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Government of Uganda and UNICEF
Country Programme 1995 - 2000

Guidelines for
WES PROGRAMME SUPPORT
to Districts

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**Guidelines for
WES PROGRAMME SUPPORT
to Districts**

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LIST OF ACRONYMS

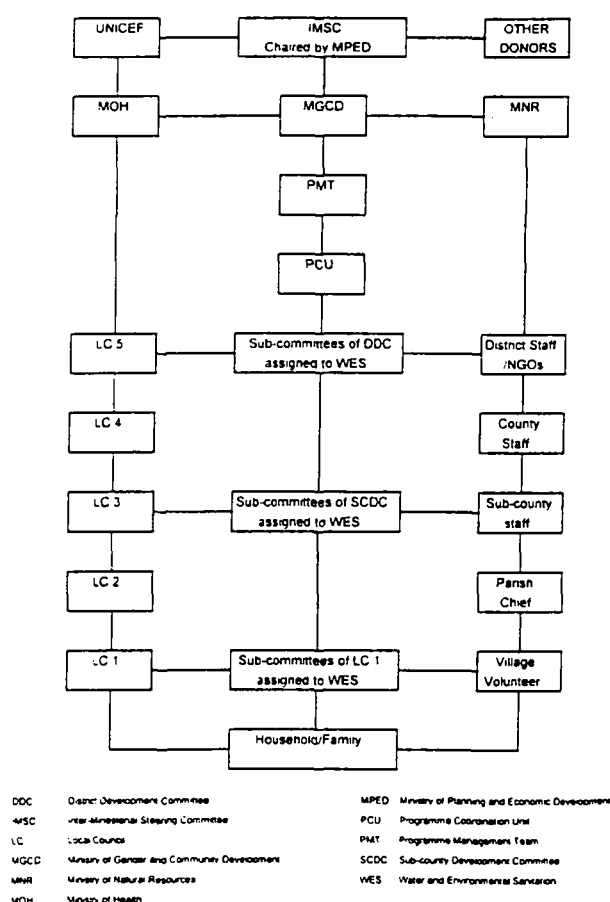
CAO	Chief Administrative Officer
CBMS	Community Based Maintenance System
CFO	Chief Finance Officer
CMIS	Community Management Information System
DCD	Directorate of Community Development
DCDO	District Community Development Officer
DDC	District Development Committee
DES	District Executive Secretary
DFO	District Forest Officer
DHI	District Health Inspector
DLC	District Local Council
DMO	District Medical Officer
DMT	District WES Management Team
DSC	District WES Steering Committee
DWD	Directorate of Water Development
DWO	District Water Officer
EHD	Environmental Health Division
GFS	gravity flow scheme
GOU	Government of Uganda
IMSC	Inter-Ministerial Steering Committee
IRP	iron removal plant
ITPL	improved traditional pit latrine
LC	Local Council
LoU	Letter of Understanding
MFEP	Ministry of Finance and Economic Planning
MGCD	Ministry of Gender and Community Development
MIS	Management Information System
MNR	Ministry of Natural Resources
MoH	Ministry of Health
MoLG	Ministry of Local Government
NCC	National Council for Children
NGO	non-governmental organization
PCU	Programme Coordination Unit
PDC	Parish Development Committee
PMT	Programme Management Team
PS	Permanent Secretary
PV	payment voucher
RDC	Resident District Commissioner
SCDC	Sub-County Development Committee
TOT	Training of Trainers
UNICEF	United Nations Childrens' Fund
UNPAC	Uganda National Plan of Action for Children
VIP	Ventilated Improved Pit Latrine
WAP	Water Action Plan
WES	Water and Environmental Sanitation
WSC	Water Source Committee

1:1 What is WES?

The *Government of Uganda/UNICEF WES Programme* is designed to assist districts to develop and improve access to safe water and sanitation in the rural areas of Uganda. WES stands for *Water and Environmental Sanitation*. While the decentralized districts have a responsibility to develop and improve on water supply and sanitation, the WES Programme can help facilitate such activities, assist with technical advises, assist with training and to help the districts to better plan and manage their resources*.

The main partners in the WES Programme are Directorate of Water Development (DWD) of Ministry of Natural Resources, the Environmental Health Division (EHD) of Ministry of Health and Directorate of Community Development (DCD) of Ministry of Gender and Community Development and UNICEF. The Programme Officers from the different ministries are based at the *Programme Coordination Unit (PCU)* at DWD in Luzira, Kampala.

Fig. 1: WES Programme Management Structure



*See further *GoU/UNICEF Country Programme 1995 - 2000 Master Plan Of Operations with Programme Plans of Operations*. September 1994.

2:1 Why does WES support the District?

In the GoU/NCC Situation Analysis of 1994** access to safe water was identified as a main felt need of the people of Uganda. Many children under five still die each day from preventable causes and thousands are affected by disease and malnutrition that is caused by lack of access to basic social services such as safe water. However, in addition to unsafe water, lack of proper sanitation contributes significantly to the incidence of diarrhoea, intestinal parasites and related diseases both in children and adults. This, in turn, contributes to stunted development, low school-performance and low productivity, which fuels a cycle of poverty.

In addition, the burden of water collection and caring for the family infected with water- and sanitation-related diseases, fall mainly on women and girls. This contributes to maternal malnutrition, low levels of girls' school enrolment and reduced opportunities to earn a living.

Thus, to safeguard development and improve on the health of the people, it is essential to increase the access to safe water sources in Uganda. It is also necessary to encourage householders to construct and improve sanitation facilities such as latrines, garbage pits, drying racks, and hand washing facilities. Above all, there is a critical need for communities to learn more about sanitation and preventive health so they can improve their hygiene practices.

