

# **A Model Guideline for DISTRICT WATER SUPPLY, SANITATION AND HYGIENE**

## **ANNEX**

## **CHECKLIST FOR INTEGRATION OF GENDER AND SOCIAL INCLUSION IN WASH IMPLEMENTATION**

### **WASH PREPARATION**

#### **1.1 Activation and formation of DWASHCC/VWASHCC:**

- Make it Inclusive- compulsory participation of women, Dalit, Janajati and other disadvantage groups refer (Caste grouping of NPC/World Bank attached in this document)
- In case of no women and excluded are found in institutional representation, make sure there are at least two women and representation from excluded groups by nomination,
- Include representation from Dalit, Adibasi/Janajati, and human right institutions available at the district/VDC level

#### **1.2 VDC selection:**

- Based on Inclusive selection criteria (refer to the VDC selection criteria Annex 7)

#### **1.3 MSF:**

- Make it Inclusive- compulsory participation of women, and excluded groups
- Include representation from Dalit, Adibasi/Janajati, and human right institutions available at the district level

#### **1.4 Service Providers (SPs) selection:**

- Additional score to SPs (NGOs, CBOs/individuals consulting firm) having women and excluded members as staff and including in executive body.
- Include one clause about commitment towards gender and social inclusion mainstreaming

#### **1.5 Deputation/Hiring of Staff for WASH structure:**

- Make inclusive staff composition in WASH structure (District WASH section and VDC WASH Unit)
- At least One female and one from excluded groups
- Criteria for women and excluded will not be adhered to strictly (i.e. education level).

#### **1.6 Activation/formation of WUSCs/CHSACs and IMCs :**

- 50% women participation and proportionate representation from P&E
- Formation of WUSC/CHSACs/IMCs will be done through a democratic process and will have minimum 9 members , out of which 4 persons should be women and at least 3 persons from excluded groups

- Minimum of one key position in WUSC should be women and one from excluded groups (i.e. Chair, Vice-Chair, Secretary, Treasurer).

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## **WASH IMPLEMENTATION**

- Mass meeting to be organized for conduction social assessment / needs identification, various action plan preparation, focus group discussion must have representation of one female and one male from each HH with at least 75% of total HHs and proportionate representation of P&E.
- Encourage and create atmosphere that women, P&E group could raise their voice and ensure that their voice is heard and implemented.
- Attention paid to inform all community members and arrange time and venue suitable for women and poor HH members
- While collecting and updating the data always disaggregate it by sex, children, caste, ethnicity, disability.
- In addition to above meeting, conduct separate focus group meetings with women, P&E group so that they can raise their voice easily

### **1.7 TBC in H&S**

- TBC ignition, orientation/training will target women and children as active agents, but men will also be encouraged and involved in TBC in H&S promotion.
- 50% Lead Triggers should be women and ensure representation of excluded groups
- Provide indirect incentives for latrine construction and other activities for female-headed households and households with elderly and disabled members and extremely poor households.
- Encourage community to support for these groups by mobilizing volunteers, youth/local social leaders and linking them to savings and credit groups, forest users groups and other financial institution too.

### **1.8 Drinking water Scheme Implementation**

#### **1.9 Construction works**

- 50% of the paid jobs reserved for women
- 50% of the paid jobs reserved for the poor and excluded groups
- O&M activities should include assessment of poorest HHs' ability to pay and adopt alternative(and/or discounted) contribution pattern for them

#### **1.10 Income generating (IG) activities**

- Link with other financial institution for income generation activities.
- Give special focus to poor and excluded for income generation activities
- Give first priority for IGs and sustainable livelihoods training opportunities to women, the poorest households and individuals from excluded groups so that they can quickly be able to improve their practices on TBC.

## **GESI MAINSTREAMING IN TRAINING PROGRAMS**

### **1.11 Training Need Assessment and designing:**

- While conducting the training needs assessment consider the special focus on gender and social equity related issues such as “gaps” in skills/ knowledge family and personal attitudes, mobility, personal and family background, education background, (Formal and Informal), interests and motivation, work experience and exposure to outside work.
- Ensure GESI priorities are reflected in selection of topics and designing of the training program.
- While designing the training program for different social groups and women be considerate of duration, time, venue / location and flexibility. For instance child care facilities could be provided for participants with children.
- Ensure the facilitator is GESI sensitive. If possible maintain the facilitator composition by gender and caste.

### **1.12 Training Participants selection:**

- In all training organized at district level ensure equal participation of women and men. Give priority to women candidates from excluded group. A written explanation should be provided if no female or excluded groups are selected for a given course.
- If possible always select two participants for any training program. If a District official is asked to select two staff for a given training, the formal criteria for selection of participants should be “one woman and one man”. Always give priority for excluded member.
- Women and excluded group will be given priority when selecting candidates for skilled training opportunities (i.e. LLB, TBC triggers, mason, MW, etc.). At least reserve 50% of skilled training opportunities for them.
- For Study tour and exposure visit introduce a quota saying that 50% of the participants must be women and excluded group. If possible ensure pro-women travel conditions and lodging.
- Various trainings arranged for UCs (e.g. UC Orientation, TBC, Financial Management, CAP, Solid Waste Management, and IG etc). Efforts will be made to promote importance of increasing women and representation and participation of excluded group throughout these trainings.

### 1.13 Training Facilitation:

- Use GESI sensitive language and proverbs. Avoid using humiliating, insulting, proverbs or quotations to women or some particular caste group. The facilitator needs to act as a role of gender sensitivity. S/he should be able to act as a friend, mentor and guide.

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- Use the names of men and women characters equally in examples, stories and content.
- Be sensitive and careful enough not to pass only message against or beyond its target e.g. complete reversal or role where men do all the house hold work, women does just opposite.
- Provide successful case studies / best practice of non-traditional jobs done by women or some particular group.
- During the training rotate participants roles, assignment, group formation such formation of management team (chair, rapporteur, evaluator), to build the confidence of weak participants assign the role in a team.
- Use of visual training materials, role play, games and demonstration while giving training to grass root people mainly for illiterate and disadvantaged group's level.
- During the whole training period apply equitable principle e.g. formation of group daily management team, presentation. Give priority to those participants who are shy and speak less.
- Apply process – monitoring system during the training. Always ask probing questions: who is actively participating who is not? Who is talking? Who is listening? Who is not talking? Who is dominating and why? Whys/he is not participating? What are the constraints of passiveness? How can we improve? Etc. always keep eye on those participants who are weak and shy. Create enabling environment to participate them.

### 1.14 Training Evaluation:

- Add the following questions in the post evaluation:
  - Who benefits most from this training?
  - What change in gender and social relation can be expected from this training in your behavior, in your organization where you work and in the community (women, men, rich, poor, dalit) you work for?
  - At the end of each training program ask the participants how women, poor and excluded member of the WUSCs/CHSACs/IMCs get benefit from this training.

## MONITORING

- All the monitoring teams from all levels should include at least one female member.
- Assess issues of continued access and benefits to women and excluded and identified economic opportunities for the poorest.
- In reporting disaggregate all data by women, men, children, caste, ethnicity, poverty and disability.

### 1.15 Public hearings and public auditing

- Users' representation must be 50% women and proportionate representation of P&E households.
- 75% of all households must be present for meeting to be held.
- Encourage P&E group to raise their voice

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- Ensure P&E voices are heard and implemented

### 1.16 Coordination & Networking

- Establish coordination, partnerships and networking with relevant actors in water, health and sanitation sector to promote GESI issues i.e. WDOs, other NGOs/CBOs, private sector, federations such as FEDWASUN and representative organisations of women, Dalits and Janajatis that are present in the working districts.

## DETAILS OF SOCIAL GROUPS

Following are the nationally recognized social/caste grouping in Nepal.

#### 1. *Dalit: Dalits (Hill and Terai):*<sup>1</sup>

**Hill :** Biswokarma(Kami,Lohar,Sunar,oda, Chunara Parki Tomata) Sarki, (Mijar, charmakar, Bhul,) Pariyar(Damai, Dharji, suchikar, Nagarchi, (Dholi, hudke) Badi, Ghandharba/,Gaine

**Terai:** Kalar, Kakaiya, Kori, Khatik, Khatway(Mandal Khang), Chamar(Ram, Mochi, Harijan,Ravidas), Chidimar, Dom/Marik, Tatma(Tati, Das), Dhusad(Paswan, Hajar) Dhobi, Patharkatta, Pasi, , Bantar, Musahar, Mestar/Halkhor, Sarbhang other Unidentified Dalit

#### 2. *Adibasi/ Janajatis*<sup>2</sup>

**Hill :** Magar, Tamang, Rai, Gurung, Limbu, Sherpa, Bhote, Walung, Byansi, Hyolmo, Gharti/Bhujel, Kumal, Sunuwar, Baramu, Pahari, Yakkha, Chhantal, Jirel, Darai, Dura, Majhi, Danuwar, Thami, Lepcha, Chepang, Bote, Raji, Hayu, Raute, Kusunda; Surel,Mugali, Bankariya, Newar,Thakali(Marphali,, Tingaule) Baragaule, Fri, Thudam,Dolpo, Chairotan,Luhomi, Gangai, Siyar, Baysi,Lohpa,Larke,

**Terai:** Tharu, Dhanuk/ Rajbanshi/Kochi, Tajpuriya, Gangai, Dhimal, Meche, Kisan, Munda, Santhal/Satar, Dhangad/Jhangad, Koche, Pattarkatta/Kusbadiya

**Note:** out of which Newar<sup>3</sup>, Thakali and Gurung are considered **advantaged janjati** and Bankariya, Kusunda, Raute, Sure, Hayu, Raji, Kisan, Lepcha, and Mecha are classified as **endangered groups**

<sup>1</sup> Dalit Caste grouping (19) identified by Rastriya Dalit Aayog

<sup>2</sup> List of 59 "Janajait/ indigenous" identified by "National Academy of Janajait/ indigenous Act 2058(2)

<sup>3</sup> Among the **Newar** also there are some discriminated caste (similar to dalit, however they refused themselves to consider themselves as Dalit, following are these caste group; **Discriminated Newar Castes:** Khadgi (Kasai), Kapali (Ksle), Dyahla/Pode (sweeper), Chyame/Chamkhalah (sweeper), Rajaka (Dhobi), Charmakar (Sarki), Jugi (musician)

3. **Religious Minorities:** Muslim/ Churoute
4. **Disadvantaged Terai Caste groups<sup>4</sup>** : Kushbaha, Kurmi Kumhar, Kahar, Kamar, Kewat, Kanu, kalbar, Yadav/ Teli, Nuniya, Bhediyar, Baniya, Mali, , Mallah, ,Musalman, Barai, Rauniyar, Rajbhar, Rajdhob, Sudhi, Sonar, Lohar, Lodha, Koiri, Haluwai, Hajam/Thakur, Barnalal, Amat, Badhe, Bahae, Bing/Banda, Jogiya, Kalabaj, Dhunia
5. **Advantaged Caste groups:** **Hill:** Chhetri, Thakuri, Sanyasi, Brahman **Terai** , Rajput, Kayastha, Baniya, Marwadi, Jaine, Nurang, Bengali

While implementation the WASH activities at all levels data will be disaggregated in following categories of social grouping.

1. Dalit: Terai and Hill
  2. Disadvantaged Janajati: All( Terai and Hill)
  3. Advantaged Janajati
  4. Religious Minorities: Muslim
  5. Disadvantaged Terai Caste group(Pichadda Barga)
  6. Others (Bahun, Chhetri Terai and Hill)
- Each of the above category is further split into economic (poor vs non-poor) and gender group.

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<sup>4</sup> **Pichada Barga** National Federation of "Pichhada Barga" has included 35 castes group in this category, However GON has yet to recognized them as "Pichhada Barga"

## MEMORANDUM OF UNDERSTANDING BETWEEN

.....

**District Development Committee (DDC)**

**And**

**Department of Local Infrastructure Development and  
Agricultural Roads**

For the

Implementation of District Water, Sanitation and Hygiene (WASH) Programme  
supported by the Government of Finland

### **GENERAL**

With the objective of **fulfilling poorest and excluded households' basic needs and rights to have access to safe domestic water, good health and hygiene through decentralized governance system** an agreement between the Government of Nepal and the Government of Finland was signed on May 22, 2008 to support District Water Supply, Sanitation and Hygiene (WASH) Programs through "Rural Water Supply and Sanitation Project in Western Nepal (RWSSP-WN)" for four years (August 2008 to July 2012). RWSSP-WN supports the development and implementation of WASH sector in 9 Districts of Western and Mid-Western regions of Nepal: Myagdi, Baglung, Parbat, Syangja, Tanahun, Nawalparasi, Rupandehi and Kapilvastu in the Western Development Region and Pyuthan in the Mid-Western Development Region. The project is jointly financed (grant) by the Government of Nepal (GON) and the Government of Finland (GOF) and anchored in the Ministry of Local Development (MLD) / Department of Local Infrastructure Development and Agricultural Roads (DoLIDAR).

DoLIDAR and the District Development Committee (DDC) of .....District have signed this Memorandum of Understanding (MoU) to agree the main principles of District WASH sector implementation support provided from the Finland Government for .....District.



The Government of Finland has agreed to provide pre-funding through national system for District in WASH sector. Funds from GOF (58 %) and GON (42 %) to the district are channeled to the District Development Fund (DDF) WASH basket administered by the DDC. The fund channel to the district follows normal GON fund channeling process and mechanism.

The funding principles, fund channeling, reporting regarding fund, rules and roles presented in the RWSSP-WN Project Document (July 7, 2009) and approved by the Project Steering Committee and provided separately to the DDC, are to be followed. If the rules defined in the Project Document are changed in the preparation of the District WASH Implementation Guideline (DWIG), then the revised rules have to be submitted to GON and GOF (MLD/DoLIDAR and Embassy of Finland) for review.

It is also agreed that the funds from the Governments of Finland and Nepal to the District will be decided annually by DoLIDAR based on the performance evaluation system established for WASH support.

### **ROLES AND RESPONSIBILITIES OF DDC**

At the district level, DDC is responsible for District WASH implementation supported by the GOF through RWSSP-WN. The following are the responsibilities of DDC.

#### **District WASH Implementation Guideline**

For harmonization, coordination, alignment, integration, partnership and management of the District WASH activities, DDC will prepare and endorse District Wash Implementation Guideline (DWIG), and carry out WASH activities in the district according to the guideline.

#### **Financial Management**

1. To fulfill the demands and set targets of WASH sector development related activities of the District, the DDC hereby agrees to co-finance district WASH sector a minimum 10-20 % calculated from its total annual budget (including grant and own source revenue).
2. To ensure the effective implementation of District WASH Fund the DDC should follow the existing policies, bylaws, guidelines, directives and decisions provided by MLD/DoLIDAR related to the District WASH Fund.
3. DDC should implement, control and get audited of District WASH Fund as per the GON rules. In addition to these rules the DDC will authorize District Technical Office or any other DDC body responsible for WASH implementation to manage District WASH Funds.
4. The overall responsibilities of actual implementation of approved WASH programs and activities lies with Village Development Committees (VDCs), Water Users and Sanitation Committees (WUSCs), Community Hygiene and Sanitation Action Committees (CHSACs) and Institution Management Committees (IMCs) as in this document called User Committees (UCs). Therefore the required funds to implement the VDC level WASH programs and activities should be ultimately transferred from DDF to VDC and UC accounts as per the separate agreement signed between DDC, VDC and UC. Also the procurement by VDC or UC shall be granted by the DDC allowing them to manage the finance up to 10 million rupees.
5. A copy of expenditure statement of District WASH Fund use should be provided to RWSSP-WN Project Coordination Office (PCO) on a monthly basis using the National Planning Commission formats. In addition to that the contribution from GOF, GON, DDC, VDC and UC should be reported.

6. DDC should allow external inspection of WASH Fund records and accounts as authorized by the DoLIDAR.

### **Resource mobilization**

1. DDC should provide adequate full time staff to facilitate the District WASH implementation. If the DDC has not adequate staff it can make contract based employment with individuals or service providers by using DDF funds. DDC should also coordinate the use of available resources from the district based line agencies such as Water Supply and Sanitation Division Office, District Education Office, Women Development Office and District Public Health Office to fulfill the human resource needs.
2. DDC should take a lead role and provide necessary technical support in the preparation of District WASH Plan and to facilitate the preparation of the VDC WASH Plans for selected VDCs.
3. DDC should supervise, monitor and evaluate WASH programs and projects on a timely manner and support UCs in their accounts settlement.
4. DDC should assign one “focal person” to support GOF provided fund utilization and monitoring.
5. DDC should provide one office room for District Support Advisor (DSA) employed by the RWSSP-WN including electricity required for regular office operation.
6. DDC should provide necessary feedback to DoLIDAR and RWSSP-WN in policy improvement for the efficient implementation of the District WASH activities.

### **Good governance**

1. In the selection of VDCs for WASH implementation the DDC should follow the set criteria and process attached to District WASH Implementation Guideline prepared by the DDC.
2. It is the responsibility of DDC to ensure transparency of amounts disbursed to VDCs and UCs and other executing bodies of WASH.
3. To ensure the transparency among the beneficiaries, DDC should ensure that Public Audits will be conducted with the participation of beneficiaries including women, poor and excluded.
4. DDC should ensure that the number of UCs led by women, poor and excluded is increasing annually.
5. DDC should increase its own contribution to the WASH implementation annually.
6. DDC should ensure that participatory planning and monitoring system is in use and that data presented is disaggregated with gender and excluded.
7. DDC should ensure that guidelines, strategies, policies and plans prepared by the DDC comply with the principles of gender mainstreaming and inclusion of poor and excluded.
8. DDC should prepare and submit periodic reports (monthly, trimester and annual) of all WASH activities to MLD/DoLIDAR and copy to RWSSP-WN in new formats developed for District WASH implementation by the District.

### **Coordination and Cooperation**

1. It is mutually realized that development and implementation of harmonized, aligned, and integrated District WASH is possible only with joint efforts of all stakeholders and agencies involved in this sector. Therefore it is important to bring all these stakeholders and agencies under one umbrella by utilizing the authority given to DDC by the Local Self Governance Act. DDC is to effectively coordinate the use of all available human, natural, public and private resources.
2. The signatories mutually understand the pre-condition for the use of GOF funds that WASH coordination and implementation mechanism is to be established in the District. For this purpose a separate MoU among the stakeholders on the coordination and implementation of WASH in the District has to be signed.

3. To coordinate the implementation of the District WASH programs supported by the RWSSP-WN, a District WASH Coordination Committee (DWASHCC) and relevant WASH implementation structure are to be established or activated. Detailed terms of reference of both organs are to be prepared by the District. The DWASHCC is not a new body but a new name for the DWSSCC emphasizing the hygiene.
4. DDC should keep updated the district level baseline information related to water, sanitation and hygiene with support from stakeholders.

## **ROLES AND RESPONSIBILITIES OF RWSSP-WN**

The RWSSP-WN will provide support to the DDC in development, coordination and implementation of District WASH programs. The RWSSP-WN has two wings: (i) Project Coordination Office established by DoLIDAR and led by the National Project Coordinator. This office is responsible for the coordination, supervision, monitoring and evaluation of the RWSSP-WN. (ii) Project Support Unit (PSU) established by the International Consultant on behalf of the Government of Finland and led by the Chief Technical Advisor will provide technical assistance to the Districts in WASH implementation. The following will be the key roles and responsibilities of the RWSSP-WN:

### **General**

1. Provide consultancy support on capacity development concerned with development of the water, sanitation and hygiene within the district as mentioned in the Project Document.
2. Provide technical support to DDC in preparation of gender sensitive, inclusive, harmonized and coordinated District and VDC WASH plans.
3. Provide technical support to DDC and VDCs in selecting VDCs and Service Providers (SPs) to ease the implementation of the District WASH Programs.
4. Compile periodic progress reports (physical and financial) of the District WASH programs supported by RWSSP-WN based on the reports submitted by the district.
5. Maintain effective coordination between districts supported by RWSSP-WN to ensure uniformity, transparency and strengthen relationship among districts and with MLD/DoLIDAR
6. Appoint one full time District Support Advisor to the district to support district in WASH planning and implementation.

### **Capacity Development**

1. Organize training programs, workshops and tours to strengthen the capacity of the district to implement District WASH programs effectively and efficiently in a coordinated and harmonized manner including women, poor and excluded.
2. Assist and support in the orientation and training programs of VDCs, SPs and UCs for their capacity enhancement to effectively implement VDC and community level WASH programs.
3. Provide support and advise DDC in the development of WASH guidelines, strategies, plans and promotion of water, sanitation and hygiene at the district level.

### **Data Information Management**

1. Support DDC to transfer skill and knowledge required for WASH related information management at the district level. Provide technical support to strengthen the capacity of District Information and Documentation Centre (DIDC).

## **ROLES AND RESPONSIBILITIES OF DOLIDAR**

1. DoLIDAR is responsible for the provision of all necessary technical and managerial support to local government institutions, as well as for the coordination of all infrastructure development activities

2. DoLIDAR will support the district in liaising with central government agencies, discharging various government policies, rules and regulations to the Districts as well as to the RWSSP-WN.
3. DoLIDAR facilitates timely allocation and release of the GON funds to the District
4. DoLIDAR appoints a National Project Director, who will be stationed in DoLIDAR with responsibility for planning, budgeting, progress review and monitoring at the central level.

