



## Rural Water Supply and Sanitation Project in Western Nepal Phase II

# STEP-BY-STEP SCHEME MONITORING BOOK OF



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Scheme name:



Scheme code:

Municipality & wards:

District:

This Scheme Monitoring Book includes the monitoring formats for each monitoring visit as per the Step-By-Step approach. Thus, these formats need to be seen together with the Step-By-Step Manual that describes in further detail each step and event. This book is supported by the overall technical and planning guidelines as they relate to community-managed water supply schemes.

The guiding principle is that certain activities, including trainings and plans, have to be done before proceeding to the next phase. A monitoring visit is needed for a water supply scheme to move from Planning Phase to Implementation Phase to Post-Construction Phase; the funds for each installment should not be released unless recommended by the relevant monitoring team **based on their field visit and as recorded in this book.**

The scheme monitoring is always participatory. Key recommendations and items to follow up are recorded also to the Water Users and Sanitation Committee (WUSC) minutes/registers, and the recommendations made during the previous monitoring visits should always be followed up during the next monitoring visit.

The complete monitoring visit is a process with scheme site observation, WUSC meetings, public audits and community discussions. These visits can serve many purposes, they are not only for gathering information for the project purpose but rather, an opportunity also for WUSC to do a self-assessment and seek for guidance. The monitoring visit and the information as verified and recorded in this Scheme Monitoring Book is made to:

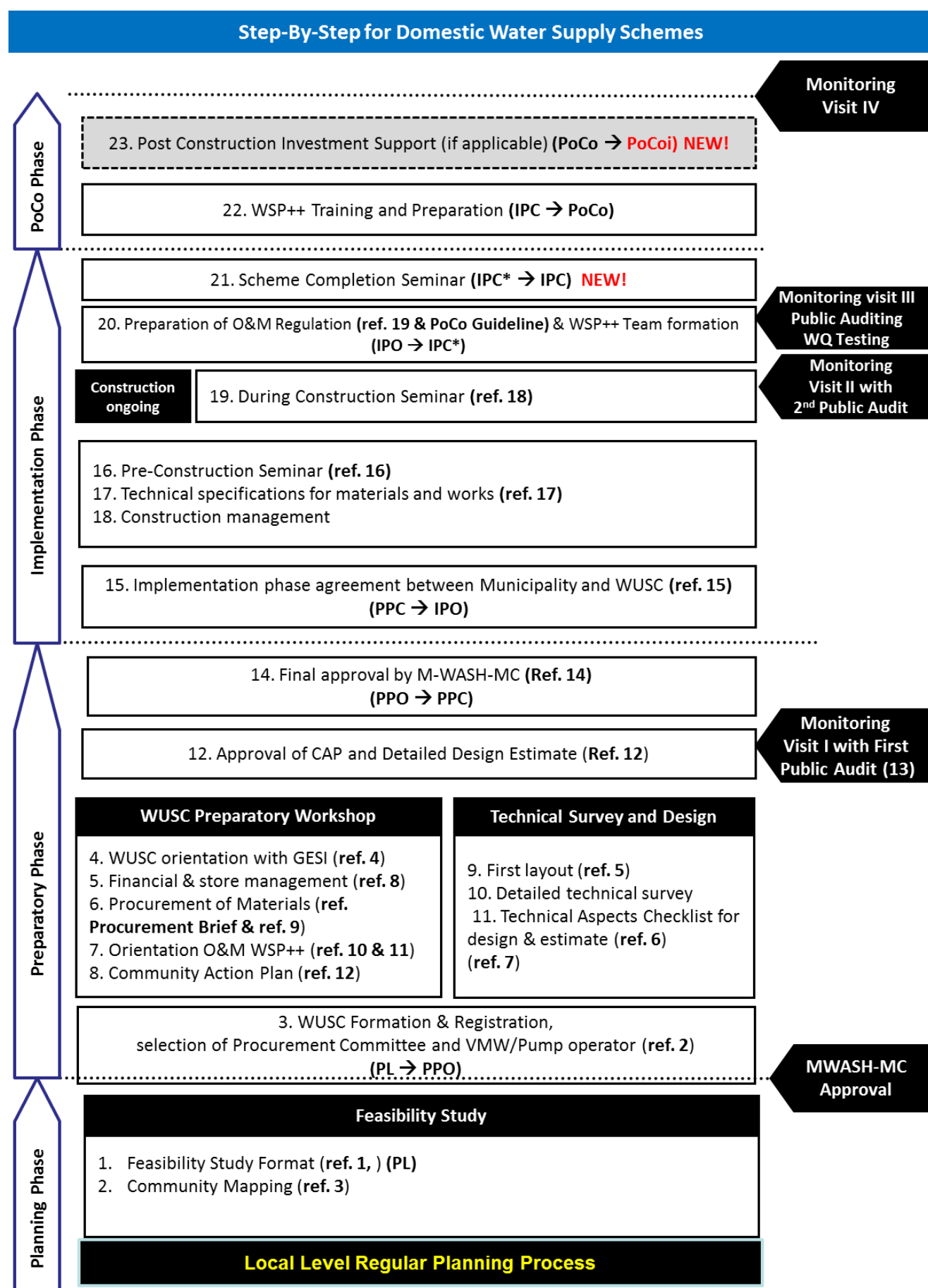
- guide the WUSC from planning to implementation and towards sustainable future;
- ensure that the scheme is technically high quality and financially sustainable & transparent;
- capacitate WUSC to be sustainable, inclusive and accountable manager also in the future;
- ensure that the human rights based approach, gender equality and social inclusion (GESI), and the principles of good governance are truly mainstreamed across all aspects of a scheme from reaching the unreached to making sure that there is a balanced representation of both women and men and the all the beneficiary households in WUSC, the necessary planning and monitoring meetings, trainings and public audits;
- guide all the scheme-related support persons and other close stakeholders at the district and project-levels through the planning and implementation, highlighting any aspects that may need more attention (technical/social/financial/environmental);
- contribute to further work planning in the RWSSP-WN especially as it relates to capacity building and post-construction packages, serving also VDC investment phase out strategies in ensuring that this specific scheme is truly completed and sustainable; and
- contributes to the RWSSP-WN Phase II progress reports and project-wide work planning.

