note: This scoring form must be completed by the PEAs in consultation with the actual assessers/surveyors. Information must be obtained from the "Well Application Assessment/Survey Form". Mark (X) the correct answer for each question.

Village Ward District

Date application made by villagers.....

Date application approved by RWHP.....

Date community assessed / surveyed.....

CRITERIA

SCORE

1. COMPULSARY CRITERIA

1.1 Total number of households to benefit from well:

a. < 30

b. > 30-40

c. > 40

a. Not to be considered

b. To be considered for bucket pump

c. To be considered for hand-dug well

Remark: If < 30 than no reason to complete this scoring form.

1.2 Initial cash contribution equivalent to annual recurrent costs:

a. Either unable or unwilling to pay

b. Able and willing to pay

a. Not to be considered

b. To be considered

Remark: If community is either unable or unwilling to pay then no reason to complete this scoring form.

2. SOCIO-ECONOMIC FACTS

2.1 Is community likely to be able and willing to afford recurrent costs:

a. no

b. maybe

c. yes

a. Not to be considered

b. 0

c. 15

3. PUBLIC FACILITIES

- 3.1 Are schools and Rural Health Centres (RHC) to be served by the new water facilities:
- a. no a. 0
 - b. only school or only RHC b. 3
 - c. both school and RHC c. 7

4. VILLAGE DEVELOPMENT

- 4.1 Has community any past experience in self-help projects:
- a. no experience a. 0
 - b. experience outside their own community b. 4
 - c. experience within community c. 8

5. VILLAGE INTEREST AND AVAILABILITY OF LABOUR

- 5.1 Is there a clear indication of villagers interest and is free labour available:
- a. no interest a. Not to be considered
 - b. interested but labour available only six months a year b. 2
 - c. interested but labour available only nine months a year c. 5
 - d. interested and available the whole year d. 10

6. WOMEN ISSUES

- 6.1 Are there any formal or informal women groups/ clubs active within the community:
- a. no a. 0
 - b. yes b. 10

7. SANITATION AND HEALTH

- 7.1 What is the present sanitary and health condition like in the community:
- a. poor a. 0
 - b. reasonable b. 5
 - c. good c. 10

8. PRESENT WATER SITUATION

- 8.1 Quantity of existing water supply is considered:
- a. sufficient all year round a. 0
 - b. insufficient in dry season b. 2
 - c. insufficient all year round c. 5
- 8.2 Quality of existing water supply is considered:
- a. good a. 0
 - b. reasonable b. 3
 - c. bad (health hazard) c. 7

- 8.3 Distance to existing water supply during dry season is:
- a. less than 5 minutes walk a. 0
 - b. between 5 and 15 minutes walk b. 3
 - c. more than 15 minutes walk c. 7

- 8.4 Condition of existing water supply is:
- a. poor (no work carried out by users) a. 0
 - b. reasonable (users keep source and surroundings clean) b. 3
 - c. good (improvements on source have been carried out by users) c. 6

9. OTHERS

- 9.1 Is there an extension worker active in the area:
- a. no a. 0
 - b. yes b. 10

- 9.2 Is the village composition likely to cause problems:
- a. yes a. 0
 - b. no b. 5

TOTAL SCORE _____

If this community qualified, the designated priority number is _____ on the priority list for ward.

FEEDBACK MUST BE GIVEN TO THOSE COMMUNITIES WHICH FAILED TO QUALIFY.

Scoring done by:

Date :

DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

CRITERIA FOR ASSESSING PRIORITY
FOR SELF-HELP WELL REQUEST

Notes: To be applied by Project staff in conjunction with completed application forms.

Criteria listed in descending order of importance.

Priority shall be given to:	See application form paragraph
1. Communities where the number of benefitting households lies between 40 and 60. If the minimum of 40 households can not be met then hand-augured wells are to be considered.	2.b
2. Communities who agree to contribute an initial cash deposit equal to the estimated annual recurrent cost.	9
3. Communities who agree to take full responsibility for operation and maintenance.	10
4. Communities with the greatest need based on: a. distance in terms of travelling time to present source(s); b. water quality of present source(s); and c. water quantity of present source(s);	3.b 3.c, 3.d 3.e, 3.f
5. Communities in which sufficient voluntary labour is quaranteed.	8
6. Communities in which an extension worker is active.	6
7. Communities with schools and health centres.	4
8. Communities with past experience of cooperating in self-help projects.	5
9. Communities with no likelihood of political or ethnic composition problems.	2.d

2.2 VILLAGERS INTEREST

- 2.2.1 Have villagers heard about or seen any improved wells? : yes/no
If yes, what is their impression? :
- 2.2.2 Do villagers think an improved well is important? : very much/average/doubtful
- 2.2.3 What other priorities does the community has? :
- 2.2.4 What benefits do the villagers think an improved well will bring? :
- 2.2.5 Do villagers feel they should contribute towards the construction of the well? : yes/no
- 2.2.6 Are villagers willing to contribute the initial cash payment? : yes/no
- 2.2.7 How can this money be raised? :
- 2.2.8 Are villagers aware of the consequences (self-help basis; maintenance responsibility)? : yes/no
- 2.2.9 Are villagers willing to carry out the necessary voluntary labour? : yes/maybe/no
- 2.1.10 What problems do villagers think might arise if the community is asked to participate? :
- 2.2.11 Are there local leaders/influential villagers to ensure adequate participation? : yes/no
If yes, give names :
- 2.2.12* Do villagers want an improved well? : yes/no
- 2.2.13* Do men and women have different ideas about the need for a well? : yes/no
If yes, explain: :
- 2.2.14* Expected readiness to participate : good/moderate/poor
- 2.2.15* How did the villagers cooperate during the survey/meeting? : good/moderate/poor
- 2.2.17 Remarks:

2.3 WOMEN ISSUES

- 2.3.1 Do women feel that water supply, health and sanitation are problems for them in this community? : yes/no
If yes, what are the main problems? :
- 2.3.2 Do women come together to discuss these problems? : yes/no
If yes, do women decide to do something about these problems? : yes/no
If yes, what has been the result of these past decisions? :
- 2.3.3 Are the women organized in this community? : yes/no
- 2.3.4 Do women have a say in community affairs? : yes/no
- 2.3.5 Do men feel women should be involved in water projects? : yes/no
If yes, in what ways? :

2.4 SANITATION AND HEALTH

- 2.4.1 Are there household latrines in the village? : yes/no
If yes, give numbers :
If not, why not :
- 2.4.2* What is the condition of these latrines? : good/reasonable/poor
- 2.4.3 Do villagers feel there are any problems with the latrines built? : yes/no
If yes, what can they do about these problems? :
- 2.4.4* What is your opinion on the latrines in the community? :
- 2.4.5 Are there any latrines at public facilities? : yes/no
If yes, give location and numbers :
- 2.4.6* What is the condition of these latrines? : good/reasonable/poor
- 2.4.7 Are there household refuse pits? : yes/no
If yes, give numbers :
- 2.4.8* Is the village clean? : good/fair/poor
- 2.4.9* Do villagers bother to keep their houses and village clean? : yes/a bit/no
- 2.4.10* How is the overall hygienic situation in the community? : good/satisfactory/poor
- 2.4.11* Are villagers interested to improve the present situation? : yes/maybe/no
- 2.4.12 What diseases are most common in this community? :
- 2.4.13 Do villagers think these diseases have anything to do with water or latrines or unhygienic conditions? : yes/no
If yes, give details :
- 2.4.14 Is health education given in this community? : yes/no
If yes, by whom, how often and what is thought? :
- 2.4.15 Do villagers feel it is difficult to apply what has been learned? : yes/no
- 2.4.16 Does a VHC exist? : yes/no
If yes, is it active? : yes/no
- 2.4.17 Remarks:

2.5 AVAILABILITY OF LABOUR

- 2.5.1 Where and how far away are the fields located? :
- 2.5.2 Do villagers stay away from the villages when working on their fields? : yes/no
If yes, during which months of the year? :
- 2.5.3 During which months of the year are villagers unable to contribute free labour towards the construction of the well? :

3.0 PRESENT WATER SITUATION

(This should be investigated adequately since this is one of the best ways of determining the likely motivation of the villagers. Sources presently in use must be checked physically in attendance of local women. This opportunity must be used to give simple recommendations for improvements to their existing sources.)

	Source 1	Source 2	Source 3	Source 4
3.0.1* Type of source (well, dambo, stream, spring, etc.)
3.0.2 How many households are using this source?
3.0.3* Approx walking time from source to village	... min	... min	... min	... min
3.0.4* Appearance of water at source (clear/turbid)
3.0.5 Taste of water according to villagers (good/fair/poor)
3.0.6 Odour of water according to villagers (good/bad)
3.0.7* Area around source (clean/dirty)
3.0.8 Does source dry up?	yes/no	yes/no	yes/no	yes/no
3.0.9 Approx dry season flow (plenty/moderate/scarce)
3.0.10* Have villagers protected their source from getting contaminated?	yes/no	yes/no	yes/no	yes/no
3.0.11* Could this source easily be upgraded to avoid contamination? If yes, give advice	yes/no	yes/no	yes/no	yes/no

What according to your own opinion are the major short comings of the present water situation?