### **COMMITMENT TOWARDS GENDER AND SOCIAL INCLUSION**

1. By signing this MoU signatories mutually commit themselves:
  - Make progress towards gender and social inclusion in staffing, opportunities, duties, and ensure human resource policy within the organization as gender and social inclusion sensitive
  - Contribute to gender and social inclusion friendly environment that acknowledge the importance of diverse groups at all levels.
  - Ensure that all diverse groups are involved and benefit from the WASH program and share in a equitable manner.

### **MISCELLANEOUS**

1. This MoU will remain effective till the end of July 2012.
2. If any clause of this MoU requires further clarification, addition, revision or deletion, both parties in a mutual consensus can do so. However, in case of any other disagreement and unsolved dispute, the cases will be forwarded to the RWSSP-WN Steering Committee (SC) for decision. SC decision will be the final.

Date: .....

Place: .....

### **Signatures**

#### **On behalf of DDC**

Name: .....

Position: .....

Seal

Signature: .....

#### **On behalf of DoLIDAR**

Name: .....

Position: .....

Seal

Signature: .....

#### **Witnessed by the Embassy of Finland**

Name: .....

Position: .....

Signature: .....

#### **Witnessed by RWSSP-WN**

Name: .....

Position: .....

Signature: .....



*MEMORANDUM OF UNDERSTANDING BETWEEN  
THE STAKEHOLDERS*

**ON THE COORDINATION AND  
IMPLEMENTATION OF  
WATER SUPPLY, SANITATION AND HYGIENE  
(WASH)  
IN**

.....

**DISTRICT**

Date: .....

## DEFINITION OF TERMS

**“Advocacy”** = to persuade, convince, mobilize people

**“Adequate hygiene behavior”** = Refers to those practices that reduce the number of disease causing agents in the environment and protect individuals and families from contact with them

**“Adequate sanitation”** = is the provision and ongoing operation and maintenance of a safe and easily accessible means of disposing human excreta and wastewater

**“Domestic Water supply”** = generally implies development and supply of safe and adequate water needed for human consumption i.e. for drinking, household and hygienic uses

**“Equality”** = Being equal means with no difference in status equality or rank; rights, respects, access to opportunities, access and control of natural, financial and other resources and assets /property. It is the state of being equal. The process of achieving gender, caste and ethnic equality - while respecting their differences - refers to changing norms, values, attitudes and perceptions in order to attain equal status between men and women, between advantaged and excluded caste and ethnic groups.

**“Equity”** = Equity means fairness; principles of justice used to correct laws when these would seem unfair in special circumstances. Gender, caste and ethnic equity refers to fairness in women's and men's, advantaged and disadvantaged caste and ethnic groups' access to socio-economic resources.

**“Gender bias”** = Meetings or decisions etc. are dominated by one of the sexes: **“Male-bias”** = men are dominating in number or decision making (female-bias = women are dominating).

**“Gender sensitiveness and responsive”** = Aware of gender situation, and taking the situation into account and reacting to the situation by making action plan, identifying activities and allocating budgets – in order to eliminate gender inequality and injustice.

**“Hygiene education”** = Planned and systematic attempt to provide information to enable people to take action to prevent water and sanitation related illnesses and to maximize the benefits of improved water and sanitation facilities

**“Hygiene promotion”** = An activity to encourage behavioral change that serves to prevent infection from communicable diseases

**“Integration of WASH”** = The services of both water supply as well as household and environmental sanitation are linked well with hygiene education and will be provided to the same beneficiaries identified as facing health problems due to the lack of services

**“Ignite or ignition”** = To encourage, empower, and support people at household, Ward, VDC, and District levels as they take action.

**“Improved Sanitation and Hygiene”** = The process where people transform themselves to demand, develop and sustain a hygienic and healthy environment for themselves by erecting barriers to prevent the transmission of diseases primarily deriving from pathogenic contamination.

**“Investments”** = includes not only the direct construction costs, but also capacity building, planning, supervision, evaluation, etc...costs.

**“Kuwa”** = traditionally improved spring, which does not meet the criteria of protected spring.

**“Minimum standard” (reflecting total behavior change)** = Households and Wards are free of open defecation. All households have sealed latrines meeting clear safety specifications, used by all the family.

- All households have and use a hand washing station

- All household members wash their hands with soap (or substitute) and water:
  - After defecation/using the latrine
  - After washing a baby's bottom
  - Before preparing food
  - Before eating or child feeding
- All households have a safe system for storing and extracting water for drinking

**"Party"** = the organization that has agreed and entered as a signatory to the implementation of this MOU.

**"Poor and Excluded"** = Groups, individuals and households politically, economically, socially, culturally and self discriminated on the basis of their gender, caste, ethnicity, age, marital, status, sexual orientation, religion, language, disability, HIV status and where they live and have previously limited access to development opportunities.

**"Public Audit"** = Public auditing is a tool taken up for the purpose of enhancing governance, particularly for strengthening accountability and transparency of service providers (local bodies) towards beneficiaries/stakeholders by publishing the program including financial information. It values the voice of stakeholders, including marginalized/poor groups whose voices are rarely heard. Public Audit is not only an event but also a process to ensure beneficiaries/stakeholders right to know of the activities of their concern. Public auditing creates an impact upon governance.

**"Sanitary facilities"** = Refers to latrines; solid waste disposal sites; waste management equipment; and cloth washing, hand-washing and shower or bathing units.

**"Scale-up"** = the approach to service provision is widely replicable in a substantial number in all VDCs and Wards in a District

**"Social Inclusion"** = Social Inclusion is about addressing imbalances and disparities among people caused by gender, caste, ethnicity, marital status, geographical location, language, religion, age, sexual orientation, disability and HIV status by removal of institutional barriers and the enhancement of incentives to increase the access of diverse individual and groups to WASH activities. Social Inclusion is used to describe the complementary approach that seeks to bring about system-level institutional reform and policy change to remove inequities in the external environment.

**"Stakeholder"** = any organization that shall have direct or indirect influence or participation or contribution or involvement for the implementation of this MOU in the district or WASH in general.

**"WASH Program"** = The package that contains the provision of safe and adequate water supply, provision of safe sanitary facilities and the promotion of improved hygiene behavior.

**"Water supply"** = Generally implies development and supply of safe and adequate water needed for human consumption i.e. for drinking, domestic and hygienic uses and for other uses such as for livestock, industrial and municipal purposes.



## **THE PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING (MOU)**

Government of Nepal is committed to provide basic level water supply facilities to all people, considering the fact that the development in water, sanitation and hygiene (WASH) sector supports country's social and economic development and brings improvements in public health.

There are several players at different levels providing finance and technical assistance in district, VDC and community level WASH implementation. Ministry of Local Development (MLD) plays important role in decentralization, which is optimal means to devolve the power also in WASH implementation. Department of Local Infrastructure and Agricultural Roads (DoLIDAR) under MLD supports District Technical Offices (DTO) in all districts which are the technical wings of DDCs to put DDC decisions into action. DTO is responsible for the implementation of minor community water and sanitation projects in the rural communities. Department of Water Supply and Sewerage (DWSS) under the Ministry of Physical Planning and Works (MPPW) has mandate to develop and coordinate the water and sanitation in Nepal. Water Supply and Sanitation Divisional Office (WSSDO) under the MPPW implements major water and sanitation projects in the districts. Furthermore the District Education Offices (DEO) is responsible of managing schools in the districts. The schools play important role in (WASH) implementation and information dissemination in general and implementing school WASH activities in particular. As the hygiene is an essential part of WASH, the District Public Health Office (DPHO) becomes an important partner at district and VDC level through curative health actions in health centers, health posts, sub health posts and preventive health actions by Female Community Health Volunteers (FCHV). Furthermore Women Development Office in the district mainstreams the gender and District Water Resource Management Committees (DWRMC) approves the rights to use water resources.

WASH is the right of all people. DWSS plays the role of facilitator for Community Based Water Supply and Sanitation Project (CBWSSP) financed by the Asian Development Bank. World Bank financed Rural Water Supply and Sanitation Fund Development Board (RWSSFDB) provides financial assistance to nearly all 75 districts in Nepal. Furthermore UNICEF, Rural Rehabilitation and Reconstruction Support Development Program, Warm-P supported by Helvetas and many International and National NGOs play significant role in WASH support in Western and Mid-Western Region.

The question of inclusion and equal participation of women, Dalits and other poor and excluded has also become an important issue. Therefore, relevant organizations representing above groups should be the part of WASH implementation process. The District Water Resources Management Committee has the authority to register water and sanitation user committees and approve the use of water resources and Federation of Water and Sanitation Users, Nepal (FEDWASUN) representing the User Committees in general are to be part of the same process. Other players such Agriculture, Cooperatives, Financing and credit institutions, Media, Private sector, Faith based organizations and similar have also a role to play in WASH. This calls for harmonized implementation of WASH.

Many donors and NGOs carry out the funding of WASH projects by by-passing the government funding channels. Anyhow, DDCs have established District Development Fund (DDF) mechanisms, which facilitate the channeling of funds to WASH implementation. It is therefore recognized that Memorandum of Understanding is needed to harmonize, align and integrate WASH funding and implementation mechanisms and approaches and build partnership and coordination among WASH stakeholders. It is recognized that the governing rules of DDF should apply for WASH implementation and fund utilization.

The purpose of this MOU is to bring together the main partners of the WASH sector in the District to facilitate their cooperation in joint planning, implementation and monitoring of WASH in communities, schools and health institutions thereby accelerating access to both amenities and hygiene education toward the achievement of the Millennium Development Goals (MDGs) and Universal Access Targets (UAT) in water supply, sanitation and hygiene in Nepal in general and in .....District in particular.

In signing this MOU, the signatories commit to work together in a spirit of cooperation at district level, VDC and community level, and to support and empower local bodies and line agencies to fulfill their roles and responsibilities so as to achieve district goals through decentralized service provision.

The technical capacity of WASH implementation exists in the districts, but it is diversified under different government organizations with different management structures and power channels. This Memorandum of Understanding aims to effectively utilize the existing resources so that the funds available for WASH implementation could be increased and effectively utilized.

## FUNDING

The signatories agree that the funding requirements at district level are that DDC should allocate each year to the WASH implementation through District Development Fund (DDF) an amount equal to (recommended 10...20 %)..... % from the total district budget (including grants and own source revenue). DDC also agree to raise the amount annually until the UATs have been achieved.

For the WASH activities in the VDCs the VDC should allocate its total WASH budget as follows:

- a) Water supply 60 %
- b) Hygiene and sanitation promotion 25 %
- c) Income generation 5 %
- d) Other development such as Health Fund 10 %

The signatories also agree the following contribution pattern:

Proposed Contributions from Different Partners (in %)								
Partners	DWS		TBC		Health Fund	Income Generation	WASH Plan Preparation	
	Water Scheme Construction	O & M Fund	Sanitation hardware for institutions	Hygiene Promotion and Nutrition			VDC Level	DDC Level
DDC	75	-	75	80	-		80	100
VDC	5	-	5	20	5	100	20	-
WUSC/IMC	20	100	20	-	-		-	-

The partners also agree hereby to follow all .....District WASH Implementation Guideline principles as far as possible.

## ACKNOWLEDGEMENTS

The signatories of this MOU acknowledge the following:

- a) That low water and sanitation coverage in the district is leading to high morbidity and mortality rates among the public in general, and children, women and the elderly in particular.
- b) That it is the basic right of every individual to have access to clean drinking water supply and improved sanitary facilities including information regarding health and hygiene and its potential benefits in improving living conditions.
- c) That access to integrated WASH has clear benefits such as time and energy savings for women and young girls, with an increase in school enrolment for the latter.
- d) That improved drinking water supply and improved sanitation and hygiene are inter-dependent and complementary to each other.
- e) That health benefits from interventions of clean, adequate and safe water, improved sanitation, and effective hygiene education are more cost effective when planned in a coordinated manner and more successful in reducing morbidity and mortality deriving from the water/wastes complex.
- f) That the issue of integration has been a matter of great concern among partners in the WASH but this has not been put into full practice. Therefore, the district authorities and district stakeholders responsible for the district WASH programs have decided to enter into a formal agreement so as to implement the District WASH program effectively.
- g) That there is now a strong desire to establish a harmonious working modality between District Development Committee, District Technical Office, Water Supply and Sanitation Divisional Office, District Public Health, Women Development Office and Office of Education and other stakeholders active in the implementation of water supply, sanitation and hygiene education activities, to realize the full rights and benefits of the District WASH Programs for women, poor and excluded.

## MAJOR AREAS OF COOPERATION

Some specific areas in which Stakeholders need to work together include the following:

- 1) **Water supply:** protection of water at the source, storage, treatment, pumping, distribution and control of its quality all along the water chain (in all these stages/phases). Moreover, the stakeholders will work towards improving access levels of water to a point where it reduces fetching time and increases quantity to households thus enhancing hygiene.
- 2) **Human wastes management:** design and construction of simple and appropriate sanitation facilities particularly for human excreta management, including location of latrines/toilets in relation to groundwater and surface water sources and their levels.
- 3) **Water supply and sanitation for institutions:** design and construction of simple and functional latrines/toilets and urinals, water systems that guarantee abundance and easy access throughout the year, and hand washing facilities based on the special needs of children, particularly girls, and patients in all schools and health facilities throughout the district.  
Specific to schools will be the development of water, sanitation and hygiene education curricula, hygiene education, hygiene education materials and development of the school environment to be conducive for healthful learning making it accident-free and with the necessary health reminder messages (talking walls).

**Water quality control and surveillance:** develop district water quality standards, regulation and surveillance program in order to control/monitor the quality of water from the source to distribution. The parties will also work towards promoting and make available the

- 4) technology for water treatment (disinfection or filtering) at Point of Use (POU) which has proved to be the most important life saving practice in developing countries where hygiene condition is poor.
- 5) **Sanitation, Hygiene Promotion and Education:** Work together to develop a system of hygiene and sanitation promotion as a cross-cutting issue and promote vigilantly on aspects of:
  - **Personal hygiene:** promotion of hygienic practices and use of water for hand, face and body including cloth washing, etc.
  - **Safe water chain:** promotion of the safe water chain from source to mouth.
  - **Safe disposal of faeces:** promotion of appropriate sanitation technologies, construction of demonstration facilities and technical guidance to households and institutions, design, print and dissemination of information materials.
  - **Solid and liquid waste disposal:** protection of surface and ground water sources from unsanitary dumping or management of wastes and safeguarding the environment in such a way that the livelihood of communities living nearby dumps/landfill and sewage outfalls are not affected.
  - **Education materials:** make available hygiene education support materials for use in schools and strengthen school sanitation and environmental clubs .

## **DISTRICT WASH COORDINATING STRUCTURES**

To give effect to this cooperation two district level coordinating structures will be created. One structure deals with overall WASH sector policy development and coordination and the other with more practical planning, implementation and execution. Furthermore, it is foreseen to establish a district level WASH implementation body in order to strengthen district WASH implementation and facilitation capacity. The structures are described below.

### **Multi-Stakeholder Forum**

#### **Purpose of MSF**

The District Multi-Stakeholder Forum is a forum where the key District stakeholders, namely the administrative staff, faith-based and community-based organizations, VDC level administrative staff, associations, NGOs and others need to go through the WASH processes TOGETHER and be willing to act TOGETHER—committing District resources and coordinating other local resources. This will make possible to have a well-prepared evidence or advocacy package (water, sanitation, hygiene access levels, impacts of poor sanitation on health, as well as available local resources for partnership and improvement). It will also persuade stakeholders of the desperate need for improved sanitation and hygiene based on the evidence found and/or advocacy package.

#### **Objectives of MSF**

- 1) To discuss together the present WASH situation and make proposal on how to improve and develop district WASH sector in general and WASH sector coordination in particular
- 2) To share experiences (good and bad) of WASH with all stakeholders
- 3) To introduce new policies and strategies developed or under development
- 4) To make joint action plans for improved coordination and collaboration
- 5) To follow and update district WASH data-base of WASH

## Members of the MSF

The Multi-Stakeholder Forum is for involving all key stakeholders in a change process that they own and shape. It brings together decision-makers and leaders from many sectors (both formal and informal)—government and political leaders, faith-based organizations, community resource people, women, youth, teachers, associations, private sector, NGOs, donors, etc... to participate in a series of joint activities. By bringing all into one room, participants agree to put aside differences and agree to a common goal.

## Tasks of the MSF

Together, the stakeholders

- a) Develop a common action agenda and commit to their part—both personal and institutional—in carrying out the agenda
- b) Analyze the current reality and decide what needs to change
- c) Develop a common vision about the WASH
- d) Generate ideas about how and what to change
- e) Commit to short-term (months) and long-term (years) implementation plans towards the common vision
- f) Enhance and increase partnerships
- g) Share experience and share development ongoing in the sector

## District WASH Coordination Committee (DWASHCC)

### Purpose

The DWASHCC is activated and extended from the existing District Water Supply and Sanitation Coordination Committee (DWSSCC) to create an atmosphere of mutual effort and understanding by sectors and other stakeholders in addressing the water, sanitation and hygiene problems in the District for a sustainable healthy and clean living condition and ensure effective linkage with VDCs in the district. DWASHCC will also stimulate integrated planning in WASH, establish good working, monitoring and reporting systems and coordinate activities for sustainable changes in WASH; disseminate information and sharing of lessons and good practices across the sector and stakeholder groups.

### Objectives

1. To link, coordinate and integrate all stakeholders working in WASH programs at different levels so that they plan, implement, monitor, evaluate and report outcomes together using mutually agreed procedures and tools.
2. To change the existing culture bound harmful behaviors across all societies using standard tools and methods.
3. To establish systems in creating competitive atmosphere not only between individuals but between villages and communities in addressing WASH in a more sustainable manner.
4. To create means for mainstreaming WASH across all sectors, community based organizations, civil societies and developmental institutions in the district.
5. To establish a District WASH Multi-Stakeholder Forum (MSF) to be able to address the WASH development in more sustained and scientific manner.
6. To create an enabling environment to the private sector to involve in WASH.

## Members of the DWCC

District WSH Coordination Committee works under the chairmanship of the President of DDC. If the President is not able to chair the meeting he/she can delegate the chairing to the Local Development Officer (LDO). The DWCC elects secretary and other required officials who make sure the DWCC decisions are implemented accordingly. Other Committee members are: LDO, DWSSDO Chief, DPHO Chief, DEO Chief, Women Development Office Chief and Water Resource Management Committee Chair.

## Tasks of DWASHCC

- Endorse of WASH Implementation Guideline for the DDC approval
- Approval of the proposed schemes for implementation
- Coordination of the process of preparing water supply and sanitation plans included into district development plan
- Coordination of the overall District WASH plan (water and sanitation separately) preparation process.
- Ensure that there is a coordinated action plan with stakeholders and develop indicators so that evaluation and accountability issues are in place.
- Overall coordination of user committee establishment
- Overall coordination of user committee management development and monitoring
- Overall coordination and monitoring of user committee registration
- Overall coordination and monitoring that women and various castes, ethnic minorities and other disadvantaged groups are represented in the user committees according to set allocations principles decided by the DWCC
- Monitoring and evaluation of the progress of water supply and sanitation programs implemented in the districts
- Evaluation of community water supply & sanitation system in various stages of project implementation
- Follow-up of the use of District Development Fund (DDF), financial management, expenditures, VDC contribution and user group contribution for WASH implementation and ensuring that adequate amount is reserved in DDF also for the rehabilitation.
- Monitoring the water quality supplied through various schemes in the district to ensure that that agreed quality safety measures are taken into account as specified in the “District Water Quality Monitoring Guideline”.
- Encouraging caste, ethnic minority living in project area to participate in each activities of the project, support the socio-economic uplifting program for such community.
- Resolves disputes (i.e. source dispute) whenever such issues may arise.