The overall objective of the WES programme, as it is formulated in the *Master Plan of Operations of the GoU/UNICEF Country Programme 1995 - 2000*, is therefore to improve public health and general socioeconomic development by contributing to the reduction of water- and sanitation-related diseases. It is also an objective to reduce the overall workload, especially for women, adolescents and children, through improved access to safe water sources.

To achieve this, the GoU/UNICEF WES Programme will contribute to 25 % of the achievements of the Uganda National Plan of Action for Children (UNPAC) targets for the sector, which are to:

- ▶ increase access to safe drinking water to 75% of the population, access being defined as 25 liters of water per capita per day within 1 mile (1.6 km), with 100% of the urban population supplied with 100 liters per capita per day;
- ▶ increase access to sanitary means of excreta disposal to 75% of the population, access being defined as one excreta disposal unit (e.g. latrine) per household;
- ▶ improve means of disposal of solid and liquid wastes; and

**Barton, Tom and Wamai, Gimono: *Equity and Vulnerability: A Situation Analysis of Women, Adolescent and Children in Uganda, 1994*. Kampala: Government of Uganda/National Council for Children.

- ▶ eradicate guinea worm disease.

The achievements of these targets will contribute to the reduction of water and faecal-borne diseases. In addition, the Country Programme aims to increase the functionality and effective use of improved water sources to 90%, and use of latrines to 90% by the year 2000.

3:1 How does WES support the District?

The WES programme is intended to be participatory and demand driven. This means that it is up to the District and the communities to do the actual planning and implementation of the activities supported by the Programme. The role of central Government is to strengthen the capacity of the District and the communities to plan, implement, manage and maintain water and sanitation activities. The role of UNICEF is to support the Government financially and technically.

The kind of support the WES Programme can provide depend on the prevailing situation in the District and what interventions that has been agreed upon in the *Letter of Understanding* (LoU) between the District, the line ministries of the Government and UNICEF (see Appendix A). Above all the WES Programme wants to encourage the District to:

- ▶ carry out hygiene education and social mobilization to promote positive behavior change at household level;
- ▶ encourage households to construct or improve latrines and other sanitary facilities;
- ▶ increase access to safe water sources in a way that is appropriate to District resources and needs;
- ▶ set up a community based maintenance system (CBMS) to properly maintain all water sources;
- ▶ set up a management information system (MIS) to properly plan for and monitor water and sanitation activities from community to district level;
- ▶ promote private sector involvement;
- ▶ promote gender equity.

To provide the desired commitment for this kind of support, it is expected that the Chairman of LC5 and the Chief Administrative Officer signs the LoU for the District authorities. The Director of Water Development; Community Development and Medical Services each signs for the central Government. The Representative of UNICEF/Uganda signs for UNICEF.

Since the WES Programme does not have sufficient resources to satisfy all needs of all districts, it will collaborate with other partners, such as NGOs, and document its experiences in order to attract additional resources to meet the resource gap.

4:1 Roles and Responsibilities

As recommended in the Water Action Plan (WAP), districts are advised to form *Natural Resource and Environment Committees*, under which policy, general guidance and resource allocation for Water and Environmental Sanitation can be handled. Where this is not acceptable to the District Authorities, the various existing committees of DLC should handle activities supported by the WES Programme.

In order to make water and sanitation activities more effective and efficient even in a situation of inadequate structures, districts may decide to establish:

- ▶ A *District Management Team* (DMT) that is responsible for coordination of planning and implementation of water and sanitation development. The DMT should meet monthly to monitor flow and use of inputs to ensure achievements of targets. Membership of the DMT should include the CAO as chairperson; WES implementation staff; representatives of NGOs; and other collaborators in water and sanitation development.
- ▶ A *District Steering Committee* (DSC) that is responsible for policy and general guidance of water and sanitation development. The DSC should meet quarterly to review progress and provide policy guidelines. Membership of the DSC should include the LC5 as chairperson; the CAO as secretary; LC5 Secretary for Women; Chairpersons of DLC; sectoral committee responsible for WES; CFO; DMO; DHI; DCDO; DWO; DFO; Programme Officers of DWD, MoH and MGCD; and representatives of collaborating partners like NGOs and UNICEF.
- ▶ *Sub-County Development Committees* (SCDC) that are responsible for coordination of planning and implementation of water and sanitation activities at sub-county level.
- ▶ *Parish Development Committees* (PDC) that are responsible for coordination of planning and implementation of water and sanitation activities at parish level.
- ▶ *Water Source Committees* (WSC) that are responsible for coordination of planning and implementation of water and sanitation activities at community.

The responsibilities of the District, including the DMC, the DSC, the SCDCs, the District staff and the central Government should be agreed upon in a LoU. It is essential that the District agrees to:

- ▶ budget for adequate resources for water and sanitation development. It should deposit the funds on a project account on a 3 month basis and set up systems for proper budget control and timely accounting of advances that it may receive;
- ▶ provide adequate funds for fuel, lubricants and vehicular repair;

- ▶ assign adequate staff at all administrative levels for purposes of implementing the programme;
- ▶ ensure that equipment and funds provided for the programme are used for the designated purposes;
- ▶ ensure that all facilities are constructed/installed, operated and maintained in accordance with government standards and guidelines;
- ▶ prepare *Annual and Quarterly Progress Reports* and *Workplans* for timely submission to line ministries through the Director of DWD;
- ▶ if it so wishes, negotiate and enter into agreement of collaboration with other partners (e.g. NGOs in the District), provided the parties to the LoU are kept informed and have raised no objection. The agreement should be deemed to be part of the LoU and annexed to it.