Considering the lessons learned with this Scheme monitoring Book over RWSSP-WN Phase II, further revisions are made to introduce this practice as something replicable in any water scheme thriving towards sustainable and inclusive community-managed service delivery.

## COMPOSITION OF WATER USERS AND SANITATION COMMITTEE (WUSC)

- Users Committee composition – name list next page, verify names during each visit as these may change add new name into relevant cell with a note for the date started

Designation	Gender	Name	Ethnic Community				
	Ms/Mr		Dalit	Janajati	RM	DTC	Others
<b>Chairperson*</b>							
<b>Vice-Chairperson*</b>							
<b>Secretary*</b>							
<b>Joint Secretary*</b>							
<b>Treasurer*</b>							
<b>Member</b>							
<b>Member</b>							
<b>Member</b>							
<b>Member</b>							
<b>Member</b>							
<b>Member</b>							
<b>Member</b>							
<b>Member</b>							
<b>Total</b>							



# WATER SUPPLY SCHEME

## FIRST MONITORING



VISIT AT THE END OF PREPARATORY PHASE, TOGETHER WITH THE 1<sup>ST</sup> PUBLIC  
AUDIT AND APPROVAL OF CAP & DETAILED DESIGN ESTIMATE

Date of monitoring:

**Purpose:** to verify that all preparatory works have been carried out and based on these findings, recommend for M-WASH-MC for the final approval.

- After this monitoring visit, the scheme can move from 'Preparatory Phase On-going' (PPO) into 'Preparatory Phase Completed' (PPC) as recommended by this Monitoring Team.
- The recommendations of this Monitoring Team will be forwarded for the M-WASH-MC for final approval. After this approval, the scheme moves from 'PPC' into 'Implementation Phase On-going' (IPO) and the 1st installment can be released to the WUSC's account.

1<sup>st</sup> Monitoring - Documents must be on hand with Monitoring Team:

- M-WASH Unit's Monthly report
- Draft Design Report and Feasibility Study Report (*Technical Support Unit should have a copy*)
- Community Map, layout and Community Action Plan (CAP) (from WUSC)
- **Scheme card from MIS – this should be updated during each visit!**

MIS: Scheme status after this monitoring:

PL PPO PPC

Cross-check the following from the Feasibility Study ([SBS\\_1](#), also as [Annex 1](#)) before the mass meeting starts. If something is not clear or correct, raise the issue in the meeting.

MIS: Number of beneficiaries	Households	Female	Male	Total population
Dalit				
Adibasi/Janajati				
Disadvantaged Tarai				
Religious minorities				
Others				
Total				

MIS: Institutional beneficiaries	Number of connections	Female (*students+teachers)	Male (*students+teachers)	Total (*students+teachers)
Schools*				
Health posts				
Other institutions				

MIS: Household categories	Total households
Priority 1: No external support	
Priority 2: Design period over	
Priority 3: Non-functional Phase I	
Others	
Grand total (No. of households must match with the above table!)	

**Drinking Water Supply Scheme Monitoring Format - First Monitoring Visit**  
Rural Water Supply and Sanitation Project in Western Nepal Phase II

<b>MIS:</b> Sanitation status	Improved toilet	Non-improved toilet	No toilet	Total Sanitation declared
Number of household				
Number of schools				
Number of other institutions				

### FEASIBILITY STUDY DATA

- 1.1 Is the household data correct in the Feasibility study? Yes No
- 1.2 During the Feasibility study, was a mass meeting carried out to discuss on required contributions, working modality and clusters/households to be included into the design  
Yes No
- 1.3 During the Feasibility study, was/were the water source/s measured? Yes No
- 1.4 During the Feasibility study, what was the water source safe yield (lps)  
Date of measuring the water yield
- 1.5 During the Feasibility study, was water quality at the source tested? Yes No
- 1.6 **MIS:** If yes, the water quality is acceptable (P/A shows Absence of coliforms)  
If yes, date of testing the water quality
- 1.7 Was altitude of critical points taken – tick for “yes”: Intake IC WVC AVC DC RVTs

*Monitoring Team's remarks regarding such as credibility of collected data, information from observation, or if anything is missing. If something was missing or not correct, describe and give a date when this will be done/is available/is corrected:*

### COMMUNITY MAP, LAYOUT AND COMMUNITY ACTION PLAN (CAP)

**Observe the following during the mass meeting when WUSC presents the CAP. If something below cannot be checked during the presentation, raise the specific question in the meeting.**

- 1.8 Is the Community Map prepared? (SBS\_2) Yes No
- 1.9 Does the community map include all necessary information? (catchment area and its landuse, border lines, HHs location and population, road, trail, existing water sources, toilets, local organizations, location of local materials etc.) Yes No
- 1.10 Is there anything left to include into CAP? Observe social/community map (SBS\_2) Yes No

- 1.11 Was the scheme layout discussed and decision taken after the discussion in users' mass meeting? Including the proposed scheme layout map (SBS\_9) Yes No

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1.12 Was the location of the community/public tap stands decided after the discussion with the female from the relevant beneficiary HHs (those using these taps)? Yes No

1.13 Are all the major structures shown on layout map? (SBS\_9) Yes No

1.14 Are any HHs left out from the scheme due to the inability to invest on the scheme? Yes No

*If exists, who are left out? How many HHs of which village/cluster/s and why? What plans are there to include them?*

1.15 Has WUSC included some HHs who are unable to invest on the scheme because they are elderly HHs, widow, disabled or otherwise seriously in disadvantaged position?