- 3.0.12* Long distance to fetch water during
the whole year : yes/no
- 3.0.13* Long distance to fetch water during
the dry season only : yes/no
- 3.0.14* Year round water sources existing
but of inadequate quantity : yes/no
- 3.0.15* Year round water sources existing
but of bad quality : yes/no
- 3.0.16* Overcrowded sources with high risk
of water contamination : yes/no
- 3.0.17 For what purpose is water used in
this village? :
- 3.0.18 Are different sources used for
different purposes? : yes/no
If yes, why? :

- 3.0.19 How much water is used on average? : ltr/person/day
 3.0.20 Are there any arrangements for the use and upkeep of present sources? : yes/no
 If yes, explain :
 3.0.21 How are these measures carried out and by whom? :
 3.0.22 Have experiences in this regard been good or bad? : good/bad
 3.0.23 Remarks:

4.0 TECHNICAL ASPECTS

- 4.0.1 Is there an existing well which can be upgraded? : yes/no
 If yes, what are the major shortcomings at present? :
 4.0.2 Is this well being used at present? : yes/no
 If not, why not? :
 If yes,
 - how many villagers are using the well at present? :
 - does it need redeepening? : yes/no
 - does it need rehabilitation? : yes/no
 4.0.3 Indicate the location of the well on the sketch map.
 4.0.4 Remarks:

5.0 ADDITIONAL INFORMATION

5.1 VILLAGE ASSESSMENT MEETING

- 5.1.1 Date conducted :
 5.1.2 Number of participants : - male
 (above age of 12) - female
 5.1.3* How did the villagers respond during the meeting : positive/moderate/negative
 5.1.5 Local language used during meeting :
 5.1.4 Subjects discussed (tick off):
 a. well application procedures
 b. application assessment procedures
 c. advantages of protected wells versus disadvantages of traditional unprotected sources;
 d. project policies;
 e. project implementation procedures;
 f. village and DWA/RWHP contributions;
 g. detailed explanation of initial cash and free labour contributions;
 h. operation and maintenance responsibilities;
 i. any other topic, specify:

**DWA/RWHP - PROJECT IMPLEMENTATION PROCEDURES
PROGRAMME FOR WELLS UNDER CONSTRUCTION**

TITLE **ASSESSMENT**

WHY **PURPOSE/OBJECTIVE**

1. To determine whether a community qualifies for assistance.

WHAT **SUBJECT**

1. Obtain relevant information on the applying community in order to verify the application and to ensure a proper selection.

HOW **METHOD**

1. Arrive in the community the afternoon before the actual assessment meeting.
2. On the day of arrival check existing water sources by accompanying local women when they go to collect water.

NOTE: MAKE USE OF THIS OPPORTUNITY TO GIVE SIMPLE SUGGESTIONS ON HOW THE VILLAGERS THEMSELVES CAN IMPROVE THEIR EXISTING WATER SOURCES.

3. Make a sketch map of the community indicating the main features and village characteristics (eg. villages, schools, RHCs, water sources, roads/paths, etc.) during the same afternoon.
4. The following morning the actual assessment meeting is conducted.
5. Extension staff introduces Project Staff, explains purpose of the meeting and chairs the proceedings.
6. Allow a local leader to say a few words on behalf of the community.
7. Explain procedures of the meeting and stress the importance of a properly conducted assessment.
8. Facilitate discussion on advantages of protected wells versus disadvantages of traditional unprotected sources.
9. Facilitate detailed discussion on project policies, well selection and project implementation procedures including post-construction responsibilities (operation and maintenance).
10. Complete assessment/survey form.
11. Give a brief summary of the meeting to high-light important topics.
12. Closing remarks by extension staff.

WHO **PARTICIPANTS**

All villagers, in particular women, are to be encouraged to participate.

DWA/RWHP - PROJECT IMPLEMENTATION PROCEDURES
PROGRAMME FOR WELLS UNDER CONSTRUCTION

FACILITATORS

1. Extension staff, who is responsible for:
 - a. making of appointments;
 - b. introducing Project staff; and
 - c. chairing the meeting.
2. Project staff, consisting of one PEP member with either one PEA or PS/APS, who are responsible for:
 - a. all the other activities.

WHERE

PLACE

1. Any central location in the applying village. One night must be spend in the village.

WHEN

TIMING

1. Time to be decided by extension staff after consultation with community and Project staff.
2. Appointments must be made in time to enable as many villagers as possible to participate.
3. Project staff accompanied by extension staff arrive afternoon before and spend night in the village.
4. Assessment to last part of afternoon and most of the following morning.

WHAT TO TAKE

1. Original well application form
 2. Posters
 3. Assessment/survey form
-

DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

WELL APPLICATION ASSESSMENT/SURVEY FORM

Note: Information should be obtained from the villagers, however, questions marked with a * should be answered by own observations. Information should be as detailed as possible.

1. GENERAL INFORMATION

- 1.1 LOCATION :
- 1.1.1 Village :
- 1.1.2 Ward :
- 1.1.3 District : ... km, in direction
- 1.1.4 Distance and direction from Solwezi Boma

1.2 POPULATION

- 1.2.1 Total number of villages to benefit from well :
- 1.2.2 Total number of households to benefit from well :
- 1.2.3 Total number of people to benefit from well :
- 1.2.4 Is the village composition likely to cause problems (eg. local politics, ethnic composition, etc)? : yes/no
- 1.2.5 If yes, explain :

1.3 SOCIO-ECONOMIC FACTS

- 1.3.1 Economic condition of the village to benefit : rich/middle/poor
- 1.3.2 Major sources of income of village (indicate no of households) : - agriculture (...)
- indirect from relatives working elsewhere (...)
- business, specify
..... (...)
..... (...)
..... (...)
- 1.3.3 Major crops grown by villagers :
- 1.3.4 Amount of agriculture production (indicate no of households) : - surplus (...)
- sufficient (...)
- insufficient (...)
- 1.3.5 Remarks:

1.4 PUBLIC FACILITIES

- 1.4.1 Primary school : yes/no
 - Name of school :
 - No of students : No of teachers:
- 1.4.2 Secondary school : yes/no
 - Name of school :
 - No of students : No of teachers:
- 1.4.3 Does a PTA exist in the community? : yes/no
 If yes, is it active? : yes/no
- 1.4.4 Rural Health Centre : yes/no
 - No of staff :
 - If not present, walking distance to nearest RHC in km or hrs.
- 1.4.5 Others (specify):
- 1.4.6 Describe public facilities : good/fair/poor
- 1.4.7 Remarks:

1.5 PROJECT REQUEST

- 1.5.1 Date application/request made by villagers :
- 1.5.2 Date application approved by RWHP : Priority No
- 1.5.3 Request received by any other irregular means :

2.0 ASSESSMENT OF COMMUNITY

2.1 VILLAGE DEVELOPMENT

- 2.1.1 Has village completed any self-help projects? : yes/no
 If yes, give details in table

Type of Project	Initiated by	Supporting Agency	Dates		Managed by Whom (villagers/ agency/others)
			Started	Completed	

- 2.1.2 What is the present condition of above projects? : good/fair/poor

DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

WELL CONSTRUCTION AGREEMENT

VOLUNTARY AGREEMENT BETWEEN THE DEPARTMENT OF WATER AFFAIRS - RURAL WATER FOR HEALTH PROJECT (CALLED "THE PROJECT") AND

THE VILLAGE WATER COMMITTEE (VWC) OF VILLAGE, OF WARD IN SOLWEZI DISTRICT, WHO REPRESENTS THE INTERESTS OF THE WELL USERS IN THIS COMMUNITY (CALLED "THE COMMUNITY").

This agreement defines the roles and responsibilities of the Project and the Community with regard to well construction or rehabilitation of the well.

THE PROJECT SHALL BE RESPONSIBLE FOR:

A. CONSTRUCTING NEW WELLS

1. Providing technical and material assistance to the community for the construction of:
 - a. protected well;
 - b. drain and/or soak away; and
 - c. wash basin.

B. MAINTAINING COMPLETED WELLS

1. Providing advice and technical assistance for repairs to completed well on cost recovery basis.
2. Checking the completed wells through regular field visits and giving support to the VWC in carrying out their task and responsibilities through the regular extension services from the cooperating departments.

The Project will provide materials needed for construction such as well liners, cement, cover plate with lid, cement blocks, windlass, chain and bucket.

No materials will be provided free of cost for maintenance and repair of the well. This is the responsibility of the Community.

THE COMMUNITY SHALL BE RESPONSIBLE FOR:

A. CONSTRUCTING NEW WELLS

1. Electing an active and responsible VWC from among themselves.
2. Making an initial financial contribution.
3. Organising the self-help contribution during construction of the well such that sufficient labour being available at all times.
4. Providing storage space for equipment and materials, and accommodation for Project staff.

B. MAINTAINING COMPLETED WELLS

1. Ensuring that the well is used properly and with care, especially by children.
2. Keeping the well surrounding in a clean and healthy condition.
3. Ensuring correct operation and regular maintenance of the well, as well as arranging for replacements and making necessary repairs.
4. Contributing money to a maintenance fund to pay for repairs or replacements if there are any breakdowns.

The Community will provide local materials needed for construction such as wooden poles, and collect sand and crushed stones if locally available.

The Community will provide all materials, all labour and bear the costs of any other expenses required for maintaining and repairing their well.

FOR THE COMMUNITY:

Signature

Name

Function

Date

FOR THE PROJECT:

Signature

Name

Function

Date

DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

VILLAGE WATER COMMITTEE

A: MEMBERSHIP AND STATUS

1. OBJECTIVE

- 1.1 The objective of having a Village Water Committee (VWC) will be to organise and manage local contributions towards the selection, construction, operation and maintenance of the improved water facility and its surroundings, and to organise well users to obtain maximum use and benefit from their water facility.

2. TIME OF FORMATION

- 2.1 The committee must be formed before construction starts. The best time is after the promotion meeting and before the VWC training.