Central Government will on their part:

- ▶ provide specifications for construction works, water quality assurance, policy and guidelines for water and sanitation interventions;
- ▶ provide assistance to the District to prepare workplans, establish systems for proper budgeting and accounting, and develop system for transport, storage and inventory control;
- ▶ contribute funds for cost of *major* repair of District vehicles and provide materials for water and sanitation activities;

NOTE 1

In accordance with the Vehicle Loan/Transfer Agreement, the District is to meet normal expenses for routine operation and maintenance of vehicles (such as regular service, motor oil, battery water and tyre repair). The Government may, under special circumstances, and only on special request, provide support for major repairs (including engine overhaul).

- ▶ ensure that equipment and funds provided for the programme are made available and used for the designated purpose.

UNICEF will, based on the District Annual Workplan and the LoU developed between the District and other parties, provide:

- ▶ necessary logistics and funds for implementation of water and sanitation activities;

NOTE 2

UNICEF support is considered a subsidy, to cover bonuses, allowances, fuel and vehicles. It is therefore not intended to fully cover programme costs. The District Administration and line ministries must meet any extra expenditure as per agreement.

- ▶ technical advice needed by the programme to develop appropriate systems for implementation, monitoring and evaluation.

However, the assistance from UNICEF is subject to availability of funds.

NOTE 3

For GFS, a supplementary Letter of Understanding will have to be written and signed, to take care of scheme-specific obligations.

5:1 How to Manage Funds and Supplies provided by WES

In order to rationally allocate available funds between the 30 districts included under the WES Programme, GoU and UNICEF needs regular and reliable work plans and reports from the districts. Several report forms have been developed (see Appendices) to give the status on financial and material inputs, as well as outputs such as quantitative achievements and utility. They do however not necessarily cater for all needs on District level. The main purpose of the report forms are to ease compilation of data for the WES Programme at national level.

All requests to the WES Programme must be based on District Workplans and Budgets.

Annual Workplans must be approved by the DDC. *Quarterly Workplans* must be approved by the District Committee responsible for water and sanitation. Quarterly Workplans should be extracted from the District Annual Workplan.

Request for funds should be made quarterly and should be accompanied by :

- ▶ a *Quarterly Workplan and Budget* (see Appendix I);
- ▶ a *Quarterly Progress Report* of the previous quarter (see Appendix J); and
- ▶ a *Quarterly Store Statement and Request* (see Appendix K).

All four documents must be submitted on standard forms and signed by the CAO. The CAO will be held personally responsible for the accountability of the funds and stores released. Therefore, documents signed "for Chief Administrative Officer" will **not** be accepted, unless the CAO clearly authorizes, in writing and with names and specimen signatures, a particular officer to transact business on his/her behalf.

The request should reach DWD **one week** before the end of the previous quarter, addressed as follows:

**The Director
Directorate of Water Development
P O Box 20026
Kampala
Attention: WES Programme Coordination Unit**

Copies of the request, with all attachments, must be submitted to: 1) PS of MoLG and 2) Senior Programme Officer of UNICEF/WES. At least one copy should also be kept for the District's own use.

If there is any deviation from the agreed District Annual Workplan, the ministry policies, guidelines, standards, unit costs, etc., DWD will return the request to the CAO, seeking clarification. Copies of the cover letter will be sent to MoLG and UNICEF.

5:2 How to Request for Cash Advance

All requests for WES cash support must be signed by the CAO. The following should be attached:

1. Total funds requested as a covering letter, indicating sub-totals for each activity or set of activities.
2. *A Quarterly Workplan and Budget*, indicating the relation of the activities to the *Annual Workplan* and identifying requested source of funding for each activity, using the standard form (see Appendix I). Guidelines for budgeting can be found in Appendix B - D.
3. Special requests, with detailed budgets (item, quantity, rate) including sub-totals and totals. Requests for training and capacity building should include a description of:
 - a) objective
 - b) expected outcome
 - c) location and venue
 - d) duration
 - e) program (e.g. residential, non-residential, on-the-job, field visits)
 - f) target group and number of participants
 - g) number of facilitators and support staff

If a request has been approved by PCU, it is passed through the Director of DWD to UNICEF. UNICEF will initiate payment. The cheque or bank draft, made out to the relevant district account, is passed to the CAO with a covering letter from the Senior Programme Officer of UNICEF/WES, indicating the amount and activities for which the advance is provided. A copy of the covering letter will be sent by UNICEF to the LC5 Chairman and the RDC, as well as to MoLG and the PCU at DWD.

Districts are encouraged to promptly acknowledge receipt of funds and stores in writing to PCU. Here the request process ends and the accountability process is initiated (see further section 5:4).

If a request is not approved or if any query is made, the rejection will be returned to the CAO through PCU. Copy of the rejection is sent to the Director of DWD. The process then ends unless it is reinitiated by the District.

5:3 How to Request for Supplies

As with the request for WES cash support, a request for supplies must be attached to the *Quarterly Workplan and Budget* and signed by the CAO. The following should be attached:

1. A covering letter describing how the supplies are going to be used in relation to the *Quarterly Workplan*.
2. A *Quarterly Store Statement and Request* indicating current stock position and utilization of previous issues of supplies (using the standard forms; see Appendix K).

If a request has been approved by the PCU at DWD, the District will be informed when the supplies are available for collection.

NOTE 4

The District officials are ***strongly*** advised to await notification from PCU before traveling to Kampala to collect materials. There will be no support for fuel if unauthorized travel is undertaken.

Further, in case of travel to WES Headquarter in Kampala, the WES Programme will ***only*** support cost of fuel used by lorries/light trucks to transport materials. Fuel for transportation of staff in pickups/cars is to be met by the District.

5:4 How to Account for Funds and Supplies released by WES

The funds and supplies received in one quarter should be accounted for *within three months* of the end of the quarter, or less than six months after the money was issued.