Yes No (even if there are this kind of households) No (there are no households like this)

1.16 Was there any conflict among users regarding the layout of the scheme? Yes No

1.17 Is there any other conflict or serious potential conflict in the scheme? Yes No

*If yes type of conflict and cause and measures of remedy*

1.18 Has the CAP been prepared? (Check CAP; may be prepared during this monitoring visit) (SBS\_8) Yes No

1.19 Has the CAP been endorsed by the users' mass meeting? (SBS\_8) Yes No

*Comment of Monitoring Team regarding CAP:*

1.20 Users appear to be aware about their roles and responsibilities in the scheme? Yes No

*Who are less aware? Which things communities have less know how? Discuss with WUSC how low awareness can influence the scheme and what could be done about it.*

## WATER AND SANITATION USERS COMMITTEE (WUSC)

Ask the questions 1.22 to 1.28 in the mass meeting, the rest can be discussed with WUSC only

1.21 Has WUSC been formed? (SBS\_3) Yes No

1.22 **MIS:** Is WUSC registered? (if yes, ask to see certificate; if no, follow up, the scheme should not go ahead with any works before the source is registered in WUSC name) (SBS\_3) Yes No

1.23 If not completed, has WUSC registration process been started? (SBS\_3) Yes No

1.24 Has the WUSC prepared a statute (needed for the registration) (SBS\_3) Yes No

**Drinking Water Supply Scheme Monitoring Format - First Monitoring Visit**  
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- 1.25 How many WUSC meetings been organized so far?
- 1.26 Average number of WUSC members in WUSC meetings:
- 1.27 Participation of M-WASH Unit staff in WUSC meetings    *Regular*                      *Sometimes*                      *Never*
- 1.28 Has Procurement Committee been formed? **(SBS\_3)**    Yes              No
- 1.29 Are the VMWs/Pump Operators selected and other *mistries* identified?    Yes              No

Mr/Ms	Full Name	VMW/Pump Operator/mistri?	Ethnic community	Education
	1			
	2			
	3			

- 1.30 Were these selected in the mass meeting by both male and female? **(SBS\_3)**    Yes              No
- 1.31 Were there about 75% of all beneficiary households in that meeting?    Yes              No
- 1.32 Were there about 50% female participants in that meeting?    Yes              No
- 1.33 Was the selection of female WUSC members done among female?    Yes              No
- 1.34 Is the participation representative of the beneficiary community ethnic/caste-wise?    Yes              No
- 1.35 Is the WUSC composition representative of all the beneficiary clusters of scheme?    Yes              No

*If not, who is not represented and why?*

- 1.36 Is the elected WUSC chairperson presently working as a staff/elected or nominated member of Municipality Council or District Council? (must not be!)    Yes              No
- 1.37 Has all the necessary WUSC trainings been done? **(SBS\_4 to SBS\_8 are done?)**    Yes              No

*List here what kind of trainings the WUSC members have received, as described by WUSC members themselves:*

*Cross-check the information given by the WUSC members above with the training reports submitted by M-WASH Unit (as reported in their respective M-WASH Unit Monthly Progress Reports' Events-tab. If any training remains to be done, or any training is not reported even if done, add to the recommendations to M-WASH Unit at the end of this Monitoring Report under 'Recommendations'*

- 1.38 Has WUSC been kept/maintained the meeting minute register properly?    Yes              No

*Areas of improvement and follow up in WUSC management practices/training or refreshers needed:*



**FINANCIAL: BUDGET, CONTRIBUTIONS, ACCOUNTS AND TRANSPARENCY**

Check the questions below during the WUSC's presentation in the public audit

1.39 Has the WUSC has opened WUSC's Bank account? Yes No

*If not, discuss the reasons why not and give the date when this will be done*

Name of the Bank and location	Type	Current Account (investment)	Savings Account (O&M)
	Name		
	Location		
Bank account number			

Name and designation of bank account holders disaggregated by female and male:

Ms./Mr	Name	Designation

1.40 Has design and cost estimate been prepared? **(SBB\_10)** Yes No

1.41 Tentative cost sharing by different stakeholders (NPR)

Users cash	Users kind	Municipality (Gaunpalika/ Nagarpalika) cash	GoN & GoF through Municipality WASH Fund	Others cash & kind	Grand total

1.42 Are all households ready to contribute cash, kind & material support for this scheme? Yes No

If not, how many households (% of total beneficiary households) are ready to contribute cash and kind as proposed

*If some are unwilling to contribute to this scheme, who and why? What are the options other than excluding potential beneficiaries from the scheme?*

1.43 Has Municipality (*Gaunpalika or Nagarpalika*) committed to contribute to the scheme? Verify their commitment letter Yes No

1.44 Does this mass meeting endorse the cost estimation and related contribution pattern? Yes No

*If not, why?*

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- 1.45 Was there 75% of the beneficiary households present in that meeting? Yes No
- 1.46 Tentative per capita cost *including* user's kind (NPR/capita)
- 1.47 Tentative per capita cost excluding user's kind (NPR/capita)
- 1.48 Is the tentative per capita cost acceptable? Yes No

*If no, serious discussion is needed whether this can be improved for the scheme to go ahead or not*

*Conclusions from the first Public audit as conducted during this visit: (SBS\_13)*

**TECHNICAL: DESIGN AND COST ESTIMATION OF SCHEME**

Check the questions during the mass meeting when the technical design is presented, cross check when visiting the water source and other key locations.