## ROLES OF THE PARTNERS

### DDC Secretariat/LDO

DDC Secretariat/LDO main roles in the implementation of District WASH Programs are to:

- Facilitation of the implementation of the District WASH by ensuring timely availability of budget
- Ensuring the agreed district co-financing for WASH
- Facilitating of the establishment of district WASH structure
- Approving and signing donor support agreements or memorandum of understandings

### **District Technical Office (DTO)**

DTO is roles in implementation of District WASH programs are to

- Provision of technical support for infrastructure projects design and implementation
- Participation and supporting the annual and periodic WASH plan preparation processes
- Provision of technical assistance in pre-feasibility studies of the water schemes and design of institutional latrines
- Participation in monitoring, evaluation and rewarding of district WASH programs

### **District WASH structure (to be established)**

The District WASH unit or section will have the main role in the facilitation of WASH Programs implementation in the district. In practice its roles are:

- Facilitation of the implementation of rural water supply projects less than 1,000 population
- Leading the implementation processes of total behavior change programs in hygiene and sanitation
- Facilitation of the analysis of VDC applications and selection of VDCs to be included into WASH support programs
- Facilitation of the district evaluation team to select service providers for WASH program support
- Provision of supportive supervision and technical assistance for local bodies in WASH Programs implementation
- Participation in the monitoring, evaluation and rewarding of district WASH programs
- Facilitation of the fund transfers and payments for the service providers, UCs and VDCs
- Ensuring that physical and financial progress reports of WASH programs are prepared in time

### **District Public Health Office (DPHO)**

The roles of the DPHO in the implementation of district WASH programs are:

- Provision of preventive, promotional and curative health services for the district population
- Controlling factors that affect the health of the general public
- Ensuring that all health facilities have appropriate water and sanitary facilities
- Provision of sanitation and hygiene standards and enforcement of appropriate regulations
- Participation in the district water quality control/surveillance programs including
- Development of indicators for monitoring health impact
- Provision of supportive supervision and technical back-up for the local bodies and health personnel and other health volunteers
- Ensuring that the Female Community Health Volunteers will be available to assist in the community led total behavioral change programs in hygiene and sanitation
- Participation in the monitoring, evaluation and rewarding of district WASH programs

### **Water Supply and Sanitation Divisional Office (WSSDO)**

WSSDO roles in the implementation of district WASH programs are:

- Facilitation of implementation of water supply projects having more that 1,000 population
- Facilitation of the establishment and updating of WASH database in the district
- Provision of expertise for the preparation of district annual and periodic WASH plans
- Provision of guidance in the preparation of standard optional designs for water supply schemes and institutional latrines



- Provision of supportive supervision and technical assistance for local bodies in WASH Programs implementation
- Participation in the monitoring, evaluation and rewarding of district WASH programs

### **District Education Office (DEO)**

DEO roles in the implementation of district WASH programs are

- Provision of appropriate water and sanitary facilities for schools with separate latrines for boys and girls
- Ensuring that sanitary facilities are appropriate to the specific needs of cultural and religious variations
- Provision of technical assistance in developing gender sensitive curriculum on sanitation and hygiene for primary and secondary schools with student centered approaches in teaching the subjects
- Participation with the DPHO and WSSDO and DTO, DEO in the establishment of designs/standards for school latrines, urinals, water supply, hand washing facilities and solid waste disposal facilities in the district.
- Provision of supportive supervision and technical assistance for local bodies in WASH Programs implementation
- Participation in the monitoring, evaluation and rewarding of district WASH programs

### **Women Development Office (WDO)**

WDO roles in the implementation of district WASH programs at:

- Ensuring that WASH programs and plans are prepared with participatory way including views and opinions of the poor, excluded and women
- Provision of capacity building, training and strategy development for Gender and Social Inclusion (GESI) in district WASH implementation and in GESI related information dissemination
- Provision of supportive supervision and technical assistance for local bodies in WASH Programs implementation
- Participation in the monitoring, evaluation and rewarding of district WASH programs

### **District Water Resource Management Committee (DWRMC)**

DWRMC roles in the implementation of district WASH programs are:

- Receiving and approving the applications for the use of water sources
- Registering of approved Water and Users' Sanitation Committees
- Participation in the monitoring of the use of district water resources

### **Other partners such as donors, NGOs, financial institutions, faith based organizations, private sector, etc...**

The roles of NGOs, financial institutions, faith based organizations, private sector, etc... in the district WASH implementation are:

- Participation in Multi Stakeholder Meetings, Review Meetings and in the preparations of Annual Action Plans and budgets for District WASH Program implementation
- Provision of financial, technical and material support for the implementation of WASH Programs
- Provision and promotion of appropriate and sustainable technologies
- Participation in the monitoring and quality control as well as evaluation of the progress and impact of implementation of WASH programs



- Assistance in the development of training and awareness creation materials
- Supporting human resources development that promotes WASH.

## VDCs

The roles of the VDCs in the implementation of district WASH programs are:

- Facilitation of the VDC WASH plan preparation and WASH programs implementation in the VDC
- Encouraging, assessing and selecting WASH project proposals from organizations, user groups and institutions
- Ensuring the agreed VDC co-financing for WASH
- Approving and signing DDC support agreements
- Facilitating of the establishment of VDC WASH structure and VDC WASH coordination
- Facilitation of monitoring, evaluation and rewarding of VDC WASH programs.

## APPLICATION OF THIS MOU

This MoU will be applicable in any WASH projects and programs executed by DDC, DTO, WSSDO, DEO and DPHO in the district.

Any dispute among the parties arising out of the interpretation or execution of this MoU shall be settled through mutual discussions.

This MoU shall serve as a framework of partnership for the period starting \_\_\_\_\_ 2066 and can be revised any time afterwards upon request by any one of the signatories.

IN WITNESS WHEREOF, the executive heads of the parties have affixed their signatures below on the \_\_\_\_\_ day of \_\_\_\_\_ month in the year \_\_\_\_\_.

### On behalf of the DDC

Seal of DDC

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Signature \_\_\_\_\_

### On behalf of the District Technical Office

Seal of DTO

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Signature \_\_\_\_\_

### On behalf of the District Public Health Office

Seal of DPHO

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Signature \_\_\_\_\_

### On behalf of the District Education Office

Seal of DEO

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Signature \_\_\_\_\_

### On Behalf of the Water Supply and Sanitation Divisional Office

Seal of the WSSDO

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Signature \_\_\_\_\_



# **District WASH Structures**

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## OVERVIEW

Four of the significant features of the new District WASH Implementation are:

1. Integration
2. Harmonization
3. Alignment
4. Partnership

### 1.17 Integration

The District WASH is designed to **integrate**:

- Water Supply
- Health, Hygiene and Sanitation
- Education
- Livelihood / Income generation

This integration is not intended simply as an institutional arrangement to achieve greater efficiency and effectiveness – though that is one objective. The *primary* objective is to foster *Total Behavioral Change* among community members in which:

- safe use of water,
- healthy hygiene practices
- regular use of improved sanitation facilities

are naturally combined into the pattern of daily living, which will increase the working and earning capacity of the individuals leading to better livelihood.

### 1.18 Harmonization

*A second feature of the District WASH is harmonization.*

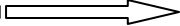
*In the past and currently, much of the work in the WASH sector has been undertaken on the basis of discrete, time-framed projects that have been largely donor-designed and donor-driven. There have been some initial advantages in this. It has allowed government to work with donors to assess a variety of approaches to program implementation and mechanisms for program support. There have also been some major disadvantages. At the district level it has worked against comprehensive and strategic planning and effective program execution. It has made difficult:*

- *assembly and analysis of essential planning data*
- *definition of expected outcomes*
- *mobilization and allocation of resources*

- *establishment of management systems*
- *coordinated capacity development*
- *measurement of progress and of results*
- *communication and accountability.*

*The management of diverse projects has placed an inordinate burden on generally under-capacitated local bodies and, at the community level, it has resulted in segmentation, gaps and overlaps in service delivery.*

*The district has recognized the need for greater harmonization and to achieve this has agreed to move from a -*

**project to  a program approach.**

Ideally, this would lead to:

- ✓ One WASH Plan
- ✓ One WASH Budget
- ✓ One WASH Report

Simply put – **One WASH Program**.

*Movement toward this ideal will be incremental, provide many challenges and offer many lessons to be learned. Nevertheless, the transition has begun and, in partnership with government and donors can work toward:*

- *one planning system - linked strategic and annual WASH plans at each level*
- *one budgeting system - reflecting all WASH-related investments and expenditures*
- *one financial management system – with consolidated accounting and reports*
- *one procurement system – with common standards and procedures*
- *one information management system – with essential data updated and accessible at each level*
- *one monitoring & evaluation system – with common indicators and consolidated analysis*

*Finally, but not least, a one **consolidated WASH fund** is envisaged into which all donor and government WASH contributions are deposited – and from which all WASH activities and investments are supported in line with the strategic and annual WASH plan targets.*

### **1.19 Alignment**

*A third new WASH program feature, closely related to harmonization, is alignment.*

*Major donors and government agree that the WASH program should be aligned with:*

- *the policies, priorities and strategies of the District*
- *the administrative systems, standards and procedures of the Government of Nepal*

*This means that, as far as possible, WASH management systems and procedures will follow and tie into the established government systems, standards and procedures for:*

- *Planning*
- *Financial Management*
- *Procurement*
- *Reporting*
- *Monitoring & Evaluation*

*The purpose is not simply conformity – or efficiency. It is also to ensure that WASH is recognized and affirmed as an integral, ongoing component of the Government’s broader developmental program. It should also signal to WASH implementers that their work is not “added on” responsibility in support of donor projects - but a core responsibility in implementing a government WASH programs.*

*The purpose is also internal alignment – that is, alignment within the program itself. Vertical alignment would mean that investments, activities and results at the community level are directly linked to those at the district and national levels – and vice versa. Horizontal alignment would mean that expertise and inputs of the various implementers at each level would be coordinated, complementary and mutually reinforcing.*

## **1.20 Partnership**

*A fourth feature of the new WASH is partnership. Partnership is not a new feature – but it is an evolving feature in terms of scope and level of commitment. The new WASH recognizes that each of the stakeholders has an essential part to play in successfully scaling-up WASH, improving performance and ensuring the sustainability of program results.*



*Civil Society Organizations (especially non-governmental organizations and CBOs) are major actors and implementers in WASH throughout Nepal. Furthermore, they have exceptional motivation, expertise and flexibility that enables them to effectively implement WASH in remote areas where governmental agencies do not have the required capacity.*

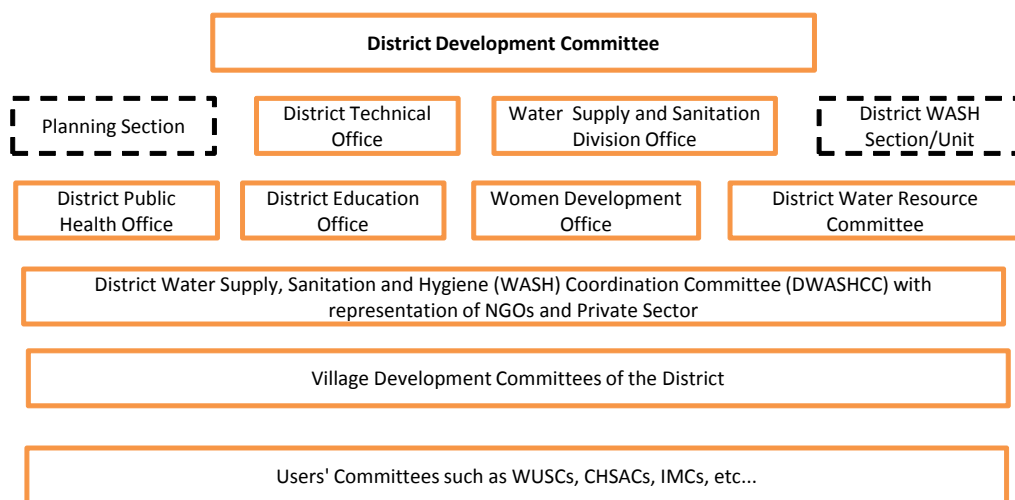
*Private sector involvement in WASH is essential if the community-led and community-managed development that is promoted by WASH is to be sustainable. If communities do not have ongoing access to the reliable maintenance and capacity building services they require, good initiatives will falter and fail. It is acknowledged that government has neither the capacity nor the mandate to be the sole, or even a primary, service provider. Increasingly, the private sector must be challenged and enabled to assume this role. The new District WASH is committed to partnership with the private sector in delivery of goods and services and the building of stakeholders' capacity.*

## **IMPLEMENTING AGENCIES AND COORDINATING BODIES**

District WASH will be implemented through *existing local bodies and line* agencies working within their current mandates. However, line agencies will be working in new ways and within a broader framework. The WASH-related responsibilities they undertake - from planning through implementation to monitoring and evaluation - will be carried out in collaboration with other partners and in partnership with the private sector and civil society. WASH tasks will not be “additional work” imposed on government staff by donor-driven projects. Rather, WASH activities will constitute their **routine work** in carrying out an ongoing, multi-year, district WASH program for which they are fully responsible.

To build collaboration and facilitate harmonization the District has introduced a WASH structure that provides for *coordinating bodies* at each level. The coordinating bodies guide, support and enable the implementing agencies to effectively and cooperatively carry out the work that is required of them.

District WASH bodies are presented here below:



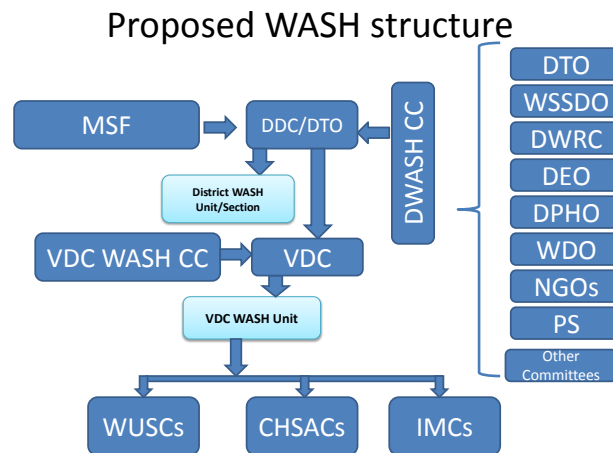
### 1.21 District Structures

It is proposed that the already existing District Water Supply and Sanitation Coordination Committee (DWSSCC) will be activated and re-named. It is proposed that DWSSCC will be called District WASH Coordination Committee in order to emphasize the hygiene as one of the important components of WASH sector.

It is furthermore proposed that at district level a new body will be formed to execute the WASH sector programs. Based on the district level consultations, it is recommended that the new body will be under the DDC. It can be Office, Section or Unit according to the District preference and decision.

In order to devolve the power in implementation of WASH programmes to the VDC level some new bodies are also needed at that level. It is proposed that VDC WASH Coordination Committee, similar to that of the district level will be formed. It is also proposed that VDC WASH Unit under the VDC secretary will be established and required personnel will be recruited by the VDC itself.

The WASH sector structure at the District level is presented hereunder:



#### 1.21.1 The District Council:

The District Council effectively functions as the highest WASH decision making body in the District . Its main functions will be:

- defining WASH priorities and objectives for the district
- establishing the district WASH structures
- approving WASH plans and budgets
- receiving, approving and forwarding WASH reports
- requesting/receiving WASH funds

To ensure that the new District WASH Office/Section/Unit is able to carry out its responsibilities effectively and efficiently, the District Council will:

- open and administer a dedicated WASH account under the DDF
- approve the establishment of District WASH office/Section/Unit
- provide space, office furniture and equipment for the District WASH Office/Section/Unit
- approve WASH plans, budgets and replenishment requests on a timely basis
- ensure WASH procurement is expedited
- conduct regular performance review of the District WASH Coordination Committee member offices
- advocate district WASH

Other district WASH structure bodies are presented hereby:

<b>1.21.2 District WASH Coordination Committee (DWASHCC)</b>	<b>Roles and Responsibilities</b>
<p><b>Composition:</b>          Chaired by the DDC President          Other members:</p> <ul style="list-style-type: none"> <li>• Local Development Officer (Deputy Chair)</li> <li>• Chief of the WSSDO (Secretary)</li> <li>• Chief of DTO</li> <li>• Chief of DEO</li> <li>• Chief of DPHO</li> <li>• Chief of WDO</li> <li>• Chair of DWRC</li> <li>• NGO Federation representative</li> <li>• FEDWASUN representative</li> <li>• Private sector representative (local chamber of commerce)</li> <li>• Representative of Human Right Organizations</li> <li>• Dalit Up-liftment Committee</li> <li>• Aadibasi/Janjati Up-liftment Committee</li> <li>• .....</li> <li>• .....</li> </ul> <p><b>On invitation</b>, representatives from:</p> <ul style="list-style-type: none"> <li>▪ Donor Project representatives</li> <li>▪ Civil Service Organizations</li> <li>▪ Others as appropriate</li> </ul> <p><b>Meets quarterly</b></p>	<p><b>Role:</b></p> <ul style="list-style-type: none"> <li>• Provides policy and strategy for the District WASH Program</li> <li>• Provides WASH oversight, guidance and governance</li> <li>• Interacts with other governmental agencies and programs impacting on WASH</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>○ Endorses of District WASH Implementation Guideline for the DDC approval</li> <li>○ Review of the proposed schemes for implementation</li> <li>○ Coordination of the preparation of periodic and annual District and VDC WASH planning processes</li> <li>○ Overall coordination of user committee establishment</li> <li>○ Overall coordination of user committee management development and monitoring</li> <li>○ Overall coordination and monitoring of user committee registration</li> <li>○ Overall coordination and monitoring that women and various castes, ethnic minorities and other disadvantaged groups are represented in the user committees according to set allocations principles decided by the DWASHCC</li> <li>○ Monitoring and evaluation of the progress of WASH programs implemented in the district</li> <li>○ Evaluation of community WASH systems in various stages of project implementation</li> <li>○ Follow-up of the use of District Development Fund (DDF), financial management, expenditures, VDC contribution and user group contribution for WASH implementation</li> <li>○ Coordination of water quality monitoring in the district to ensure that that agreed quality safety measures are taken into account as specified in the “District Water Quality Monitoring Guideline”</li> <li>○ Encouraging poor and excluded living in the District to participate in each activities of the WASH</li> <li>○ Resolving disputes (i.e. source dispute) whenever such issues may arise</li> <li>○ Proposing WASH policies and strategies and structures for DDC approval</li> <li>○ Endorses District Strategic &amp; Annual Plans and budgets for DDC approval</li> <li>○ Fosters relationships with and elicit support from external and civil society development partners</li> <li>○ Negotiates, reviews and recommends WASH targets and resource allocations for WASH</li> <li>○ Reviews and provides comments on consolidated financial, physical and M&amp;E reports</li> </ul>
<p><b>Accountable to:</b>          The DDC Council and WASH stakeholders through annual WASH Multi-Stakeholders Forum</p>	

<b>1.21.3 District Development Committee (DDC)</b>	<b>Roles and Responsibilities</b>
<b>Composition:</b> Led by LDO all sections and offices under the DDC as per the GON rules	<b>Role:</b> <ul style="list-style-type: none"> <li>• Leading the Implementation of District Development Initiatives, District Development Plan (DDP) and Programs</li> <li>• Serve as the secretariat for the DDC</li> <li>• Coordinates between MLD and other sectors' district offices</li> <li>• The management of DDF</li> </ul>
<b>Accountable to:</b> The DDC Council and WASH stakeholders through annual WASH Multi-Stakeholders Forum	<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>○ Ensure about the timely availability of the budget so that WASH projects/programs would not suffer or delay</li> <li>○ Reporting and arrangement of audits</li> <li>○ Overall management of the WASH at the district level</li> <li>○ Facilitate to establish district WASH structure and hire personnel for the WASH structure</li> <li>○ Transfer funds for WASH implementation to appropriate and agreed levels</li> <li>○ Release budget to the approved WASH projects/programs</li> <li>○ Participate in the monitoring and supervision of WASH projects/programs</li> <li>○ Lead the preparation of District WASH Implementation Guideline and get approval of DWIG from District Council</li> <li>○ Chair DWASHCC meetings</li> <li>○ Endorse District WASH sector agencies requests for funds</li> <li>○ Ensure timely, efficient and effective logistical, administrative and financial support to the District WASH structures</li> <li>○ Appraise the performance of the District WASH structures</li> <li>○ Delegate management responsibilities to the stakeholders</li> <li>○ Sign the Line-Agency-Donor support and VDC level planning and implementation agreements</li> <li>○ Held All-Party advocacy and orientation meetings and annual Multi Stakeholder Meetings</li> </ul>

<b>1.21.4 District Technical Office (DTO)</b>	<b>Roles and Responsibilities</b>
<b>Composition:</b> Led by the Chief District Engineer (CDE)/District Engineer (DE). All units under the CDE/DE as per the GON rules	<b>Role:</b> <ul style="list-style-type: none"> <li>• Technical matters for the entire infrastructural development works under DDC funding</li> <li>• Leading the Implementation of District Development Initiatives, Programs and projects</li> </ul>
<b>Accountable to:</b> The LDO	<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>○ Facilitation of Service Providers evaluation and selection process</li> <li>○ Conduct pre-feasibility study of water scheme considered the most appropriate among the other after preliminary selection</li> <li>○ Support UCs and SPs in technical matters</li> <li>○ Supervise, supports and checks SPs in the preparation of technical feasibility, detailed survey, design reports, cost estimates etc. of water schemes</li> <li>○ Approve/recommend for approval of the design reports and cost estimates of water schemes to the concerned authority</li> <li>○ Sign the agreement with VDC, UC and SO for planning and implementation on behalf of the LDO.</li> <li>○ Release or request releasing installments to UC's and SP's accounts</li> <li>○ Extend duration of the agreement of SP and UC if required by the VDC or UC</li> <li>○ Discontinue the SPs involvement if required by the VDC or UC</li> </ul>

<b>1.21.5 Water Supply and Sanitation Division Office (WSSDO)</b>	<b>Roles and Responsibilities</b>
<b>Composition:</b> Led by the Chief Engineer (CE) All units under the WSSDO as per the GON rules	<b>Role:</b> <ul style="list-style-type: none"> <li>• Support the development and implementation of District WASH</li> <li>• Implement water supply and sanitation infrastructure development for the projects more than 1,000 beneficiaries</li> <li>•</li> </ul>
<b>Accountable to:</b> The Regional office of the department of Water Supply and Sewerage Indirectly also accountable to DDC	<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>○ Prepare water supply and sanitation projects for implementation with more than 1,000 beneficiaries</li> <li>○ Participate and assist in coordination of district planning, development and provision of safe drinking water</li> <li>○ Provide guidance on the preparation of standard optional designs for water supply schemes</li> <li>○ Ensure that all water supply development schemes include water pollution protection and water conservation measures</li> <li>○ Facilitate the establishment of District Water Quality Monitoring system</li> <li>○ Establish a coordinated district water quality control or assessment/surveillance (physical, chemical and bacteriological qualities) program including quality analysis of raw waters and treated waters to ensure compliance against national standards before commissioning for public supply and/or after completion of maintenance and rehabilitation works</li> <li>○ Coordinate the implementation of large sanitary facilities (drainage/sewer systems, sewage treatment plants, etc.) for use mainly in urban settings.</li> <li>○ Coordinate the training and skills upgrading of staff working on the operation and maintenance, water investigation, water development, water lifting, water treatment, water quality testing and water testing equipment</li> <li>○ Conduct groundwater zoning for protection of groundwater sources from contamination</li> <li>○ Conduct and coordinate applied research and studies on water quality and treatment technologies that are appropriate to the various parts of the district</li> <li>○ Render supportive supervision and technical assistance</li> <li>○ Liaise with Ministry of Physical Planning and Works for resource mobilization for the WASH Program and prepare related program proposals</li> <li>○ Perform tasks related to maintenance and repair work of water scheme</li> </ul>

