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Integrated Field Manual on Community Participation
and Health Education in Rural Water Supply Projects
for MAJI, AFYA and MAENDELEO Fieldstaff

by

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Foreword

This document is based on its predecessor, Procedure for Village Participation in Rural Water Supply, Health Education and Sanitation: Step by Step Programme for Handpump Well Projects. The Step by Step Programme was developed through fieldwork in 60 villages, as part of the PMO/IRC Project for the Development of a Community Participation Component in the Tanzanian Rural Water Supply Programme. The present document incorporates the further experience as well as feedback from MAJI, AFYA and MAENDELED fieldstaff acquired during the preparation and implementation of the first in-service stafftraining programme. Further adaptations are expected to originate from the ongoing learning processes in the field.

(original in Kiswahili)

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LIST OF ABBREVIATIONS AND ACRONYMS

AIYA	- Ministry of Health
CDA	- Community Development Assistant
CDO	- Community Development Officer (of the programme)
CDD	- Community Development Department
DCDO	- District Community Development Officer
DED	- District Executive Director
DFA	- District Field Assistant
DHO	- District Health Officer
DOI	- District Operation In-Charge (of the programme)
DO III	- Desk Officer III
DPLO	- District Planning Officer
DWE	- District Water Engineer
HA	- Health Assistant
HOI	- Health Officer In-Charge (of the programme)
IRC	- International Reference Centre for Community Water Supply and Sanitation, The Hague
MAENDELEO	- Community Development Department
MAJI	- Ministry of Water, Energy and Minerals
MP	- Member of Parliament
PMO	- Prime Minister's Office
PVC	- Poly Vinyl Chloride (pipes)
RCDI	- Regional Community Development In-Charge (of the programme)
RCDO	- Regional Community Development Officer
RCU	- Rural Construction Unit (in the district)
RHO	- Regional Health Officer
RHOI	- Regional Health Officer In-Charge (of the programme)
ROI	- Regional Operation In-Charge (of the programme)
RWE	- Regional Water Engineer
UNICEF	- United Nations Children's Fund
VCT	- Village Care taker (of a domestic water point)
VHW	- Village Health Worker
VIP	- Ventilated Improved Pit (latrine)
VM	- Village Mechanic
VSA	- Village Scheme Attendant
VWSC	- Village Water Sub-Committee
WHO	- World Health Organisation of the United Nations

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INTRODUCTION TO COMMUNITY PARTICIPATION

1. WHY COMMUNITY PARTICIPATION ?

Water Supply projects can contribute greatly to Rural Development. This is brought about both by the projects themselves and by the way in which they are carried out.

Involving the people can lead to lower costs, better functioning and better use, and at the same time can stimulate village development with regard to health, productive use of water, administrative capacities and involvement of women in village development activities.

2. COMMUNITY PARTICIPATION IN CONSTRUCTION

In Tanzania, community participation has been most usual in the construction phase. Theoretically this can have the following benefits : (a) lower costs to the government through voluntary labour for site clearing, digging, transport of materials, etc. (b) Creation of a feeling of ownership among the community to the water supply. (c) Training in technical and organizational skills for the community and (d) Better functioning of the supply by getting good quality work in excavation, knowledge of pipe net-work to detect and report leakages, avoid damage in ploughing etc. However, realization of these benefits depends greatly on the manner in which the people are approached and involved.

Consider the following case :

"A water supply project was allocated to the village of Makutano in 1981 and a design made. In 1985, the construction team arrived. The village government (25 men) were lectured on the importance of self-help and were asked to organize the village labour in such a way that there would be a crew of 40 people for digging every day. The turnout was very disappointing. After a good start, very few people turned up for digging. The quality of the excavation work was extremely poor and needed a lot of rectification afterwards.

To improve turnout, the Mwenyekiti, Ward Secretary and other leaders decided to impose a fine on any villagers not turning up, and involve also some militia in the area to ensure that people were reporting for work. As a result, 40 people were present every day."

Discussion Questions

- Can you think of reasons why the community did not show up in sufficient numbers ?
- Do you think the way in which they were made to participate has made them fully responsible towards the water supply ?
- Will they do a good job in excavation ?
- Have the village leaders learned how they can best organize well-motivated and effective self-help labour for village development ?
- Do you think the MAJI staff and village leaders should have come up with a different approach ?

Points for Consideration

- Introduction of the project including reasons for delay at a village meeting.
- Ask the villagers if they are still interested in the project and in what ways they think they will benefit from it.
- Involve especially women, because as main beneficiaries they are good motivators of self-help.
- Find out when the people are too busy in the field for self-help, e.g. weeding, harvesting, etc.
- Assist the village leaders in organizing self-help in such a way that the work is divided equally over all able-bodied people in the village.
- Demonstrate standards of labour and explain why they are also in the interest of the village.