- 1.49 Estimated water demand (lpcd):
- 1.50 Estimated availability of water at source more than demand Yes No
- 1.51 Are there any problems with the water source that would need more attention immediately in the technical design (such as gabion works to protect from landslides, changes in the intake design and possible recharge structures to ensure water quality or quantity? (SBB\_10) Yes No

When the detailed survey was conducted?

Month	Year
-------	------

- 1.52 Which equipment was used during survey? (SBB\_11)

Theodolite Auto Level Abney Level GPS Tape Others

- 1.53 Who participated from M-WASH unit/Project when the survey was conducted?

- 1.54 Are the proposed structures and layout of pipeline most suitable? (SBB\_11) Yes No
- 1.55 Any differences in layout during survey compared to the one previously prepared by users? Yes No
- 1.56 Proposed connections (update to MIS):

Type of connection	Total no. of connections	Remarks and other information regarding the connections:
Public tap stands		Minimum number of households per tap stand: Average number of households per tap stand: Maximum number of households per tap stand:
Private		
Schools		
Health posts		
Other institutions		

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1.57 Scheme structures as per design report (Note: update to MIS the relevant items) - cross check with the design estimate and layout, also the GPS readings by the relevant structures)

Structures	Unit	Quantity	Remarks/Description/Status/Quality issues	Update to MIS?
Recharge/source protection structures	Number			Yes
Intake	Number			Yes
Treatment units	Number			Yes
Transmission pipe line	Meters			Yes
Distribution pipe line	Meters			Yes
RVTs	Number			Yes
Collection chamber	Number			
Wash out valve chamber	Number			
Air valve chamber	Number			
Interruption chamber	Number			
Distribution chamber	Number			
Main crossings	Number			
<b>For lift schemes:</b>				
Treatment units				Yes
If electric: installation of transformer If solar: installation of Solar panels				Yes
Pump installation				Yes
Total vertical head (all stages of lifting)				Yes
Sump well				
If electric, pumphouse				
Lifting main pipe				
Pipe support blocks				

## RECOMMENDATION OF MONITORING TEAM

1.58 The scheme should continue to Implementation phase? Yes      No

1.59 Monitoring Team's recommendations for the WUSC:

1.60 The next Monitoring Team should follow up on the following (the same notes to the WUSC Minutes):

1.61 Monitoring Team's recommendations for the Municipality WASH Management Committee:

## MONITORING TEAM

**Monitoring team attended the visit**

(Ms./Mr.) Name	Organization/designation	Signature

**WASH Unit/TSU/PSU/PCO Staff team attended the visit**

(Ms./Mr.) Name	Organization/designation	Signature

**WUSC participated in the monitoring visit & related meetings** *(add all names, but only those who participated in this monitoring, sign below)*

Designation	Gender	Name	Signature	Ethnic Community				
	Ms/Mr			Dalit	Janjati	RM	TDC	Other
Chairperson								
Vice-Chairperson								
Secretary								
Joint Secretary								
Treasurer								
Member								
Member								

**Drinking Water Supply Scheme Monitoring Format - First Monitoring Visit**  
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Member								
Member								
Member								
Member								
Member								
Member								
Total								

**Summary table** - users attended the monitoring visit & mass meetings (based on the attendance list as collected in the WUSC's Minute/Register book)

	Number of households	Female	Male	Total population
Dalit				
Adibasi/Janajati				
Disadvantaged Tarai				
Religious minorities				
Others				
Total				

Is at least 75% of the households represented in this monitoring meeting? Yes No

We at least 50% of them women? Yes No

Is the signed attendance list available with WUSC Minute/register book? Yes No

# WATER SUPPLY SCHEME

## SECOND MONITORING



### VISIT DURING THE SCHEME IMPLEMENTATION PHASE, TOGETHER WITH THE 2<sup>ND</sup> PUBLIC AUDIT AND 'DURING CONSTRUCTION SEMINAR'

Date of monitoring:

**Purpose:** to verify that the implementation phase is going ahead as planned, the quality of construction is acceptable, to solve any emerging challenges, and to verify that the related training events have been carried out as per Step-by-Step process and WUSC is capacitated to carry on its tasks.

- After this monitoring visit, the scheme usually remains in the 'Implementation Phase On-going' (IPO)
- The recommendations of this Monitoring Team will be forwarded for the M-WASH-MC for their decision on the release of the 2<sup>nd</sup> installment to the WUSC's account.

2<sup>nd</sup> Monitoring - Documents at hand with Monitoring Team:

- Approved Design Report (*both WUSC and the Technical Support Unit should have a copy*)
- Community Map, layout and Community Action Plan (CAP) (*with WUSC*)
- Implementation Phase Agreement (*with WUSC*)
- Measurement Book of 1<sup>st</sup> Running Bill (*Technical Support Unit should have a copy*)
- WUSC meeting minutes, register book, bills & procurement documents, storage ledger etc. (*WUSC*)
- **Scheme card from MIS – this should be updated during each visit!**

MIS: Scheme status after this monitoring:

IPO

IPC\*

Check the following with WUSC before the mass meeting starts– update **MIS** accordingly:

MIS: Number of beneficiaries	Households	Female	Male	Total population
Dalit				
Adibasi/Janajati				
Disadvantaged Tarai				
Religious minorities				
Others				
Total				

MIS: Institutional beneficiaries	Number of connections	Female (*students+teachers)	Male (*students+teachers)	Total (*students+teachers)
Schools*				
Health posts				
Other institutions				

MIS: Household categories	Total households
Priority 1: No external support	
Priority 2: Design period over	
Priority 3: Non-functional Phase I	
Others	
Grand total (No. of households must match with the above table!)	