3. MEMBERSHIP

- 3.1 The committee shall be made up of interested villagers and shall consist of six members.
- 3.2 The committee shall have an equal representation of both women and men.
- 3.3 The committee shall include representatives from different localities to ensure that all households which are to benefit from the improved water facilities are fairly represented.
- 3.4 The committee shall include one representative of the school or rural health centre staff where applicable.

4. ELECTIONS

- 4.1 The election of the committee members shall be the responsibility of the community.
- 4.2 The extension worker active in the area shall assist in the election.
- 4.3 The election must be conducted free and fair and shall be a reflection of the whole community and not just by a few influential villagers.
- 4.4 From among the local villagers committee members will be elected for specific posts.

5 STATUS OF THE COMMITTEE

- 5.1 The committee can not work without the people who have elected them, that is the villagers.
- 5.2 The committee does not have the right to do any other work than that for which they have been elected.
- 5.3 The committee shall report on its work to the villagers regularly, and always be ready to give progress reports.

6. OFFICERS

6.1 CHAIRPERSON

- 6.1.1 The community shall elect from among themselves one committee chairperson.
- 6.1.2 The chairperson shall call meetings, plan the agenda, and guide the discussions.
- 6.1.3 The chairperson shall ensure that all decisions which have been made are carried out.
- 6.1.4 The chairperson shall generally be responsible for the steady and efficient implementation of the water facilities.
- 6.1.5 The chairperson shall act as a liaison between the extension worker/ Project and the community.
- 6.1.6 The chairperson may request and should receive any reasonable help from the community.
- 6.1.7 The chairperson shall be responsible for ensuring that all maintenance funds are used in a proper manner.

6.2 VICE-CHAIRPERSON

- 6.2.1 The community shall elect from among themselves one vice-chairperson.
- 6.2.2 The vice-chairperson shall act on behalf of the chairperson in his absence.

6.3 SECRETARY

- 6.3.1 The community shall elect from among themselves one secretary.
- 6.3.2 The secretary shall keep the minutes of meetings, maintain the well file, and help the chairperson prepare the agenda.
- 6.3.3 The secretary assisted by the treasurer shall compile a well users list.

DWA/RWHP - PROJECT IMPLEMENTATION PROCEDURES
PROGRAMME FOR WELLS UNDER CONSTRUCTION

TITLE **VWC TRAINING**

WHY **PURPOSE**

1. To prepare the VWC members on their future role and responsibilities.

WHAT **SUBJECT**

1. Selection of well site:
 - a. detailed discussion of the well location including health aspects related to proper siting.
2. Drama and discussions on drama during intermezzos:
 - a. roles and responsibilities of VWC members;
 - b. proper sanitary use of facilities to maximise health benefits;
 - c. importance of cooperation.
3. Explanation of agreement and actual signing ceremony.
4. Training part:
 - a. the roles of individual VWC members;
 - b. organisation of self-help activities;
 - c. advantages and disadvantages of different fund raising methods.
 - d. explanation for the need of a well organized and active VWC during implementation but even more so during operation and maintenance;
 - e. explanation of the caretakers on-the-job training.
5. Make appointment for tools delivery.

HOW **METHOD**

1. Opening remarks and introduction of VWC by VWC chairman.
 2. Extension staff introduces Project staff.
 3. Site selection:
 - a. discussion of all the important aspects and considerations such as health, social, environmental, etc.;
 - b. actual site selection done by community with large involvement of women - to ensure acceptance of the selected location - assisted by extension and Project staff - to ensure that all the important aspects have been taken into consideration.
 4. Drama by Triple M'T:
 - a. intermezzo after each play to discuss contents and messages - relate this to this community.
 5. Training part:
 - a. this should be done in one group comprising all VWC members, allow other villages to attend;
 - b. facilitate group discussions, give explanations only where needed, do not lecture.
 6. Give a brief summary of the meeting/training to highlight important topics.
 7. Make an appointment for tools delivery in consultation with the VWC and extension staff.
 8. Closing remarks by VWC chairman.
-

VILLAGE CARETAKER TRAINING

A OBJECTIVES

The objectives of organising and conducting Village Caretaker training courses are:

- a. to enable communities to operate and maintain their own drinking water facilities by transferring required knowledge - including technical skills - to village caretakers;
- b. to introduce the concept of the Users Support Programme to the communities; and
- c. to explain the link between improved water facilities and health.

B TRAINING PROGRAMME SCHEDULE

Day	Training Activities	
	Morning Session	Afternoon Session
O N E	09.00 - 12.00 - Introduction to training. - Job description of Village Caretaker. - Split into 3 practical groups.	12.30 - 14.00 - Practical demonstration of the daily operation activities at three different wells. 15.00 - 16.30 - Introduction on USP.
T W O	09.00 - 11.00 - Sanitation and Hygiene around the well.	11.30 - 14.30 - Practical demonstrations on minor repairs. 15.30 - 16.30 - Procedure for obtaining assistance from USP.
T H R E E	09.00 - 11.00 - Diseases related to water. 11.30 - 13.00 - Training summary and evaluation.	

6.4 TREASURER

- 6.4.1 The community shall elect from among themselves one treasurer.
- 6.4.2 The treasurer shall organise the collection of contributions for the maintenance fund.
- 6.4.3 The treasurer shall only take out money when it is necessary to pay for something, but only with the approval of the committee.
- 6.4.4 The treasurer shall maintain accurate records on the maintenance fund and inform the villagers how the money is being used.

6.5 VILLAGE CARETAKERS

- 6.5.1 The community shall elect from among themselves two village caretakers.
- 6.5.2 The village caretaker shall work closely with the construction foremen to learn the skills needed for operation and maintenance of the facilities.
- 6.5.3 The village caretaker shall perform regular routine inspection and operation of the water facilities to make sure that everything is clean, in good condition and working well.
- 6.5.4 The village caretaker shall prepare and maintain a duty roster for cleaning the water facilities and their immediate surroundings.
- 6.5.5 The village caretaker shall make repairs to the water facilities to the extent that she/he is capable.
- 6.5.6 The village caretaker shall report major breakdowns to the committee.

B: GENERAL RESPONSIBILITIES OF VWC

1 CONSTRUCTION

- 1.1 The VWC after consultation with all villagers, extension worker and Project staff decides the location of the well. The siting shall be done in such a way that the well benefits the maximum number of villagers.
- 1.2 The VWC shall organise the voluntary labour force. This can best be done by making up a duty roster ensuring equal participation by all villagers. The duty roster shall be made known to all villagers.
- 1.3 The VWC shall be responsible for collecting all local materials.
- 1.4 The VWC shall be responsible for providing storage space and safe keeping of equipment and materials provided by the Project.
- 1.5 The VWC shall be responsible for collecting the initial financial contribution.

- 1.6 The VWC shall arrange for the clearing of the selected site.
- 1.7 The VWC shall arrange for accommodation (prepare camp) for the construction foremen.
- 1.8 The VWC shall organise the digging of the well upto water level.
- 1.9 The VWC shall arrange for sufficient villagers to assist the construction foremen during construction.

2 OPERATION AND MAINTENANCE

- 2.1 The VWC shall draw up rules and control its observance regarding proper use, open - close hours, cleanliness, cleaning duty roster, financial contributions, etc.
- 2.2 The VWC shall organise a voluntary labour force to carry out preventive maintenance and minor repair work.
- 2.3 The VWC shall make arrangements to obtain materials, spare parts or tools if and when required.
- 2.4 The VWC shall report to the Users Support Programme/DWA if repair work is required beyond the capability of the community.
- 2.5 The committee shall continue educating villagers in the maintenance and benefits of the water facilities.
- 2.6 The committee shall keep regular contact with the extension worker to consult on matters concerning the facilities.

REMEMBER

MANY OF THE RESPONSIBILITIES ARE RESPONSIBILITIES OF THE ENTIRE COMMUNITY - NOT JUST THE MEMBERS OF THE COMMITTEE.

DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

VILLAGE WATER COMMITTEE MEMBERSHIP LIST

Well Code

Village Ward District

Members	Male	Female	Appointed at d.d.	Resigned at d.d.
CHAIRPERSON:				
1
.....
.....
VICE CHAIRPERSON:				
1
.....
.....
SECRETARY:				
1
.....
.....
TREASURER:				
1
.....
.....
VILLAGE CARETAKER:				
1
2
.....
.....

Note: Indicate on this form when committee members are replaced.

DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

WELL USERS LIST

Well Code

Village Ward District

(IF APPLICABLE) Name of School

No of Scholars

Name of RHC

Name of Households Planning to Use the Well	Name of Village
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

Note: Continue on the other side of this form.

WELL USERS LIST CONTINUED

Name of Households Planning to Use the Well	Name of Village
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
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60

DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

WELL HANDING OVER FORM

WE, THE VILLAGE WATER COMMITTEE OF VILLAGE, OF
..... WARD, IN DISTRICT, ON BEHALF OF ALL
THE WATER USERS/BENEFICIARIES OF WELL WILL ASSUME
RESPONSIBILITY OF THE SAME WELL CONSTRUCTED BY US WITH ASSISTANCE
FROM THE RURAL WATER FOR HEALTH PROJECT.

The construction of our well started on and was
completed on

WE ARE AWARE THAT ASSUMING RESPONSIBILITY FOR THE WELL MEANS:

1. The well becomes the property of the community.
2. The responsibility for the operation, maintenance and repair of
the well remains with this community. This includes:
 - a. using the well properly and with care;
 - b. keeping the well surroundings in a clean and healthy
condition;
 - c. inspecting the well regularly by the village caretaker and
her/his assistant to make sure that everything is kept clean
and in good working condition;
 - d. establishing a maintenance fund with contributions from all
well users to pay for replacements and repairs;
 - e. organising a self-help labour force for all operation,
maintenance and repair activities.