- ▶ Failure to account for the full amount of the release within six months will automatically result in the withholding of future payment from the WES Programme.
- ▶ Funds provided for a particular activity cannot be used for another activity. An advance provided for an activity must be accounted for against the particular payment voucher covering the advance.
- ▶ Funds that are not used within the quarter should be returned by a cheque drawn in the favour of the sender.

Accountabilities for funds and supplies released by the WES Programme are the responsibility of the District CAO. CAOs who fail to submit returns for the released inputs will be held personally responsible.

To speed up the processing of the accountabilities, they should be submitted with the following attached:

1. A signed statement on the standard form *Accounting for Advance* (see Appendix L) indicating:
 - a) Payment Voucher number and date issued
 - b) activity or set of activities accounted for
 - c) advance received
 - d) expenditure accounted for
 - e) funds returned/due
2. A *Quarterly Progress Report* relating the activities to the *Quarterly Workplan* and indicating beneficiaries disaggregated by sex, using the standard form (see Appendix J).
3. A summary from the accounting officer, indicating which activities the accountabilities refer to, including sub-totals and totals of expenditure for each activity and set of activities.
4. A report on activities funded on special request. Accountabilities for training and capacity building should include a description of:
 - a) objective
 - b) actual outcome, including evaluation of the activity
 - c) program (e.g. residential, non-residential, on-the-job, field visits)
 - d) location and venue
 - e) duration

- f) target group and number of participants, disaggregated by sex
- g) number of facilitators and support staff, including titles

The documents under 1,2, 3 and 4 must be signed by the CAO and sent to :

**The Director
Directorate of Water Development
P O Box 20026
Kampala
Attention: WES Programme Coordination Unit**

Copies of the signed statements and the reports should be sent to 1) MoLG (Attention: Inspectorate Department) and 2) Senior Programme Officer, UNICEF/WES.

Note 5

Evidence of who received the money, by showing dates, names, signatures, titles and the amount, must be kept in the District in accordance with standard financial procedures, and made available for WES Programme Officers on request. Where funds are released for purchase, original receipts or invoices etc. should be filed in chronological order, with clear indication of which activity they refer to. Receipts should be signed and stamped at the back by the spending officer (e.g. DCDO, DHI or DWO). Sub-totals and grand totals should be given for each page.

WES Programme Officers will randomly review the accounts and if found unsatisfactory they will be rejected. Districts which do not keep satisfactory records of their accounts will not be considered for funds allocation for the next quarter. The Area Inspectors or/and Auditors have been informed of this procedure so that they can monitor the regularity and accuracy of submissions.

NOTE 6

Funds unutilized by end of the quarter must be returned by cheque to the sender.

Failure to account for the full amount within six months after the advance has been issued, results in stopping of any future payment. The accounting period starts from the day the cheque was issued.

If an advance is provided for an activity, then it should be accounted for as such, against that particular Payment Voucher. Similarly, if an advance is provided as a block grant, then it should be accounted for as such. However, this does not prevent accounts for each being submitted together - the emphasis is on the need for *regular* accounting. Finances may not be held over for activities which are postponed from one quarter to the next. At the end of the quarter, unspent balances must be returned by cheque to the sender and the postponed activity resubmitted for financing. This will reduce the likelihood of the District being cut off from funding due to late accounting.

6. Activities eligible for WES Programme Support

6:1 Types of Technology

Water Source Development		
Spring Protection		
Boreholes	- Rehabilitation	Only under special circumstances and on special request
	- Manually Drilled or Hand Augered	
	- Motor Drilled	Only on special request
Gravity Flow Schemes (GFS)		Only on special request and with specific LoU
Rainwater Catchment	- Institutional Rainwater Tanks	Only on special request for Primary Schools
	- Rainwater Jars	Only on special request
	- Rock Catchment	Only on special request
Valley Tanks/Dams Improved		Promotion only
Infiltration Galleries on Valley Dams/Tanks		Only on special request
Handdug wells		Only on special request
Water Quality Improvement		
Iron Removal Plants (IRP)		Only on special request
Water Source Surveillance		
Environmental Sanitation		
Slab Casting Yards		Only on special request for Women Groups
Household Latrines	- Ordinary Pit Latrines	
	- Sanplat/Slab Latrines	
	- Institutional Latrines	Only on special request for Primary Schools

Home Improvement	<ul style="list-style-type: none">- Water Handling and Storage- Hand washing facilities- Drying racks- Rubbish pits- Soak pits- Bath shelters
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Environment Protection
Treeplanting near water points/springs
Fencing round water points
Catchment area protection
Fish farming using spring run-off
Domestic energy saving technologies (e.g. fuel efficient stoves)

6:2 Staff Requirement

Water Supply		
District	- District Water Officer - Engineering Assistant	When technologies such as GFS is implemented, special provision of staff is needed

Sanitation		
District	- District Health Inspector	
Sub-County	- Health Assistant	

Community Development		
District	- District Community Development Officer	
Sub-County	- Assistant Community Development Officer/ Community Development Assistant	

NOTE 7

In line with national policy and the policy of the GoU/UNICEF Country Programme, it is essential that the District strives for gender balance among its staff.