3. COMMUNITY PARTICIPATION IN PLANNING FOR DESIGN AND MAINTENANCE

Community participation during local planning has been less usual than in construction. It can have the following benefits (a) Use is made of local environmental knowledge for design, which can lower costs and prevent certain design mistakes (b) Use of social knowledge for optimal sharing of water and water points to ensure a general use of safe water and avoidance of conflicts and vandalism. (c) Answering of village needs in water uses, siting of water points etc., resulting in better water use. (d) Recognition of women's traditional roles and knowledge in domestic water supply and their active involvement in new development (e) Awareness in advance by the people of what is going to take place, and hence prepare themselves for participation. Examples of useful environmental knowledge are the information of villagers on possible water sources for the intake of a new water supply, knowledge of women on existence of water sources, their reliability and perceived water quality, knowledge about the various water needs in the village, and problems over sharing, e.g. for irrigation and cattle, and what distribution of standpipes or handpumps will be best to ensure that every household in the village will use only the safe water, at least for drinking, and at every time of the year. In villages with a bilharzia problem, it may also be necessary to discuss if there is a need to have a washing facility, or bathing enclosure at the water point. Otherwise it may happen that they go on using bilharzia-infested sources for washing and bathing, because it is less work to bring one's washing and children to the source than to carry all the washing and bathing water home from the tap. In that case it will be important to involve especially the women in design and management. In Malawi, for instance, it was found out that women were using the drains for washing instead of the washing blocks made at the pumps, because they were using detergent instead of soap. Also, it was found out that a women's committee had to be made responsible for proper management and maintenance of the site, as has been successfully done in Zimbabwe.

(Invite other field experiences)

Involvement in local planning is also important when the subsequent maintenance is carried out mainly by the villages themselves.

They should know what rights and responsibilities they will have, and have a say in the planning of those aspects of the water supply that concern them directly, so that they develop a sense of ownership right from the start.

4. COMMUNITY PARTICIPATION IN HEALTH

The Water Supply alone, will not bring better health and development. Water-related diseases will continue to thrive when contaminated traditional sources remain to be used, personal and household hygiene is not improved, latrines are not built, used and kept in hygienic condition in every household, hands are not washed regularly, if possible with soap and food is not protected against contamination by flies or dirty hands. Again, it is the villagers who know best what conditions and practices need to be changed in their villages. They also know their customs, and local resources and know who are opinion leaders in health in their village.

For instance, women in some villages in Morogoro have commented that for hygiene improvements not only the women should be involved. Matters such as latrine roofing and kitchen improvements for example, should be discussed with men. Thus the actions of men and women could complement each other for the general health benefit of the village.

The integrated programme on water supply and sanitation now being introduced in the region makes it possible to realize other development objectives. These include (a) Continued functioning of water supply. (b) General and adequate use of safe water. (c) Improving public health. (d) Stimulating village self-reliance. (e) Integrating women in development and (f) Productive uses of water and time gains.

This new approach also calls for different communication with the villages ; instead of being mere beneficiaries, they become partners in a project that satisfies both technical criteria and village needs so that in the end :

- everyone will use safe water at least for drinking
- everyone will use more water for personal and household hygiene
- everyone will improve sanitation and food hygiene practices
- the village will keep the water supply functioning
- the village will increase its capacity in problem solving
- and women's traditional roles in water supply and sanitation are also built upon in the new projects.

Step 1 Informing the community on project allocation

Purpose

- To give feedback to the village on their project request.

Participants

District Authorities

Tasks in the village

The District Authorities inform all villages which have sent in a request for a water supply project whether they qualify for a project or not, and the reasons why they cannot get a project in case their request has been rejected.

Preparation

- Determination of priority criteria for project implementation.
- Screening of village requests and water master plan data.

Documentation

Circular letter for the villages concerned.

Step 2

Surveying

As soon as it is known that a survey team will start surveying in a certain village, the village government is contacted without delay.

Purpose

- To be known to the village.
- To inform the village government of the activities that will take place, procedures and uncertainties of survey findings.
- To invite their participation in the survey to ensure that the knowledge and needs of the village regarding water supply are taken into account.

Participants

MAJI, village leadership, several village women.

Tasks in the village

- Be introduced to the village leaders.
- Briefly explain leaders about the forthcoming activities in the village.
- Get permission for survey to be done.
- Tour the village with the village leadership and some village women and collect information on:
 - * population size and growth rate
 - * planned area for village extension
 - * existing water sources and purposes for which each source is used
 - * additional facilities needed, e.g. washing slab, cattle trough
 - * competing interests e.g. cattle owners, neighbouring villages without reliable water source
- Make test drills/ survey.
- Arrange for a village assembly to discuss the results of the survey (see step 4A).
- Inform the village about the possible time between surveying and the start of construction.
- Give the village all necessary information and explanation to avoid disappointment of expectations, e.g. that sometimes water points cannot be sited in the desired place for certain technical reasons.

Notes

- Women should be involved because of their knowledge of water sources and water use patterns. The village leaders can for example ask for one woman from each village neighbourhood to participate in the survey.
- Ideally, new waterpoints should be sited at a closer distance than the traditional water sources that women use to collect drinking water.
- If this is not possible, discuss the improvement of traditional sources with the village (see step 18A).
- Also discuss with the women of the unserved section and the women of the nearest served section if they will share the waterpoint. In cases of many users it may be necessary to construct a second well or tap in this area.

- When a neighbouring village is without water, it may also be necessary to work out sharing arrangements, to prevent damage to the water supply.