<b>1.21.6 District WASH Section/Unit</b>	<b>Roles and Responsibilities</b>
<b>Composition:</b> Led by the Water and Sanitation Engineer; Other staff: <ul style="list-style-type: none"> <li>• Water supply and sanitation sub-engineers</li> <li>• Health and hygiene officer</li> <li>• Administrative staff</li> </ul>	<b>Role:</b> <ul style="list-style-type: none"> <li>• Practical coordination, planning, facilitation, monitoring and evaluation of WASH implementation in the District</li> <li>• Provision of technical service and backstopping</li> </ul>
<b>Accountable to:</b> The LDO/DTO	<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>○ Carry out regular assessment of water resources and support in the establishment and updating database on the District WASH</li> <li>○ In partnership with relevant sectors, prepare generic standard designs for on-site sanitation facilities and check their proper application</li> <li>○ Receive VDC applications and analyze of the VDCs for the selection of WASH</li> <li>○ Facilitate the agreement between DDC and VDC for WASH Planning</li> <li>○ Facilitate the agreements for implementation of water schemes between DDC-VDC and UC</li> <li>○ Select and employ SPs for VDC WASH planning jointly with VDCs</li> <li>○ Support VDC WASH planning and monitoring</li> <li>○ Select and employ SPs for the facilitation of water scheme construction</li> <li>○ Initiate capacity enhancement activities</li> <li>○ Prepare work plans and budgets for sectoral WASH implementation and coordination</li> <li>○ Evaluate water scheme on the basis of set criteria and prepare final priority list, select water scheme, prepare a package consisting of selected water schemes.</li> <li>○ Facilitating the signing an agreement among DDC, VDC, WUSC, and NGO.</li> <li>○ Support in formation/activation of WUSC and registering</li> <li>○ Prepare district water supply and sanitation profiles</li> <li>○ Participate in orientation / training programs intended to capacity building</li> <li>○ Allocate budget to WUSC, support in financial management, carry out performance evaluation as per standard format, and check if budget expenditure is appropriate</li> <li>○ Provide with necessary support to improve management of VDC &amp; WUSC</li> <li>○ Conduct advocacy and orientation programs with community member in order to include poor and excluded into the program activities</li> <li>○ Conduct trainings to build capacity of personnel working for water scheme, maintenance workers, officials of VDC, WUSC,</li> <li>○ Support VDC to collect money so that it can contribute cash equal to its agreed share of water scheme cost and VDC WASH planning and sanitation and hygiene</li> <li>○ Monitor &amp; evaluate water schemes and total behavioral change programs at various stages</li> <li>○ Prepare estimated budget to carry out activities related to water scheme.</li> <li>○ Prepare records of income, expenditure, operation of account; prepare financial statement in specified format</li> <li>○ Make necessary arrangement to audit account of WUSC</li> <li>○ Recommend DDC for payment of WASH expenditures</li> <li>○ Ensures that the policies, plans, strategies and decisions of the Coordinating Committee are effectively communicated at all levels</li> <li>○ Consolidates VDC WASH Plans and budgets for DWCC approval</li> </ul>



	<ul style="list-style-type: none"> <li>○ Consolidate the financial and physical reports from the VDCs</li> <li>○ Consolidate District M&amp;E Reports on WASH</li> <li>○ Prepare and disseminate consolidated District WASH program status reports and submit them to the DWASHCC</li> <li>○ Establish and maintains integrated WASH management systems – planning, financial and information management, monitoring &amp; evaluation</li> <li>○ Designs and implements District WASH forums and review meetings</li> </ul>
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<b>1.21.7 Women Development office (WDO)</b>	<b>Roles and Responsibilities</b>
<b>Composition:</b> Led by the Chief of the WDO Other staff as per GON rules	<b>Role:</b> <ul style="list-style-type: none"> <li>• Handling the overall development and coordination of all activities related to women, children and social welfare</li> </ul>
<b>Accountable to:</b> The Central Level Ministry of Women, Children and Social Welfare. Indirectly also accountable to DDC	<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>○ Ensure that WASH programs and plans are prepared with participatory way including views and opinions of the poor, excluded and women</li> <li>○ Provide capacity building, training and strategy development for Gender and Social Inclusion (GESI) in district WASH implementation</li> <li>○ Prepare and disseminate GESI related information to stakeholders</li> <li>○ Participate in coordination, monitoring and evaluation with special emphasis on GESI related issues</li> </ul>

<b>1.21.8 District Public Health office (DPHO)</b>	<b>Roles and Responsibilities</b>
<b>Composition:</b> Led by the Chief of the DPHO Other staff as per GON rules	<b>Role:</b> <ul style="list-style-type: none"> <li>• Preventative, promotional and curative services of health</li> <li>• Controlling all environmental factors that affect the health of the general public</li> </ul>
<b>Accountable to:</b> The Central Level Ministry of Public Health. Indirectly also accountable to DDC	<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>○ Carryout studies/surveillance on water and sanitation related diseases and gather relevant data needed for actions on preventive health measures</li> <li>○ Determine and set sanitation standards and enforce regulations appropriate to the community. Regular review of the existing standards and guidelines in light of feasibility and enforceability from the public health point of view.</li> <li>○ Conduct applied studies/researches on sanitation and hygiene education to measure the effectiveness and weakness of the services</li> <li>○ Render any consultation service pertaining to water quality, sanitation and hygiene issues</li> <li>○ Capacity building of health personnel so that they will carry out their responsibilities at their end</li> <li>○ Be partner in the establishment and facilitation of a District Water,</li> </ul>

	<p>Sanitation and Hygiene Multi-Stakeholder Forum</p> <ul style="list-style-type: none"> <li>○ Develop indicators for monitoring health impact (behavior and disease profiles and nutrition status)</li> <li>○ Provide supportive supervision and technical back-up for the sub-district government institutions such as health personnel and other health volunteers</li> <li>○ Work closely with the District Water Supply and Sanitation Coordination Committee</li> </ul>
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<b>1.21.9 District Education Office (DEO)</b>	<b>Roles and Responsibilities</b>
<b>Composition:</b> Led by the Chief of the DEO Other staff as per GON rules	<b>Role:</b> <ul style="list-style-type: none"> <li>• Ensure the provision of education for all population</li> <li>• Ensure school sanitation and hygiene education</li> </ul>
<b>Accountable to:</b> The Central Level Ministry of Education. Indirectly also accountable to DDC	<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>○ Facilitate the assessment of WASH needs of school children and assist the district government institutions and schools in the preparation of action plans for school water supply, sanitation and hygiene promotion activities.</li> <li>○ Develop and update general guidelines (which will be adopted by the district government institutions and individuals) for implementation modalities for school sanitation &amp; hygiene that are appropriate to the specific needs or cultural and religious variations in each project area.</li> <li>○ Coordinate school sanitation and hygiene program at district level.</li> <li>○ Provide technical assistance in developing gender sensitive, age and class stepped curriculum on sanitation and hygiene for primary schools and develop student centered approaches in teaching the subjects;</li> <li>○ In consultation with the WASH stakeholders establish designs/standards framework for school latrines, urinals, water supply, hand washing facilities and solid waste disposal facilities in the district</li> <li>○ Support life skills development program of teachers through refresher courses on school sanitation, health and hygiene education in collaboration with partners</li> <li>○ Provide technical assistance to sub-regional government institutions including individual schools to establish and strengthen school health/sanitation clubs and facilitate the participation of school children in these clubs</li> <li>○ Promote the engagement of school children as agents of change on sanitation and hygiene among their families and the communities at large</li> </ul>

<b>1.21.10 District Water Resource Committee (DWRC)</b>	<b>Roles and Responsibilities</b>
<b>Composition:</b> Led by the Chair of the DWRC	<b>Role:</b> <ul style="list-style-type: none"> <li>• Approves and monitors the use of district water resource and registering the water source users</li> </ul>
<b>Accountable to:</b> The Ministry of Water	<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>○ Receiving of applications for the use of the water resources</li> <li>○ Assessment of applications</li> <li>○ Approval or rejection of water use applications</li> <li>○ Registering of the Water Users' and Sanitation Committees</li> <li>○ Issuing the license for water resource use</li> <li>○ Keeping the register of the water resource users</li> </ul>

Resources and DDC	
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<b>1.21.11 Village Development Committee (VDC)</b>	<b>Roles and Responsibilities</b>
<b>Composition:</b> Led by the VDC Cabinet in cooperation with political parties. VDC Secretary facilitates	<b>Role:</b> <ul style="list-style-type: none"> <li>Overall facilitation and implementation and coordination of VDC level WASH activities</li> </ul>
<b>Accountable to:</b> DDC	<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>Planning and managing the preparation of VDC WASH plan</li> <li>Planning and managing the Annual WASH Inventory</li> <li>Sharing and analyzing data with the wider community</li> <li>Encouraging, assessing and selecting WASH proposals from organizations, user groups and institutions (schools and health posts)</li> <li>Preparing and presenting an Annual WASH Plan to the Village Development Council</li> <li>Facilitating the input of WASH committees established at VDC level</li> <li>Procuring goods and services as may be required</li> <li>Monitoring and evaluating WASH activities and results</li> <li>Sharing WASH issues and achievements with the wider community</li> <li>Reporting Quarterly to the VDC Cabinet and the Community</li> </ul>

<b>1.21.12 VDC WASH CC</b>	<b>Roles and Responsibilities</b>
<b>Composition:</b> Chaired by the VDC chair Other members: <ul style="list-style-type: none"> <li>Chairperson of VDC</li> <li>Representative of schools (Education)</li> <li>Representative of Health Posts</li> <li>Representative of Private sector</li> <li>Representative of Civil Society</li> <li>Representative of Human Right Organizations</li> <li>Dalit Up-liftment Committee</li> <li>Aadibasi/Janjati Up-liftment Committee</li> <li>.....</li> <li>.....</li> </ul> <b>On invitation</b> , representatives from: <ul style="list-style-type: none"> <li>.....</li> <li>.....</li> <li>.....</li> </ul> <b>Meets quarterly</b>	<b>Role:</b> <ul style="list-style-type: none"> <li>Overall WASH coordination at VDC level</li> <li>Provides policy and strategy for the District WASH Program</li> <li>Provides WASH oversight, guidance and governance</li> <li>Interacts with other governmental agencies and programs impacting on WASH</li> </ul> <b>Responsibilities:</b> <ul style="list-style-type: none"> <li>Coordinates and endorses periodic and annual VDC WASH plan preparation for VDC council review/approval</li> <li>Approval of the proposed schemes for implementation</li> <li>Overall coordination of user committee establishment</li> <li>Overall coordination of user committee management development and monitoring</li> <li>Overall coordination and monitoring of user committee registration</li> <li>Overall coordination and monitoring that women and various castes, ethnic minorities and other disadvantaged groups are represented in the user committees according to set allocations principles decided by the DWCC</li> <li>Monitoring and evaluation of the progress of water supply and sanitation programs implemented in the VDC</li> <li>Evaluation of VDC level WASH processes</li> <li>Follow-up of the use of VDC WASH funds utilization and contributions.</li> <li>Coordination of water quality monitoring in the VDC</li> <li>Encouraging poor and excluded living in the VDC to participate in each activities of the WASH</li> <li>Resolves disputes (i.e. source dispute) whenever such issues may arise</li> <li>Proposes VDC specific WASH policies and strategies</li> <li>Fosters relationships with civil society development partners</li> <li>Reviews and provides comments on consolidated financial, physical and</li> </ul>
<b>Accountable to:</b> VDC Council	

	M&E VDC reports
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<b>1.21.13 Village Development Committee WASH Unit</b>	<b>Roles and Responsibilities</b>
<b>Composition:</b> Led by the Water and Sanitation Technician; Other staff: <ul style="list-style-type: none"> <li>Community Mobilizer</li> <li>Health and hygiene promoter</li> </ul>	<b>Role:</b> <ul style="list-style-type: none"> <li>Practical coordination, planning and facilitation of WASH implementation in the VDC</li> </ul>
<b>Accountable to:</b> VDC Secretary	<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>Carry out regular assessment of water resources and support in the establishment and updating database on the VDC WASH</li> <li>Receive WASH project applications and analyze them</li> <li>Carry out periodic and annual VDC WASH planning</li> <li>Select and employ SPs for the facilitation of WASH planning, CLTBCHS and water scheme construction</li> <li>Prepare work plans and budgets for sectoral WASH implementation and coordination</li> <li>Evaluate water scheme on the basis of set criteria and prepare final priority list, select water scheme, prepare a package consisting of selected water schemes</li> <li>Facilitating the signing an agreement among DDC, VDC, UC, and NGO</li> <li>Support in formation of WUSC/CHSAC/IMC and registering</li> <li>Prepare VDC water supply and sanitation profiles</li> <li>Participate in orientation / training programs intended to capacity building</li> <li>Allocate budget to WUSC, support in financial management, carry out performance evaluation and check if budget expenditure is appropriate</li> <li>Provide with necessary support to improve management of WUSC/CHSAC/IMC</li> <li>Conduct advocacy and orientation programs with community members in order to include poor and excluded into the program activities</li> <li>Support VDC to collect money so that it can contribute cash equal to its agreed share of water scheme cost, VDC WASH planning, sanitation and hygiene, nutrition program and income generation</li> <li>Monitor &amp; evaluate water schemes and total behavioral change</li> <li>Make necessary arrangement to audit account of WUSC/CHSAC/IMC</li> <li>Recommend VDC for payment of WASH expenditures</li> <li>Ensures that the policies, plans, strategies and decisions of the VDC WASH CC are effectively communicated at all levels</li> <li>Consolidate the financial and physical reports from the UCs</li> <li>Consolidate VDC M&amp;E Reports on WASH</li> <li>Prepare and disseminate consolidated District WASH program status reports and submit them to the VDC WASH CC</li> <li>Designs and facilitate VDC orientation, ignition and coordination meetings</li> </ul>

<b>1.21.14 UC (WUSC, CHSAC or IMC)</b>	<b>Roles and Responsibilities</b>
<b>Composition:</b> Elected by the community: Chair Secretary Treasurer 6 members At least 50 % women Proportionate representation from excluded	<b>Role:</b> Overall responsibility of community level WASH program implementation (this program can be community level hygiene and sanitation program, water scheme construction, institutional latrine construction program, nutrition and income generation program)
<b>Accountable to:</b> Community	<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>○ Organize community mass meetings for resource mapping and public audits</li> <li>○ Identify and prioritize needs of the community</li> <li>○ Support the team working for feasibility study of physical projects</li> <li>○ Ensure cash and kind contribution for the project by consulting users and by collecting the cash contributions</li> <li>○ Keep community members informed about the progress</li> <li>○ Prepare social maps and collect required data</li> <li>○ Assist in the process of making VDC/ward/cluster/social village level WASH plan.</li> <li>○ Play the active role in social technical assessment, community need identification and WASH planning</li> <li>○ Register the Users Committee</li> <li>○ Open bank account in the name of the UC</li> <li>○ Participate in trainings and seminars</li> <li>○ Prepare Community Action Plan (CAP)</li> <li>○ Formulate and enforce norms and regulations for water supply, sanitation and hygiene</li> <li>○ Select Maintenance Workers and builders to be trained</li> <li>○ Sign Agreements to receive financial support</li> <li>○ Organize pre construction seminar and discuss on cost estimate, implementation, phase agreement, CAP and other issues seemed necessary</li> <li>○ Collect local construction materials</li> <li>○ Purchase construction materials, manage inventory and mobilize skilled and unskilled labor</li> <li>○ Analyze and review of the income and expenditures, progress and organize mass meeting at least 3 times during the project period to endorse the income and expenditures from the mass meeting.</li> <li>○ Approve income and expenditure statements and conduct public auditing in the presence of mass meeting of all community members</li> <li>○ Maintain book keeping of income and expenditure of cash and materials in a transparent way</li> <li>○ Establish a norm to collect user fees for regular operation and maintenance (O &amp; M) and decide remuneration of the maintenance worker</li> <li>○ Collect O &amp; M fee regularly</li> <li>○ Carry out regular operation and maintenance activities</li> <li>○ Store tools and spare parts in advance to meet the urgent requirement of the repairs</li> <li>○ Monitor the water quality and water scheme and sanitary facilities regularly</li> <li>○ Resolve community disputes on water sources and WASH related conflicts</li> <li>○ Support institutions in developing demonstration of low cost hygienic toilets</li> <li>○ Follow up and monitoring of HHs and OD status together with child clubs, women groups</li> <li>○ Mobilize child clubs</li> <li>○ Setting indicators for total hygiene and sanitation behavioral change</li> <li>○ Carry out water, health, hygiene and sanitation situation analysis of the community every year and prepare future vision on health, hygiene and sanitation situation of the community which is publicly displayed on notice board</li> <li>○ Assist in the establishment of Health Fund</li> <li>○ Establish Mothers' Groups and design and implement of nutrition program and link to the IGP activities</li> </ul>

## Alignment of WASH Planning with NPC Format

PLANNING OF WASH PROGRAMME ACCORDING TO NPC FORMATS		
<b>1.22 Pre-planning for WASH programmes:</b>  <i>Awareness raising and creation of demand for WASH</i>		<p>Prior to start of annual planning in the District and VDCs, an awareness campaign in local radios on “domestic water supply” and “health, hygiene and sanitation” will be broadcasted in order to create demand for safe drinking water, sanitation and hygiene projects in the VDC among the poorest and excluded communities.</p> <p>As an alternative, DDC will also launch the “domestic water supply” and “health, hygiene and sanitation” messages through the DEO’s literacy classes (posters, information kits, small texts). Local radio campaigns should be in the local languages, the message be clear and simple, and broadcasted at a time where the families are together in the home (breakfast or dinner time), or at a time where women are cooking or resting at home— to ensure maximum number of women (and men) are listening the messages.</p> <p>DDC will allocate small part of the WASH fund for the radio campaigns.</p>
<b>1.23 Step and Time Line</b>	<b>1.24 Annual planning according to LSGA</b>	<b>1.25 WASH Plan Incorporation</b>
Step 1 Central guidelines Nov. 2 <sup>nd</sup> week	Central Ministries and National Planning Commission send guideline and budget ceiling for the coming Fiscal Year to Districts: DDC, District offices of line ministries.	<p>According to the financial rules the funds earmarked for WASH are transferred to DDC / DDF.</p> <p>DDC informs DWASHCC on national policies, priorities and programmes on WASH in the All Party Orientation and Advocacy Meeting.</p>
Step 2 Review of guidelines Nov. 3 <sup>rd</sup> week	DDC president, Vice-president, Line agencies jointly review and analysis the central grant, ceiling, policy and guideline.	At the district level DWASHCC/WASH Structure review and analyze jointly the central grant budget for WASH, ceiling policy and guidelines.
Step 3 Planning Meeting Nov. end	DDC officials, Line Agencies, Banks, FNCCI, NGO, VDC Chair, Vice-chair and VDC share information about the resources, programs and policies of line agencies, and work out LA budget frame for each VDC; and; distribute program request	<p><b><i>Orientation meeting for all VDC secretaries</i></b></p> <ul style="list-style-type: none"> <li>DDC will organize one day orientation meeting with all VDCs secretaries and informs all VDCs about the WASH fund availability in the district. During the workshop about radio campaigns, VDC selection criteria, process for WASH implementation VDC contribution for</li> </ul>



	forms to VDC to be filled out at settlements level and teach how to fill up the request form.	<p>WASH implementation and VDC application form (Annex 5 of DWIG) will be discussed.</p> <ul style="list-style-type: none"> <li>Based on the available information and the information provided by the VDCs, priority list of VDCs will be prepared based on the given ranking indicators where poor and excluded still mostly suffer from unavailability of water, sanitation and hygiene improvements. If the applications forms from the needy VDCs are missing DDC will encourage submitting the application form from those VDCs too.</li> </ul>
Step 4 VDC Meeting Dec 3 <sup>rd</sup> week	VDC, DDC, and Line Agencies' representative study and analyze programmes to be implemented by VDC at ward and settlement level.	<p><b><i>Orientation to VDC level multi-stakeholders on hygiene, health, sanitation and domestic water issues in the VDC</i></b></p> <p>Before starting planning process at the VDC level, DDC will organize an orientation program for VDC level multi-stakeholders. In the orientation workshop all ward chairs (including women ward members), INGOs' representatives working in that particular VDCs, CBOs, users' group members, clubs, female volunteers, social mobilizers, natural leaders, possible lead triggers including political party representatives and other members of the community as felt necessary will be invited.</p> <p><b><i>VWASHCC Formation/Activation</i></b></p> <p>To facilitate the WASH related activities at the VDC level an inclusive VDC level WASH Coordination Committee (VWASHCC) will be formed. If there is any kind of water, health and sanitation related committee in existence it will be reactivated and will serve as VWASHCC.</p> <p><b><i>Capacity Building Training (CBT) of VWASHCC and ignition activities on TBC in H&amp;S</i></b></p> <p>The Capacity Building Training to facilitate WASH Planning process provided to VWASHCC and Cluster/Ward level hygiene and sanitation action committee members by SP/TBC triggers/DDC. At the same time, ignition activities on TBC in hygiene and sanitation should be conducted. The detailed training contents are described in <b>Annex 9</b>. Additionally, an observation tour to the communities where VWASHCC is already active may be organized by the DDC.</p>
Step 5 Selection of settlement level programs December: 3 <sup>rd</sup>	Local residents, NGOs, User groups, CBO, Ward Chair and members identify and prioritize programs that benefit maximum HH in the Ward (from local	<p><b><i>Socio-technical Assessment</i></b></p> <p>Socio-technical assessment will be based on participatory approach using the Ignition Participatory Rural Appraisal (IPRA) tools. The SP, assisted by the members of VWASHCC and</p>

week	residents, CBO/Users groups, mobilized by ward committee); - and make a priority list for the prioritized programs, and obtain signature of residents on the list . According to the LSGA regulations, there is scope for allocating budgets for Dalits, and other poor and excluded people, and for women	Cluster/Ward level H&S action committees, should facilitate the process. They encourage all the community people of all strata to participate in all the activities related to the assessment. The ignition process on TBC in hygiene and sanitation will take place with socio-technical assessment simultaneously.
Step 6 Ward Committee Meeting December: end	Ward members, Ward Chair, Community organizations, users group determine ward level priority of the programs requested from settlements.	<b><i>WASH planning at HH/Cluster/Ward/ Institution and VDC level</i></b> Based on the findings of the socio-technical assessment, a VDC WASH profile will be prepared. It will serve as a basis for the WASH plan for the Community H&S Action Committee, Institutional Management Committee and Water Users and Sanitation Committee to plan, prioritize, execute, operate and manage WASH related activities. One day meeting will be conducted with the Community H&S Action Committee members including community people to share the findings of the socio-technical assessments; to verify the findings and to endorse the plans. During the meeting the participants will exercise on holistic and sector specific prioritization of WASH related projects. The participation of women should be fifty percent (two persons; male and female from each household) and proportionate representation of excluded groups.
Step 7 VDC Meeting December: end	VDC officials and sectoral agencies' representatives prepare a list of programs requested by wards; Classify programs and ensure available resources; determine the priority of the programs; segregate programs that can be implemented with VDC resources, prepare a list of such programs; and prepare estimation of investment.	A 3-day workshop will be conducted with the VWASHCC members and representatives of CHSAC, IMC, WUSC and the members of DDC and advisory panel members (political party representative in the VDC) to share the findings of the socio-technical assessments; to verify the findings; and to prepare annual and strategic plans by prioritizing activities. During the workshop the participants will exercise on holistic and sector specific prioritization of WASH related projects to know the WASH related needs of the VDC.
Step 8 VDC Council January 2 <sup>nd</sup> week	VDC counselors approve the programs proposed to be implemented with VDC resources; forward prioritized list of VDC level programs for necessary action to	<b><i>WASH Plan Review and Approval by VDC council</i></b> The WASH plan prepared after VDC level workshop will be approved by VDC council. It will be a part of overall VDC plan.