6:3 Training & Capacity Building (only on special request)

District	
Advocacy Meetings	
Skills Development	<ul style="list-style-type: none"> - Management Training (including budgeting) - Training of Trainers (TOT) in WES skills - Participatory Planning & Monitoring - Operational Skills <ul style="list-style-type: none"> Spring Protection Hand Pump Maintenance Hand Augering GFS Development Rainwater Catchment Slab Casting Latrine Construction - Cross Cutting Skills <ul style="list-style-type: none"> Gender Analysis Information Management Nutrition Resource Mobilization & Management Environment Communication

Sub-County	
Advocacy Meetings	
Skills Development	<ul style="list-style-type: none"> - Training of Facilitators in WES skills - Operation & Maintenance - Monitoring/Information Management - Operational skills
	<p>Spring Masons</p> <p>Handpump Mechanics (2 per sub-county)</p> <p>Artisans for GFS</p> <p>Latrine Masons (1 per parish)</p>

Community	
Mobilization (Advocacy & Promotion)	
Skills Development	<ul style="list-style-type: none"> - Water Source Caretaking (1 caretaker per safe water source) - Monitoring - Information Management

6:4 Monitoring & Evaluation

- ▶ Meetings
 1. Monthly Management Team Meetings
 2. Quarterly Steering Committee Meetings
 3. Quarterly Inter-District Meetings
 4. Annual Meetings for all districts
- ▶ Field Visits
 1. National to districts
 2. Districts to sub-county
 3. Joint national/district supervision to sub-county
 4. Sub-county to community
- ▶ Reviews
 1. Mid-year Review
 2. Annual Review
 3. Mid-term Review
- ▶ Reports
 1. Monthly from sub-county to districts
 2. Quarterly from districts to national level
 3. Annually from districts to national level

NOTE 8

Quarterly Workplans and Budgets, Store Requests and Reports on Achievements are to be submitted **one week before** commencement of the quarter.

6:5 Minimal Logistical Package

To facilitate water and sanitation activities, the District is provided with a Minimal Logistical Package containing:

- 1 Lorry
- 1 Light Truck
- 1 Pick-up for DHI/DCDO/DWO
- 1 Hand Augering Set
- Motorcycles for District implementation staff
- Bicycles for Handpump Mechanics
- Tool kits for Handpump Mechanics
- Water Testing Kit
- Masonry tools

NOTE 9

In accordance with the Vehicle Loan/Transfer Agreement, support is *only* provided for *major* repairs of vehicles, including overhaul, whereas the District is to meet all expenses of routine operation and maintenance (including regular service).

NOTE 10

In case of travel to WES Headquarters in Kampala, the WES Programme will *only* provide fuel for transportation of materials, i.e. for lorries/light trucks used for this. Fuel for transportation of staff in pickups/cars is to be met by the District.

Letter of Understanding not yet finalized.

To be submitted at later date.

Budgeting Guidelines for UNICEF Programme Support

No	Activity	UNICEF Contribution to District (per unit)				Remarks
		Fuel	Allowance	Materials*	Total cash	
	A	B	C	D	E	F
WATER SUPPLY						
1	Spring Protection	40 l diesel	27 000/=		69 800/=**	
2	Borehole Rehabilitation					Only on special request
3	Iron Removal Plants					Only on special request Contribution in kind
4	Boreholes: - Motorized	40 l diesel	27 000/=		69 800/=**	Only on special request.
5	- Manual/Augered	40 l diesel	27 000/=		69 800/=**	
6	Infiltration Galleries	40 l diesel	27 000/=		69 800/=**	Only on special request.
7	Handdug Wells					Only on special request
8	GFS (taps) - Completed					Only on special request and
9	- On-going					as per design and budget in special LoU.
10	- New proposal					
11	Rainwater Catchment	40 l diesel	27 000/=		69 800/=**	Only on special request to Primary Schools
12	Valley Tanks/Dams Improved					Promotion only.
13	Water Testing			Reagents	2 000/=	Contribution in kind.
SANITATION						
14	Slab Casting Yards					Only on special request and for Women Groups
15	Slab Production - VIP slab					To be sold at full cost
16	- Sanplat	1 l petrol		10 kg cem.	1 180/=**	
17	Slab sales - VIP slab					
18	- Sanplat					
19	Institutional - VIP		50 000/=		50 000/=	Only on special request to Primary Schools
20	Latrines - Sanplat/ Slab		30 000/=		30 000/=	Contribution in kind
21	H/H Latrines - VIP					
22	- Sanplat/ Slab	1 l petrol	2 500/=		3 680/=**	
23	- Ordinary Pit Latrine					
TRAINING & CAPACITY BUILDING***						
24	Advocacy - National					Initiated and funded at National level
25	- District					Max. 20 participant per session
26	DSC/DMT Meetings					
27	WES Skills/ - District Officers					Max 4 facilitators and 15 participants per session
28	Management - Extension Staff					Max. 4 facilitators and 70 participants per session
29	- S/C WES Committee					Max. 10 participants per sub-county
30	Operational - Spring Masons					Max. 10 participants per session 5 days on-the-job.
31	Skills - H/P Mechanics					Max. 10 participants per session 10 days residential
32	- Augering Crew					Max. 6 participants per session 5 days residential
33	- GFS Artisans					Max. 5 participants per session 14 days on-the-job
34	- Latrines Masons					Max. 10 participants per session 5 days on-the-job
35	Community Mobilization/Management					Max. 100 participants per session.
36	Water Source Committees Formed					
37	Water Source Caretakers Trained					2 days on-the-job

* Materials issued in kind. Rates may vary depending on location and activity to be carried out.

** Estimated on current pump prices in Kampala: Diesel 1 070/= per liter; Petrol 1 180/= per liter.

*** Requests for all training and capacity building must be submitted as special requests.

For specific rates see "Guidelines for UNICEF provision of Support Costs for Programme Implementation 1995-2000" and UNICEF Circular MIC 96-001 "Standardized donor contribution to government allowances" (dated 19/7/96).