Step 3A Collecting other village information:MAENDELEO

Purpose

- To communicate effectively with the villagers:
 - * in case of leadership problems try to assist the villagers in solving these first.
 - * find out if the villagers feel a need for the project: contact both men and women.
- To organize self-help labour.
- To determine the financial capacities of the village to maintain the water supply.

Participants

MAENDELEO, village leadership, village men and women.

Tasks in the village

- Collect information about the labour force and village self-help organization (days set aside for communal work etc.).
- Gauge the felt need for an improved water supply for domestic use, livestock, brick-making etc. and willingness to contribute.
- Assess the village leadership situation.
- Assess village income.
- Assess whether women are going to save time and whether they would like to use this time for women's activities, classes etc.

Documentation

Report on community capacities, attitudes and possible additional development activities.

Step 3B Collecting other village information:AFYA

Purpose

- Getting the basic picture of health and environmental sanitation in the village.
- Helping the village leadership to understand the relationship between water, sanitation and village health.

Participants

AFYA, village leadership, women representatives.

Tasks in the village

- Collect information about number of latrines, reasons for absence of latrines, use of latrines, cleanliness of slab, presence of long-handled fly-cover, and water and soap or ash for handwashing. Also include latrines at schools, dispensary etc.
- Observe hygiene conditions around water sources, at busstop etc.
- Observe water collection and storage practices: bucket rinsing, handwashing, separate storage of drinking water in a covered vessel, use of a laddle to draw drinking water from the storage vessel instead of a communal cup.

Documentation

Baseline information about village hygiene conditions and practices.

Note

- A detailed health survey can also be done together with the members of the VWSC after their election (see step 8). In that case, the first survey of AFYA will be general only, to report on the environmental health conditions to the village assembly.

Step 4A Preparing a village project meeting

Purpose

- Assisting the village government in preparing a village meeting to be attended by all or the majority of the adult population.
- Assisting the village government in promoting women's attendance and participation in the meeting.
- Assisting the village government to present the relevant social, economic, health and community participation aspects of the project.

Participants

MAENDELED, village leadership, women representatives.

Tasks in the village

- Together with the village leadership, discuss the time, place and organization of the meeting, and how the villagers will be informed about it.

Note

- Possible ways to stimulate the attendance of women are:
 - * having the meeting at a time and place suitable for women. Informal places are usually better than formal ones
 - * inform and encourage women to attend the meeting through the village authorities and women's groups.
- Possible ways to encourage women's participation in the discussions are:
 - * seating of men and women in adjacent groups rather than front and back.
 - * use of local language whenever possible, or otherwise a summary of each point in the vernacular language.
 - * stimulation of feedback from women by the fieldstaff.
 - * preparing and inviting a spokeswoman to pose the village women's questions and represent the women's views.

Step 4B

Informing the village and discussing the project

Purpose

- To inform the whole village about the project:
 - * MAJI about the proposed design of the water supply.
 - * AFYA about the health aspects and sanitation improvements.
 - * MAENDELEO about the participation of the villagers in all the steps of the waterproject and the healthy use of the water. Water use can also include vegetable gardening, brick-making, tree nurseries etc.
- To answer any village questions about the project.
- To discuss the project with the villagers and reach agreement about the proposed design of the project (location of water works, collection points).
- To discuss with the villagers the need for additional facilities, such as, facilities for clothes washing and watering of domestci animals, and to see how the village can finance these facilities.
- To identify any other changes that the villagers think are needed in building the wells or the piped water supply.
- To elect the Village Water Sub-Committee (VWSC).
- To sign an agreement when the project is approved.

Participants

The whole adult village population, MAJI, AFYA, MAENDELEO and any other government employees in the village, such as, teachers, agricultural extension workers, etc.

Tasks in the village

- MAJI, AFYA and MAENDELEO inform the village about the steps of the project.
- MAENDELEO reads out the draft agreement about the project.
- A debate is held about the project and an agreement reached.
- MAENDELEO lists any issues on which no agreement has been reached. These are further discussed until an agreement has been achieved.
- MAENDELEO summarizes the agreements reached. The Village Chairman signs the project agreement on behalf of the whole village.
- Election of the Village Water Sub-Committee.
- In important cases, longer surveying may be needed.

Documentation

Project Agreement.

Village map with proposed design.

Note

When serious problems occur in reaching a project agreement, the village should be given more time to think, and step 4B should be repeated.

It is recommended that already during this step the debate starts about the maintenance and financing of the village water supply (see step 10).

Step 5A Organizing the self-help work

Purpose

- to obtain effective and high-quality self-help.

Participants

MAENDELEO, MAJI, VWSC

Tasks in the village

- MAENDELEO assists the VWSC to register all able persons in the village and divide them in groups.
- MAENDELEO helps to assign to each group a special day or futi (well-defined task) to work on.
- MAENDELEO helps the VWSC to keep attendance records.
- MAJI and MAENDELEO assist the VWSC to monitor performance and step in to assist the VWSC when necessary.
- MAJI informs MAENDELEO and the VWSC about the workplan, preferably on the Friday, Saturday or Sunday preceding the start of the construction.

Documentation

- List of all persons able to participate in the self-help.
- List of daily attendance.
- Workschedule for construction.
- Sketchmap of design of water scheme.

