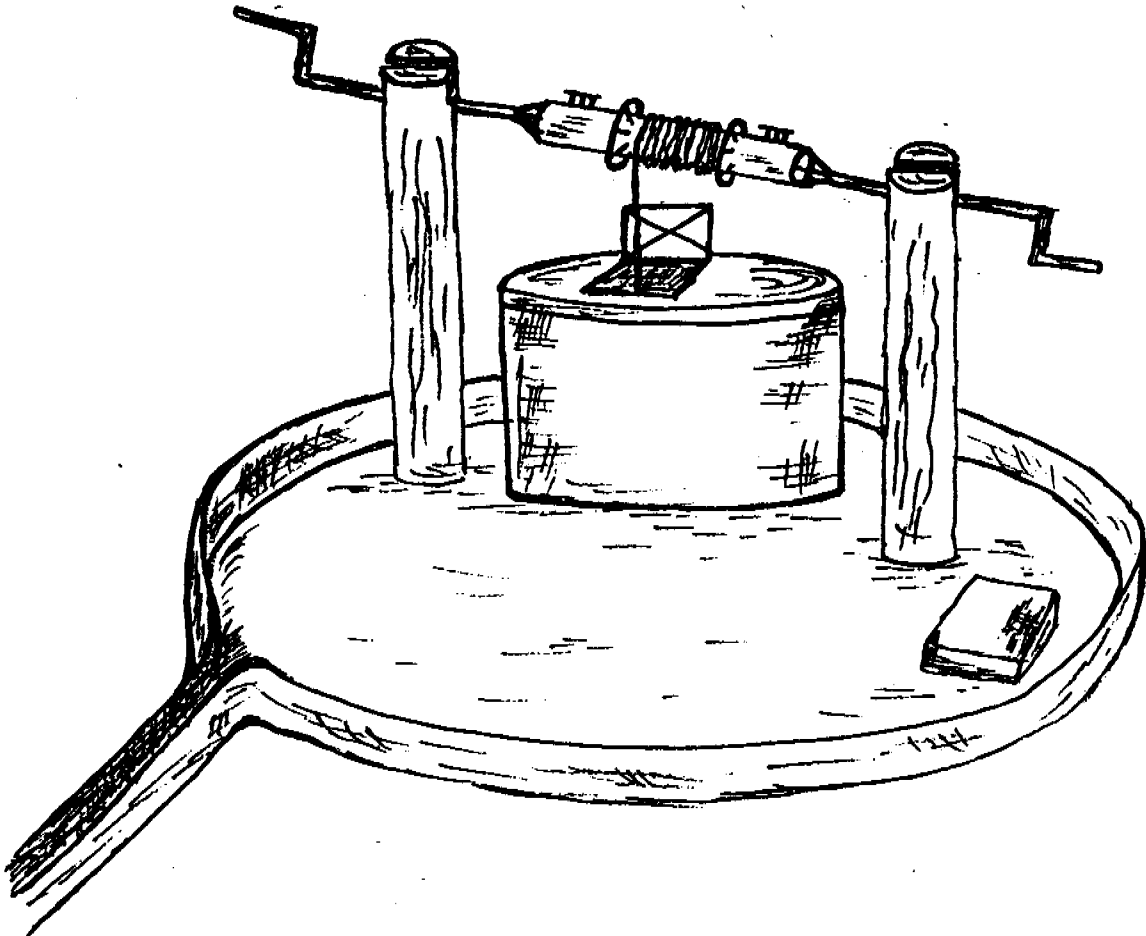


FIRST QUARTERLY REPORT 1991

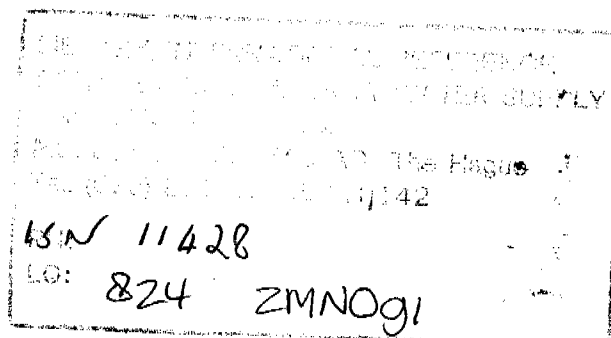
PARTICIPATION AND EDUCATION PROGRAM



R.W.H.P. / D.W.A.
SOLWEZI

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LIST OF ABBREVIATIONS:

PEP	-	Participation and Education Program
PEA	-	Participation and Education Advisors
CHA	-	Community Health Advisor (PEP team)
MOH	-	Ministry of Health
DSD	-	Department of Social Development
VWC	-	Village Water Committee
P WASHE	-	Provincial Water, Sanitation and Health Education Committee
D WASHE	-	District Water, Sanitation and Health Education Committee
DES	-	District Executive Secretary
DOIC	-	District Officer In Charge
PMO	-	Provincial Medical Officer
RHC	-	Rural Health Center
USP	-	User's Support Program
DWA	-	Department of Water Affairs
MMMT	-	Mwansa Masautso Mobile Theatre
PS	-	Project Supervisor
PWE	-	Provincial Water Engineer
PHI	-	Provincial Health Inspector
PSDO	-	Provincial Social Development Officer
PAO	-	Provincial Agricultural Officer
CEO	-	Chief Education Officer
PM	-	Project Manager
DSDO	-	District Social Development Officer
SDA	-	Social Development Assistant
HA	-	Health Assistant
CHW	-	Community Health Worker

I INTRODUCTION:

This is the first quarterly report of 1991 of the Participation and Education Program. We started the new year with full enthusiasm, and with a lot of energy and ideas from last year's training Playing Well, Playing Better.

However, a big disappointment came too soon. Another car from our project was stolen in Musaka ward in Solwezi district. This time at gunpoint, so the driver could do nothing but run away. Since it was the second car theft within one year, the headquarters of the Netherlands Development Organisation ordered us to suspend all activities for which cars are needed. An exception was made for Kasempa District, where it is safe to move. Thus, from the middle of January on all extension activities in Solwezi District came to an end and in Mwinilunga District we did not start any activities yet.

Two people left the project, One CHA in Kasempa and one CHA in Solwezi. In Kasempa a successor is already found, in Solwezi not yet.

The MOH finally has seconded a PEA at provincial level, of whom we hope he will be in soon. No successor is found for the PEA from the Netherlands

- which will create quite some problems after the present interim PEA will leave in June this year.

So, the new year did not start so good. Lets hope that we will soon hear from SNV whether we can take up our extension work in Solwezi again and make a start in Mwinilunga.

JEANNETTE SCHOONE
PARTICIPATION EDUCATION ADVISOR
SNV

PADDY M. KANYETTA
PARTICIPATION EDUCATION ADVISOR
DSD

II SUMMARY:

1. Selection of Wells

For the selection procedure it was a quiet period, due to the fact that we did not carry out any activities in Solwezi and Mwinilunga since the middle of January. Only one ward level meeting was conducted in Musele ward, Solwezi district and in Mwinilunga District a first introductory meeting on the project was conducted with all the district heads.

2. Wells Under Construction:

Also this program was hampered due to the car theft. No construction activities in Solwezi and Mwinilunga during this quarter and hence no education and motivation activities in the communities.

We finished a lot of office work, which sometimes is delayed when there is a lot of extension work.

A workshop on the Participation and Education Program was organised for the Technical Staff of the project in order to improve mutual understanding and cooperation.

3. Completed Wells

This program was only carried out in Kasempa district, where it is still safe to move with vehicles. The Participation and Education Program started an integration period for the extension staff of the Ministry of Health and the DSD. By the end of this year the Users' Support Program should be fully established. Regarding the PEP this is very possible.