Table 2

Summary of Activities Eligible for Support

Activity (1)			UNICEF Contribution to Government Entitlements (1)			UNICEF Payment of Compensation & Incentives (1)		Block Grant to Districts (1)
			Night Allow. Contrib.	Transport Refund	Fuel Refund	Out-of-Pocket	Performance-Related	
National (2)	A.	Training, Seminars, Workshops - Residential	Yes/No (3)	Yes	Yes	No/Yes (3)	Yes *	No
		Training, Seminars, Workshops - Non-Residential	No	Yes	Yes	Yes	Yes *	No
	B.	Supervision Visits	Yes	Yes	Yes	No	No	No
	C.	Special Tasks	Yes/No (3)	Yes	Yes	No	Yes	No
	D.	Specified Meetings	Yes/No (3)	Yes	Yes	No	Yes	No
	E.	Routine Business	No	No	No	No	No	No
District & Sub-County (2)	A.	Training, Seminars, Workshops - Residential	Yes/No (3)	Yes	Yes	No/Yes (3)	Yes *	Yes
		Training, Seminars, Workshops - Non-Residential	No	Yes	Yes	Yes	Yes *	Yes
	B.	Supervision Visits	No	No	No	No	No	Yes
	C.	Special Tasks	Yes/No (3)	Yes	Yes	No	Yes	Yes
	D.	Specified Meetings	No	No	No	No	No	No
	E.	Routine Business	No	No	No	No	No	Yes
Parish & Community (2)	A.	Training, Seminars, Workshops - Residential	Yes **	Yes	Yes	Yes	Yes *	Yes
		Training, Seminars, Workshops - Non-Residential	No	Yes	Yes	Yes	Yes *	Yes
	B.	Supervision Visits	No	No	No	No	No	Yes
	C.	Special Tasks	No	No	No	No	Yes	No
	D.	Specified Meetings	No	No	No	No	No	No
	E.	Routine Business	No	No	No	No	No	Yes

Note: This Table should be read in close conjunction with the text of these Guidelines.

"Yes" indicates the activity is possible eligible for support, but see text for details of eligibility. (E.g. Yes for Night Allowance Contribution for Supervision Visits does not mean that it is automatic; it must, for example require the supervisor to be away overnight from his/her duty station. Please also see the Guidelines for Exclusions from the Beneficiary Group.)

"No" means such activity is never eligible for such UNICEF support.

(1) For definitions of type of support please see the text (Section II).

(2) National activity refers to an activity which is principally designed for participants from the line ministries, national NGOs, etc, irrespective of the location of the activity. Similarly, district activity refers to an activity which is principally designed for participants from the headquarters of district administrations, district NGOs, etc, irrespective of the location of the activity. And so on for sub-county, parish, and community.

(3) Options refer to activities respectively with/without accommodation and food provided by the activity organizers - and applies to all facilitators, participants and support staff.

* Facilitator or Resource Person only

** External Facilitator or Resource Person only

UNICEF-UGANDA

TABLE OF RATES FOR UNICEF-SUPPORT

Effective 14 October 1996

1. Please refer to the "Guidelines for UNICEF Provision of Support Costs for Programme Implementation 1995-2000" dated March 1995 for specific definitions and instructions related to these allowances.
2. These rates apply only to activities eligible for support. All travel and eligibility for entitlements and/or incentives must be agreed upon in advance with the UNICEF and GOU focal points responsible for the activity.

A. SUPPORT TO GOVERNMENT ENTITLEMENTS**1. NIGHT ALLOWANCE CONTRIBUTION**

Only payable for each night out of station when accommodation and food is not provided.

		Overnight Location		
		KLA/EBB	Other Dist. (*)	Home Dist. HQ
<u>UShs per night</u>				
(i)	Officer based in KLA/EBB	-	30,000	-
(ii)	Officer based at District HQ	30,000	30,000	-
(iii)	Officer based at County, S/County HQ	30,000	30,000	15,000
(iv)	Officer based at Parish HQ or below	30,000	30,000	15,000
(i)	Diver based in KLA/EBB	22,500	22,500	-
(ii)	Driver based at District HQ	22,500	22,500	-

Drivers at 75% of officer rate.

(*) I.e. locations at and below district level, for any district which is not the officer's duty station.

Note: Activities organized at county HQ and below should be supported through the block grant system.

2. **TRANSPORT REFUND** (See attached Table on Transport Refunds)
3. **FUEL REFUND** (See attached Table on Distances and Fuel Consumption)

Calculate value as follows:

$$\text{Dist.} \times \text{Cost/Consumption}$$

- Dist. = Total kms for trip (to activity and back to duty station)
 Cost = Cost per litre
 Consumption = Kms per litre (see rates for types of vehicle).

UNICEF-UGANDA

TABLE OF RATES FOR UNICEF-SUPPORT
Effective 14 October 1996

4. OUT-OF-POCKET ALLOWANCE

UShs per day

	<u>Location of Activity</u>	<u>Facilitator</u>	<u>Participant</u>
(i)	KLA/EBB	4,000	4,000
(ii)	Other District HQ (*)	4,000	4,000
(iii)	Duty Station District HQ	4,000	4,000
(iv)	County or Sub-county HQ	2,000	2,000

N.B. Does not apply to activities in home village/parish.

(*) i.e. locations at district level, for any district which is not officer's duty station

B. PERFORMANCE-RELATED PAYMENTS

Payable pro-rata to reflect the number of days or half-days required

Payable only on the joint agreement of the UNICEF and Government focal points and for eligible activities included in quarterly workplans. The number of days required is subject to this joint agreement.

Only payable for national level activities. (The location may be at district level, but the organization will have been national, and participation will be from more than one district. e.g. DPAC or research initiated centrally).

Eligible activities are defined in the Guidelines and include the following:

- Focal Points in scheduled CMT, PMT meetings.
- Facilitators of "non-habitual" activities.
- Annual Review, PPA preparation.
- Preparation of technical papers for meetings/advocacy.
- Revision of substantial programme documents.
- Curriculum development, materials development.