	DDC; and give comment on the projects not selected for implementation or if they are beyond the capacity of VDC to implement.	
Step 9 Ilaka level planning workshop Feb 1 <sup>st</sup> week	Ilaka member, Municipality mayor and vice-mayor, VDC Chair and vice-chair, Municipality and VDC secretaries, LA, bank and NGO representatives forward the programs and prioritized list of VDC and Municipalities to the sectoral committees of DDC.	Ilaka level planning meeting will also review and approve the WASH plan submitted by VDC council and forward to the sectoral committee of DDC. WASH Structure will look into the gap-filling of the WASH projects to be funded by WASH fund.
Step 10 Sectoral planning committee meeting Feb 3 <sup>rd</sup> week	DDC-Sectoral committee chair, NGO representative and sectoral agencies review the program request obtained from ilakas, compile and classify the programs, prioritize, and forward to integrated programme planning committee.	Sectoral committee (DWASHCC) will also review the WASH plans submitted by Ilakas.
Step 11 Integrated plan formulation committee Feb end	DDC President, vice president; Members of parliament; sector committee coordinators; Line agency chiefs, and NGO representatives analyse the complimentary and supplementary relation among the recommended programs, amend, add or reduce the scope, prioritize and forward for incorporation in draft district plan	Annual WASH plan will be a component of the District Development Plan (DDP). DWASHCC will make sure that the scope of WASH planning coming from VDCs is intact in the DDP.
Step 12 DDC meeting March 1 <sup>st</sup> week	DDC President, vice-president, and members - in order to give a final shape to the District Development Plan, - review and analyze the plan vis-vis policies, guideline, long-term plan goals and targets, land use plan, profile, resource map, environmental impact, balancing development among ilakas and so on. They categorize the programs into: a) district level; b) implemented with support from central level; c) implemented with support from others. They determine sectoral priority and finalize the draft plan for approval	Both category a) and c) can include projects to be funded by the WASH fund, but projects to be implemented by UC and communities and/or VDC should be given priority when spending the WASH fund.  DDC could also include some of the district level WASH activities in the District level WASH plan.

	by the district council	
Step 13 District council March 2 <sup>nd</sup> week	DDC council members review and discuss on the draft submitted by DDC and approve district plan.	<b><i>WASH plan approval by District Council</i></b> Approved WASH plan of the VDCs to be implemented from DDF/WASH fund will be forwarded to VDCs for implementation.
Step 14 Implementation of DDP March 3 <sup>rd</sup> week	Forward the district development plan to MLD and National planning commission and forward related decisions to respective sectoral ministries.	DWASHCC interacts with other governmental agencies and programs impacting on WASH through MLD/DoLIDAR.

## VDC APPLICATION FORM FOR WASH IMPLEMENTATION

**District NAME:**

**VDC Name:**

**Distance of the VDC:**

**1.25.1 From the district headquarters to Road head:.....Km/kosh**

**1.25.2 From nearest road head to VDC : .....Km/Kosh**

### Prevalence of gender and caste discrimination

(low level of representation, and participation of women, dalits, janjati in decision making bodies at various local level institutions and lack of recognition of existence, lack of awareness of the rights of women and excluded groups, illiteracy and low acceptability)

Very high: ☐      high: ☐      Negligible: ☐

### Prevalence of vulnerable groups

No. of Female headed/single female HHs in the VDC:	<input type="checkbox"/>
No. of person identified having HIV/AIDS:	<input type="checkbox"/>
No. of HHs with Victims of conflict (orphans, widow, displaced):	<input type="checkbox"/>
No. of HHs having physical disability person:	<input type="checkbox"/>
No. of HHs suffered by natural calamities:	<input type="checkbox"/>

### Major Demographic features:

**1.25.3 Total HHs of the VDCs:**

**1.25.4 Total populations of VDCs: Male: Female: Total:**

[illegible]







**1.25.5 For Hills**

SN	Scheme Name	Type	Beneficiary			Source Details			Scheme Details						
			Cluster/WN	Total HH	Total Pop.	Name	Water Quality	Reliability	Nos. of PSP	Nos. of House Connection	Hours of supply	WUSC (Yes/No)	VMW (Yes/No)	Total Budget (NRs.)	Overall Physical Condition
Total															

Type: Gravity Flow System (new/rehab), gravity with lime mitigation, SI, RWH, etc.

Water Quality: Good, Turbid, Contaminated

Reliability: all year round, 6-12 months, less than 6 months

Hours of Supply: whole day, 6-11 hours, less than 6 hours

VMW: If yes, nos. of male or female

Overall Physical Condition: Good, Requiring Minor Repair, Requiring Major Repair/Renovation

### 1.25.6 For Terai

[illegible]

Type: Gravity Flow System (new/rehab), gravity with lime mitigation, TW/DW, Lift etc.

Water Quality: Good, Turbid, Contaminated

Hours of Supply: whole day, 6-11 hours, less than 6 hours

Reliability: all year round, 6-12 months, less than 6 months

VMW: If yes, nos. of male or female

Overall Physical Condition: Good, Requiring Minor Repair, Requiring Major Repair/Renovation

## Annex-6

### 1.25.7 Other Water Facilities other than Existing Systems

[illegible]





Total									
-------	--	--	--	--	--	--	--	--	--

Type: TW/DW, Arsenic Mitigation (Safe Tube Well, Improved Dug Well, RWH, Filter, Lift etc.)

## Condition of sanitation

### 1.25.10 Institutional sanitation

Name of Institution	Toilet yes /No	Toilets having facilities of Hand washing with Soap or Cleaning Agent	Separate toilet for Male and female	Proper waste management in and out of building.

### 1.25.11 Household sanitation

Number of households having toilets/safe disposal of faeces:.....

Number of households have proper management of waste (solid, liquid):.....

### 1.25.12 Community sanitation

Number of public toilets:-----

Waste disposal system at public places.....

7.4 Main diseases pattern in the VDC ( List the main diseases).....

### Availability of basic services in the VDCs

a) Health Post ☐      b) Health centre ☐      c) Hospital ☐      d) School/campus ☐

1. Number of Primary School:-----
2. Number of Lower Secondary School:-----
3. Number of Secondary School:-----
4. Number of Higher Secondary/Campus:-----

**Any Development Agency working in THE VDC:**

SN	Name of Agency	Type of organization (NGO, INGO, CBO, donor, GoN...)	Type of work	Working since when?	Remarks

**Has the meeting and discussion been held with Wards/ communities prior to submitting this application form?**a) Yes ☐b) No ☐

1. If "yes" Provide the following information

**Date of Meeting:****Venue of meeting:**

Attendance							
S.No	Name	Sex	Signature	S.No.	Name	Sex	Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

- Note:**
1. For further information, please contact the concerned DDC office
  2. If the space in the form is not sufficient to write, please add separate papers
  3. Submit VDC's commitment letter along with this form.



## VDC COMMITMENT LETTER TO IMPLEMENT WATER, SANITATION AND HYGIENE (WASH) PROGRAM

We on behalf of (VDC name) ..... express our commitment to implement **Water, sanitation and hygiene (WASH) program** in this VDC, and agree to provide the following support.

1. We confirm that the water supply, sanitation and hygiene program is in priority of this VDC and covers the area of felt needs.
2. Our VDC commits to be the champion of total behavioral change in hygiene and sanitation sector, thereby improving the livelihoods of poor people.
3. Disputes regarding source of water supply & sanitation projects and any other disputes that may occur will be solved by us.
4. Our VDC is committed to allocate \_\_\_\_\_% (10 to 20 % of VDC total budget) for WASH plan implementation.
5. Our VDC is committed to deposit cash equal to \_\_\_\_\_% of the project costs in User Committee "operating account" on the day of signing the implementation agreement between DDC/VDC and Users' Committee.
6. Feed back/suggestion will be provided by the VDC for monitoring and evaluating activities in various stages of WASH program.
7. VDC will nominate one focal person for the WASH programme.

We hereby confirm our commitments toward aforementioned points and here undersign.

-----

Name:

VDC Secretary:

-----

Name:

VDC Chairman

## VDC SELECTION PROCESS AND CRITERIA

### 1.26 Demand Collection from VDCs:

The VDC that had felt the need of domestic water supply, sanitation and hygiene improvement program should duly fill up the application form and submit to the DDC along with a commitment letter. The samples of the application form and the commitment letter are given in [Annex 5](#) and [Annex 6](#) respectively. Prior to this DDC should inform all VDCs about the WASH fund availability in the district, VDC selection criteria, process for WASH implementation and provide the application form to VDCs. Based on the available information and the information provided by the VDCs, priority list of VDCs will be prepared based on the given ranking indicators where poor and excluded still mostly suffer from unavailability of water, sanitation and hygiene improvements.

### 1.27 VDCs selection criteria:

Following ranking indicators combine both economic and socio-cultural dimensions of exclusion and poverty will be used for VDC selection. Highest number scoring VDC will get the first priority. However, for additional VDC selection, it is suggested to select according to natural settlements and access of the inhabitants rather than limiting them within administrative demarcation of wards and VDCs.

Indicator (Total marks 100)		Category of VDC	Marks (Sample)
1. High Poverty Incidence VDCs (total 10 marks) (population with poverty incidence)		1. >60%	10
		2. 45-59%	6
		3. 31-44%	4
		4. <30%	2
2. Food sufficiency of <6 months(total 10 marks)		1. >40%	10
		2. 26–40%	6
		3. 10–25%	4
		4. <10%	2
3. Geographical location(total 10 marks)		Remote VDCs(one day walk from DHQ and /or road head	10
		Adjoining VDCs to DHQ, Municipality, road-head	5
		DHQ, Municipality, and Road-head	1
4. Concentration of excluded groups (total 10 marks)		>40%	10
		26–40%	6
		10–25%	4
		<10%	2
5. Domestic water & Sanitation (total 15 marks)	Drinking Water Supply Coverage (HHs)(5 marks)	1. < 25%	5
		2. 25–49%	3
		3. 50–74%	2
		4. >75%	1
	Sanitation Toilet Coverage (HHs) (10 marks)	1. < 25%	10
		2. 25–49%	6
		3. 50–74%	4
		4. >75%	2
6. Prevalence of gender and caste discrimination		Very much	10

(total 10 marks) (low level of representation, and participation of women, dalits, janjati in decision making bodies at various local level institutions and lack of recognition of existence, lack of awareness of the rights of women and excluded groups, illiteracy and low acceptability)	Much	6
	Little bit	4
	Negligible	2
7. Prevalence of vulnerable groups (total 5 marks) (Victims of conflicts-orphans, widows; single female headed households, trafficking, physical disability, natural calamities, HIV AIDS)	1. >20%	5
	2. 11–20%	4
	3. 5–10%	3
	4. <5%	1
8. VDC willingness to participate in WASH ( total 20 marks)	More than 10%	20
	6 to 10 %	10
	2 to % 5of total cost	5
9. WASH related activities implemented in the VDC by development organizations since last three years(total 10 marks)	Not any	10
	GoN only	5
	At least two agency working	3
	Donor/INGO/NGO/GON more than two agencies	0

### Screening, Prioritization and Approval:

Screening and prioritization of VDCs will be done by the Assessment Team of WASH Structure.

The priority list of VDCs will be discussed at the all party meeting and DDC. Name of the selected VDCs will be duly approved by DDC.

## MEMORANDUM OF UNDERSTANDING BETWEEN

.....  
DISTRICT DEVELOPMENT COMMITTEE (DDC)

AND

VILLAGE DEVELOPMENT COMMITTEE

FOR THE

## IMPLEMENTATION OF WATER, SANITATION AND HYGIENE (WASH) PROGRAMME AT THE VDC LEVEL

### PREAMBLE

This MoU is signed with the objective of **fulfilling poorest and excluded households' basic needs and rights to have access to safe domestic water, good health and hygiene through decentralized governance system.** The District Development committee ..... (hereafter called DDC) and the Village Development Committee ..... (hereafter called VDC) have signed this MoU under following terms and condition based on District WASH Implementation Guideline (hereafter called DWIG).

With the purpose to enhance the water, health and sanitation development activities within communities, all concerned parties, being accountable to the public as provisioned in Local Self-governance Regulation (LSGR) and Local Bodies Financial Administration Regulation (LBFAR), shall work to cooperate with each other and shall remain committed to improve sectoral services and to insure access of poor, women, excluded group to achieve the above mentioned objectives.

### ROLES OF DDC AND VDC FOR WASH IMPLEMENTATION

#### 1.28 Roles of VDC

Village Development Committee is the executing agency of water, health, hygiene and sanitation activities at the village level thus, the main responsibilities of VDC is to prioritize community needs, seek financial resource and mobilization, implementation, monitoring and evaluation of identified activities related to WASH implementation.

The roles of the VDCs in the implementation of district WASH programs are:

- Facilitation of the VDC WASH plan preparation and WASH programs implementation in the VDC
- Encouraging, assessing and selecting WASH project proposals from organizations, user groups and institutions
- Ensuring the agreed VDC co-financing for WASH
- Approving and signing DDC support agreements
- Facilitating of the establishment of VDC WASH structure and VDC WASH coordination
- Facilitation of monitoring, evaluation and rewarding of VDC WASH programs

#### 1.29 Role of DDC /DTO

DDC /DTO main roles in the implementation of VDC WASH Programs are:

- Facilitation of the implementation of the VDC WASH by ensuring timely availability of budget
- Ensuring the agreed district co-financing for VDC WASH
- Facilitating of the establishment of VDC WASH structure

- Provide technical support to VDC for WASH infrastructure project design and implementation
- Participate and support VDC for annual and periodic WASH plan preparation
- Make provision of technical assistance for VDC in pre-feasibility studies of the water schemes and design of institutional toilets
- Participation in monitoring, evaluation and rewarding of VDC WASH programs

## **FUNDING**

The signatories agree that the funding requirements at DDC level are that DDC should allocate each year to the WASH implementation through District Development Fund (DDF) an amount equal to (recommended 10...20 %)..... % from the total district budget (including grants and own source revenue). Likewise, VDC should also contribute 10 to 20% of total budget to the VDC WASH Fund annually.

For the WASH activities, the VDC should allocate its total WASH budget as follows:

- e) Water supply 60 %
- f) Hygiene and sanitation promotion 25 %
- g) Income generation 5 %
- h) Other development such as Health Fund 10 %

The partners also agreed hereby to follow District WASH Implementation Guideline's principles.

## **COMMITMENT TOWARDS GENDER AND SOCIAL INCLUSION**

By signing this agreement all parties also commits itself;

- Make progress towards gender and social inclusion in staffing, opportunities, duties and ensure the human resources policies within the organization are gender and inclusion sensitive
- Contribute to a gender and inclusion friendly environment that acknowledges the importance of diverse group at all levels
- Ensure that gender and social inclusion is mainstreaming at all level and throughout the assigned task accomplishment
- Ensure that all diverse groups are involved and benefits from the programme are shared in an equitable manner.

### **1.30 Miscellaneous**

3. If found out that this MOU is not properly followed as per the agreed standard, DDC can withheld its financial support to the VDC partially or fully.
4. This MOU will remain valid to the end of July 2012. If any clause of this MOU requires further clarification, addition, revision or deletion, both parties in a mutual consensus can do so. However, in case of any other disagreement and unsolved dispute, the cases will be forwarded to District Water and Sanitation Coordination Committee (DWASHCC) decision. DWSSCC decision will be the final.

Date: .....

Place: .....

### **Signatures**

**On behalf of DDC**

Name: .....

Position: ..... Seal  
Signature: .....

**On behalf of VDC**

Name: .....  
Position: ..... Seal  
Signature: .....

**Witnessed by Political parties' representative**

Name: .....  
Party's name: .....  
Position: .....  
Signature: .....

**Witnessed by Political parties' representative**

Name: .....  
Party's name: .....  
Position: .....  
Signature: .....

**Witnessed by Political parties' representative**

Name: .....  
Party's name: .....  
Position: .....  
Signature: .....

**Witnessed by Political parties' representative**

Name: .....  
Party's name: .....  
Position: .....  
Signature: .....

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 ===== lhNnf  
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 kmf/fd

जिल्ला:

गा.वि.स.:

वार्ड नं..... वस्ती/टोल कोड नं. .... वस्तीको नाम ..... घर नं. ....

## क) साधारण जानकारी

१. घरमूलीको नाम ..... लिङ्ग (क) महिला ☐ (ख) पुरुष ☐२. जाति चिन्ह लगाउनु होस<sup>५</sup> दलित ☐ आदिवासी/जनजाती, ☐ पिछडिएका तराई जाति ☐  
मुस्लीम ☐ अन्य ☐

३. परिवार संख्या: क) महिला ..... (ख) पुरुष ..... ग) जम्मा:.....

उमेर समूह	महिला	पुरुष	जम्मा
१ वर्ष भन्दा मुनी			
१ - ५ वर्षसम्म			
६ - १४ वर्षसम्म			
१५ - ४९ वर्षसम्म			
५० - ६० वर्षसम्म			
६० वर्षसम्म भन्दा माथी			
जम्मा			

## ज्ञाघणञ्ज

४. भिन्न शारीरिक तथा मानसिक क्षमता भएका (अपाङ्ग) परिवारका सदस्यहरु भएको भए

भिन्न क्षमताको विवरण	महिला	पुरुष	जम्मा
शारीरिक अपाङ्ग वा विकलाङ्ग			
दृष्टिविहिन र न्यून दृष्टिविहिन			
स्वर बोलाई वा बोल्न नसक्ने			
सुस्त श्रवण			
बौद्धिक अपाङ्ग वा सुस्त मनस्थिति			
मिश्रित			
जम्मा			

ज्ञाघणद्ध ५. व्यक्तिगत घटना दर्ताको अवस्था कस्तो रहेको छ ?