Also the VWC training, which started off in December, was continued and will be completed in the next quarter.

4. Project Organisation

Several meetings took place, also with people from other institutions. A good start was made with the members of the P WASHE. Interdistrict PEP meetings have shown to be very useful.

Two Participatory Trainings were planned for the next quarter. One for the senior project staff and one for the extension staff in Kasempa. More trainings will follow later for Solwezi and Mwinilunga.

III PROGRESS VERSUS PLANNING:

1. Selection of Wells

During this first quarter of 1991 in Solwezi district we continued with planning more ward level meetings. However, due to the suspension of all activities resulting from a car theft we were only able to conduct one such meeting in Musele ward.

The already planned meeting in Mukumbi ward had abruptly to be cancelled. The Project Supervisor, together with the PEA'S, drafted a letter and all the wards in Solwezi District were informed about the suspension of all Project's activities.

In Mwinilunga finally a first meeting was conducted with all the District Heads of Departments, chaired by the District Executive Secretary. However, it was explained that the Project would not start its activities in Mwinilunga, when the Ministry of Health will not second a Participation and Education Advisor at Provincial level. This matter has been pending since March 1990. The people in Mwinilunga could understand the policy of the project in this matter and they even decided to take up the matter themselves, since they also want to benefit from the project's presence in Zambia.

In March the Ministry of Health proposed a candidate for the function seconded PEA. Although it was not the candidate we had initially asked for, we have agreed with MOH's proposal. We now have to solve the housing problem, so that our new colleague can be transferred as soon as possible.. However, when the car was stolen the donor ordered to suspend all activities, so we did not start in Mwinilunga yet.

Progress planned activities for this ouarter

a. District Workshop Mwinilunga (III1.01/V 7.01)

On January 14 a meeting with he DES and all the District heads of departments and the future PEP team was organised. It was a very fruitful meeting. The attendants were introduced in the Project and its activities. The PEA'S gave a detailed explanation on the PEP. And the afternoon was used for discussing the D WASHE. The DES and the DOIC took the responsibility to follow up the matter of a PEA/MOH at PMO's office, Solwezi (see also report on this workshop).

b/c Distribution Application Forms/Carry out Assessment Survey (III 1.03 104

In Solwezi district two ward level meetings were planned for in January. In Musele ward such a meeting took place on January 15. Attendance was fair, however, only 2 women attended, out of 10 schools only 2 were represented and out of 5 RHC's only 1 was represented. The meeting was dominated by politicians.

Yet the program was carried out and a lot of clarifications on the project were given.

Application forms were distributed and the questionnaires on social and environmental conditions were filled in by the various departments.

The planned meeting in Mukumbi ward had to be cancelled due to the car theft on 15th.

d. Update Well List (III1.05)

The well list was updated in January and since no construction and rehabilitation activities took place in this quarter, the list remains the same.

Constraints

The ward level meetings tend to be dominated by politicians, like ward chairman, section and branch chairmen and village headmen. Women are not very much participating and also government institutions like schools and RHC's are badly represented.

In some wards distances are very big, which makes it difficult for people to attend.

Solutions

In vast wards we might better conduct two meetings to give chance to all people to attend. If there is no proper representation of the ward, we should cancel the meeting and set a new date. Since women are our most important target group, we should see into it how we can make women participate in such meetings and we have to adjust our day of coming to them (when is there under-five clinic, when Ante Natal clinic, eg. when do women's clubs meet).

2. Wells Under Construction

We had started with full enthusiasm in the new year and we had a lot of plans for this first quarter. However, when we were ordered to suspend all our activities, it was a big disappointment. The PEP members, being field workers, found themselves back in the offices and it was not easy to remain always so committed.

The PEP team in Solwezi was asked to work out information on the sanitation situation and practises and to come up with an advise for the project, how it can become more involved in sanitation matters, in line with the phase II proposal.