Notes

- In case the villagers cannot participate physically for one reason or another, they should contribute by hiring local unskilled labour with their own funds. Under no condition should self-help labour be paid by the project even when this is a practice in other projects.
- To organize the work, discuss with the VWSC the best approach under the local circumstances.

Option 1

- * MAJI divides the total workplan into parts and estimates the number of days of work and the number of self-help labourers needed for each day.
- * The VWSC draws a list of self-help labour, divides the work, and keeps the attendance records.

Option 2

- * Lists are made of households which will work every Monday, every Tuesday, Wednesday, etc. Attendance lists are kept for each group. This has the advantage that there is a stronger group pressure, because anyone not turning up increases the work for the others.

A sketchmap of the design can facilitate the division of the work.

- In planning the construction work, pay attention to:
 - * avoidance of agricultural peak seasons
 - * fair sharing of the self-help work, including between the sexes
 - * avoidance of large numbers of people for the first days, as this makes supervision difficult and cannot be kept up.

- In case of a multi-village scheme, the workplan can be drawn together with the joint committee. A possible way is:
 - * delegation of self-help in the headworks to the nearest village; the work is divided further by the VWSC of that village.
 - * the main line is dug by all villages. The days worked on the headworks are deducted from the tasks of the first village.
 - * branch lines and distribution nets are dug by the individual villages, organized by their own VWSC.
- After some time, enthusiasm usually slackens. Options to stimulate self-help include:
 - * calling a general meeting, and involving especially the women as motivators
 - * reorganizing the work, including start of pipe laying in the completed part of the trench
 - * committee introduces sanctions
- Village enthusiasm also disappears when agreements are not kept by the other parties (e.g. delays in delivery of materials and start of construction). Thereafter it becomes harder to involve the village in any external development project.

During this step, also start discussing the selection of VM/VSA with the VWSC (see step 6)

Step 5B

Education on workstandards

Purpose

- to understand the relevance of the required standards of work for a reliable functioning of the village water supply.
- to explain and demonstrate workstandards to the self-help labour;
- to supervise self-help labour on the required quality of work.

Participants

MAJI, MAENDELEO, VWSC, all self-help labour.

Tasks in the village

- MAJI and MAENDELEO assist the VWSC in organizing a demonstration on trench digging for the self-help labour.
- MAJI and MAENDELEO discuss with the VWSC how they will supervise the quality of the work.

How to organize the demonstration

- Get the necessary material:
 - * pieces of brittle, broken and plain PVC pipes
 - * cigarette lighter
 - * string
 - * measuring stick
 - * jembe (hoe)
- Organize a meeting of all self-help labour.
- Demonstrate the digging of a too-shallow trench.
- Ask the villagers to consider the following story:

"A village has been digging shallow trenches for their water supply. In the rainy season many streams of rainwater rush down the slopes. What happens to the pipes?" (Answer by participants).

"Now in the dry season the sun shines down hard on these pipes. What happens?" (Explanation by MAJI if answer is not known). Demonstration of breaking a piece of brittle pvc pipe by someone invited from the audience.

"Also there are bushfires. What happens to the pipes?" Demonstration of melting of pvc pipes. "At the bottom of the trench some sharp rocks are left. What happens?" (Show piece of pierced or broken pipe).

"How can the quality of work be improved?" (Demonstration of the use of string and measuring stick in making good trenches).

Joint conclusion: "It is important that trenches are dug straight and have a sufficient depth. The bottom should be smoothed properly. Trenches must be backfilled properly after pipelaying so that our pipeline will not break easily".

Step 6A

Selection and remuneration of VM/VSA

Purpose

- To select suitable candidates for training as village mechanic (VM) or village scheme attendant (VSA).
- To assist the VWSC in making provisions for their remuneration.

Participants

MAJI, MAENDELEO, VWSC.

Tasks in the village

- Explain the duties and training of VM/VSA.
- Discuss what type of person will be suitable as VM/VSA.
- Ask the VWSC to select candidates for training.
- Start on-the-job training of the candidates.
- Discuss how and how much the VWSC will pay the VM/VSAs.
- After completion of the project:
 - MAJI gives refresher training to VM/VSAs during follow-up visits and trains new VM/VSAs when necessary.

Documentation

Task descriptions of the VM and VSA.

Notes

- Tasks of VM/VSA:
 - * (technical tasks)
 - * keeping records of maintenance and repair of the water supply
 - * reporting to the VWSC and the DFA
 - * communication with VCTs
- Selection of candidates: points for consideration
 - * permanent residency in the village
 - * responsible and reliable person
 - * personal interest in the job
 - * capability to learn each listed task
- Discuss with the VWSC if perhaps a woman should be chosen, seen women's personal interest in a reliable domestic water supply and their greater sensitivity to social pressure from the users to do a good job. Men are sometimes more interested in making a career outside the village and are more often away from the village. Training women for new skills is also a recognition of their traditional role in domestic water supply.
- If a reliable and capable man is selected, consider sending both husband and wife for training, so that the one can do the work when the other is away. In this way, no stand-by has to be paid by the village, and the wife will get the full and correct training for the work from the proper trainer, not only the one or two things that her husband might teach her.
- Remuneration: points for discussion with the VWSC
 - * payment per month, or
 - * payment per job done, or

* remuneration in any other form, e.g. payment in kind, exemption from other communal work in the village without losing one's share in the benefits.