जन्म दर्ता संख्या						मृत्यु दर्ता संख्या			विवाह दर्ता(जोडी)		
गरेको			नगरेको			कुल संख्या					
केटा	केटी	जम्मा	केटा	केटी	जम्मा	महिला	पुरुष	जम्मा	गरेको	नगरेको	जम्मा

<sup>५</sup> ४) जातजाती (अनुसूची विवरण हेर्नु होस)

६. परिवारको शैक्षिक स्थिति :

;flf/			n}vk9 ug{ g;Sg]÷ lg/flf/			ljBfno hfgjsf] ;+Vof- ^ b]lv !\$ pd]/ ;d"x_			P;= Pn= ;L= jf ;f] ;/x kf; u/]sf ;+Vof			k lj0ftf k df0f kq jf ;f] ;/x -cfO=P=jf bz hfj8 b'O_ tx kf; u/]sf			:gfts -la= P= jf ;f] ;/x_ ;f] eGb dfly		
म	पू	जम्मा	म	पू	जम्मा	म	पू	जम्मा	म	पू	जम्मा	म	पू	जम्मा	म	पू	जम्मा

७. परिवारको वार्षिक आम्दानी र खर्च

क्र.सं.	आम्दानी विवरण	रकम रु.	क्र.सं.	घरायसि खर्च विवरण	रकम रु.
१	कृषि		१	खाना खर्च	
२	पशुपालन		२	लत्ता कपडा	
३	व्यापार तथा उद्योग		३	शिक्षा	
४	नोकरी तथा पेन्सन		४	स्वास्थ्य उपचार खर्च	
५	वैदेशिक रोजगार		५	पानी, बत्ती	
६	ज्याला मजदुरी		६	चाडपर्व तथा मनोरञ्जन	
७	अन्य			कृषि तथा अन्य उत्पादन	
				अन्य	
	जम्मा			जम्मा	

८. आफ्नो उत्पादनले दैनिक २ छाक कति महिना खान पुग्छ ?

क) ३ महिनाभन्दा कम खान पुग्ने ( ) ख) ३ - ६ महिना खान पुग्ने ( )

ग) ६ - ९ महिना खान पुग्ने ( ) घ) ९ - १२ महिना खान पुग्ने ( )

ड) खान पुगेर बेच विखन गर्ने ( )

९. तपाईंको परिवारका कुनै सदस्य खानेपानी तथा सरसफाईसंग सम्बन्धित कुनै संघ संस्थामा आवद्ध हुनुहुन्छ ?  
(छ ( ) / छैन ( ) )

यदि छ भने संख्या उल्लेख गर्नुहोस : महिला ..... पुरुष.....

१०. तपाईंको परिवारमा निम्न कार्यहरूमा अन्तिम निर्णय प्राय कसले गर्ने गरेको छ ?

कार्य	महिला	पुरुष	दुवै	थाहा भएन
जग्गा खरिद विक्री				
बस्तुभाउ खरिद विक्री				
विवाह सम्बन्धि निर्णय				
बच्चाको स्कूल भर्ना				
खानेपानी तथा सरसफाई(नगद तथा जिन्सी योगदान, मर्मत, संभार...)				
समूहको सदस्यता				
स्वास्थ्य उपचार, परिवार नियोजन				
बैंकमा खाता संचालन				

११. तपाईंको विचारमा तलका भनाईहरू कुन ठिक हो होइन ? चिन्ह लगाउनुहोस

कार्य	हो	होइन	थाहा भएन
घर भित्रको काम (खाना पकाउने, लुगा धुने, भाडा माफने) महिलाले गर्ने गर्छन्			
घर बाहिरको काम जस्तै खानेपानी निमाण, बाटो, नोकरी, मजदुरी गर्ने ) पुरुषले गर्ने गर्छन्			



कार्य	हो	होइन	थाहा भएन
बच्चाको हेरचाह र स्याहार, सुसार महिलाले गर्ने गर्छन्			
उपभोक्ता समितिमा महिलाहरुलाई सहभागी गराउनु हुदैन			
रोजगारीको लागि महिलाहरु घर बहिर जान हुदैन			
संपत्तिमा अधिकार छोराको मात्रै हुनु पर्छ			
स्कूलमा छोरालाईमात्र पठाउनु पर्छ			

## ख) स्वास्थ्य तथा सरसफाई

### शौचालय

१. के तपाईंको परिवारले दिसा, पिसाब गर्न शौचालय प्रयोग गर्ने गरेको छ ?

छ ☐ छैन ☐

यदि छैन भने प्रश्न नं ७ सोध्ने (प्रश्न नं २ देखि ६ सम्म सोध्नु पर्ने छैन ।)

२. यदि छ भने, कुन प्रकारको शौचालय प्रयोग गर्ने गरेको छ (नमुना चित्रमा हेर्नु होस्)

व्यक्तिगत, आफ्नै ( ) सामुदायिक ( )

वाटर शिल सिंगल पिट ( ) वाटर शिल डबल पिट ( )

इको शौचालय ( ) वायोग्यासजडित शौचालय ( )

साभ्ना शौचालय (धेरै परिवारले एउटै शौचालय) ( )

सार्वजनिक शौचालय प्रयोग गर्ने गरेका छ ( )

कोपराको प्रयोग गर्ने गरेको छ ( )

३. तापईले के कारणले शौचालय बनाएर प्रयोग गर्नु भएको हो ?

स्वास्थ्यका लागि ( ) सुविधाको लागि ( )

इज्जतको लागि ( ) सफाईको लागि ( )

सामाजिक दबाबले ( )

अन्य केही भए उल्लेख गर्ने

४. शौचालय भरिए पछि के गर्ने गरको छ ?

त्यसै छोड्न गरेका ☐ अर्को ठाउँ मा नयाँ बनाउने ☐

अन्य केही भए उल्लेख गर्ने ☐

५. के तपाईंको परिवारका सबै सदस्यहरुले शौचालय प्रयोग गर्ने गरेका छन् ☐ छैन ☐

६. यदि छैन भने परिवारमा क कसलेमात्र प्रयोग गर्ने गरेका छन् ?

बयस्क पुरुषले ☐ बयस्क महिला ☐ बुढापाकाले ☐ बच्चाहरुले ☐

७. यदि शौचालय छैन भने दिसा, पिसाब काँहा गर्ने गरेको छ ?

जंगल ☐ खोलानाला ☐ खुल्ला क्षेत्रमा ☐ तरकारी बारी ☐ सडकछेउ ☐ नहर ☐

अन्य केही भए उल्लेख गर्ने:

८. के कारण ले तपाईंले चर्पी नबनाउनु भएको हो ?

आवश्यकता महशुश नभएर ☐ चर्पी बनाउन पर्छ भन्ने ज्ञान नभएर ☐

चर्पी बाट कुनै फाईदा नदेखेर ☐ चर्पी बनाउन धेरै महंगो पर्ने भएर ☐

चर्पी बनाउने सामग्री नपाएर ☐ चर्पी बनाउने जमिन नभएर ☐

अन्य केही भए उल्लेख गर्ने

९. घर वरिपरि बच्चाको दिसा देख्नु भयो भने के गर्नु हुन्छ ?

चर्पीमा लगेर फ्याकने ☐ माटोले छोप्ने ☐ कुकुर, सुंगुर र कुखुरालाई बोलाएर खाउने ☐

केही नगर्ने ☐ अन्य केही भए उल्लेख गर्ने

### ग) सरसफाई

१) पानी भर्नु भन्दा अगाडी पानी राख्ने भाँडोभित्र सफा गर्ने गरेको छ ? ☐ छैन ☐

२) यदि सफा गर्ने गरेको छ भने केले सफा गर्ने गरेको छ ?

पानीलेमात्र ☐ माटोले ☐ खरानीले ☐ साबुनले ☐ परालले ☐ भुसले ☐ पातले ☐ स्टिल भुसले ☐

अन्य केही भए उल्लेख गर्ने .....

३) तपाई हात कुन बेला धुनु हुन्छ ?

दिसा गरे पछि ☐ खाना पकाउनु भन्दा अगाडि ☐ खाना खानु भन्दा अगाडि ☐ खाना खाई सके पछि ☐

बच्चाहरुको दिसा धोए पछि ☐ बच्चाहरुलाई खाना खुवाउनु अघि ☐ खाना पस्कनु अगाडि ☐

४) तपाई हात केले धुनु हुन्छ ?

पानीलेमात्र ☐ माटोले ☐ खरानीले ☐ साबुनले ☐ परालले ☐ भुसले ☐

५) खेर गएको पानीलाई कसरी व्यवस्था गर्ने गरेको छ ?

किचेन गार्डेमा हाल्ने गरेको ☐ ढलमा मिसाउने गरेका ☐ कुनै निश्चत ठाउँमा छोपेर राख्ने गरेको ☐

जहाँ पायो त्यही फ्याकने गरेको ☐ अन्य केही भए उल्लेख गर्ने

६) बस्तुभाउको मल कसरी व्यवस्थापन गर्नु भएको छ ?

खाल्डोमा ☐ घेरेर राख्ने गरेको ☐ जहाँ पायो त्यही फ्याकने गरेका ☐

७) बस्तुभाउलाई राती काहाँ राख्ने गरेको छ ? घर भित्र ☐ घर बाहिर ☐

८) घर भित्र भए कुन कुन जनावर घरभित्र राख्ने गरेको छ ?

गाई, ☐ गोरु ☐ कुकुर ☐ कुखुरा ☐ सुँगुर ☐ बाख्रा ☐ अन्य केही भए उल्लेख गर्ने

### घ) स्वास्थ्य

१) तपाईको घरमा धुवाँ रहित चुल्हो प्रयोग गर्ने गरेको छ ? ☐ छैन ☐

२) तपाईको घरमा ५ वर्षमुनीका बच्चाहरुलाई विगत छ महिना भित्र जुकाको औषधि खाएको छ ? ☐ छैन ☐

३) तपाईको घरमा ५ वर्षमुनीका बच्चाहरुलाई तल उल्लेखित खोपहरु लगाएको छ ? पुरामात्रा दिएकालाई मात्र उल्लेख गर्नु होला

विसिजि ☐ डिपिटि ☐ पोलियो ☐ दादुरा ☐

४) तपाईको घरमा विगत १ वर्ष भित्र ५ वर्षमुनीका कति जना बच्चाहरुको मृत्यु भएको छ ? ..... जना

५) तपाईको घरमा विगत १ वर्ष भित्र गर्भवती तथा सुत्केरी महिलाको मृत्यु भएको छ ?

छ भने कति जना उल्लेख गर्नुहोस..... जना

६) तपाईको विचारमा भाडा पखाला रोक्ने के उपाय हुन सक्छ ?

ओ.आर.टी (जिवनजल) ☐ घरायसी औषधी ☐ डाक्टरी औषधी ☐ धामी भाक्री ☐

अन्य केही भए उल्लेख गर्ने.....

७) तपाईको परिवारमा कसैलाई आर्सेनिक समस्या भएको छ (यो प्रश्न तराईको लागिमात्र सोध्ने) ?

छ ☐ छैन ☐

८) तपाईलाई HIV & AID बारे केही थाहा छ ? छ ☐ छैन ☐

९) यदि छ भने काहाबाट थाहा पाउनु भएको हो?

साथीहरुबाट ☐ स्वास्थ्यकर्मी बाट ☐ रेडियो टेलिभिजनबाट ☐ समाचारमा ☐ सडक नाटक ☐ होर्डिङ बोर्ड ☐

अन्य केही भए उल्लेख गर्ने

१०) ५ वर्षमुनीका बच्चाहरुको नियमितरूपमा तौल लिने गरेको छ ? छ ☐ छैन ☐

११) यदि छ भने तौल बृद्धि अनुगमन कार्ड अवलोकन गर्नु होस

कम तौल ☐ धेरै तौल ☐ ठिक तौल ☐

१२) तपाईलाई भिटामिन, प्रोटीन, खनिज, कार्बोहाइड्रेट बारे केही थाहा छ ? छ ☐ छैन ☐

१३) तपाईका परिवारले दिनमा कति पटक खाना खाने गरेको छ ? जुनवेला खाने गरेको छ त्यसैमामात्र चिन्ह लगाउनुहोस

विहानको नास्ता ☐ विहानको खाना ☐ दिउसोको खाजा ☐ बेलुकीको खाना ☐

१४) तपाईको केटाकेटीहरुलाई स्कूलमा दिउसो खाजा दिने गरेको छ ? छ ☐ छैन ☐

१५) छ भने, काहाबाट, कस्ले दिने गरेको छ उल्लेख गर्नुहोस.....

१६) तपाईको परिवारमा गर्भवती तथा सुत्केरी महिलाले नियमितरूपमा तौल लिने गरेको छ ? छ ☐ छैन ☐

१७) यदि छ भने तौल बृद्धि अनुगमन अवलोकन गर्नु होस

कम तौल ☐ धेरै तौल ☐ ठिक तौल ☐

## ड) खानेपानी

१) तपाईको घरमा खाने पानी कहाँबाट ल्याउने गरेको छ ?

धारा ☐ कुवा ☐ ट्युबवेल ☐ संरक्षित मुहान ☐ संरक्षण नगरिएको मुहान ☐ नदि (खोला) ☐ इनार ☐

ढुङ्गेधारा धारा ☐ पोखरी ☐ आकाशे पानी ☐

२) पानीको गुणस्तर कस्तो छ ?

सफा पानी ☐ फोहोर / धमिलो पानी ☐ फलाम युक्त पानी ☐ आर्सेनिक युक्त पानी ☐

चुन युक्त पानी ☐ गन्ध युक्त पानी ☐

३) यदि ट्युबवेल इनार भए तलका प्रश्न हरु सोध्नुहोस् । ( यो प्रश्न तराई जिल्लाको लागिमात्र सोध्नुहोस् )

जडान भएको वर्ष ..... गहिराइ (फिट.) ..... जडानको लागि सहयोग गर्ने निकाय .....

एकचोटी चलाउदा कति पानी आउछ मि. लि .....

४) आर्सेनिक परिक्षण गरेको भए, परिक्षण गरेको वर्ष (साल) ..... कस्ले गरेको .....

कतिमात्रा छ ..... (ppb) (कार्ड अवलोकन गर्ने

५) आर्सेनिक ५० (ppb) भन्दा बढी छ भने, यसलाई हटाउन कुनै उपाय गरिएको छ ? छ ☐ छैन ☐

यदि छ भने के गर्ने गरेको छ ? आर्सेनिक फिल्टर प्रयोग गर्ने गरेको ☐ अन्य भए उल्लेख गर्ने .....

६) यदि कुनै उपाय अवलम्बन गरिएको छैन भने, किन गरिएन?

पैसा नभएर ☐ ज्ञान नभएर ☐ अन्य भए उल्लेख गर्ने .....

७) एक खेप खानेपानी ल्याउन (जाँदा, कुर्न र आउँदा) लाग्ने समय

० - १५ मिनेट ☐ १५ - ३० मिनेट ☐ ३० मिनेटभन्दा बढी समय लाग्ने ☐

८) पानीको श्रोतको पर्याप्तता

सुख्खा मौसममा पानी पर्याप्तमात्रामा पुग्छ ☐ पुग्दैन ☐

बर्षा मौसममा पानी पर्याप्तमात्रामा पुग्छ ☐ पुग्दैन ☐

९) बाह्रै महिना त्यो श्रोतबाट पानी पुग्छ ? पुग्छ ☐ पुग्दैन ☐

१०) यदि पुग्दैन भने

- क) वैकल्पिक श्रोत १: प्रयोग गर्ने महिना.....देखि.....सम्म । आउन जान लाग्ने जम्मा समय.....  
ख) वैकल्पिक श्रोत २: प्रयोग गर्ने महिना.....देखि.....सम्म । आउन जान लाग्ने जम्मा समय.....  
गं) वैकल्पिक श्रोत ३: प्रयोग गर्ने महिना.....देखि.....सम्म । आउन जान लाग्ने जम्मा समय.....  
११) श्रोतबाट पानी ल्याउँदा भेल्लुपर्ने समस्याहरु धेरैवटा उत्तर भए धेरैवटामा चिन्ह लगाउनुहोस

जिस्काउने ☐ नदि तर्नुपर्ने ☐ लामो लाइनमा बस्नुपर्ने ☐ जंगल पार गर्नुपर्ने ☐

धेरै गहिरो ठाउँबाट भिक्नुपर्ने ☐ पानी भरिन लामो समय लाग्ने ☐ अन्य (उल्लेख गर्ने)

१२) एक दिनमा जम्मा कति पटक पानी ल्याउने गरेको छ? पटक .....भाँडाको आकार (लिट्रमा).....

१३) उक्त पानी एक दिनमा क कस्ले कति खेप ल्याउने गरेको छ ?

पुरुष.....पटक महिला.....पटक केटा केटीले .....पटक

१४) पिउन र सरसफाईलाई एउटै पानी प्रयोग गर्ने गरेको छ ? छ ☐ छैन ☐

१५) यदि छैन भने सरसफाईको लागि छुट्टै पानीको श्रोत छ? छ ☐ छैन ☐

१६) यदि छुट्टै पानीको श्रोत छ भने सरसफाईको लागि कुन श्रोत प्रयोग गर्नुहुन्छ उल्लेख गर्नुहोस?.....

१७) घरमा बोकेर ल्याएको पानी के केमा प्रयोग गर्ने गरेको छ ?

खाना पकाउन ☐ सरसफाई(नुहाउन) ☐ लुगा धुन ☐ तरकारी बारी ☐ सरसफाई ☐ वस्तुभाउ ☐

### अवलोकनबाट लिने जानकारी

१) शौचालयको सरसफाई कस्तो छ ? अवलोकन गर्नुहोस।

सफाईको लागि पानी उपलब्ध छ ☐ छैन ☐

हात धुन साबुन उपलब्ध छ ☐ छैन ☐

चर्पिको वरिपरि दिसा देखिएको छ ☐ छैन ☐

राम्रोसंग जडान गरिएको वाटर शिल छ ☐ छैन ☐

सफा slab छ ☐ छैन ☐

वरिपरि भिङ्गा र लामखुट्टे देखिएको छ ☐ छैन ☐

दिसा धुन छुट्टै भाडो छ ☐ छैन ☐

शौचालय सफा गर्ने ब्रश छ ☐ छैन ☐

शौचालय सफा गर्ने डिटरजेन्ट छ ☐ छैन ☐

के खरानी राख्ने गरेको छ ☐ छैन ☐

शौचालय बाट नराम्रो गन्ध आएको छ, ☐ छैन ☐

वर्षायाममा शौचालयमा दिसा भरिएको हुन्छ ☐ हुदैन ☐ ,

केटा केटीहरुला प्रयोग गर्न सजिलो छ ☐ छैन ☐

भिन्न शाररिक क्षमाता भएका व्यक्तिलाई प्रयोग गर्न सजिलो छ ☐ छैन ☐

२) पानी राख्ने भाँडो भित्र लेउ जम्ने गरेको छ ☐ छैन ☐ अवलोकन गर्ने

३) के पानी राख्ने भाँडो छोपेर राख्ने गरेको छ ? छैन ? अवलोकन गर्ने

४) खाने पानीको भाँडा केटाकेटीहरुले भट्ने ठाँउमा छ ☐ छैन ☐ अवलोकन गर्ने

५) घरायसी फोहरहरु काहा ढ्याक्ने गरेको छ ? अवलोकन गरेर चिन्ह लगाउनु होस

जहाँ पायो त्यही ☐ पिटमा ☐ एक ठाउँमा जम्मा गर्ने गरेको ☐ अन्य केही भए उल्लेख गर्ने

६) भाँडा माभ्ने ठाँउ washing platform व्यवस्थित छ ☐ छैन ☐ अवलोकन गर्न

७) भाँडा सुकाउने चाङ्ग drying stand छ ☐ छैन ☐ अवलोकन गर्न

सुचनादाताको  
नाम

गणकको  
नाम

सुपरिवेक्षकको  
नाम

घरमुलीसंगको नाता

सही

सही

आदिवासी/जनजाति उत्थान राष्ट्रिय प्रतिष्ठान ऐन , २०५८ को दफा २ अनुसारका आदिवासी जनजातिहरूको सूचि

१. किसान	२. कुमाल	३. कुशवाडिया	४. कुशुण्डा
५. छ. गनगाई	६. गुरुङ	७. चेपाङ	८. छत्त्याल
९. छैरोतन	१०. जिरेल	११. भांगड	१२. डोल्पो
१३. ताडवे	१४. ताजपुरिया	१५. तामाङ	१६. तीन गाउंले थकाली
१७. तोफ्केगोला	१८. थकाली	१९. थामी	२०. थारु
२१. थुदाम	२२. दनुवार	२३. दराई	२४. धानुक (राजवंशी)
२५. धिमाल	२६. नेवार	२७. दुरा	२८. पहारी
२९. फी	३०. वनकारिया	३१. बरामो	३२. बाह गाउले
३३. बोटे	३४. भुजेल	३५. भोटे	३६. मगर
३७. माझी	३८. माफाली थकाली	३९. मुगाली	४०. मेचे (बोडो)
४१. याक्खा	४२. राई	४३. राउटे	४४. राजवंशी (कोच)
४५. राभी	४६. लार्के	४७. लिम्बु	४८. ल्होपा
४९. ल्होमी (शिङसावा)	५०. लेप्चा	५१. वालुङ	५२. व्यासी
५३. शेर्पा	५४. सतार (सन्थाल)	५५. हायु	५६. सियार
५७. सुनुवार	५८. सुरेल	५९. ह्योल्मो	

माथी उल्लेखित जनजातीहरू मध्ये नेवार, थकालीर गुरुङलाई सुविधाप्राप्त(Advanced Janjati);

अन्य लाई पिछडिएका जनजाति मानिएको छ , त्यस्त गरी वनकरीया, कुसुन्डा, कुस्वाडिया, राउटे, सुरेल, हायु, राजी, किसान, लेप्चा, र मेचे जातीलाई Endangered groups मा वर्गीकरण गरिएको छ ।

blnt ju{df ;"rLs[t hft hftlx?sf] j0ff{g'qmd cg':f/sf] hftLo ;"rL -/fli6«o blnt cfof]u