THE DWA/RWHP WILL PROVIDE ADVICE AND TECHNICAL ASSISTANCE FOR
OPERATION AND MAINTENANCE THROUGH THE USERS SUPPORT PROGRAMME.
REPLACEMENTS OF WELL PARTS AND OTHER REPAIR WORK CAN BE OBTAINED
FROM THEIR OFFICES ON COST RECOVERY BASIS.

FOR THE COMMUNITY:

Signature

Name

Function

Date

FOR THE PROJECT:

Signature

Name

Function

Date

Note: Attach a copy of the completed and signed (VWC Chairman and
Project Supervisor) well completion form.

DWA/RWHP - PROJECT IMPLEMENTATION PROCEDURES
PROGRAMME FOR WELLS UNDER CONSTRUCTION

TITLE PREPARATION FOR HANDING OVER

WHY

PURPOSE

1. To assist the VWC in preparing a programme for the handing over ceremony with the following purposes:
 - a. to make people aware of the importance of a protected well;
 - b. to ensure that hygiene and maintenance standards are maintained.
 - c. to make people understand their responsibilities regarding their water facilities.
 - d. to introduce the concept of the Users Support Programme (USP).

WHAT

SUBJECT

1. Advantages of a protected well.
2. Proper handling, and operation and maintenance of the water facilities.
3. Role and responsibilities of VWC.
4. Recapitulation on fund-raising methods.
5. Introduction to the USP.

HOW

METHOD

1. Opening remarks and introduction of Project staff by extension staff.
2. Since all the topics - except for the USP - have been introduced and discussed during previous meetings there is no need for further lecturing. Find out how much they know on the different topics and elaborate on what knowledge is available.
 - a. The discussion on the proper handling of the well and the wash basin must be accompanied with some practical demonstrations.
 - b. The discussion on the role and responsibilities of the VWC and its individual members should emphasize the need for proper organisation and cooperation.
 - c. The discussion on the different fund-raising methods must come up with a fund-raising system which is feasible as well as acceptable to all beneficiaries.
 - d. The introduction on the USP should be based on the hand out prepared for the caretaker training.
3. Introduce the handing over form and discuss the implications of the official handing over.
4. Explain the purpose of the handing over ceremony and assist the VWC in drawing up a programme.
5. Make an appointment for the handing over ceremony in consultation with the VWC and the extension staff.
6. Give a brief summary of the meeting to highlight important topics.
7. Closing remarks by extension staff and VWC chairperson.

DWA/RWHP - PROJECT IMPLEMENTATION PROCEDURES
PROGRAMME FOR WELLS UNDER CONSTRUCTION

WHO PARTICIPANTS

All VWC members are to be present.

FACILITATORS

1. Extension staff, who is responsible for:
 - a. making of appointments;
 - b. introducing the Project staff; and
 - c. facilitating the discussions on the advantages of protected wells and the proper handling of the facilities.
2. Project staff, consisting of two PEP members, or one PEP member with one PEA, who are responsible for:
 - a. all other activities.

WHERE PLACE

1. At the well construction site.

WHEN TIMING

1. Appointment to be made during Construction Monitoring Visit by extension staff in consultation with VWC and Project staff.
2. PHO must take place during the construction phase.
3. PHO to last approximately half a day.

WHAT TO TAKE

1. Well visit report form
 2. Hand outs on USP and role and responsibilities of VWC.
 3. Well handing over form.
-

DWA/RWHP - PROJECT IMPLEMENTATION PROCEDURES
PROGRAMME FOR WELLS UNDER CONSTRUCTION

TITLE HANDING OVER CEREMONY

WHY PURPOSE

1. To make people aware of the importance of a protected well in order to ensure sustainability of the water facilities.
2. To ensure that hygiene and maintenance standards are maintained.
3. To make people understand their responsibilities regarding their water facilities.
4. To introduce the concept of the Users Support Programme (USP).

WHAT SUBJECT

1. Advantages of a protected well.
2. Proper handling, and operation and maintenance of the water facilities.
3. Role and responsibilities of VWC.
4. Recapitulation on fund-raising methods.
5. Introduction to the USP.

HOW METHOD

1. Opening remarks by VWC chairperson.
2. Extension staff introduces Project staff.
3. Follow the programme as prepared by the VWC.
4. The VWC members presents the following topics:
 - a. advantages of protected wells;
 - b. role and responsibilities of VWC;
 - c. proper handling, and operation and maintenance of the facilities; and
 - d. fund-raising system as selected by the VWC.

IMPORTANT: AFTER EACH TOPIC ONE PROJECT STAFF MEMBER SHOULD SUMMARIZE THE PRESENTATION AND ADD THOSE THINGS WHICH HAVE BEEN LEFT OUT.

5. The Project staff presents the following topics:
 - a. introduction on the USP;
 - b. role of extension staff;
 - c. explanation of the well handing over form.
 6. Official handing over of the facilities to the community represented by the VWC:
 - a. physically inspect the water facilities;
 - b. draw a bucket of well water;
 - c. drink a cup of water;
 - d. offer the same water to the VWC members for them to drink; and
 - e. actual signing of the well handing over form which forms the official handing over of the well to the community.
 7. The VWC can continue with their prepared programme.
 8. Closing remarks by extension staff and VWC chairperson.
-

**DWA/RWHP - PROJECT IMPLEMENTATION PROCEDURES
PROGRAMME FOR WELLS UNDER CONSTRUCTION**

WHO

PARTICIPANTS

1. VWC members - being the facilitators - are obliged to attend.
2. All other villagers, in particular women, are to be encouraged to attend.

FACILITATORS

1. Extension staff, who is responsible for:
 - a. making of appointments;
 - b. introducing the Project staff; and
 - c. assisting the Project staff in the official handing over ceremony.
2. Project staff, consisting of the same team who conducted the PHO meeting, who are responsible for:
 - a. presenting the topics given under HOW - METHOD point 6; and
 - b. conducting the official well handing over ceremony.

WHERE

PLACE

At the completed well site.

WHEN

TIMING

1. Appointment must be made during the PHO.
2. HOC to last approximately half a day depending on the programme prepared by the VWC.

WHAT TO TAKE

1. Well visit report form
 2. Well handing over form
 3. Measuring tape
-

DWA/RWHP - PROJECT IMPLEMENTATION PROCEDURES
PROGRAMME FOR WELLS UNDER CONSTRUCTION

TITLE TOOLS DELIVERY

WHY PURPOSE

1. To enable community to start work - digging activities.

WHAT SUBJECT

1. Delivery of tools.
2. Proper handling of tools.
3. Measurements of well.
4. Health discussion.

HOW METHOD

1. Hand over tools to caretaker by using the proper forms. This should be witnessed by other VWC members.
2. Facilitate discussion on the proper use of the tools, fixing of windlass and safety measures.

NOTE: THE ADVANTAGE OF HAVING TOOLS IN THE VILLAGE MUST BE STRESSED. VILLAGERS CAN MAKE USE OF THE SAME TOOLS TO DIG REFUSE PITS AND CONSTRUCT HOUSEHOLD LATRINES.

3. Give measurements for the well (measurement stick) Make use of this opportunity to check whether the location is still acceptable to all future well users.

IMPORTANT: THE SIZE OF THE WOODEN POLES (20CM ROUND AND 300CM LONG) MUST BE GIVEN AT THIS TIME. THE WOODEN POLES MUST BE CUT BEFORE THE CONSTRUCTION TEAM ARRIVES.

4. Facilitate brief discussion on health matters related to well siting (danger of constructing latrines, houses, etc. close to the well; clearing of area to avoid contamination; etc).

NOTE: STRESS THE NEED FOR THE CARETAKERS TO BE PRESENT THROUGHOUT THE CONSTRUCTION PERIOD TO LEARN THE SKILLS REQUIRED FOR MAINTAINING AND REPAIRING THE COMPLETED WATER FACILITIES.

WHO PARTICIPANTS

All VWC members, in particular the two village caretakers, are to be present. Other villagers should also be encouraged to participate.

FACILITATORS

1. Extension staff, who is responsible for:
 - a. making of appointments;
 - b. introducing the PS/APS; and
 - c. assisting in the health discussions.

DWA/RWHP - PROJECT IMPLEMENTATION PROCEDURES
PROGRAMME FOR WELLS UNDER CONSTRUCTION

2. Project staff:
PS/APS, who is responsible for:
 - a. explaining the proper handling of tools and on safety measures;
 - b. executing the practical on windlass erection; and
 - c. giving the measurements (measurement stick).

NOTE: THE PS/APS MAY HAVE TO BE INTRODUCED BY THE EXTENSION WORKER IF NOT DONE DURING THE VWC TRAINING.

- PEP, one member who is responsible for:
- a. handing over of the tools; and
 - b. facilitating the health discussion.

WHERE

PLACE

At selected well site.

WHEN

TIMING

1. The appointment must be made during the VWC training.
2. Tools delivery to last approximately two hours.

WHAT TO TAKE

1. Well visit report form
2. Tools
3. Tools delivery form
4. Measuring tape/string
5. Posters

DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

TOOLS DELIVERY FORM

Well Code

Village Ward District

ITEM	DESCRIPTION	QNTY	DATE ISSUED	DATE COLLECTED	REMARKS/ CONDITION
1	Construction Bucket	1			
2	Construction Windlass	1			
3	Helmet	1			
4	Pickaxe	1			
5	Rope (30mtr)	1			
6	Chisel Long	1			
7	Chisel Short	1			
8	Hammer 4Lb	1			
9	Muttock	1			
10	Shovel	1			
11	Spade	1			
12	Wire Soft				
13*	Building Trowel	1			
14*	Wire Brush	1			

Note: * These items are to be handed over to the VWC after completion. To be signed for receipt in the remarks column.