- Location of VSA

In case of a piped water supply with an electric or diesel pump it is recommended that the village enables the pump attendant to live next to the pumphouse, to prevent stealing of pump parts.

Step 6B Selection and remuneration of VCTs

Purpose

- To select suitable candidates as village caretakers (VCTs) for the waterpoints.
- To assist the VWSC in making provisions for their remuneration.

Participants

MAENDELEO, VWSC

Tasks in the village

- MAENDELEO and the VWSC jointly consider the tasks of the VCTs.
- The VWSC finds suitable persons to do the work.

Notes

Tasks of the VCTs

- * upkeep of hygiene around the waterpoints
- * educating the users on hygiene at the waterpoint and proper storage and use of water at home
- * reporting problems to the VM/VSA and VWSC

Selection of VCTs: points for consideration

- * living near the waterpoint
 - * permanent residency in the village
 - * responsible and reliable person
 - * capacity to communicate easily with the users
 - * personal interest in the job
 - * willingness to do all tasks themselves.
- It is advised that women in particular are selected as VCTs, because of
 - * their regular visits to the waterpoints
 - * their personal interest in a good water supply
 - * their easier communication with other women users
 - * hygiene tasks are traditionally the responsibility of women, not of men
 - * their sensitivity to pressure from other women to do a good job
 - * their less frequent travel outside the village.

For the necessary authority women VCTs can fall back on their 10-cell leaders or the VWSC when required.

Remuneration of VCTs

Possible ways of remuneration are:

- * allowing VCTs to establish a small vegetable garden at the waterpoint
- * exempting VCTs from other communal tasks in the village without losing their share in the benefits.

Step 7

Construction of additional facilities

Purpose

- To facilitate the use of water for bathing and clothes washing without affecting the general hygiene of the waterpoint.
- To reduce the workload of the women in carrying water home for clothes washing and bathing of children.
- To reduce risks of bilharzia transmission by washing clothes and bathing in bilharzia-infested water.
- To stimulate productive use of surplus water e.g. for livestock, brick making, tree nurseries, vegetable gardening
- To reduce conflicts which may arise over other uses of water, e.g. for cattle.
- To increase village income and supply of different foodstuff.

Participants

MAJI, MAENDELEO, AFYA, VWSC, other villagers.

Tasks in the village

- MAJI advises on the technical possibility of having additional facilities at the waterpoints, such as, bathing and laundry facilities, cattle watering troughs, irrigation canals, fish ponds etc.
- The villagers participate through self-help and contributions in the construction of the facilities
- The villagers are consulted on the preferred design of the facilities, e.g. women on washing and bathing facilities, cattle owners on cattle troughs .
- When the construction of the facilities is complete, the VCTs and the VWSC will ensure proper use of the facilities and cleanliness of the environment.

Note

- Some additional facilities will need communication with other Departments. Before constructing a fishpond for example, the Department of Fisheries should be contacted for advice on its feasibility.
- Washing utensils should be forbidden for reasons of cleanliness except in case of productive use of foodscraps, e.g. for a fish pond.
- Any person using water from the improved water supply for productive purposes, e.g. brickmaking, cattle watering etc. should pay an extra contribution to the village water fund.

organizing a village meeting).

- Instead of lecturing, seek the opinion of the villagers on how water and sanitation-related diseases are transmitted in their village.
- Discuss what practices should be improved and how this can be done.
- Discuss which contribution could be given by the men, the women and the children.
- Together with the VWSC, draw a detailed plan for following up the decisions of the meeting.

Step 8B

Introducing health education: group discussions

Purpose

- To promote understanding of the relationship between water, sanitation and village health.
- To stimulate activities to improve local hygiene practices.

Participants

AFYA, VWSC, other relevant villagers (village health worker, schoolteachers, adult educators, leaders of women's groups, youth leaders etc.).

Tasks in the village

- Sit with the local leaders (VWSC, village health worker, teachers etc.) and discuss each topic of the Hygiene Improvement Manual.
- Discuss in particular what problems exist locally and by what local action these could be solved.
- Ask the participants to organize the same kind of discussions with their groups.
- If necessary, assist in organizing the work. The VWSC can for example in their turn train the balozis and their wives on holding health discussions with their neighbours.

Points for consideration

- In discussions, local conditions can be used as a start. E.g. Are stools near a waterpoint outside the village harmful? At first, the villagers of village X said that that they did not matter as long as the well was at some distance from the village and was closed by the cover with the handpump. Also it was convenient for the people to use the bushes around the well, because water for cleaning was nearby. Discussion then passed to the many flies around and how they sat on the stools. Could these flies fly to the village and sit on the food and on the hands and faces of small children? What would happen? Could they transfer a little bit of the excreta to be accidentally ingested by the people? The villagers concluded that this actually happened. They decided to clear the bushes at the well and spread word on the harmfulness of these practices.
- Groups that can be involved in group discussions with the VWSC, village health worker etc. include
 - * schoolclasses
 - * adult education groups
 - * women groups
 - * informal neighbourhood gatherings (through home visits)
 - * meetings organized by ten-cell leaders
- It is important to involve both men and women in group discussions, and to agree on which improvements will be made by the men and which by the women.
- Once the groups are organized, follow-up by the VWSC and AFYA or MAENDELEO will help to find out how the groups function, who are participating, whether some types of villagers are unable to participate, and what each group has done.