क) पहाडे मूल

१. गन्धर्व (गाइने)
२. परियार (दमाई, दर्जी, सुचिकार, नगर्ची, ढोली, हुङ्के)
३. बादी
४. विश्वकर्मा (कामी, लोहार, सुनार, ओड, चुन"रा, पार्की, टमटा)
५. सार्की (मिजार, चर्मकार, भूल)

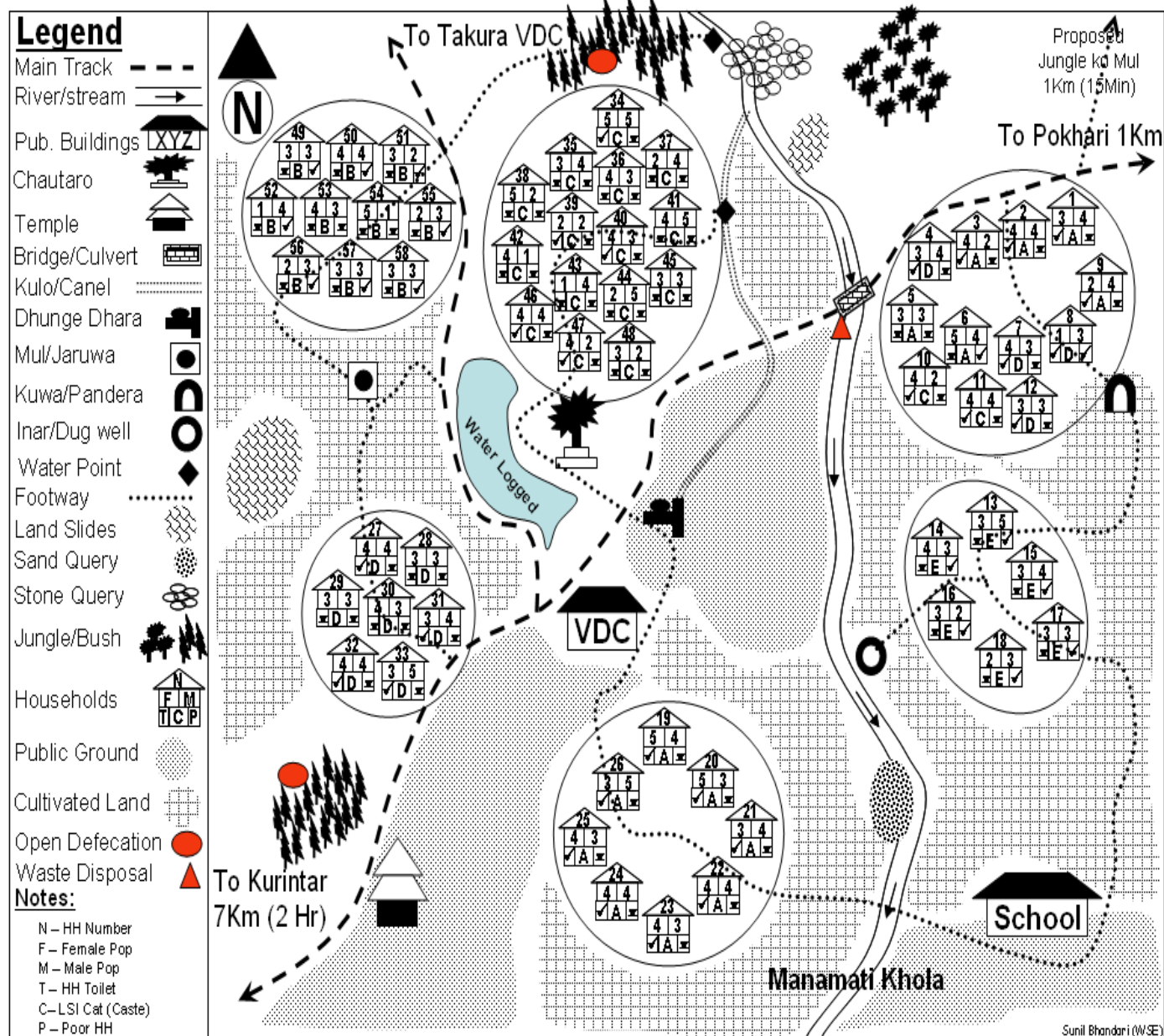
ख) मधेशी मूल

६. कलर ७. ककैहिया ८. कोरी ९. खटिक १०. खत्वे (मण्डल, ख०)
११. चमार (राम, मोची, हरिजन, रविदास) १२. चिडिमार १३. डोम (मरिक)
१४. तत्मा (ता"ती, दास) १५. दुसाध (पासवान, हजरा) १६. धोवी (रजक) हिन्द १७. पत्थरक १८. पासी
१९. बा"तर २०. मुसहर २१. मेस्तर (हलखोर २. सरभ० (सरवरिया)

दलित र जनजातिमा नपरेको अन्य पिछडिएका तराई जातीहरू : यादव तेली, कलवार, सुँढी, सोनार, लोहार, कोइरी, कुर्मी, कानु, हलुवाई, हजाम/ठाकूर, वाधे, वाह्ये, राजभार, केवट, मल्लाह, नुनिया, कुमहार, काहार, लोधा, बिङ्ग/बाँधा, भेडियार, माली, कमार, धुनिया

पिछडा वर्ग : हालसालै आर्थिक, शैक्षिक तथा राजनीतिकरूपमा पछाडि परेका तथा दलित र जनजातिहरूमा नपर्ने ३५ भन्दा बढी जातिहरूलाई नेपाल पिछडावर्ग महासङ्घले नेपाल पिछडा वर्गमा राखेको छ । यी जातीहरू हुन : कुशवाह, कुर्मी, कुमहार, काहार, कमार, केवट, कानु, कलवार, यादव /तेली, नुनिया, बनिया, भेडियार, माली, मल्लाह, मुसलमान, वराई, राजभार, राजबोध, रौनीयार, लोहार, लोध, सुँढी, सोनार, हलुवाई, हजाम/ठाकूर, बिङ्ग, केवरत, वर्णलाल, जोगिया, बडै, बोट, बेलदार कलाबाज, अमात, नेपालको सन्दर्भमा पिछडावर्गसम्बन्धी स्पष्ट परिभाषा भई नसकेको र तयार गरिएका तथ्याङ्क एवम् यससम्बन्धी अनुसन्धानबाट आएका निष्कर्षको अपर्याप्ततामा पिछडावर्गको स्पष्ट पहिचान भैसकेको छैन ।

## Community Map / Social Map



LSI Category: A - Upper Caste, B - Dalit, C - Disadvantaged Janajati, D - Advantaged Janajati, E - Other Excluded Groups, F - Religious Minority

## Community Map of Janatako Khanepani Tatha Sarsafai Ayojana

## :fd"bfls g ð:f agfpg/ dfu l bxl g

s" g/ l:dfjg leqsf/ e'ofu / Tc:df e'of d"Vc d"Vc of u/] lns l jz/ i]f/ / :fdj lns :+ # :+ :+ yf x? :d/ t k\ i^ x" g/ u/ L sf/ l/ 3sf/ l rqn/ O l :fd"bfls g ð:f olg g. vfg/ kfg L tyf :/ :kmf O l sfc l qmdnf :fd"bfls g ð:f sf/ l jz/ i]f d x/ jg. e: n/ :d"bfcdf cff Zcostf klorjg, of/ hyf th" l df/ eg" udg d' Nc f+sgdf: d/ t d b\ b t ub l%. e: n/ :fd"bfls sfc l of/ hyf k\ s l cdf e: n/ O l Pp: f: xel uf f' ns p k s/ ) f (Participatory tool) sf/ ? kdf l n P: sf/ %.

s \_ :fd"bfls g ð:f agfpg ad l dfjgdf :d"bfc sf/ : xof l utf x" g" k% l. :s/ :Dd: d"bfc leqsf: a/ kft kft L d l onf / k/ zfut kft kft L sf/ k/ l lgl w d/ e'of/ x" g" k% l. of/ sfc l u\ f d L f: d"bfc sf/ km": l bsf/ a/ nf: D kfg u l/ g" k% l. g ð:f agfpg" e'of k l on/ cff Zcos :fd u\ L h: t/ M s fu h/ / + h u g s n d x? x" g" k% l. g ð:f e" O u d f s f ð: sf/ : sf: ffg ( " + u f e f k f t x: s f/ k\ of/ u a f^ k l g a g f p g : l o g. u / a g f O l : s/ k l% s" g/ l: k f n' L e f g m n) s f u h d f p t f g " l k% l.

v \_ g ð:f agfpg/ s f d: d"bfc s f: b: c x? n/ u y" l k% l. cff Zcos k/ l s f/ a/ n f: x o f/ u L s f c l s f l n/ d b\ b t u y" l k% l.

u \_ v f g/ k f g L t y f: /: k m f O l s f c l q m d n f O l a g f O P: s f/ : f d"bfls g ð:f d f l g D g s' / f x? : d f j/ z x" g" h? / L %.

1 \_ l:dfjg

2 \_ h + u n, k o f\* - g f + u f/ k o f\* \_

3 \_ g b L v f/ n f - a f n' j f k f O g/ , a f n' j f g k f O g/ \_

4 \_ k\ : t f f t e y f t x?

5 \_ j t l d f g v f g/ k f g L s f/ : f/ t

6 \_ y f/ t : D d k f g L l n g h f g/ : d e / p g m y f t d f k f g L l n g h f g/ d l o n f x?

7 \_ ( " + u f

8 \_ k" n

9 \_ r f/ t f/ f: d g b/

10 \_ # / : + V c f/ k l/ j f/ : + V c f

11 \_ a/ + s: / s f/ L / u/ / : / s f/ L : + y f: : s' n: j f: g s r f/ s L u f = l j = : e j g

12 \_ a f^ f/ - ^ of ð^ / a f^ f/ , u f/ / / ^ f/ , # f/ \* / ^ f/ \_

13 \_ : y f c L / e: y f c L r k L l x?

14 \_ : f j l h l g s k m f/ x/ k m f N g/ l g f p x

15 \_ : f j l h l g s l b: f l k: f a u g/ l g f p x

16 \_ : f j l h l g s r/ g f f/ q, P/ n f g L h" U u f: : / s f/ L h" U u f: L e f g m n t, v/ t f f/ L

# \_ g ð:f agfpg b f: + s/ t l r g x s f/ k\ of/ u y" l k% l.

" \_ k f g L l n g h f a b f: k f g L o b f/ / k f g L l n P/ k m s l + b f n f U g/ : d e g f/ ^ u y" l k% l. k f g L l n g h f a b f/ k m s l + b f a f/ : d e g f/ ^ u b f l ( f/ n s f/ of/ t: d e l g s f N g" k% l. l o g e g/ k f g L s f/ : f/ t e g b s" g) # / ^ f f/ s" g/ g l h s k% l. e: a f x/ s p g m : f/ t d f j f f/ s f/ s l t d l o g f k f g L l n g h f g/ u/ s f/ %, T e f/ k l g g ð: f d f b f y f g" k% l.

: d"bfc n/ a g f P: s f/ g ð:f n f O l p k e f l g m f : d l t s f/ s f c l n o c y j f u f = l j = : e j g c y j f: a/ p k e f l g m f n/ b/ V g : ð g/ g f p u d f ^ f a: g" k% l. e: f/ u b f l : a/ p k e f l g m f n/ T c: g ð: d f e f k m y f/ : d"bfc s f/ l: y l t a f/ / h f g s f/ L k f p x g \. e f k m " p k e f l g m f: d x l o q k/ l g k/ l s f/ s" / f y f x f k f p x g \.

e: / L t e f/ u/ s f/ g ð:f n f O l Layout Plan u b f l / s f c l of/ h y f t f t e f/ u b f l k\ of/ u y g l : l o g. e: t/ u/ L d' Nc f+sg eg" u d g d f k l g of/ g ð: f k\ of/ u y g l : l o g.

### Some Basic Information to be collected from Community / Social Map

#### 1. No. of HHs / population

- 1.1 List of HHs by Name of HH heads
- 1.2 Caste / Ethnic groups
- 1.3 Family size
- 1.4 Major occupation

#### 2. Location of Existing Physical Facilities and Local Institutions

- 2.1 Village Trails / Access Roads
- 2.2 Nearest Road head
- 2.3 Health Post / Sub – health post
- 2.4 VDC office
- 2.5 Schools
- 2.6 Community Buildings
- 2.7 Temples
- 2.8 Public grounds
- 2.9 Chautaro / Resting place

#### 3. Location of Natural Resources

- 3.1 Forest area
- 3.2 Agriculture land



3.3 River / stream

3.4 Water sources (springs / spouts)

3.5 Sand / stone quarry / collection places

**4. Existing Water Supply Facilities used**

4.1 Improved water supply system with water collection points (stand posts, tube wells, well etc.)

4.2 Traditional water collection points (Unprotected Kuwa, river/stream etc.)

**5. Sanitation Situation**

5.1 HHs with toilets

5.2 Common defecation areas

5.3 Drainage situation

5.4 water logging areas

5.5 Community Waste disposal areas

## CHECKLIST FOR FOCUS GROUP DISCUSSION

Focus Group Discussion Date:.....

District ..... VDC ..... Ward No..... Cluster/Community.....

Total Participants: Female..... Male..... Total.....

Out of Total participants mention the number of participants from Dalits/Janjati and DAG  
HHs:.....

Name of the Facilitator / Interviewer:.....

Name of the Supervisor .....

### 1. Mention the major physical facilities / services available within the Ward / village?

S. N.	Name of the facilities / services	Yes / No	If located outside the ward / village; where they use such services: mention place and distance
1.	Electricity facility		
2.	Telephone / communication		
3.	Post office		
4.	Schools		
	4.1 Primary		
	4.2 Lower Secondary		
	4.3 Secondary		
	4.4 Higher Secondary		
5.	Health post / Sub - health post		
6.	Bank (Mention Name.....)		
7.	Cooperatives		
8.	Others (Specify):		

### 2. Details of schools located within the Ward / Village (to be taken / verified from school records)

S. N.	Name of the school	Level	Total students		No of teachers		Availability of improved drinking water facility (mention type)	Availability of Toilets /Urinals	
			girls	boys	Men	Women		For girls	For boys
1.									
2.									
3.									
4.									

### 3. Status of school enrollment and dropout cases during the last year (to be taken from school records)

S. N.	Name of the school	Level	Total Enrollment (last year)	No of dropout cases (last year)	Major Reasons for drop out





**9. Pattern of Top Ten Diseases during last 1 year (Information to be collected from HP / Sub-HP)**

S. N.	Name of diseases	Prevalence months	Number of people suffered		No of mortality cases	
			Male	Female	Children <5	Pregnant / Lactating mothers

**10. Availability of Trained / skilled Manpower in the ward / Village**

S. N.	Area of skill / expertise	Numbers by Sex		
		Male	Female	Total
1.	Social Mobilizer / Motivator			
2.	Community Technicians / Plumber			
3.	Masson			
4.	NFE Facilitator / teachers			
5.	Community Female Health Volunteer / VHP			
6.	Trained TBAs			
7.	MCH Worker			
8.	Health Worker in HP/Sub-HP			
9.	Health Facility Management Committee Members			
10.	Trained para professionals for IG activities (vegetable farming, livestock, poultry, micro finance etc.)			
11.	Others (Specify)			

**11. Availability of Water supply and Sanitation Facilities at local Institutions**

S. N.	Name of the Institution	Own Building/ or Shared	Availability of drinking water facility	Availability of Toilets / Urinals		Sanitary condition	Use condition (Remarks)
				For Men	For Women		
1.	VDC Office						
2.	Health Post / Sub - Health Post						
3.	Community Building						
4.	Others (specify)						

**12. Existence of Community Organizations / Local NGOs / Cooperatives / CFUG / Mother Groups/ Savings and Credit (S /C) Groups etc.**

S. N.	Name of the Institution	Year Established	WASH Activities Undertaken (Yes/No)	Total Members		No. of Dalits / IP / DAG involved	Remarks
				Men	Women		
1.	Community Organizations						
2.	Local NGOs						
3.	Cooperatives						
4.	Mother Groups						
5.	Forest Users' Groups						
6.	S / C Groups						
7.	Others (specify)						

**13. Number of Poor Households in the Ward / Village**

Note: Prepare a list of all HHs within the Ward/Village based on the HH number taken from the Social Map prepared and conduct well being ranking using the following criteria for poor HHs as mentioned in the WATSAN Sector Policy. Finally, verify the list of poor HHs identified in the mass meeting for validation.

**Criteria:**

- HHs having food sufficiency only for less than 6 months
- Women headed or disabled headed HHs with no other earning members in the family
- HHs fully dependent on wage labor
- Other criteria as identified by the community

\*\*\*\*\*

## TECHNICAL FORMATS

### Cluster Information

District Name: .....

District ID: .....

**VDC Name:** .....

**VDC ID:** .....

**Ward No.:** .....

Ward ID: .....

**Ward Details:**[illegible]

## 1. Needs Identification Related to Domestic Water Supply

**WN:**

**(to be collected by FGD)**

[illegible]



## 2. Needs Identification Related to Sanitation

WN:

(to be collected by FGD)

S.N	Needs Name	Beneficiary Tole	No. of HHs	Population	Types of Need					
					HH Toilet	Inst. Toilet	Chang	Washing Platform	Compost Pit	Others

### 3. Needs Identification Related to Hygiene and Nutrition

**WN:**

(to be collected by FGD)

[illegible]



## Source Survey Format

1) **Name of the Source:** ..... 2) **Source No./ID:** .....

3) **Location:** District: ..... VDC: ..... Ward No: ..... Tole/Gaun: .....

Latitude (Y)	Longitude (X)	Altitude	Accuracy	Way Point

4) **Ownership of Source:** (Private/Public) 5) **Date of Measurement** (y/m/d):.....

6) **Type of Source:** (Spring/Spring-fed stream/Snow-fed stream/Kuwa/STW/HDW/Stream/ Other.....)

7) **Water Quality** (by observation or Interview): (Good/Fair/Polluted/Smell/Colored/ Other .....

### 1.31 8) Present Use of Source

Present Use of Source	At the same Point	Up- stream(Km)	Downstream (Km)
Drinking Water			
Irrigation			
Micro-hydro			
Cattle Feeding			
More than one (.....and.....)			
Other (.....)			

9) **Potential Use of Source:** (Drinking Water/ Irrigation/ Micro-hydro/ Multiuse/Cattle Feeding/ Others .....