RECEIVED: I AGREE THAT THE ABOVE NUMBER OF ITEMS HAVE BEEN ISSUED TO ME
..... SIGNATURE DATE

WITNESSED BY SIGNATURE

ISSUED BY: SIGNATURE DATE

COLLECTED BY: SIGNATURE DATE

WITNESSED BY SIGNATURE

COMMUNITY FUND-RAISING SYSTEMS

INTRODUCTION

The basis for a satisfactory community-financed operation and maintenance system is laid during the initial planning stage. Local financing will not be forthcoming when the fund-raising system does not meet the needs, interests and payment capacity of the users. As a result this needs to be discussed in detail during the VWC training.

In previous years the Project promoted the monthly revenue collection system as the only possible system to be used. During VWC training courses the treasurers and secretaries were trained how to organise monthly collections and how to maintain appropriate financial records. Eventhough this system was heavily supported by the Project it did not work in many communities. Reasons for this are many and a few are given in the following table.

It is essential that the community itself decides what fund-raising system is the best to suite their possibilities and needs. Unfortunately there is not that much choice in the type of fund-raising systems. The table shown here gives three different systems, namely: Regular Revenue Collection; Voluntary Funds; and Cooperative Funds. Each of the systems has its own advantages and disadvantages which should be fully considered before any decision is made. It is not for us to decide what the best system is for a given community. The discussion on community fund-raising systems should be preceded by an explanation on the different options available and their advantages and disadvantages without being partial or biased to any one of them. See the table on different fund-raising systems on the next page. The community should decide which system is the best for their situation. This decision should preferable be taken during the meeting.

It is important to note that if the community decides to go for either voluntary funds or cooperative funds a minimum stock of some essential materials and spare parts must be maintained at all times. This to avoid the disruption in the availability of water.

Another important point is the amount to be generated for maintenance and repair activities (recurrent costs). The amount required for recurrent costs per year is equal to the initial deposit which the community has to make before construction work starts. In February 1992 this was calculated as Zkw 4,000. With the high inflation rates at present this amount is likely to double well before the end of this year. Hence, be careful when using any figure since these need to be updated - increased - almost every month. With a minimum number of households of 40 per well the cost per household/family was only Zkw 100 per year in February 1992. The more households the cheaper the annual recurrent costs per household.

DWA/RWHP - PROJECT IMPLEMENTATION PROCEDURES
PROGRAMME FOR WELLS UNDER CONSTRUCTION

DIFFERENT FUND-RAISING OPTIONS

OPTION	ADVANTAGES	DISADVANTAGES
<p><u>REGULAR REVENUE COLLECTION</u></p> <p>Every household contributes a fixed amount (flat rate) on a regular (monthly/bi-monthly) basis.</p> <p>Since money is always available there is no need to maintain a large stock of spare parts and other materials required for maintenance and repair.</p>	<ul style="list-style-type: none"> - Funds for maintenance and repair always available and as a result no interruption in availability of water. 	<ul style="list-style-type: none"> - Devaluation of money due to high inflation. - Danger of misappropriation of funds. - Problems of fund keeping due to lack of reliable banking services. - Unable to contribute regularly due to seasonal income structures. - Increased workload on VWC - proper administrative organization required.
<p><u>VOLUNTARY FUNDS</u></p> <p>Collection of funds when required through meetings, house-to-house collections, etc.</p> <p>Money can also be collected seasonally to procure a stock of required spares.</p> <p>Since funds are not readily available it is essential that a minimum stock of required spares and materials are available (eg. grease, spare bucket, etc).</p>	<ul style="list-style-type: none"> - No danger of devaluation. - Misappropriation of funds is less likely. - No banking services required. - Money can be collected according to seasonal incomes (after cash crops have been sold). - Reduction of work for VWC as it needs to come into action for fund-raising only once or twice a year. 	<ul style="list-style-type: none"> - Funds not available when required due to seasonal income which may lead to a disruption in the availability of water. - Total amount that can be collected is uncertain since this depends on the availability of resources at the time of collection.
<p><u>COOPERATIVE FUNDS</u></p> <p>Communities can manage a communal enterprise such as communal fields. The profit made on these enterprises are used to pay for community expenditures such as maintenance and repair of the water facilities.</p> <p>Since funds are not readily available it is essential that a minimum stock of required spares and materials are available (eg. grease, spare bucket, padlock, etc).</p>	<ul style="list-style-type: none"> - No danger of devaluation. - Misappropriation of funds is less likely. - No banking services required. 	<ul style="list-style-type: none"> - Funds not available when required. - Availability of funds depends on the income and profits from the communal enterprise.

INITIAL CASH DEPOSIT

It is of utmost importance that this hot topic is explained very well in order to avoid confusions/misunderstandings and outright refusals to participate in the construction of new wells. Therefore, it is essential that this topic is discussed in detail during all formal and informal meetings with communities which are conducted during the initial planning stage (eg. ward meeting; assessment survey; promotion; VWC training; etc).

The initial cash contribution equal to the calculated annual recurrent cost for maintenance and repair activities is required to assess the communities ability and willingness to pay for those activities after the well has been handed over. Ability means whether the villagers have the money to pay for the services - willingness means whether villagers are interested in and perceive the benefits of improved water supply facilities. At present many wells are not in use due to the fact that communities are either not able or interested (willing) to arrange for the upkeep of their own water facilities. In this way a lot of funds have been wasted and that is what must be avoided by all means from now on.

In return for this cash contribution the Project will leave behind tools needed to maintain and repair the well. The total cost of these tools is many times higher than the cash contribution. Although cash contributions were never required in the past tools were also never left behind. Tools are essential for a community to maintain their water facilities and to start on other community improvement projects, such as construction of household latrines, digging of refuse pits, etc.

Except for digging tools no materials and construction foremen can be dispatched to the well site before the cash contribution has been made available to the Project. This means that construction work can only take place after the cash contribution has been made available. The best time for the community to collect the cash contribution is during the digging of the well upto water level. Those communities which are first in collecting the cash contribution on top of completing the digging of the well upto water level will be assisted first. Communities will not be assisted in the construction of their water facilities if the cash contribution is not made available to the Project.

The minimum number of households stipulated for a well is partly based on the community's ability to raise the required cash for annual recurrent costs and partly on the need to decrease the initial investment cost per beneficiary. Although one person may be very much able and willing to pay the initial cash contribution it would be financially unacceptable to give that person a well. With the limited funds available in the water sector as many people as possible must benefit. In no way is the Project going to deviate from the stipulated number of households, namely:

- a. a hand-dug well for communities with more than 40 households; and
 - b. a hand-augered well for communities with 30 to 40 households.
-

MUKACHITWAMU:

ILUNG'A DEJIMA DAKATONDAHU MUNTU WAMU KUFUMA MUKACHI KAWU KWIKALA MUKACHITWAMU.

MUKACHITWAMU WAKATAMBIKANG'A JIMITINIGI, KULENG'A MUKUKU WANSANG'U JAKUHOSHAHU,
NAKUTWAMININA YIHOSHA.

MUKACHITWAMU WAKAMONGA'A NEYI JINSHIMBI JEJIMA ANAKUJILONDELA CHIWAHI.

MUKACHITWAMU WAKEKALA NANG'OVU YAKUTALA HESHIMA NIMUNZATISHILI DADU.

MUKACHITWAMU WAKEKA WAHAKACHI, A KWAMUDIMU HELA AKWA CHIBALU CHATALANA HA
MENJI NI WUMI NA WAKAMUKALA.

MUKACHITWAMU WATELA KULOMBA NIKUTAMBULA WUKWASHI WASHIKILAMU KUFUMA KUDI AKELUNG'A
DINA.

MUKACHITWAMU WAKAMONGANG'A NINDI MALI AMUCHIMBANG'U CHA HESHIMA ANAKUYIZATISHA
CHIWAHI NAWA MUNJILA YALONG'A.



(LWRA)

DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

VILLAGE WATER COMMITTEE MEMBERSHIP LIST
(AMEMBALA ATALANG'A HESHIMA)

Mukala Wadi Nambala Ye'shima
Boma

Amembala	Weyala	Wamu banda	Ifuku Dakusakula	Ifuku Dakuleka
MUKETANDA:				
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CHINLONDA:				
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NSONEKI:				
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NHEMBI YA MALI:				
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NHEMBI YESHIMA:				
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Kwilukisha: Sonekaku ifuku amembala ayi hing'ishiliwu.

(LUNDA)

DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

WELL USERS LIST
(CHIPAPILU CHAWAKAKUZATISHA ISHIMA)

Mukala Wadi Namabala Ye'shima
Boma
(NEYI DIMU) Ijuna Dashikola.....
Nambala Yawakashikola.....
Ijina Dakachipatela.....

Majina Amatala Aka Zathishanga Ishima	Ijina Damukala
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Kwilukisha: Twalekakuhi kusoneka ni kwishinadi dachinuchipapilu.