Material

Manual "Understanding and Improvement of Village Hygiene".

Step 9 Stimulation of project-related development

Purpose

- To assist the VWSC in identifying and organizing productive uses of surplus water;
- To assist the VWSC in organizing productive uses of timegains for the women.

Participants

MAENDELEO, VWSC, village women.

Steps in the village

- Together with the VWSC see if there are any possibilities for the productive use of spill and surplus water, e.g.
 - * brick-making for public building projects or income generation
 - * schoolgardens
 - * women's group activities (gardening, brewing, brick making, etc.)
 - * tree nurseries for afforestation/home planting (timber, firewood, fruit trees).
- When applicable, agree on the use of profits. Individuals making bricks near the water source should for instance pay an extra contribution to the village water fund.
- For women's activities, informally collect information about their needs and possibilities.

Note

The VCT may be given priority to use spill and surplus water, and should be consulted during planning of productive uses of water.

- * a special annual budget and fund reservations are made for the water supply
 - * a special water fund is created from productive uses of water (brick-making, brewing, vegetable gardening)
 - * cultivation of a communal field; the revenues are put in a bank account for the village water supply costs
 - * annual village fundraisings with voluntary contributions to reach a target set by the VWSC
 - * annual village fundraisings with every household paying a fixed contribution
 - * regular household contributions
 - * a levy on the sale of crops to the crop marketing boards.
- MAJI informs the village about the schedule of follow-up visits.
 - MAJI explains the VWSC how to supervise the VM/VSA in keeping records on the functioning and the regular maintenance of the village water supply.
 - MAJI informs and advises the VWSC on the prices, procurement and storage of spare parts:
 - * which parts to keep in stock
 - * which parts to replace by newly bought ones on breakdown or wearing out
 - * which parts to bring for recycling to the workshops.
 - MAENDELEO advises the VWSC on how to keep the accounts of the village water fund.

Points for discussion with the VWSC:

- Setting up a village water fund:
 - * Has the village already got an adequate net income to cover the annual costs of the water supply? (If necessary, find out from the village accounts)
 - * Can the village increase its income? How?
 - * Can all households pay a monthly contribution, or do they have a seasonal income?
 - * Is monthly fund collection likely to be kept up?
 - * When is the best time to collect or set money aside for the water supply?
 - * Are all users able and willing to pay?
 - * Should all pay the same amount, bearing in mind that amounts of water used vary from family to family and that benefits and capacity to pay also vary?
If not, how can contributions be graded?
For example:
 - * Everyone pays the same contribution, but poor families (widows, old couples, etc.) are exempted from payment
 - * All households in the village are classified into different payment categories. E.g.

Category I:	families who use more water, such
(higher rate)	as households living near a tap or pump, households with a high income, households using water

for cattle/irrigation, polygamous households

Category II: households using less water, e.g. (lower rate) those living far from a tap or pump, those with low incomes (and so less vessels) and small families.

- Discuss with the VWSC how tools and spare parts can be stored safely, for example, in the village office, or with the mwenyi kiti of the VWSC. The latter also enables the VWSC to check on the frequency of maintenance by the VM/VSA.
- For safekeeping of the village water funds, the VWSC may place the money in the village account. In addition, the VWSC should keep a separate record of all income and expenditures for the maintenance of the village water supply. Also, it is recommended that receipts are written and kept for every financial transaction.
- The ultimate decision on how to finance the maintenance costs lies with the village. The proposals of the VWSC need to be approved by the village council.

Documentation

- Schedule of follow-up visits.
- Logbook for VM/VSA.
- Accounts- and receiptbooks for VWSC.
- Pricelist of tools and spares.

Step 11 Training of VM/VSA and VCTs

Purpose

- To assist the VWSC in making arrangements with the village mechanic (VM) or village scheme attendant (VSA) and the village caretakers (VCTs) for their participation in a field training.
- To assist the VWSCs in the villages concerned in organizing the contribution of each village to the training course.

Participants

MAENDELEO, MAJI, VWSCs.

Tasks in the village

- Find out what provisions need to be made to allow the VM/VSA and VCTs to participate in the training (allowances, help with farmwork at home, etc.).
- Discuss with the VWSC and other women in the village how the participation of women candidates in the training can be facilitated (e.g. support from other women in agricultural work, looking after small children, etc.).
- Discuss with the VWSCs concerned
 - * which village will host the training
 - * what its responsibilities will be (e.g. food supply)
 - * what the other village governments will contribute (e.g. food, cash, labour for preparation of meals).

Step 12 Implementation of the training course for VM/VSA/VCTs

Purpose

- To train selected community members for village-level operation, maintenance and repair.
- To familiarize members of the VWSCs with the technical tasks of VM/VSA/VCTs.

Participants

MAJI, MAENDELEO, AFYA, VM/VSA, VCTs; VWSC members (observers).