**Drinking Water Supply Scheme Monitoring Format - Second Monitoring Visit**  
Rural Water Supply and Sanitation Project in Western Nepal Phase II

<b>MIS:</b> Sanitation status	Improved toilet	Non-improved toilet	No toilet	Total Sanitation declared
Number of household				
Number of schools				
Number of other institutions				

**IMPLEMENTATION PHASE PROGRESS AT THE TIME OF THE 2<sup>ND</sup> MONITORING VISIT**

2.1 Was the CAP reviewed in pre-construction seminar? Yes No

2.2 Is the scheme going ahead as in CAP as per users and Water Users Committee (WUSC)? Yes No

*If not, what remains to be completed or is not going as per the plan?*

2.3 Is the scheme going ahead as planned as per M-WASH Unit/support staff? Yes No

*If not, what remains to be completed or is not going as per the plan?*

2.4 Is the construction work as per the design report? Yes No

*If not, what remains to be completed or is not going as per the plan?*

2.5 Are the various training events conducted as planned? Yes No

*What has not been done as per Step-by-Step? Is a specific refresher training or other capacity support needed?*

**WATER AND SANITATION USERS COMMITTEE (WUSC)**

2.6 Are any WUSC member/s changed? (observe minute book, update in **MIS if changed**) Yes No

2.7 **MIS:** Has WUSC registered? (if yes, ask to see certificate; if no, follow up, the scheme should not go ahead with any works before the source is registered in WUSC name) Yes No

2.8 How many WUSC meetings been organized in implementation phase so far?

2.9 Average number of WUSC members in WUSC meetings:

2.10 Participation of M-WASH Unit staff/support staff in WUSC meetings Regular Sometimes Never

**Drinking Water Supply Scheme Monitoring Format - Second Monitoring Visit**  
Rural Water Supply and Sanitation Project in Western Nepal Phase II

2.11 Has WUSC kept/maintained following registers properly?

Meeting minute register	Yes	No
Bank Ledger	Yes	No
Income expenditure register	Yes	No
Consumable Material stock Book/store book	Yes	No
Non-consumable Material stock Book/store book	Yes	No
Quotation, tender agreement papers, bill and vouchers	Yes	No

*Areas of improvement and follow up in WUSC management practices – write to WUSCs own register/Minute book*

2.12 Date of conduction of pre-construction seminar

2.13 Date of during construction seminar (if not this visit)

2.14 Has WUSC planned to do O&M regulation which will be presented in the during construction seminar (if not this visit)

Yes No

### FINANCIAL: BUDGET, CONTRIBUTIONS, ACCOUNTS AND TRANSPARENCY

2.15 Has the scheme information Board been fixed at proper place?

Yes No

*If not why?*

2.16 Has Municipality (Gaunpalika/Nagarpalika) deposited its' contribution to WUSC account? Yes No

2.17 Was Public audit done on mass meeting during this monitoring visit? Yes No

*Conclusions from the second Public audit as conducted during this visit: (SBS\_13)*

### TECHNICAL: WORKS AND MATERIALS

#### A. PROCUREMENT OF CONSTRUCTION MATERIALS

Ask the questions in the mass meeting

2.18 Are the Procurement Committee members still the same as identified in Step 3 (SBS\_3) in the mass meeting? Yes No

2.19 Do all members of the WUSC and the Procurement Committee have the RWSSP-WN II **Procurement Brief**? Yes No

2.20 Have the contents of this *Procurement Brief* been discussed in any meeting or training so that both WUSC and the Procurement Committee members know how to proceed, what are the steps to follow? Yes No



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2.21 Decisions made by WUSC about material procurement:

Date of Procurement committee formation	
Date of decision of mass meeting about procurement process	
Date of WUSC meeting to select supplier/s	

2.22 Is the WUSC following the procurement process according to *Procurement Brief*? Yes No

2.23 Has WUSC kept quotation/tender documents safely? (check these documents) Yes No

2.24 Has WUSC been prepared comparative chart? (check comparative chart) Yes No

2.25 Has the WUSC selected the supplier of the construction materials themselves? Yes No

2.26 Has WUSC signed an agreement with the Supplier/s? (Mandatory) Yes No

2.27 Process of material procurement: A. by quotation B. by Tendering C. Direct

Civil or Electro-mechanical supplier?	Name of Supplier	Address of Supplier	VAT number

2.28 Are the rates of materials as per the limit of approved rate? Yes No

2.29 Materials transported from road head to site *by people* *by tractor/truck* *by other*

2.30 Are the rates of transportation as per the limit of approved rate? Yes No

2.31 Are the construction materials stored in proper way? (check store) Yes No

SN	Details	% of purchased & transported material as per estimate	Quality		
			Good	Satisfactory	Poor
1	Local Materials				
	a. Sand				
	b. Aggregate				
	c. Stone				
2	Materials to be purchased from market				
	a. Cement				
	b. Other construction material:				
	c. Pipes				
	d. Fittings				
	e. Tools				

2.32 Monitoring Team's suggestions, recommendations and comments with regards to any procurement related item/s above, regarding the quality of construction materials etc.