They were also asked to assist in translating project papers of the PEP into local language. Some members went on leave and others were involved in other activities out side the PEP.

In March our CHA of the MOH was transferred to Southern Province, which is very much to be regreted. We will have to request a replacement again and to train the new person from zero once more.

Progress Planned Activities for this Quarter

a. Develop Visual Aids Materials (I 1.18/III 3.04)

This is an ongoing process. In the previous quarter several persons and institutions were approached and in the meantime their reactions are in. Rather than hiring somebody to make posters for us, we are planning to have a workshop where we can learn how to make posters ourselves.

The slide series, which was started last year, has not yet been completed/improved.

The video "Playing Well, Playing Better", made by Mrs. Joke Menssink, a drama director who was with the project last year, could be used to give outsiders an ideas of what the PEP is doing. The video needs some changes if possible. We have used it during one of our workshops and it was appreciated by the participants.

b. Guide/Monitor the Execution of Promotion Meetings, VWC Instruction Meetings and Site Selections (ET 1.23)

The PEP team only went on Community Support Visits during the first 2 weeks of January. Carried out were:

- 7 promotion meetings
- 4 VWC instruction meetings
- 0 site selections

c. Develop Training Villages on Maintenance/Training for Foremen and Capitaos (II 2.11/E 4.09)

The Project Supervisors have not yet worked on a training for Villages on maintenance.

The PEA'S, together with the PEP team of Solwezi, the PS'S and the DOIC's, conducted a one day workshop for the Technical staff of the Project. Since it was the first workshop of its kind also drivers and workers from the Mechanical workshop were invited. Next to an introduction in the Project's policy on selfhelp, the role of the PEP etc. , there was an extensive sharing with the Construction team on their experiences in the communities. Suggestions were given for improvements and follow ups were requested.

d. Involve Extension Staff (III 4.05)

Due to the suspension of activities extension staff in Solwezi was not very much involved in the PEP. Once the PEP team will be able to execute Community Support Visits again, they will have to get in touch with the Extension Staff of the MOH and the DSD again.

Constraints

Of course the biggest constraint for the PEP in Solwezi and Mwinilunga was the car theft, that resulted in the suspension of all activities, for which a car is needed.

What has been built up step by step in Solwezi, came abruptly to an end. A lot of activities, executed in the end of 1990, were all for nothing since most likely we won't be going to work in certain risk areas again. Once we will be allowed to move again, in Solwezi we will have to start more or less from zero again with the extension work.

And in Mwinilunga, where the Project's start had already been postponed twice, the start was postponed again.

Lack of Extension staff will be a problem for integrating the Project's activities into the MOH and the DSD. Integration in itself is already quite difficult when it will start only at a late stage.

The use of visual aids materials is very useful and invites people to participate if used in the right way. It is also a good means of illustration to introduce the project and its activities to outsiders. However we have by far not enough yet of suitable materials.

Solutions

Let's hope that we will soon hear whether we can start up our extension activities again, and where we will be allowed to operate.

In Mwinilunga we have to start newly and in Solwezi we will have to revive the whole program, so it might be the best to follow the same policy with both districts. It is advisable to involve Extension staff of the MOH and the DSD straight from the beginning and give the PEP teams more the role of coordinators (like we do now in Kasempa under the USP).

Of course we have to deal with 3 programs at the same time in Solwezi but it is high time to hand over to the Extension staff. A workplan can be drafted for it.

On Visual aids materials the slides series needs to be completed or revised so that it can be used for workshops and trainings. It might be good for the Project to have a video film as an introduction of the Project and also as a means of evaluation.

On posters one or more workshops will be organised so that we can learn how to make the right posters and also how to use them.

3. Completed Wells

During this quarter we only operated in Kasempa regarding completed wells. In January a meeting with all district heads was organised by the Project Management, to discuss the draft agreement of the Users' Support Program. In general the participating ministries/departments could agree on the proposal. Financially no real decisions could be made, due to the absence of the DES. Further steps were not yet taken to make the USP officially start off.