Tasks in the village

- MAJI trains the village pump mechanics (VMs) and village scheme attendants (VSAs) in technical tasks (see technical training manual).
- MAJI trains the village caretakers (VCTs) in upkeep of pump/tap sites, construction of a drainage pit and early recognition of maintenance and repair needs.
- MAENDELEO trains the VMs, VSAs and VCTs in understanding of the importance of a reliable improved water supply for village well-being.
- MAENDELEO trains the VMs, VSAs and VCTs in communication skills
- AFYA trains the VCTs in health education of waterpoint users.

Notes

- Understanding the importance of a reliable safe water supply:

"Loki village has got a new water supply. Everybody is very happy. The women do not have to travel far anymore to collect water. They can bring more water home for better hygiene. They are less tired and have more time and energy for cooking, child care and agricultural work. There is less disease in the village because men, women and children can bathe and wash their clothes more frequently, frequent washing of hands and utensils is easier, and everyone drinks safe water. The women have started vegetable gardens which provide more nutritious meals and additional income. But alas, the water supply is poorly maintained. One day it breaks down completely and the women have to go back to the old and polluted sources which are far away."

What will happen to Loki village and why? Consider

- * village health
- * child care
- * family meals
- * agricultural work
- * vegetable gardens
- * other money-generating activities
- * workload of women
- * the most vulnerable people in the village, e.g. the old and disabled, pregnant mothers, lactating mothers, breastfed children.

- Upkeep of the waterpoint:

"The caretaker of one of the pumps (or taps) in Sanga Sanga is a lazy person. There is always some water standing around the pump (or tap), and at the end of the drainage channel. Children frequently leave the tap open (or mishandle the pump). Sometimes cattle or dogs or ducks can be found in the puddles. Recently somebody has constructed a new latrine in the vicinity of the waterpoint. What happens to the people in Sanga Sanga?" (Think of: dirty water, children playing and drinking water, mosquitoes, etc.)

- Communication between the VM and VWSC

Ask the participants to discuss the story of Mamba village.

"The village mechanic (or village scheme attendant) in Mamba village is a very conscientious person. The village water supply is maintained regularly. Whenever a waterpoint caretaker reports a problem, it is attended to as soon as possible. The village has bought the necessary tools and spare parts. They are kept by the mechanic (or scheme attendant). The day arrives when all spares have been used. There is a breakdown and Mamba is without water. How could this have been prevented?"

(Issues to consider:

- Keeping a list of spares and tools
- Recording what spares are used
- Informing the VWSC when a spare or tool is getting finished
- VWSC has reserved funds in advance, as it is not always the right moment for a fundraising
- VWSC is able to send somebody to a place where they can get the necessary spare or tool).

- Communication between the VCT and VWSC.

Act with the participants the story of Mr. Bomba.

"Mr. Bomba is a good mechanic, but he never visits the waterpoints until he gets a complaint. Then he goes down and when he finds the waterpoint poorly kept, he lectures the caretaker, Ms. Visima, in a very harsh tone and humiliates her in front of her neighbours and children. Ms. Visima defends herself and a row develops. The neighbours support Ms. Visima, as she usually takes good care of the waterpoint. Next time she is afraid to go and see Mr. Bomba to report a problem."

Invite two people to act Mr. Bomba and Ms. Visima, while the rest of the participants act the neighbours.

Discuss how such a situation could be avoided.

- Communication between the VCTs and the VWSC.
Act with the participants the story of Mama Kitambi.

"Mama Kitambi is very proud of the pump she looks after. She keeps it clean and talks about safe water use with the other mothers. One day she sees a crack in the cement cover. She warns the VWSC. She also tells the VWSC that the women would like a screened bathing site at the pump or tap, so that they can daily bathe themselves and their children. Alas, the VWSC does not listen to her. What will happen?"

- Education of users on safe water use.
AFYA trains the VCTs to carry out a demonstration of proper water use at their tap or pump.

Steps:

- Ask one villager to act first the wrong practices of water collection and discuss what might happen:
 - * no bucket washing at the waterpoint
 - * no handwashing
 - * pump operated with short strokes (or tap left dripping)
 - * leaves or grass on top of the bucket against spilling
 - * dirty hands touching the water during transport
 - * no separate storage pot for drinking water in the home
 - * stored water is not covered
 - * a communal cup is used to take the drinking water out
- The villager then repeats the steps with the correct behaviour:
 - * bucket washing at the waterpoint, preferably with sand
 - * handwashing, if possible with soap, sand or ash
 - * pump operated with long strokes (or tap closed properly)
 - * cover on top of collection vessel
 - * no hands touching the water during transport
 - * separate storage pot for drinking water, with a cover
 - * drinking water taken out by a long-handled laddle or calabash, and poured in a cup
 - * washing out the drinking cup after use
 - * teaching children how to use the dipper properly (invite a child from the audience to participate)
 - * use of more water and soap or ash for personal hygiene, especially handwashing after latrine use and before preparing or eating food.

Step 13

Establishment of user by-laws on water use and sanitation

Purpose

- To promote the year-round use of safe water, at least for drinking, by all village households.
- To promote the construction and use of latrines by all households.

Participants

VWSC, AFYA, MAENDELEO.