## B. CONSTRUCTION WORKS AND STRUCTURES

2.33 Has the GPS been marked/taken to all structures and pipelines? Yes No

*If not, why/which information is missing or has not been decided?*

**Drinking Water Supply Scheme Monitoring Format - Second Monitoring Visit**  
Rural Water Supply and Sanitation Project in Western Nepal Phase II

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2.34 Completed connections (update to MIS):

Type of connection	Total no. planned	Total no. completed	Remarks and other information regarding the connections:
Public tap stands			Minimum number of households per tap stand: Average number of households per tap stand: Maximum number of households per tap stand:
Private connections			
Schools			
Health posts			
Other institutions			

2.35 Scheme structures as per design report – check the same table filled during 1st Monitoring

Structures	Unit	Quantity			Remarks	Update to MIS?
		Estimated	Completed	On-going		
Recharge/source protection structures	Number					Yes
Intake	Number					Yes
Transmission pipe line	Meters					Yes
Distribution pipe line	Meters					Yes
RVTs	Number					Yes
Collection chamber	Number					
Wash out valve chamber	Number					
Air valve chamber	Number					
Interruption chamber	Number					
Distribution chamber	Number					
Main crossings	Number					
<b>For lift schemes:</b>						
Treatment units						Yes

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If electric: installation of transformer						Yes
If solar: installation of Solar panels						
Pump installation						Yes
Total vertical head (all stages of lifting)						Yes
Sump well						
If electric, pumphouse						
Lifting main pipe						
Pipe support blocks						

2.36 Suggestions and comments of monitoring team regarding the construction works, issues to be followed up or corrected, etc.

### RECOMMENDATION OF MONITORING TEAM

2.37 The 2<sup>nd</sup> instalment should be released to WUSC account? Yes      No

2.38 Monitoring Team's recommendations for the WUSC:

2.39 The next Monitoring Team should follow up on the following (the same notes to the WUSC Minutes):

2.40 Monitoring Team's recommendations for the Municipality WASH Management Committee:

## MONITORING TEAM

**Monitoring team attended the visit**

(Ms./Mr.) Name	Organization/designation	Signature

**WASH Unit/TSU/PSU/PCO Staff team attended the visit**

(Ms./Mr.) Name	Organization/designation	Signature

**WUSC participated in the monitoring visit & related meetings** *(add all names, but only those who participated in this monitoring, sign below)*

Designation	Gender	Name	Signature	Ethnic Community				
	Ms/Mr			Dalit	Janjati	RM	TDC	Other
Chairperson								
Vice-Chairperson								
Secretary								
Joint Secretary								
Treasurer								
Member								
Member								
Member								
Member								
Member								
Member								
Member								
Member								
Total								

**Summary table - users attended the monitoring visit & mass meetings** *(based on the attendance list as collected in the WUSC's Minute/Register book)*

	Number of households	Female	Male	Total population
Dalit				
Adibasi/Janajati				
Disadvantaged Tarai				
Religious minorities				
Others				
Total				

Is at least 75% of the households represented in this monitoring meeting?

Yes      No

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We at least 50% of them women?	Yes	No
Is the signed attendance list available with WUSC Minute/register book?	Yes	No

# WATER SUPPLY SCHEME THIRD MONITORING



## FINAL VISIT AT THE END OF SCHEME IMPLEMENTATION PHASE, TOGETHER WITH THE O&M REGULATION & WSP++ TEAM FORMATION SESSION

Date of monitoring:

**Purpose:** to verify that all implementation phase works have been successfully completed. Before the mass meeting and 3<sup>rd</sup> public audit, the WUSC drafts its O&M plan regulation to be presented in the meeting. During the monitoring visit, the 3<sup>rd</sup> Public Audit takes place, WSP++ team is selected and water quality is tested. The Monitoring Team will:

- verify evaluation report of the work done
  - verify completion of all the activities as per CAP
  - conduct the 3<sup>rd</sup> public audit and prepare a report for the M-WASH-MC
  - seek for the recommendation of the ward office and the relevant M-WASH Unit staff/support persons
  - verify the proof of a bank deposit of O&M fund
- After this monitoring visit, the scheme can move from 'Implementation Phase On-going' (IPO) into 'Implementation Phase Completed but yet to be financially cleared' (IPC\*) as recommended by this Monitoring Team.
- The recommendations of this Monitoring Team will be forwarded for the M-WASH-MC for financial clearance of the scheme. The scheme remains IPC\* until all contributions have been cleared, including the municipality's own contribution and any payments still due to suppliers or laborers.
- The scheme will move from IPC\* into 'Implementation Phase Completed' (IPC) only in the 'Scheme Completion Seminar'
- The scheme remains 'IPC' until the Water Safety Plan Training starts.

3<sup>rd</sup> Monitoring - Documents at hand with Monitoring Team:

- Scheme monitoring book
- Design Report, Community Map, layout and Community Action Plan (CAP)
- Completion Report with the Measurement Book (*Technical Support Unit should have a copy*)
- Implementation Phase Agreement
- **Scheme card from MIS – this should be updated during each visit!**

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**MIS:** Scheme status after this monitoring:

IPO      IPC\*      IPC

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*Check the following with WUSC before the mass meeting starts – update **MIS** accordingly:*

MIS: Number of beneficiaries	Households	Female	Male	Total population
Dalit				
Adibasi/Janajati				
Disadvantaged Tarai				
Religious minorities				
Others				
Total				

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<b>MIS:</b> Institutional beneficiaries	Number of connections	Female (*students+teachers)	Male (*students+teachers)	Total (*students+teachers)
Schools*				
Health posts				
Other institutions				

<b>MIS:</b> Household categories	Total households
Priority 1: No external support	
Priority 2: Design period over	
Priority 3: Non-functional Phase I	
Others	
Grand total (No. of households must match with the above table!)	