WELL USERS LIST CONTINUED

Majima Amatala Aka Zatihanga Ishima	Ijina Damukala
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DWA/RWHP - PROJECT IMPLEMENTATION PROCEDURES
PROGRAMME FOR WELLS UNDER CONSTRUCTION

TITLE CONSTRUCTION MONITORING VISIT

WHY PURPOSE

1. To monitor construction progress and to assist the community (VWC) on immediate problems which may be encountered during construction.

WHAT SUBJECT

1. Monitor construction progress.
2. Discuss progress with VWC and:
 - a. assess progress;
 - b. discuss ways to overcome problems if and when encountered.

HOW METHOD

1. Check progress of construction.
2. Conduct a VWC meeting when progress is below average or when problems related to the construction of the well have been encountered. Observe and discuss the problems with the VWC. Assist the VWC in finding ways to overcome those problems.

NOTE: IN CASE OF SERIOUS NON-TECHNICAL PROBLEMS THE PEP SHOULD BE INFORMED. THE PEP THEN SHOULD ACCOMPANY THE EXTENSION STAFF TO CONDUCT A FOLLOW UP VWC MEETING AND SORT OUT THE PROBLEMS.

3. Make an appointment for a follow up meeting to check on the progress.

NOTE: THE APPOINTMENT FOR INTRODUCING THE CONSTRUCTION TEAM MUST BE MADE DURING ONE OF THOSE VISITS. WHEN INTRODUCING THE CONSTRUCTION TEAM TO THE VWC, AND IN PARTICULAR TO THE VILLAGE CARETAKERS, THE DUTIES OF THE CONSTRUCTION TEAM AND THE VWC MUST BE EXPLAINED IN DETAIL TO BOTH PARTIES.

LIKewise THE APPOINTMENT FOR THE PREPARATION FOR HANDING OVER MUST ALSO BE MADE DURING ONE OF THOSE VISITS SOMETIME HALF WAY THE SURFACE CONSTRUCTION PHASE.

WHO PARTICIPANTS

VWC members plus any other villagers present.

FACILITATORS

Extension staff and/or PS/APS.

Extension staff should make frequent visits while the villagers are digging the water table.

NOTE: EXTENSION STAFF MUST REPORT ALL PROBLEMS TO PS/PEP. PS MUST INFORM PEA/PEP ON ORGANISATIONAL/COMMUNITY PARTICIPATION PROBLEMS.

DWA/RWHP - PROJECT IMPLEMENTATION PROCEDURES
PROGRAMME FOR WELLS UNDER CONSTRUCTION

WHERE **PLACE**

1. At the well construction site.

WHEN **TIMING**

1. CMVs are to be conducted at all stages of construction - both when the villagers are digging and when the construction team is deployed.
2. No pre-fixed dates - if and when required.
2. CMVs to be done at regular intervals. Once a week when community is digging above water level, and twice a week when construction team has been deployed at the well site.

WHAT TO TAKE

1. Well visit report form
 2. Measuring tape
-

DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

WELL CONSTRUCTION AGREEMENT
(LUNWANGANO LWA KUPOYA MUSHIMA)

KIPANGANO PAKACHI KA KIPANYI KITALA PA MEMA NE BUMI (KYO BATONGOLAAMBA PROJECT MUKIZUNGU) NE

KABUNGWE KATALA PA MUSHIMA WAPAKIJIZI KYA KIJU MU WADI WA MUNKAMBI WA SOLWEZI, KABIJI NEBONKA ABA BEMENAKO BONSE BAKATAPULANGA MEMA PAUNO MUSHIMA.

Akino kipangano kyalumbulula mingilo ne nsebenzelo yakino kipanyi (Project) ne abo bangikazhi, kikatakata kumaambo akupoya nangwa kuwamisha uno mushima watongo lwaamba

KINO KIPANYI (PROJECT) KIKENGILA INO MINGILO:

A. KUPOYA MISHIMA YAKATATAKA

1. Kupana mafunjisho nebukwashi bwapusana pusana bwakupoyelamo:
 - a. mushima wa njilayo;
 - b. mufwolo mwakupichila mema nekimbo kitwezha mema panshi;
 - c. kubumba kyakovwelamo bivwalo.

B. KUWAMISHA MUSHIMA WAKALA

1. Kupana mafunjisho nebukwashi bwakundama kubyakuwamisha mushima wakala, kikulu abwa bukwashi bwaikala ke bwakupota pa nfweto yafwainwa bulongo.
2. Kupempula mishima pakimye pakimye nekukwasha aba basalwa mukabungwe kumonaamba mingilo yabo inakwenda bulongo, kabiji nekumonaamba aba ba mingilo mubipanyi byakafulumende muyoya mpunzha bebatundaika kukwasha bakabungwe pa mungilo yabo.

Akino kipanyi (Project) kikamonaamba kyaeseka kupana abya bitwa nebukwashi bukwabo bukebwa biji nobe:- malingi, shamende kizhiko, windilasi, matafwali ashamende kubikapo ne mbekete.

Mino inge mushima wapwa, abya byonse bikafwa kuyewa mushima bakebipana kanatu byapotwa. Kuwamisha nekusunga kwamushima bulongo kenkito yabangikazhi bengijisha awa mushima nekabungwa kabo.

BANGIKAZHI BENA KIJIZI BAKEKALA NAINO MINGILO:

A. KUPOYA MISHIMA YAKATATAKA

1. Kusala bantu baketekelwa bulongo bakonsha kutangijila kabungwe ka pa mushima kufuma mubene ba ponka pakijizi paji mushima.
2. Kupanako mali afika nobe ku Zkw 9,000.
3. Kumonaamba kimye kyakupoya mushima, pajuba pajuba patanwa bantu bakupoyako. Kubandisha mingilo kikalenga Project kuleka nkito.
4. Kumonaamba pakimye kyonse abya byela byakwingijishako byafiwa bulongo kabiji inge paji bamingilo baku kipanyi (Project) monai amba nabo basungwa bulongo.

B. KUWAMISHA MISHIMA YAKALA

1. Monai amba mushima wenu mwamusunga bulongo, kikatakata kukanya banyike bache bache kukailangako.
2. Kusunge aya mpunzha yazhokoloka mushima nakipale mujishinda jaku kanya biswaswa ne bincha pepi namushima.
3. Kumonaamba kimye kyonse mwaingijisha mushima wenu bulongo kabiji nekulungisha bulongo apa ponse patama kala kabiji nekupingishako kyafwako.
4. Monai amba kimye kyonse samupanako mali kukipao kyapa mushima wenu pakubaamba inge kwafwa kintu, bukijibukiji mukabule kutana lukatazho pakwikipota nekwikipingishapo.

Bangikazhi bonse bebalomba kupana nekwipana bene mukubaamba abya byapasha nobe mapanda anjilayo nangwa kutunta musenga inge uji pepi, nangwa kulala mabwe inge aji pepi aya nkito yotwakonsha kwingilapo inge abye byatongaula mobiji mu mpunzha yetu.

Byapelako, bangikazhi bakaleta abya byonse bikebewa byakuwamishako mushima kubikapotu ne kwipana nakwingijila pa nkito yakibilwe nangwaamba matenda, kabiji inge paikala nfweto, bangikazhi bakamonaamba balipila aya nfweto ya ku wamishako mushima wabo.

KUYUKISHA: PROJECT YIJI NA NGOVU YAKULEKA MINGILO YA KUSHIMIKA MUSHIMA NE KUVILUKA PA MUSHIMA INGE NKITO KECHI IBENA KUYA PALUTWE NE.

KWIMENAKO KIJIZI:

Sainai

Jizhina Jenu.....

Kifulo

Juba

KWIMENAKO KIPANYI (PROJECT):

Sainai

Jizhina Jenu.....

Kifulo

Juba

(KANOBE)

DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

VILLAGE WATER COMMITTEE MEMBERSHIP LIST
(BAMEMBALA BAKABUNGWE KAMUSHIMA)

Nambala Wamushima

Muzhi

Wadi

Boma

Bamembala	Wamu lume	Wamu kazhi	Juba Jabunsaji	Juba Jakuleka
BAKUMUPANDO:				
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KASUNG'AMI:				
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KALEMBA:				
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KALAMA WAMALI:				
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KALAMA WAMUSHIMA:				
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Kuyukisha: Nembai juba joba pingishapo bamembala.

WELL USERS LIST CONTINUED

Mazhima Amazubo Akengijisha Mushima	Jizhina Jamuzhi
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(KAWONDE)

DEPARTMENT OF WATER AFFAIRS
NORTH WESTERN PROVINCE
ZAMBIA

RURAL WATER FOR HEALTH PROJECT

WELL USERS LIST
(MUTANCHI WA BENGIJISHA MUSHIMA)

Muzhi Wadi Nambala Wamushima

(INGE IBO) Jizhina Ja Sukulu..... Boma

Nambala Yabana Basukulu.....

Jizhina Ja Kakipatela.....

Mazhina Amazubo Akengijisha Mushima	Jizhina Jamuzhi
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Kuyukisha: Twajijilai kunemba nekubushiya bwakino kipepala.

BAKUMUPANDO:

BANGIKAZHI BAKASALA BAKUMUPANDO BAMUKABUNGWE KUFUMA MUJIBUMBA JABO.

BAKUMUPANDO BAKETANGA MA MITINGI, KUNENGEZHA MUTANCHI WA MITWE YA MAMBO NE KUTANGIJILA MISAMBO.