However, the Participation and Education Program continued to integrate its activities in the MOH, the DSD and the DWA. A workshop was organised in February and a workplan was made by the Extension staff. The integration period started off. The Extension staff is doing

number of ✓
very fine! Another big activity was the continued VWC training, which started in DEcember 1990. The PEP team and MMT carried out a big VWC trainings and the results of the training are beyond expectations! Places where cooperation was lacking have organised themselves. Places where fundraising was a problem, people are now contributing monthly and bring money to the Boma. It is very encouraging to see what is happening in the field.

Progress Planned Activities during This Quarter

a/b Integration PEP into the Ministries/Workshop for Extension Staff
(III 4.05/III 4.01)

An integration period was planned for from February till June. The period was started with a workshop for all Extension Staff of the MOH and the DSD. Most participants had attended previous workshops, but for the newcomers there was a refresher on the program for completed wells. All participants received a ringfile for the handbook and the posters.

The well visit book was introduced. Each extension worker can keep records of her/his visits to the wells in her/his catchment area. Monthly reports were also introduced.

A workplan was made for the period February - June. Each Extension worker will execute the program for completed wells at the wells in her/his catchment area. The coordinators (before PEP team) monitor and supervise the activities through field support visits.

By the end of this quarter we can conclude, that the Extension workers are very comitted to their tasks regarding the communities with a well.

The integration period will be evaluated in a workshop in July.

c. Develop Visual Aids Materials (I 1.18/3.04)

In January a series of posters was developed on Women and Sanitation/hygiene. The posters are based on a story about the life of a woman in the village especially with regard to the tasks of women in connection with hygiene and sanitation.

During the Interdistrict Meeting in Solwezi a fieldtrip was made and the posters were tried out. The posters are okay, but the methods of presentation and use needs improvements. More try outs are needed.

d. VWC Training (II 2.04/II 2.11 - 4.04)

The training of VWC's that started in December in Kasempa, continued in January at full speed. Due to the fact that MMT had to leave for a trip abroad, not all committees could be trained yet. The remaining committees will be trained in May when MMT is back.

In general the training is very successful and results can be seen indeed. The star giving system is stimulating people to maintain their well. Treasurers are happy with their new knowledge on bookkeeping. Fundraising has improved a lot and also the organisational level of the committees.

e. Develop and Execute School Hygiene Program (II 2.13/2.14)

The program, that was developed for schools with a well, could not yet be tried out. In Kasempa the integration of PEP in the ministries/departments did not leave space for it and in Solwezi all activities were suspended.

As soon as we can move again, try outs will be planned.

f. Workshop Participatory Approaches Extension Staff (III 3.07)

Instead of only short workshops organised by the PEP we have now planned a more professional training on Community Development and Participatory Teaching Methods for the PEP teams and the Extension staff. The training consists of 4 weeks spread over two years and will be conducted by the Catholic Diocese of Ndola. The first phase for Kasempa will be from May 5-10. For Solwezi and Kasempa the first phase will be at the end of this year.

g. Execute Field Support Visits (III 3.09)

In Solwezi only one such visit was executed in January, before all activities got suspended.

In Kasempa 4 such visits were executed.

These visits by the PEA's are very important to monitor and supervise the activities of the PEP teams/coordinators in the field and also to encourage and support the people.

Constraints

Lack of transport in Kasempa is a big problem which is affecting the activities very much. Under the User's Support Program there should be 1 vehicle and 2 motorbikes and the Extension staff is supposed to have bicycles.

However, at present there is only one vehicle, which is not in a very good condition. The coordinators can only make a few field support visits per week and the Extension staff is limited in visiting the wells.

In Solwezi again the activities were affected by the suspension of activities. Posters, visits to schools, visits on women and sanitation could not be tried out and further development was impossible.