<b>MIS:</b> Sanitation status	Improved toilet	Non-improved toilet	No toilet	Total Sanitation declared
Number of household				
Number of schools				
Number of other institutions				

### COMPLETION STATUS OF SCHEME

Questions to be asked & observed in the mass meeting during the public audit. WUSC should prepare its presentation accordingly:

3.1 Is the scheme completed as per users and Water Users Committee (WUSC)? Yes No

*If not, what remains to be completed or is not going as per the plan?*

3.2 Is the scheme completed as per M-WASH Unit staff? Yes No

*If not, what remains to be completed or is not going as per the plan?*

3.3 Is the construction work completed as per the CAP? Yes No

*If not, what remains to be completed or is not going as per the plan?*

### WATER AND SANITATION USERS COMMITTEE (WUSC)

3.4 How many WUSC meetings been organized so far?

3.5 Average number of WUSC members in WUSC meetings:

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3.6 Participation of M-WASH Unit staff in WUSC meetings *Regular* *Sometimes* *Never*

3.7 Has WUSC been kept/maintained following registers properly?

Meeting minute register	Yes	No
Bank Ledger	Yes	No
Income expenditure register	Yes	No
Consumable Material stock Book/store book	Yes	No
Non-consumable Material stock Book/store book	Yes	No
Quotation, tender agreement papers, bill and vouchers	Yes	No

### FINANCIAL: BUDGET, CONTRIBUTIONS, ACCOUNTS AND TRANSPARENCY

3.8 Did municipality release its full contribution to the scheme as planned? Yes No

If not, how much has been released? (NPR)

3.9 Did all HHs contribute cash and kind to the scheme as planned? Yes No

3.10 Valuation of works and Measurement Book filled after measuring structures/works? Yes No

3.11 Final installment to WUSC as per valuation and MB (NPR)

3.12 Final installment to WUSC as per Public Auditing (NPR)

3.13 Was the Public audit conducted during this monitoring visit? Yes No

*Any remarks, suggestions and issues that should be addressed before the scheme can be financially cleared?*

### TECHNICAL: WORKS AND MATERIALS

3.14 Are the technical works fully completed? Yes No

3.15 Has the design of structures been changed? Yes No

3.16 Is the materials rate as per the limit of approved rate? Yes No

3.17 How the materials transported from road head to site? *by people* *by tractor/truck* *by other*

3.18 Are the rates of transportation as per the limit of approved rate? Yes No

*If 'No' to any of the above questions, describe why not, and what remains to be done?*

3.19 By the time of this 3<sup>rd</sup> monitoring visit, the scheme works should be practically completed and all materials already procured. Is there anything that remains to be purchased or is in process of being procured?

Name of materials	Quantity	Estimated value	Status of procurement



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3.20 Remaining construction materials

Name of materials	Quantity	Estimated value	Status

3.21 Completed connections (update to MIS):

Type of connection	Total no. planned	Total no. completed	Remarks and other information regarding the connections:
Public tap stands			Minimum number of households per tap stand: Average number of households per tap stand: Maximum number of households per tap stand:
Private connections			
Schools			
Health posts			
Other institutions			

3.22 Scheme structures as per design report – check the same table filled during 2nd Monitoring

Structures	Unit	Quantity			Remarks	Update to MIS?
		Estimated	Completed	On-going		
Recharge/source protection structures	Number					Yes
Intake	Number					Yes
Transmission pipe line	Meters					Yes
Distribution pipe line	Meters					Yes
RVTs	Number					Yes
Collection chamber	Number					
Wash out valve chamber	Number					
Air valve chamber	Number					
Interruption chamber	Number					
Distribution chamber	Number					
Main crossings	Number					
<b>For lift schemes:</b>						

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Treatment units						Yes
If electric: installation of transformer						Yes
If solar: installation of Solar panels						
Pump installation						Yes
Total vertical head (all stages of lifting)						Yes
Sump well						
If electric, pumphouse						
Lifting main pipe						
Pipe support blocks						

*Suggestions and comments of monitoring team regarding the quality of construction works, works still to be done and use of the remaining materials*

## SUSTAINABILITY

3.23 Are VMWs and Pump operators trained? Yes No

3.24 Does the VMW/s/Pump Operators have a contract for their services? Yes No

If yes, what kind of salary or other compensation does VMW get?

If no, how is VMW/PO compensated for her/his services?

3.25 Has the scheme information Board been fixed at proper place? Yes No

3.26 Has the scheme information Board been updated for facts & figures? Yes No

3.27 Are such as the project name correctly spelled? Does the board mention both Nepal and Finland?

Yes No

3.28 Has WSP++ team been formed? Yes No

3.29 Has WUSC prepared O&M Regulation? Yes No

3.30 Has WUSC defined the water tariff? Yes No

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3.31 How much money is deposited in O&M Fund NPR.

3.32 Proposed date for the WSP++ training and preparation

*Areas of improvement and follow up in WUSC management practices/issues to prepare before the scheme completion seminar (with regards to such as O&M plan, WSP++, VMW, further WUSC training needs, etc)*

### RECOMMENDATION OF MONITORING TEAM

3.33 Final installment of Implementation phase can be made to WUSC Yes No

3.34 Monitoring Team's recommendations for the WUSC:

3.35 The next Monitoring Team should follow up on the following (the same notes to the WUSC Minutes):

3.36 Monitoring Team's recommendations for the Municipality WASH Management Committee:

### MONITORING TEAM

**Monitoring team attended the visit**

(Ms./Mr.) Name	Organization/designation	Signature

**WASH Unit/TSU/PSU/PCO Staff team attended the visit**

(Ms./Mr.) Name	Organization/designation	Signature

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**WUSC participated in the monitoring visit & related meetings** *(add all names, but only those who participated in this monitoring, sign below)*

Designation	Gender	Name	Signature	Ethnic Community				
	Ms/Mr			Dalit	Janjati	RM	TDC	Other
Chairperson								
Vice-Chairperson								
Secretary								
Joint Secretary								
Treasurer								
Member								
Member								
Member								
Member								
Member								
Member								
Member								
Member								
Total								

**Summary table - users attended the monitoring visit & mass meetings** *(based on the attendance list as collected in the WUSC's Minute/Register book)*

	Number of households	Female	Male	Total population
Dalit				
Adibasi/Janajati				
Disadvantaged Tarai				
Religious minorities				
Others				
Total				