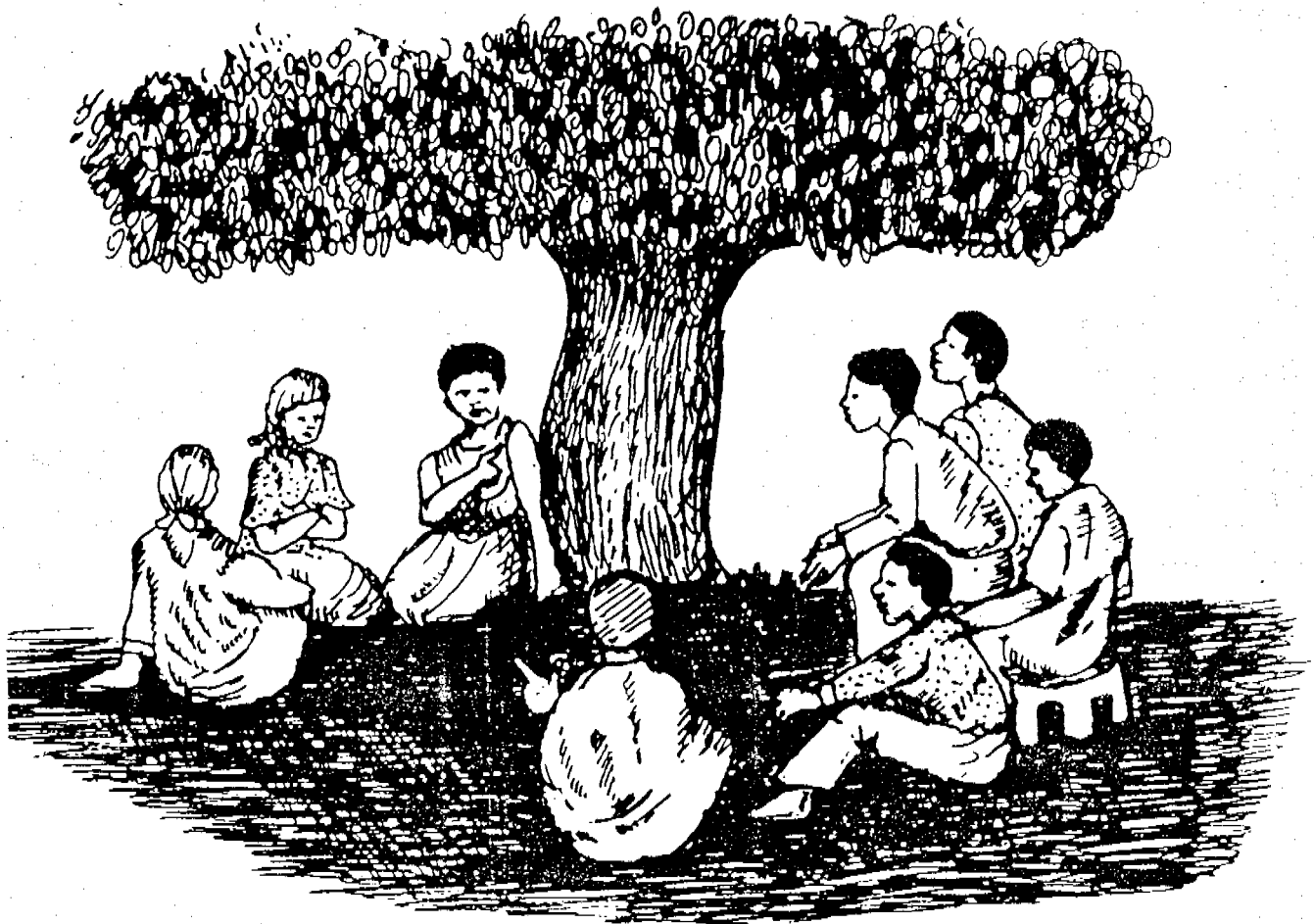
BAKUMUPANDO BAKAMONAMBA BWITABIZHO LOONSE LWAITABIZHIWA LWA FIKIZHIWA.

BAKUMUPANDO BAKEKALA NANGOVU YAKUTALA PA MUSHIMA NE NG'INGIJISHILO YAWO.

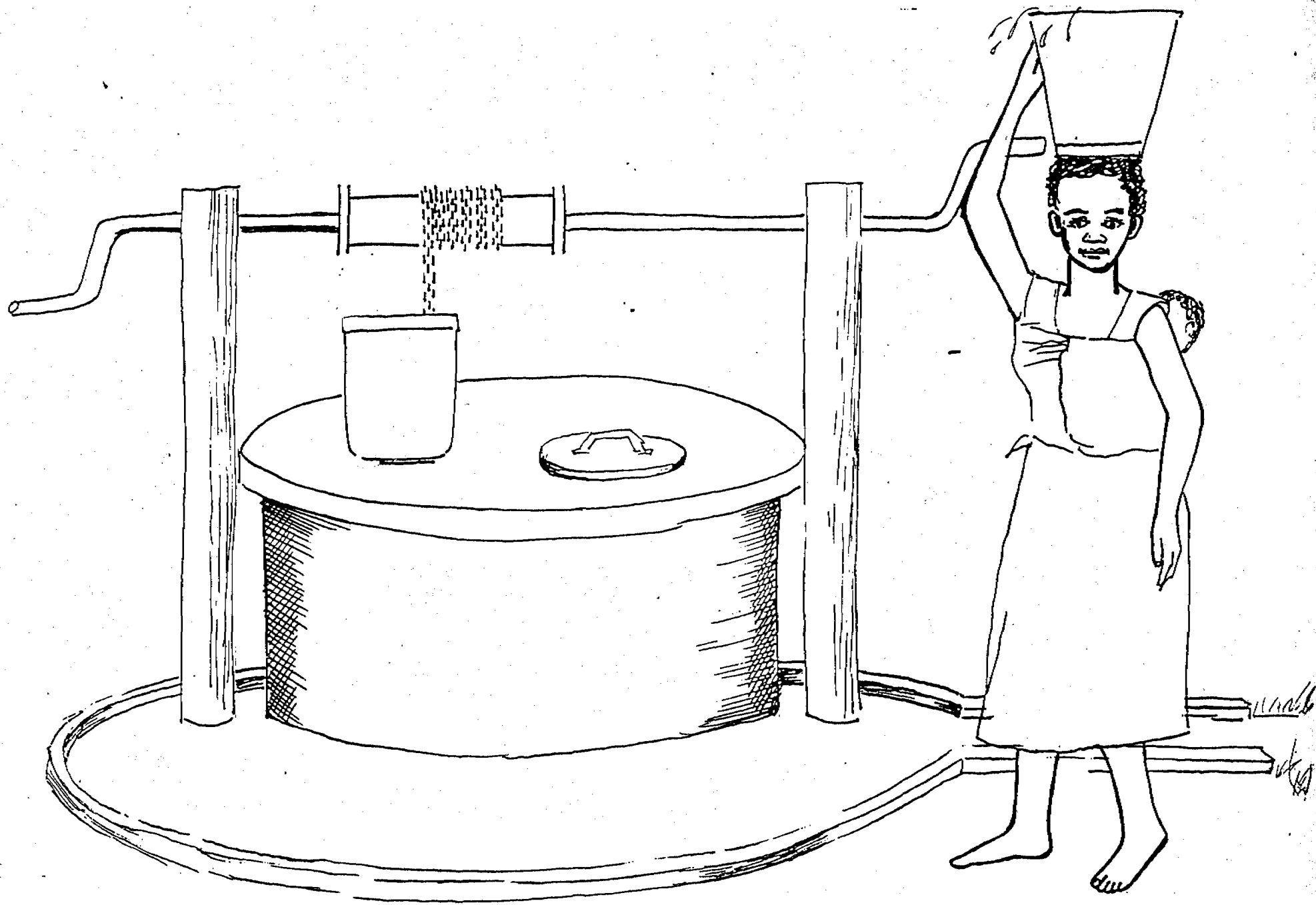
BAKUMUPANDO BAKEKALA BAKWIMENAKO PA KACHI KABAMINGILO NANGWA KIPANYI KITALA PA MEMA NE BUMI PAMO NE BENAMIZHI.

BAKUMUPANDO, BAKALOMBA, BUKWASHO KABIJI BAFWAINWA KUTAMBULA BUMO BUKWASHO BWAFIKILAMO KUFUMA KUBENAMIZHI.