Solutions

It is necessary to solve the transport problem in Kasempa, if we want the USP to materialise. If the budget is not yet approved, may be a small number of bicycles could already be ordered, to be supplied to those Extension workers who have to cover long distances. In Kasempa a priority list is already made. May be the Mechanical Workshop could be asked to give priority to repair the motorbike and to assemble some bicycles, when they are in.

There is need to know whether we will be allowed to continue our work or not. When could we start and in what places, in order to plan and prepare ourselves.

4. Project Organisation

Due to the fact that the activities in Solwezi came at a standstill and that the start in Mwinilunga did not materialise, quite some attention could be paid to the organisational side of our work.

Progress Planned Activities for this Quarter

a. Meeting with Provincial Heads (VI 3.02)

On February 21 a meeting for the Provincial Heads was organised by the PEA's since P WASHE is not active. The PM participated also in this meeting.

Since our quarterly report is quite extensive to read, especially for outsiders, it was suggested to prepare a good summary for next time.

The attendants felt the need for such more informal but very informative meetings, so we will continue to organise them quarterly (for more information see the minutes of this meeting).

b. Meeting Project Staff (E VIII 4.12)

During this quarter we were supposed to have such a meeting in January. However this did not materialise, although the need of such meetings was expressed during the previous one.

c. Interdistrict PEP Meeting (VIII 4.09)

An interdistrict meeting with PEP teams and PEA'S was organised on February 25 in Solwezi. The video "Playing well, Playing Better" was shown which remembered the participants of their joint actively last year. Some suggestions were given for possible changes to improve the video so that it gives a better picture of the actively.

The quarterly report was discussed briefly and the poster sequence on women and sanitation was tried out in Sandangombe area. The Kasempa team reported us about the VWC training and gave us good suggestions for Solwezi and Mwinilunga. (for more information see the minutes of this meeting)

d. Monitoring System Executed (VIII 2.04)

The PEP team in Solwezi started to monitor the Community Support Visits themselves on big sheets on the wall in their office. At the moment nothing is done of course. In Kasempa the coordinators are now monitoring the Community Support Visits of the Extension staff. They use the same sheets as in Solwezi. Further they plan and monitor their own field support visits.

The PEA'S are counterchecking.

e. Meeting with District Heads (VI 3.03)

The D WASHE is still not active and the PS did not organise a meeting for the District Heads. The PEA'S prepared a summary of their quarterly report for the district heads already, which can be sent as soon as the PS calls for a meeting.

In Kasempa the D WASHE meeting of January was cancelled but a meeting with the district heads on the draft agreement USP took place on January 10.

f. Monthly Meetings with PEA/PEP/PS/DOIC (VIII 4.07)

In January and March such meeting took place, both in Kasempa and Solwezi. In February no such meetings took place. In Kasempa we were too busy with the USP and in Solwezi there was little to discuss due to no activities.

g. Two Weekly Planning Meetings (VIII 4.08)

Although not always on a 2 weekly basis, there were regular meetings with the PEA'S and the PEP teams, as well in Kasempa as in Solwezi. In Kasempa the integration of the PEP in the MOH and the DSD dominated the meetings. The sudden leave of our CHA/DSD in Kasempa asked for quick action for a replacement.

In Solwezi there were no day to day activities, but the PEP team assisted in preparing the workshop for technical staff, they are working on the Sanitation Practises and options for the Project and they have to do translation work. Several meetings were held for this. Our CHA/MOH left quite suddenly and replacement still has to be requested.

h. Quarterly Report (VI 1.04/VI 2.02/E VII 2.06)

The Quarterly report was forwarded to the Project staff, but no meeting took place, so it was not discussed.

It was also sent to the PWE/PHI/PSDO/PAO/CEO and it was discussed in a meeting. However, for some very committed officers our report is quite a big document. So next time a summary will be made for discussions.

i. Participatory Training Project Staff

We have finally been able to find an institute, that can organise a training on Community Development, Community Participation and Participatory Approaches for our Project Staff. The training will be conducted by the Mindolo Ecumenical Foundation in Kitwe from April 1-10.