Is at least 75% of the households represented in this monitoring meeting?	Yes	No
We at least 50% of them women?	Yes	No
Is the signed attendance list available with WUSC Minute/register book?	Yes	No

## ANNEX 1. SUSTAINABILITY CHECK LIST FOR SCHEME MONITORING

This update includes only the indicators related to the Result 2 indicators, **tick for 'yes'**

### Safe Water (indicator #2.1)- tick for yes:

- ☐ WUSC has received WSP++ training<sup>1</sup>
- ☐ WUSC has prepared WSP++<sup>2</sup>
- ☐ WUSC has included DRR/CCA issues into WSP++<sup>3</sup>
- ☐ WUSC has included WSP into their O&M Plan<sup>4</sup>
- ☐ Water quality has been tested<sup>5</sup>
- ☐ Water has been tested as no presence of bacteria<sup>6</sup>

### Safe Water – Explanations for what to check

- 1) Update the training participants into Annex 2
- 2) Tick for 'yes' only if you have seen this and it is a plan with do-able action items
- 3) Tick for 'yes' only if you have observed that the WSP (or if it is included into O&M Plan, then the O&M Plan) pays attention to CCA/DRR relevant items such as landslides, floods, water source conservation/protection, other watershed issues
- 4) Tick for 'yes' only if WSP is included into OM Plan, it is not a separate plan or exercise
- 5) Tick for 'yes' only if a qualified staff member has tested the water
- 6) Tick for 'yes' for absence of bacterial contamination; details are given in separate reports if also other tests have been done

### Institutional capacity (indicator #2.2) - tick for yes:

- ☐ WUSC is registered and has statute<sup>7</sup>
- ☐ WSP++ with/or O&M plan made<sup>8</sup>
- ☐ WSP++ with/or O&M plan applied<sup>9</sup>
- ☐ Adequate water tariff defined<sup>10</sup>
- ☐ Adequate water tariff collected<sup>11</sup>
- ☐ VMW trained<sup>12</sup>
- ☐ VMW regularly working as needed<sup>13</sup>
- ☐ WUSC has proportional representation of caste/ethnic/social groups<sup>14</sup>
- ☐ WUSC has about half women<sup>15</sup>

### Institutional capacity – Explanations for what to check

- 7) Tick for 'yes' only if you have seen the statute and when the registration is verified as completed. Do not tick if it is 'in process' or 'almost done'
- 8) Tick for 'yes' only if you can see the O&M plan and it is adequate plan considering the type of scheme. Large schemes need more comprehensive plan than very simply ones. Use your common sense!
- 9) Tick for 'yes' only if action can be observed. This is relevant during the final monitoring visits; at least VMW should be trained and mobilized, and water tariff collection started at the time of the final monitoring.
- 10) Tick for 'yes' only if adequate water tariff has been calculated by a trained person; i.e. it considers also certain cost recovery needs, not only just covering the monthly expenses
- 11) Tick for 'yes' only if you see records of the water tariff collection.
- 12) VMW trained – this can be newly or previously, by RWSSPWN or some other qualified training provider
- 13) VMW is active and regular considering the needs of the scheme: large scheme needs full time VMW, a small scheme does not. VMW should be compensated for the work but you can tick this for 'yes' even if the VMW is providing voluntary services or services for in kind payments
- 14) WUSC membership has proportionate representation of each ethnic/caste/social group
- 15) About half of the WUSC members are women; in usual case of uneven

**Improved services (indicator #2.3) - tick for yes:**

Scheme scores at the Service Level 1 in the following:

- ☐ Quantity >45\* lpcd
- ☐ Accessibility within 15 minutes return trip
- ☐ Reliability (12 months)
- ☐ Quality (verified as free from bacteriological contamination)

**Institutional water supply (indicator #2.4) - tick for yes:**

- ☐ Scheme has taps for institutions/schools/public facilities<sup>17</sup>
- ☐ Taps are accessible for differently-abled persons<sup>18</sup>
- ☐ Taps are accessible to all caste/ethnic groups<sup>19</sup>
- ☐ Water is available for sanitation and hygiene (near toilets/handwashing places)<sup>20</sup>

**Total sanitation (indicator #1.3)** Number of households in this scheme which have - **add number**<sup>21</sup>

- ☐ Total number of households in this scheme
- ☐ # hh with permanent Toilets
- ☐ # hh with non-permanent toilets
- ☐ # hh with no toilets
- ☐ # hh with Improved cooking stoves (ICS)
- ☐ # hh with Utensil Drying Rack
- ☐ # hh with Waste Pit at household
- ☐ # hh with Washing Platform
- ☐ # hh with Use Point of Use treatment (boiling/filters/Sodis/chlorine drops/other)
- ☐ # hh with Hand washing place with soap and water
- ☐ # hh with Biogas
- ☐ # hh with Use of drainage water for kitchen garden

**Institutional capacity (indicator #2.3)**

- 16) Tick 'yes' for all those that are fully true. It is understood that in the hardship places not every scheme can fulfill the criteria

**Institutional water supply (indicator #2.4)**

- 17) Schools, (sub)health posts, police posts, VDC offices, public locations, markets
- 18) Tick for 'yes' only if you have personally observed the facility: can you physically access the tap if you are sick/elderly/small child/cannot walk
- 19) Tick for 'yes' only if all caste/social/ethnic groups and menstruating women can access the tap
- 20) Tick for 'yes' only if you have observed yourself that the water from this tap is available for the sanitation facilities in the same compound/institution/location (if any)

**Total sanitation (indicator 1.3)**

- 21) This information is used to cross-check the reports submitted by the M-WASH Units. It is acknowledged that detailed information on these may not be available especially in the very large schemes. Yet, in most cases the WUSC should be in a position to report these when the community mapping and related ward/cluster-wise planning meetings are done