Tasks in the village

- Discuss the need and use of by-laws.
- Discuss the contents of the by-laws.
- Put the proposed by-laws up for approval by the village council.

Note

By-laws are one of the means to promote proper water use and sanitation. However, there may be valid reasons why some people do not observe these by-laws. E.g. old couples who cannot dig latrines, women who live far from an improved waterpoint and are so busy with agricultural work that they use traditional water sources nearer by.

It is the task of the VWSC to identify such practical problems and where possible find other solutions, e.g. assistance from schoolboys in latrine digging, transport for water collection.

Step 14 Handing over of the water supply to the village

Purpose

- To establish formally the village ownership of the water supply.
- To organize a user demonstration at a tap or pump.

Participants

MAJI, MAENDELEO, AFYA, Village Government, VWSC, VM/VSA, VCTs and other villagers.

Tasks in the village

- Outline the village responsibilities, rights and benefits of the water supply again.
- Outline the system of operation and maintenance.
- Read out the contents of the ownership document.
- Sign the ownership document.
- Organize a demonstration on proper operation and use of the water supply at one of the taps or pumps (see step 12).

Note

If the village or MAJI are not satisfied with the project, no signing should take place before all parties are satisfied. MAENDELEO should support the village in all reasonable complaints.

Documentation

Handing-over document.

Step 15 Follow-up of health education and sanitation

Purpose

- To check on the implementation of the village action plan in community health education and sanitation.
- To assist the VWSC where necessary.

Participants

AFYA, VWSC, VHW

Tasks in the village

- Discuss the implementation of the action plan drawn by the VWSC for community health education and sanitation improvements.
- Review developments.
- Offer help where necessary.

Documentation

Village action plan.

Note

- Targets of the village health education and sanitation action plan include:
 - * use of safe water by every village household the whole year round, at least for drinking
 - * in villages with bilharzia, use of only safe water also for clothes washing and bathing
 - * clean latrines with long-handled fly-covers, ash against flies, and water with soap or ash for handwashing in every household
 - * good sanitation conditions in public places, such as, schools, dispensaries, hotels
 - * no signs of defecation outside latrines
 - * knowledge of how diseases related with water use and sanitation are passed from one adult or child to another
- Where possible, villages should be assisted in installing transferable latrineslabs of ferro-cement for long duration and easy maintenance and hygiene.
- In villages with problems of flooding or caving-in of latrines, AFYA should give technical assistance in building raised latrines and in lining the pits.

Step 16 Follow-up of productive use of water and timegains

Purpose

- To check on the implementation of the action plan drawn for village development and to help the VWSC where necessary.

Participants

VWSC, VCTs, MAENDELEO.

Tasks in the village

- Check and discuss the implementation of the action plan drawn by the VWSC.
- Review developments.
- Offer help where necessary.

Step 17 Annual checks by MAJI

Purpose

- To support the VWSC in operation and maintenance of the water supply.

Participants

MAJI, VWSC, VM/VSA, VCTs.

Tasks in the village

- Check all pumps or piped water supply in the village.
- Check all wells and disinfect them when necessary.
- Check on the functioning of the VM/VSA and VCTs.
- Give refresher training when necessary.

Documentation

Maintenance cards with information on maintenance, repairs and use and hygiene conditions around the waterpoints.

Step 18A Evaluation of the water project

Purpose

- To evaluate the water project with the village.

Participants

MAJI, AFYA, MAENDELEO, VWSC, VM/VSA, VCTs.

Tasks in the village

- Evaluate the work of the VWSC.
- Evaluate the work of the VM/VSA and VCTs.
- Evaluate the local health education and sanitation programme.
- Evaluate the water-related development in the village.
- Evaluate the acceptance of the water project by the villagers.

Note

Points for consideration:

- * How many days out of the previous year has the water supply been functioning?
- * Are the waterpoints well-kept and pumps greased?
- * Are the users satisfied with the service?
- * Are sufficient funds collected for maintenance and accounts well-kept?
- * Is every household in the village using only safe water, at least for drinking?
- * What health-education and sanitation programme has been carried out; who have been involved and what results have been achieved?
- * Are surplus water and time savings used for other development activities?
- * Has the project stimulated any other village activities?

Documentation

Report of the evaluation.

Step 18B

Improvement of traditional watersources

Purpose

- To identify villages where for one reason or another no safe water from pumps or taps is possible, and carry out improvements of the traditional watersources.
- To contact organizations which can help in carrying out such improvements.
- To organize the village to carry out self-improvements.

Participants

MAENDELEO (Rural Construction Unit), MAJI, AFYA, VWSC, Village Government.

Tasks in the village

- The villagers with the help of the RCU clean out and protect traditional wells.
- Installation of a pulley and bucket to draw water, or use of a communal bucket which is kept clean by all.
- Well-disinfection, for example through a chlorination device.
- Construction of protected riverside wells.
- Use of slow sand filters for the whole village or in each household.

Note

- To identify how self-improvements can be carried out, organize a discussion with the villagers -both men and women- and consult them on possible action. Useful assistance can be given by the Rural Construction Unit.
- Another way to get safe drinking water through self-help is rainwater catchment and storage.
- During the dry season a water collection system may be organized using animals to collect clean water over a large distance.