Constraints

There is not enough open communication within the project and there is a lot of paper work. Why are there no regular staff meetings and why are reports to be submitted if they are not even discussed? Decisions, that affect all the workers, are sometimes made in ad hoc meetings with only a few members of staff. This is not very contributive to the necessary cooperation and mutual understanding in the project.

There seems to be a lack of interest from the side of involved ministries/departments, which the project is assisting through its activities. P WASHE and D WASHE are mere paper bodies, due to not being given attention by their respective chairmen, the PS and the DES. The other members are responding positively when invited by the Project for a meeting. Also the PWE of our "mother department" is not coming for meetings himself, which is quite disappointing.

How can the Project's activities be integrated in the responsible institutions if there is such a lack of interest from the side of the host country?

Solutions

There should be quarterly staff meetings, organised by the PM, Supervisors, who have a group of subordinates should organise meetings with them on a regular basis. There should be a two way flow of information, from the staff to the workers and the other way round. PEA'S, PEP teams and Project Supervisors/ Officer in Charge do already have such regular meetings and they improve working relations and contribute to the activities.

Half year and year reports are enough for the Project to monitor evaluate the activities. Reports should be readable, also for those who are not directly involved, so that they can be understood and discussed with interest.

To encourage the responsible institutions the Project can continue to invite them at district and provincial level. Informal meetings can be very contributive towards the project and towards the institutions. However, some formal contacts are necessary to realise complete integration. May be a half yearly meeting with PM/PEA'S/PWE/PS could be organised at provincial level and a similar meeting with the PS/PEA'S/DOIC/DES at district level? It could be good to also show these officers the actual work of the project in the field.

IV CONSTRAINTS/SOLUTIONS

4.1 Constraints and Solutions

One main constraint, that affected all the PEP activities was the dramatic car theft in January in Musaka ward. Activities in that area had been started again around October 1990, the area being declared safe by the police and military authorities. All the activities, carried out in the last quarter of 1990 in this areas, have in fact been for nothing and this demoralised the officers very much. We can only wait for direction from Lusaka at this stage. During the quarter under review only in Kasempa the activities went on. It has been very difficult to encourage the PEP team of Solwezi

to execute some office duties. Being extension workers they found it very hard. Regular meetings and some other tasks given were a poor replacement of course.

Another constraint has been the slow process and strange response at PMO's office to second a PEA to the Project. It was only in March that a candidate who is not at provincial level was proposed and due to lack of housing we are still doubting whether our new colleague will be coming soon. The MOH does not seem to feel responsible to provide housing, once her staff is seconded to the DWA. We can only hope that the DWA takes it serious and fulfills its promises to release a house for our colleague soon.

One more constraint was the sudden departure of the CHA/DSD in Kasempa where not even the normal procedures were followed. It happened just before the start of the integration period and instead of having 3 coordinators we found ourselves remaining with only 2. The Project was not informed at all. Also the CHA/MOH in Solwezi left the Project quite suddenly due to domestic problems. Since she came in October 1990 she was just rained on the job and now we have to start all over again.

Regarding Kasempa the DSDO has already shown willingness to second another SDA to the Project. In fact she has already participated in some of the activities.

In Solwezi the MOH has shown willingness also to replace the CHA. It only needs an official request from the Project. Again here housing might be a problem since the MOH is lacking staff houses. We will have to discuss the Project's possibilities together with the DWA.

4.2 Facilitating Factors and Actions

There is an increased commitment towards the PEP from the District Officers in charge which paves the way for integration in the Department of Water Affairs at the district level.

The Mechanical workshop has been of great assistance to the PEP to keep our limping vehicles on the road where possible and even a trip to Botswana was made to get the most urgent spareparts.