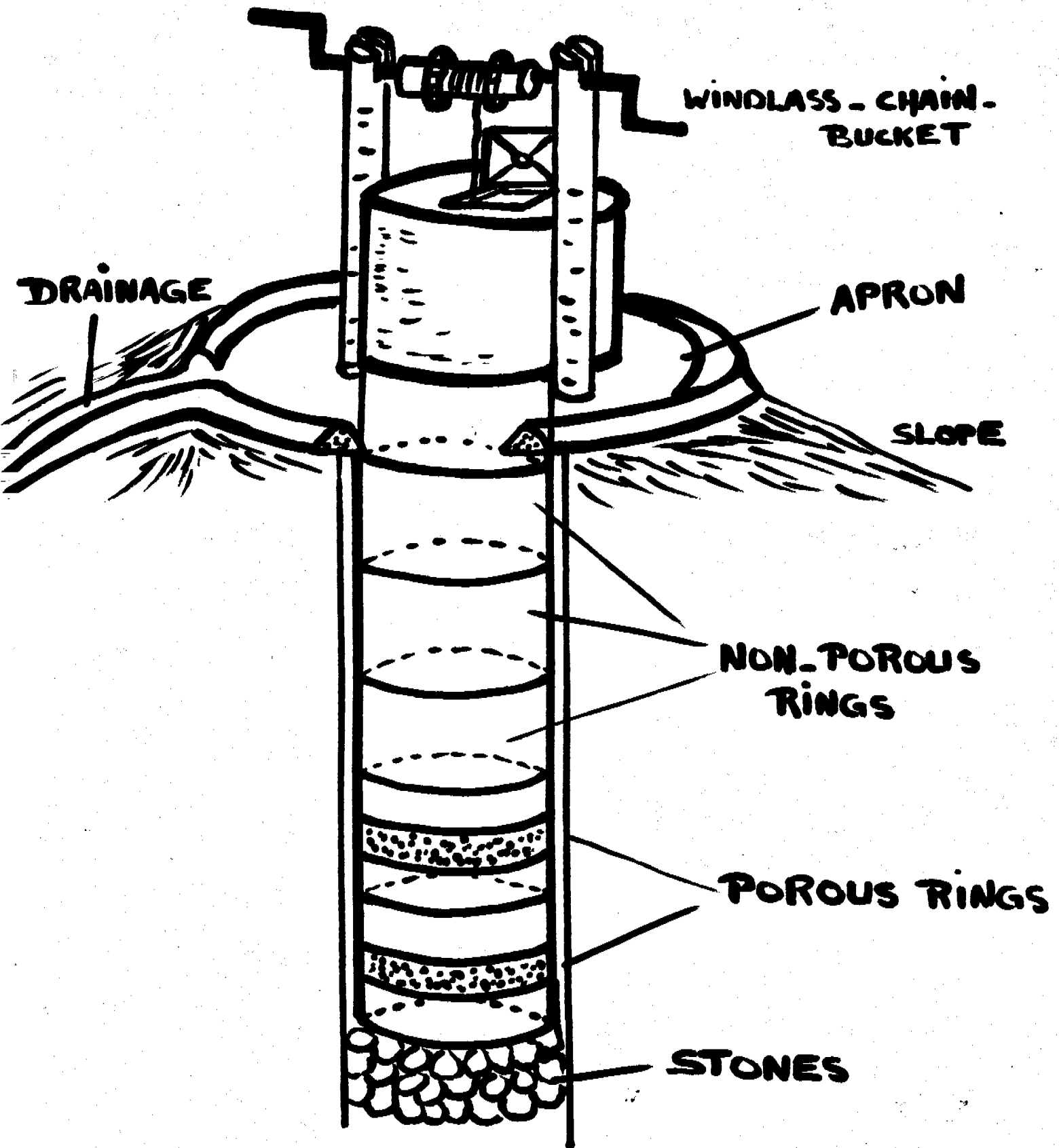
BAKUMUPANDO BAKEKALA NANGOVU YAKUMONAMBA MALI AMUKIPAWO A INGIJISHIWA BULONGO.

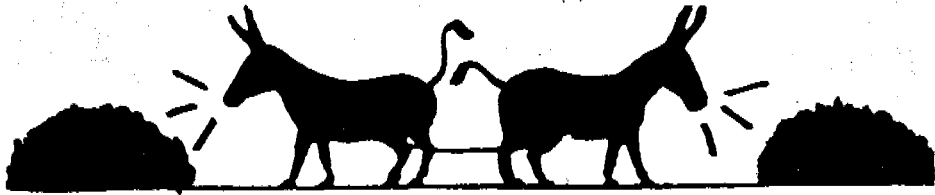
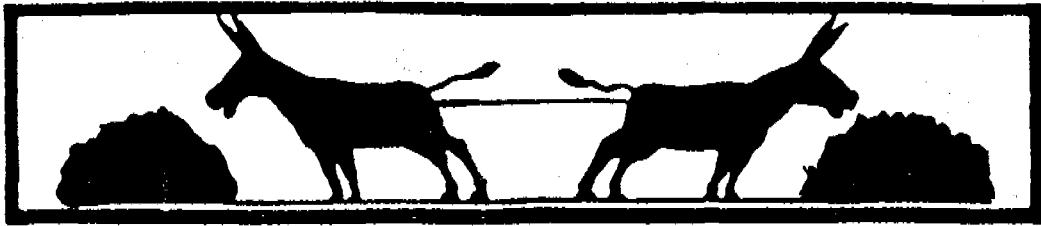


OUT OF ORDER.



A DRY WATER WELL





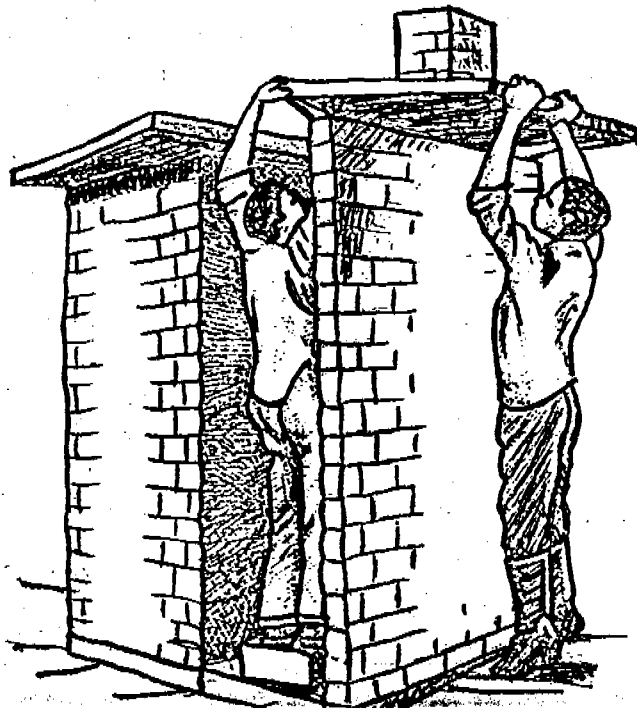


WORKING TOGETHER

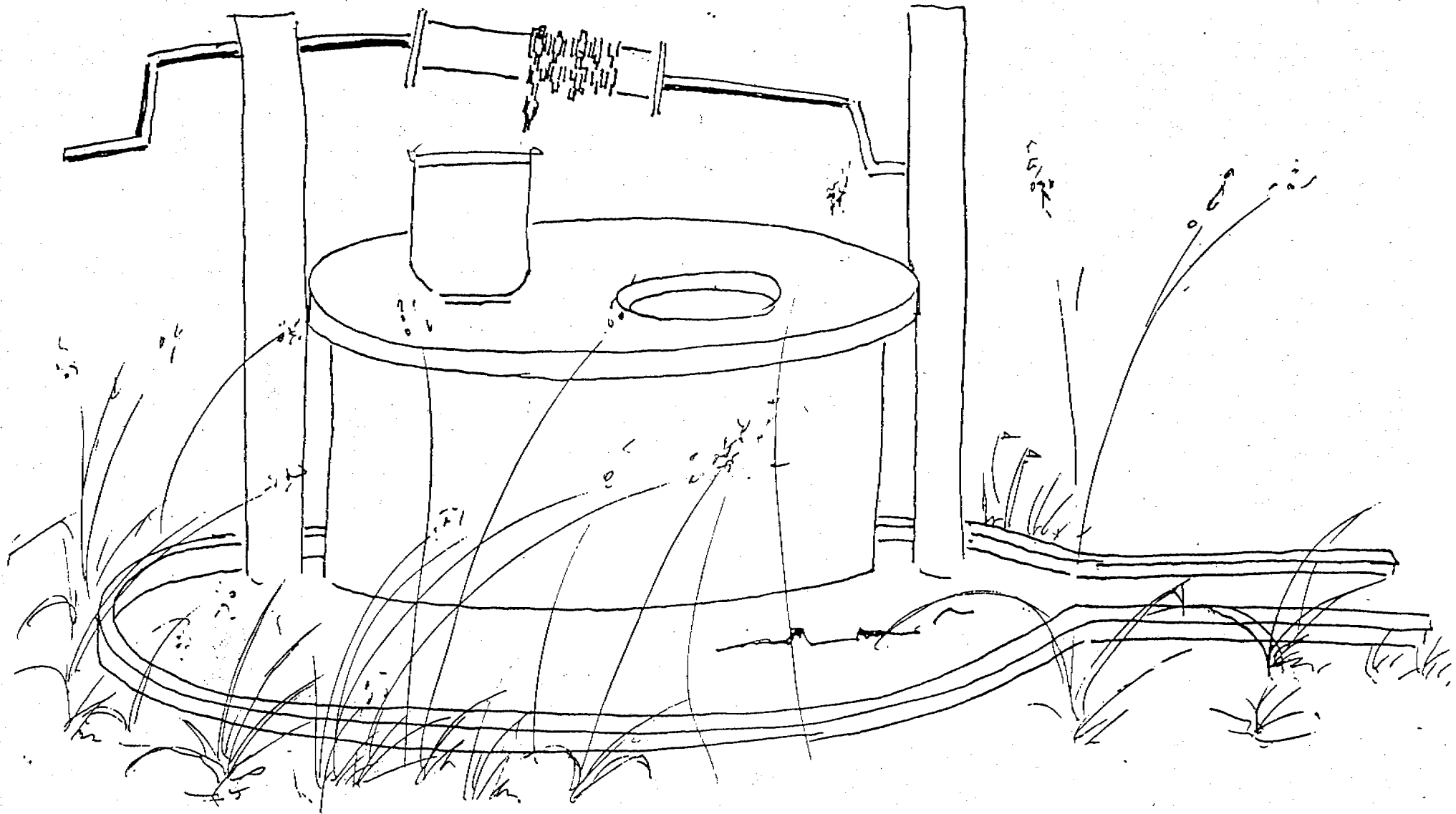


**VILLAGE
MEETINGS**

**DIGGING
A
WATERWELL**



**BUILDING
A
PIT. LATRINE**



UNIT 10

REDEEPENING OF A WELL