<u>Grade</u>	<u>Responsibility</u>	<u>Rate (UShs)</u>
1.	Principal responsible agent of major workplan activities, research team leader, Programme Focal Points	25,000 per day
2.	Senior or core team members for a specific activity (e.g. Component Focal Points), preparers/presenters of substantial papers.	20,000 per day
3.	Other team members for a specific activity (e.g. co-opted members of CMTs). technical assistants (not support staff).	15,000 per day
4.	Support staff, (e.g. secretary, enumerator, interviewer, data entrant/collector, interpreter).	5,000 per day

Note: If an individual carries out an eligible activity alone (i.e. without a team), then he/she shall receive Grade 2 rate.

GoU/UNICEF WES Programme: PROGRESS REPORT 1995 - 1997

District:		Date prepared:										Prepared by:					
No	Activity	1995	1996	WES Achievements 1996					1996	1997	WES Achievements 1997					1997	Remarks
		Cum. Total	Plan	1 Qtr	2 Qtr	3 Qtr	4 Qtr	Total	Cum. Total	Plan	1 Qtr	2 Qtr	3 Qtr	4 Qtr	Total	Cum. Total	
A		B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
WATER SUPPLY																	
1	Spring Protection																
2	Borehole Rehabilitation																
3	Iron Removal Plants																
4	Boreholes: - Motorized																
5	- Manual/Augered																
6	Infiltration Galleries																
7	Handdug Wells																
8	GFS (taps) - Completed																
9	- On-going																
10	- New proposal																
11	Rainwater Catchment																
12	Valley Tanks/Dams Improved																
13	Water Testing																
SANITATION																	
14	Slab Casting Yards																
15	Slab Production - VIP slab																
16	- Sanplat																
17	Slab sales - VIP slab																
18	- Sanplat																
19	Institutional - VIP																
20	Latrines - Sanplat/ Slab																
21	H/H Latrines - VIP																
22	- Sanplat/ Slab																
23	- Ordinary																
TRAINING & CAPACITY BUILDING																	
24	Advocacy - National																
25	- District																
26	DSC/DMC Meetings held																
27	WES Skills/ - District Officers																
28	Management - Extension Staff																
29	- S/C WES Comm.																
30	Operational - Spring Masons																
31	Skills -																
32	-																
33	-																
34	- Latrines Masons																
35	Community Mob /Management																
36	Water Source Committees Formed																
37	Water Source Caretakers Trained																
Population		No. Parishes		Total No. Safe Water Sources:					Gross Safe Water Coverage:								
No. Counties		No. LC1		Total No. Safe H/h Latrines:					Gross Safe Latrine Coverage:								
No. Sub-counties		No. Households															

Safe Water Coverage = No. Springs + Dug wells x 200 + No. Boreholes (manual & motorized) x 300 + No. GFS taps x 300 / Population

Safe Latrine Coverage = No. latrines / No. households

GoU/UNICEF WES Programme ANNUAL WORKPLAN 199..... Water Supply

District:

Date prepared:

Approved by : DDC

No	County	Sub-county	Spring Protection		Boreholes								Infiltration Galleries		Handdug Wells		Gravity Flow Schemes			Rainwater Catchment		Valley Tanks		Water Testing		Total Population
			Cum Total	Plan	Rehabilitation		Iron Removal		Drilling				Cum Total	Plan	Cum Total	Plan	Cum Total	On-going	New Proposals	Cum Total	Plan	Cum Total	Plan	Cum Total	Plan	
					Cum Total	Plan	Cum Total	Plan	Motorised		Manual															
									Cum Total	Plan	Cum Total	Plan														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
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30																										
Total																										

Notes % Safe water coverage = Number of springs x 200 + Number of boreholes (motorised and manual) x 300 + Number of GFS taps x 300/Population

Signed _____
Chief Administrative Officer/DDC

Signed _____
Programme Officer PCU

Signed _____
Programme Officer UNICEF

7

GoU/UNICEF WES Programme ANNUAL WORKPLAN 199..... Sanitation

District:

Date prepared:

Approved by: DDC

No	County	Sub-county	Casting Yards		Slab Production		Institutional Latrines				Household Latrines				Sanitary Facilities								Total No Households	Total Population				
			Cum Total	Plan	VIP Plan	Sanplat Plan	VIP		Sanplat /Slab		VIP		Sanplat /Slab		Ordinary		Rubbish Total	Pits Plan	Soak Cum Total	Pits Plan	Drying Cum Total	Racks Plan			Hand Washing Facilities			
							Cum Total	Plan	Cum Total	Plan	Cum Total	Plan	Cum Total	Plan	Cum Total	Plan									Cum Total	Plan	Cum Total	Plan
			A	B	C	D	E	F	G	H	I	J	K	L	M	N	M	N	Q	R	S	T			U	V	W	X
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Total																												

Notes: % safe latrine coverage = No. of household latrines/No. of households

Signed _____
Chief Administrative Officer/DDC

Signed _____
Programme Officer PCU

Signed _____
Programme Officer UNICEF

VIP = Ventilated Improved Pit Latrine

Sanplat/Slab Latrine = Latrine without ventilation pipe

Ordinary Pit Latrine=without slab/sanplat

awsan wb2/Feb 1997

GoU/UNICEF WES Programme ANNUAL WORKPLAN 199..... Training & Capacity Building

District: Date prepared: Approved by: DDC

No	County	Sub-county	A d v o c a c y				DSC/ DMT	WES Skills/Management				Skills Training								Community Mobilisation/ Management		Source	Com- mittees	Formed	Source	Care- takers	Trained
			National		District			District		Ext	Staff	Sub-county Committees		H/P Mechanics		M a s o n s S p r i n g s		G F S		L a t r i n e s		Cum Total	Plan	Cum Total	Plan	Cum Total	Plan
			Cum Total	Plan	Cum. Total	Plan	Cum. Total	Plan	Cum. Total	Plan	Cum. Total	Plan	Cum. Total	Plan	Cum. Total	Plan	Cum. Total	Plan	Cum. Total	Plan	Cum Total	Plan	Cum Total	Plan	Cum Total	Plan	
			A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
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Notes: Please report on number of participants except for
 1 WES Committees - Report number of committees
 2 DSC/DMS - Report number of meetings

Signed: _____ Chief Administrative Officer/DDC
 Signed: _____ Programme Officer PCU
 Signed: _____ Programme Officer UNICEF

DSC = District Steering Committee DMT = District Management Team H/P = hand pump GFS = Gravity Flow Schemes awt/vb wb2/Feb 1997

District

Approved by: DSC

No	Activity	Annual Plan	Previous Qtr Achiv.	This Qtr Plan	UNICEF Contribution				Budget							
					Fuel	Allow.	Mat.	Other	Central	District	Sub-county	Community	UNICEF	Other	Total	
					A	B	C	D	E	F	G	H	I	J	K	L
WATER SUPPLY																
1	Spring Protection															
2	Borehole Rehabilitation															
3	Iron Removal Plants															
4	Boreholes: - Motorized															
5	- Manual/Augered															
6	Infiltration Galleries															
7	Handdug Wells															
8	GFS (taps) - Completed															
9	- On-going															
10	- New proposal															
11	Rainwater Catchment															
12	Valley Tanks/Dams Improved															
13	Water Testing															
SANITATION																
14	Slab Casting Yards															
15	Slab Production - VIP slab															
16	- Sanplat															
17	Slab sales - VIP slab															
18	- Sanplat															
19	Institutional - VIP															
20	Latrines - Sanplat/ Slab															
21	H/H Latrines - VIP															
22	- Sanplat/ Slab															
23	- Ordinary															
TRAINING & CAPACITY BUILDING																
24	Advocacy - National															
25	- District															
26	DSC/DMT Meetings planned															
27	WES Skills/ - District Officers															
28	Management - Extension Staff															
29	- S/C WES Comm.															
30	Operational - Spring Masons															
31	Skills -															
32	-															
33	-															
34	- Latrine Masons															
35	Community Mob /Management															
36	Water Source Committees Formed															
37	Water Source Caretakers Trained															

Note: Attach budget details Refer to "WES Budgeting Guidelines for Districts" and "Guidelines for UNICEF Provision of Support Costs for Programme Implementation 1995 - 2000" for rates

Signature:
Chief Administrative Officer/DMC

Signature:
Programme Officer PCU

Signature:
Programme Officer UNICEF

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District:

Date prepared:

Approved by: DSC

No	Activity	Annual Plan	Qtr Plan	Qtr Achiv.	Res. Officer	Beneficiaries			Cum. Total	Remarks
						Female	Male	Total		
	A	B	C	D	E	F	G	H	I	J
WATER SUPPLY										
1	Spring Protection									
2	Borehole Rehabilitation									
3	Iron Removal Plants									
4	Boreholes: - Motorized									
5	- Manual/Augered									
6	Infiltration Galleries									
7	Handdug Wells									
8	GFS (taps) - Completed									
9	- On-going									
10	- New proposal									
11	Rainwater Catchment									
12	Valley Tanks/Dams Improved									
13	Water Testing									
SANITATION										
14	Slab Casting Yards									
15	Slab Production - VIP slab									
16	- Sanplat									
17	Slab sales - VIP slab									
18	- Sanplat									
19	Institutional - VIP									
20	Latrines - Sanplat/ Slab									
21	H/H Latrines - VIP									
22	- Sanplat/ Slab									
23	- Ordinary Pit Latrine									
TRAINING & CAPACITY BUILDING										
24	Advocacy - National									
25	- District									
26	DSC/DMT Meetings									
27	WES Skills/ - District Officers									
28	Management - Extension Staff									
29	- S/C WES Committees									
30	Operational - Spring Masons									
31	Skills -									
32	-									
33	-									
34	- Latrines Masons									
35	Community Mobilization/Management									
36	Water Source Committees Formed									
37	Water Source Caretakers Trained									
Notes: For Training & Capacity Building, please report number of sessions (and number of participants in brackets)										
Signature:			Signature:			Signature:				
Chief Administrative Officer/DMC			Programme Officer PCU			Programme Officer UNICEF				

GoU/UNICEF WES Programme
QUARTERLY STORE STATEMENT AND REQUEST

Period / / 199....

District:

Date prepared:

No.	Items Description	Unit	Previous Balance	Rec'd Last Qtr	Total	Used Last Qtr	Closing Balance	Request this Qtr	Remarks
	A	B	C	D	E	F	G	H	I
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Signature:
 Chief Administrative Officer

Signature:
 Programme Officer PCU

GoU/ UNICEF WES Programme

ACCOUNTING FOR ADVANCE FROM UNICEF
(Attach expenditure statement)

District: _____	Quarter: _____
Advance was paid on Payment Voucher No: _____	Date issued: _____

Description of Activity for Advance Accounted for: _____

Remarks (if any): _____

Value of Advance Received	Ushs. _____
Value of Expenditure Accounted for (receipts attached)	Ushs. _____
Balance Returned (Cheque number)	Ushs. _____
Balance Outstanding (to be accounted for at later date)	Ushs. _____
Over Expenditure	Ushs. _____

By submission of this statement, I certify that the expenditure were verified by me and were made according to the objectives of the programme. The attachments were checked, stamped and countersigned by the District Authorities.

_____	_____	_____	_____	_____	_____
Chief Administrative Officer	Date	Initiating Officer	Date	Programme Coordinator PCU	Date

FOR UNICEF WES SECTION

Programme Code and Project No: _____	Advance was paid from Cash Call Forward No: _____	
The above statement has been received and found to be: in order not in order		
Remarks: _____ _____		
Programme Officer - WES	Approved and passed	Date