10) **Source Yield** (Bucket Watch Method/ Velocity Area Method)

Description	Bucket Method			Velocity Area Method		
	1st Time	2nd Time	3rd Time	1st Time	2nd Time	3rd Time
Vessel Capacity (Lit)/Average Area						
Time to fill the Vessel (second)/ Av. Velocity (Q/t)						
Yield of Source (LPS)						
Measured Yield of Source on an average (LPS)						
Estimated Safe Yield of the Source (LPS)						
Source Dispute (if any, mention type and possible resolution options)	Upstream		Used Point		Downstream	

### 1.32 11) Environment around the Source/ Location Plan

Environmental Condition around the Source	Location Plan

**INVENTORY****a) Existing Water Supply Project (gravity flow/SI/Lift)****1. PROJECT DESCRIPTION**

Scheme name:  
 Existing WS Scheme Code:  
 Type of system:  
 Supported by:  
 Operation started (year):

**2. SOURCE DESCRIPTION**

Source code:  
 Source name:  
 Water Quality:  
 (Clear/turbid/contaminated)

**4. Designed and Actual Beneficiaries:**

Designed										Actual									
HH					Populations					HH					Populations				
T	D	J	P&E	O	T	D	J	P&E	O	T	D	J	P&E	O	T	D	J	P&E	O

(T-Total, D- Dalit, J-Janjati, P&E- Poor and Excluded, O-Others)

Operation status: a) functioning well b) partially functional c) closed down  
 Is WUSC formed/activated? (Yes/No), Is it functional/active? (Yes/No)  
 Scheme operating at present by (WUSC/Othe agencies specify):  
 Registration of WUSC (yes/no):      Members in WUSC: (M- F- T- ) Dalit & P&E in WUSC: -----  
 Female holding key position in WUSC: (Female- Yes/No.-----, Dalits- Yes/No.-----, P&E- Yes/No.-----)  
 Practice of public auditing by WUSC (yes/no):

Is the O&M system managed by WUSC? (Yes/No), Has the WUSC managed MW? (Yes/No)  
 Is MW trained? (Yes/No), No. of MW trained: Female:      Male:      Is MW from Dalit/Janjati/P&E? (Yes/No)  
 MW Working at present:      Female:      Male:  
 Is the MW paid regularly? (Yes/No) Monthly salary of operator at present: NPR.....  
 Is the WUSC capable to repair & operate the system on their own on timely basis? Yes/No  
 Frequency of repair : (a) Usually within less than 1 week (b) Within 1 Month (c) Within 3 months (d) never repaired  
 Has the WUSC maintained the books of accounts for the O&M? Yes/No  
 No. of times the WUSC conducted public audit of its books of accounts for transparency? .....  
 Are the users paying water tariff regularly? (Yes/No) If yes, mention NRs. (Pathi)/HH/Month.....  
 Mode of O&M fund mobilization (keeping in bank, mobilized in village):  
 O&M fund at present: NPR ..... , Is the O&M fund adequate for repair? Yes/No  
 Has the DDC/VDC provided support in the past for this system? Yes/No, If yes, mention the support: Cash/Kind or Technical Support, if cash, mention the amount provided so far. NRs.....  
 Is the system adewuate? Yes/No  
 Overall Manament capacity of UC:      a) Good      b) Satisfactory      c) Poor

**4. Indicate the number of structures, pipe length/size and present status of every structure**

Struct ure ID	Structures	Existing Condition	GPS Reading				
			X	Y	Z	Accuracy	Way point
	a. Intake/cathment						
	b. Collection Chamber						
	c. Interruption Chamber						
	d. Air Valve/Washout						

	e. Distribution Chamber						
	f. Storage Tank						
	g. BPT						
	h. Pipe line and crossing						
	i. other structures, specify:						

**j. Tapstands:**

Structure ID	Structures	Cluster names	Cluster codes	No. of HHs.	Existing Condition (flowing water or not)	GPS Reading				
						X	Y	Z	Accuracy	Way point no
	T1									
	T2									
	T3									
	T4									
	T5									
	T6									
	T7									
	T8									

**5. Overall Remarks:**

(Write the details of the scheme history and extent of rehabilitation required if any)

*Note: Prepare Layout Plan at back side*

**PROPOSAL for WATER SUPPLY PROJECT (GRAVITY)**

(New/Repair/Maintenance)

WS project Proposal ID:

No. of Sub-Projects:

VDC: WN: Project Name:

**1. General information (Total of all sub Project)**

Present population:

Dalit: Janjati: Others: P&amp;E:

Projected population:

No. of HH : Total

Dalit: Janjati: Others: P&amp;E:

Level of feasibility:

Informant's Name:

**2. SOURCE DESCRIPTION**

Sources code:

Sources name:

Measured Yield (lps):

Safe Yield (lps):

Source Adequacy (lpcd):

**3. Proposed area:**

Sub-project No.	VDC	Cluster code	Cluster	Beneficiary HHs	Population

Sub-Project No.: WN: Sub-Project Name:

**4. DETAILS OF EACH SUBPROJECT****4.1 General information**

Present population:

Dalit: Janjati: Others: P&amp;E:

Projected population:

No. of HH : Total

Dalit: Janjati: Others: P&amp;E:

Level of feasibility:

Informant's Name:

**4.2. SOURCE DESCRIPTION**

Source code:

Source name:

Measured Yield (lps):

Safe Yield (lps):

Source Adequacy (lpcd):

**4.3. Proposed area:**

District	VDC	Cluster code	Cluster	Beneficiary HHs	Population

**4.4 TECHNICAL COMPONENTS AND COST**

Structure ID	Proposed structure / PL	Quantity	Unit	Approximate cost per unit	Total cost (Rs)
	Intake and catchment				
	Collection chamber				
	Reservoir				
	Distribution chamber				
	BPT				

Struct	Proposed structure / PL	Quantity	Unit	Approximate cost	Total cost (Rs)
	IC				
	Tapstand				
	HDPE pipe line				
	GI pipe line				
	Others, if any (Source/catchment protection, etc)				
	Transportation of non local materials (means .....)				
	Grand Total				

4.5 GPS Location of the proposed water supply project: (Take GPS of main structure only)

[illegible]



### 5. Layout Plan of the Project

(Please indicate the location of source & proposed structures with elevation, settlement of HHs with respect to tap stand, pipe length)

**PROPOSAL for ALTERNATIVE WATER SUPPLY PROJECT (Other than gravity)**  
(can be rainwater, fog harvesting, lift etc)

WS project Proposal ID:

VDC: \_\_\_\_\_ WWASHCC No: \_\_\_\_\_ WN: \_\_\_\_\_ Project Name: \_\_\_\_\_

Type of water supply (rainwater/ fogwater/lift): \_\_\_\_\_

New/Repair/maintenance: \_\_\_\_\_

**1. General information**

Present population:

Projected population:

No. of HH : Total:

Dalit:

Janjati:

Others:

Level of feasibility:

Informant's Name:

**2. SOURCE DESCRIPTION**

Source code:

Source name:

**3. Proposed area:**

Cluster code	Cluster	Beneficiary HHs	Population

Cluster code	Cluster	Beneficiary HHs	Population

**4 TECHNICAL COMPONENTS AND COST**

SN	Proposed structure / PL	Quantity	Unit	Approximate cost per unit	Total cost (Rs)
1					
2					
3					
4					
5					
7					
8					
9					
10					
11					
	Grand Total				

**PROPOSAL for ALTERNATIVE WATER SUPPLY PROJECT (Other than gravity)**

(can be rainwater, fog harvesting, lift etc)

WS project Proposal ID:

VDC:	WWASHCC No.:	WN:	Project Name:
------	--------------	-----	---------------

**5. GPS Location of the proposed water supply project: (Take GPS of Main structure only)**

Structure ID <sup>7</sup>	Name of Structure	VDC	Ward No.	Name of place	GPS Reading				
					X	Y	Z	Accuracy	Way point no

\_\_\_\_\_

**PROPOSAL for ALTERNATIVE WATER SUPPLY PROJECT (Other than gravity)**

(can be rainwater, fog harvesting, lift etc)

WS project Proposal ID:

VDC:

WWASHCC No.:

WN:

Project Name:

**6. Layout Plan of the Project**

(Please indicate the location of source & proposed structures with elevation, settlement of HHs with respect to tap stand, pipe length)

**PROPOSAL for MISCELLANEOUS PROJECTS**  
**(Environment conservation, source conservation)**

Miscellaneous Project Proposal ID:

VDC:	WWASHCC No.:	WN:	Project Name:
------	--------------	-----	---------------

**1. Project Features:**

Project name:

Location:

Cluster names:

No. of HHs.:    Total:

        Dalit:

        Janjati:

        Other:

Level of feasibility:

**2. Source description**

Source code:

Source name:

District	VDC	Cluster code	Cluster	Beneficiary HHs	Population

**3 TECHNICAL COMPONENTS AND COST**

SN	Work Proposed	Quantity	Unit	Tentative cost per unit	Total cost (Rs.)
1					
2					
3					
4					
5					
6					
7					

### PROPOSAL for MISCELLANEOUS PROJECT

(Environment conservation, source conservation, river conservation, others)

Miscellaneous Project Proposal ID:

VDC:	WWASHCC No.:	WN:	Project Name:
------	--------------	-----	---------------

#### 5. GPS Location of the proposed water supply project:

Structure ID <sup>8</sup>	Site of Structure/work	VDC	Ward No.	Name of place	GPS Reading				
					X	Y	Z	Accuracy	Way point no

---

## **VDC Strategic WASH Plan Format**

### **PROPOSAL for MISCELLANEOUS PROJECT**

(Environment conservation, source conservation, river conservation, others)

Miscellaneous Project Proposal ID:

VDC:	WWASHCC No.:	WN:	Project Name:
------	--------------	-----	---------------

#### 6. Layout Plan of the Project

#### 7. Remarks:

Year/Date:

[illegible]





[illegible]

## District Annual WASH Plan Format

[illegible]

**District:**

**Service providers:**

**year/Date:**

[illegible]

[illegible]

[illegible]

[illegible]

## EXAMPLE OF RADIO MESSAGES

### Water management and prevention of waterborne diseases:

- Water is always prone to possibilities of being contaminated in natural (with less risk) or man-made environment (with high risk). Water is not clean because it is water ( a challenge to the Hindu perception of water as something naturally pure);
- No human beings (Dalits, or women) are polluted and everybody has the right to water and you should share water with other people of any sex or caste. The caste system was forbidden in 1962, and it is old-fashioned to keep the old water taboos and rules....
- Water is may not always be clean even if it looks clean: germs and bacteria which cause diseases are hidden and not visible to the eye;
- Cholera, dysentery, diarrhoea (caused by coli bacteria, worms, parasites living in the water) is not a normal situation and it is caused by polluted infected water;
- Drinking water must be boiled (and filtered) before drinking, to prevent diarrhoea, cholera, dysentery and worms and parasites. (Remember to cover the pot with a lit when boiling, to save fuel wood and keep the water clean).
- If you can boil soup (kundo) for your cow or buffalo you can also boil the drinking water for your children and the rest of the family!
- Never mix polluted water with cow or buffalo milk and drink or sell that milk; it will cause illness.
- If you drink safe/boiled water, you will be healthier, be better able to work and produce and earn money, and you will save a lot of money on medicine.
- If you feed your babies safe water (in milk powder mix or as drinking water) your babies will not get ill and will survive;
- Store drinking water in cool clean and pots (gagris) preferably of clay and bronze (bacteria grow better in hot plastic gagris, which are never cleaned inside). Cover the pots so flies, birds and domestic animals do not drink from the pots.
- Dry the water off kitchen and eating utensils, glasses and plates with clean dry cotton tea towels before serving food/eating.
- Avoid kitchen waste water or other water to stand-still and gather near the house, to avoid mosquito breeding in the water (malaria and dengue mosquitoes).
- If infected with diarrhoea, and treating the disease with “Nun-chini-pani” mix (salt-sugar-water mix) - make sure that the water is clean (bottle mineral water or boiled drinking water)! Or you can buy ORS from the shop. It costs only 10 Rupees, but make sure the water you use is safe!
- Stand-still Kuwa or tap waste / drainage water is mosquito breeding places and should be avoided. Drainage and recycling of sewage water is necessary. Use that water for irrigation of field or gardens.
- Wash hands with soap – it will help kill the germs and bacteria, living in polluted water. Washing hands with water only is not enough to prevent diseases.
- The money you spend on soap and fuel for boiling water is less than you spend on medical care and medicine for waterborne diseases.



- Avoid rinsing raw food in polluted water (lettuce, fruits and other vegetables to be consumed raw). Cook your food or use clean drinking water for cleaning raw food - and for washing/cleansing the utensils.
- Avoid brewing Jand/ local beer and Raksi/ local whisky with polluted water (it must boil).

**Arsenic contaminated drinking water:**

- Because there is no immediate visible effect of arsenic toxification it may still be dangerous in the long term and give severe skin diseases and damage the intestines of humans and animals.
- It does not help to boil arsenic contaminated water – the poison remains in the water.
- Hair does not get stiff from arsenic: calcium makes your hair stiff.
- Arsenic can be transferred in the food chain from water to vegetables and fruits to humans and animals.
- Arsenic is both a natural chemical reaction of the soil under certain geological circumstances and/or an effect of pollution (from fertilizers and pesticides etc.)
- The money you invest in an arsenic filter is less than you have to pay on medical care and medicine if affected with arsenic, and less than you will lose from not being able to work and produce, when you get ill
- You have to clean and maintain your bio-sand filters, otherwise, they will not work - and your drinking water is not anymore tasty!
- Arsenic filters are not about cooling water or the taste of water; arsenic filters are about cleaning removing poison from your water.

**Rainwater collection:**

- Rainwater is not for drinking – unless it is boiled;
- Maintenance of collection tanks, barrels, pipes etc.
- Make sure that your babies or domestic animals do not fall into the rainwater collection tanks and jars. Watch your children.
- Buy a mosquito net if you invest in rainwater collection tanks, jars etc. Mosquitoes breed in water.
- If possible, save the collected rainwater safely for coming dry period of the year.

## COMMUNICATIONS AND MEDIA STRATEGY PREPARATION GUIDELINE<sup>9</sup>

**The overall goal** of the CLTBCHS is to increase the wellbeing of the target communities through better hygienic practices and total sanitation through total behavior changed in hygiene and sanitation (TBC) of individuals, households, communities and institutions. In order to achieve that a specific, well planned and researched and realistic media and communications strategy and action plan needs to be developed at the district level.

The district may develop the strategy and action plan itself or it may give the task to the Support Team.

**Expected behavioral objective** of the communications and media strategy and plan is to create total behavioral change in hygiene and sanitation. This means that people in the target areas internalize and realize the importance and impact of hygienic practices to their health and wealth and through this realization adopt more hygienic practices and start improving the sanitary situation in their respective communities.

For the strategy preparation purpose an **analysis on the prevalent situation** should be carried out since all communities are different and thus different kind of messages will work better in some district than others. For this the baseline studies carried out during the planning phase of each VDC WASH plan can be used, but a separate analysis from communications perspective should be done and if needed additional Focus Group Discussions and/or interviews can be carried out. Following points should be considered:

- Current situation: what is the knowledge level, attitude, current behavior of the community?
- Segmentation: what are the different target groups (children, elderly, leaders, women...)? Are there any priority target groups to whom special messages should be developed?
- Needs/wants/desires: is there a sense of need towards the issues being addressed through CLTBCHS? What do the people wish and desire? What are their priorities? Are there any inconsistencies in their needs and wants? What is the 'cost' in people's mind related to the value promised if behavior changed? How is the behavior perceived now, what would be the preferred behavior in people's minds?
- Communication situation: what are the preferred communication channels? Which previous campaigns have been successful? Why were they successful? Who are the key credible persons in delivering messages? How does information flow in the community and in families?
- Previous campaigns: which already existing IEC materials are there? How does the community perceive these materials? Have the campaigns been successful?
- Further research on communications: any other research needed?

Based on the research carried out it is possible to present an overall communications and media strategy that is integrated to the CLTBCHS approach.

### **The strategy should consist of the following:**

1. Behavioral Objective (as presented above)
2. Communication Objectives, which need to be achieved in order to achieve the behavioral objective (for example creating awareness on something, imparting knowledge on something, projecting an image, shaping attitudes, stimulating a want or desire etc.)
3. Outline of the Communication Strategy

---

<sup>9</sup> This guideline has been prepared based on the Spitfire Strategies', Dr Everold Hosein's and UNDP's guidelines on communications strategies for behavioral impact.

This part of the Strategy should present broadly the proposed actions for achieving communication and behavioral results. Think based on the prevailing situation efficient, fun and innovative ideas. And of course if something has worked in the past no need to reinvent everything, just go with the strategies that have proved to be successful in the past!

For example the following can be thought of:

- Public relations/Advocacy/Administrative mobilization (stakeholder meetings, staff meetings of different stakeholders, radio messages, community meetings and discussions, newspapers...)
- Community mobilization (street dramas and competitions, song competitions, school involvement...)
- Personal selling (through individuals such as FCHV, community leaders, children, faith based leaders...)
- Advertising and promotion (radio, TV, newspapers, pamphlets, banners, T-shirts...)

### **1. Plan of Action and Scheduling**

In this part the plan of action should be presented. What is the timeline, human resources needed, frequency of activities, budget etc. It is important to match the action plan with the CLTBESH approach presented in the District WASH Implementation Guideline, the approach already provides a general framework for the communication activities.

### **2. Management**

In this part the management structure should be described. Who is responsible for managing which part of the media and communications plan? Is there need to outsource the preparation of the plan at the district level? The roles and responsibilities should be clear to all, but there should also be room for natural leaders and other volunteers and unexpected resources to take on responsibilities.

Finally it is good to keep in mind the following facts:

- Emphasize solutions and hopes
- Have clear simple message
- Stay on the message, don't change it
- Do research
- Do plan
- People should identify and be convinced with the issue, ....and takes action on it!

## TECHNOLOGY OPTIONS FOR HHS AND INSTITUTIONAL TOILET

This is to discover which “Options” are preferred, affordable, replicable, and sustainable that can be made available in the right place with appropriate promotion. In this step the range of affordable technologies available should be developed for toilet construction, hand washing, and drinking water storage through demonstration *“institutional toilets” training masons*, etc.

This is to establish appropriate, acceptable, sustainable toilet and hand washing options for households and institutions. The institutions in VDC are;

1. Schools, 2. Health post/sub health post, 3. VDC office, 4. Community building
5. Cooperatives, 6. Others
- 6.

It is also to develop a range of practical options where construction/contracts can be managed by Institution Management Committee (IMC) i.e. school management committee, Parent -Teacher Association, health facility management committee, VDC members, clubs and cooperatives. Each individual institution choose the technology option design as per their capacity and willingness to construct the toilet.

## Technology Options

*Flush toilet*



*Double pit off*



*Single pit toilet*



*Trench pit*



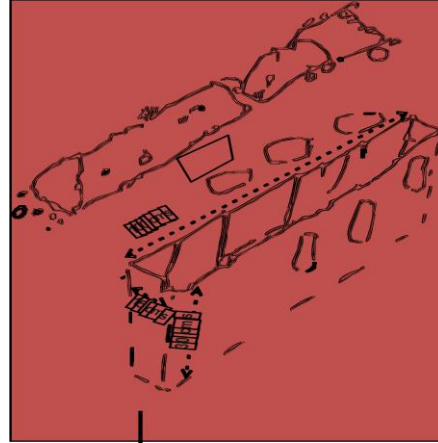
*Cat method*



*Open defecation*

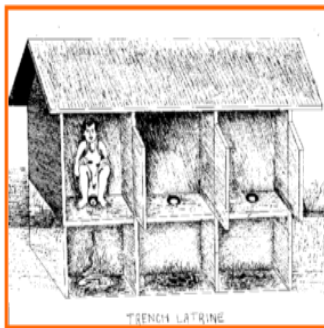
## Sanitation Ladder

## Cat Method



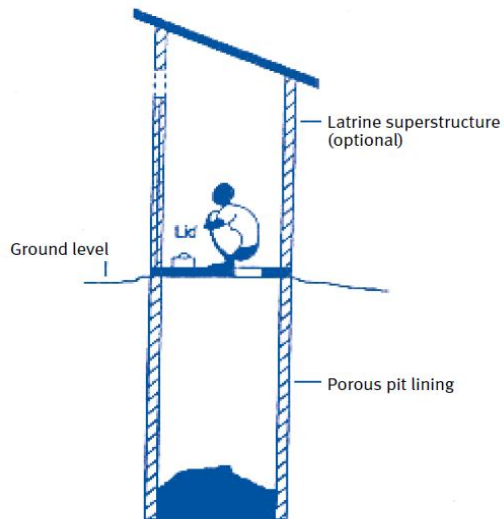
Cat method	Advantages	Disadvantages
	No cost	No privacy.
	no platform or superstructure required	A new pit has to be dug each time
		Not Convenient for rainy season

## Trench Pit



Trench Pit	Advantages	Disadvantages
	Useful for migrant workers	Difficult to control Smell and fly nuisance.
	Privacy	

## Simple Pit Toilet



- Principle
  - Simplest option
  - Anaerobic digestion & infiltration
  - Usually 1m diameter, up to 3m deep
- Suitability
  - Low-cost
  - No need of water
  - Can suit to high density areas
  - Bad smells
  - Flies & mosquitoes



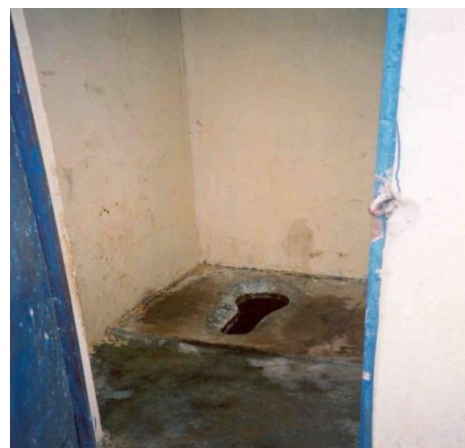
*Simple pit toilet*



*Simple pit toilet*



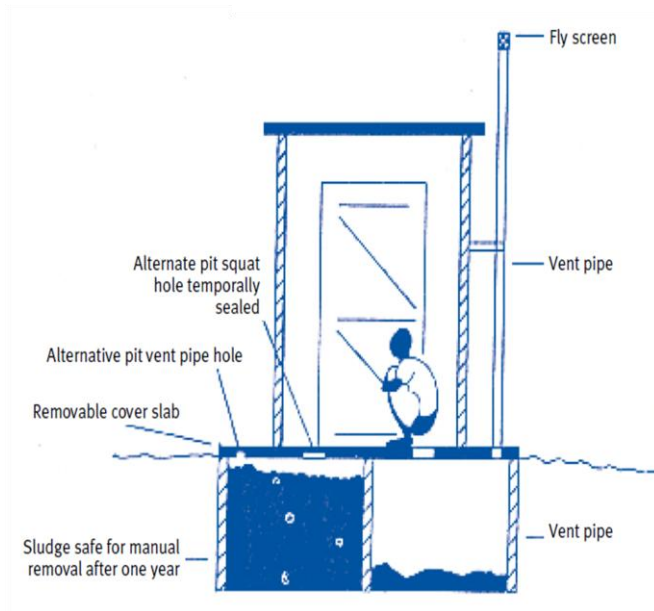
*Simple pit toilet*



*Simple pit toilet*



## Double pit off

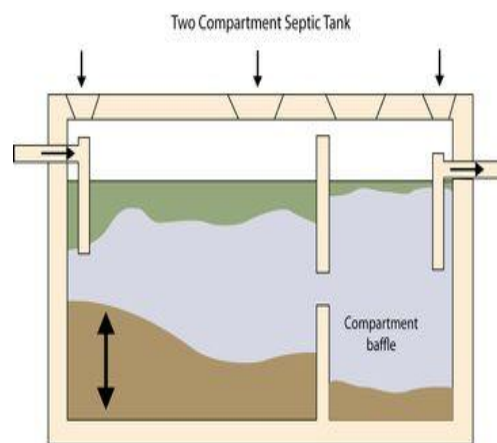
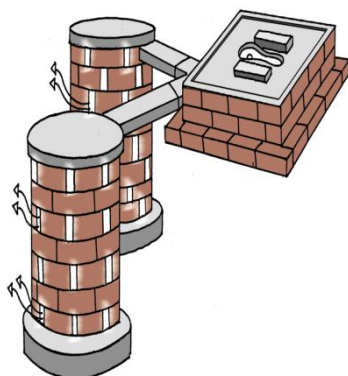
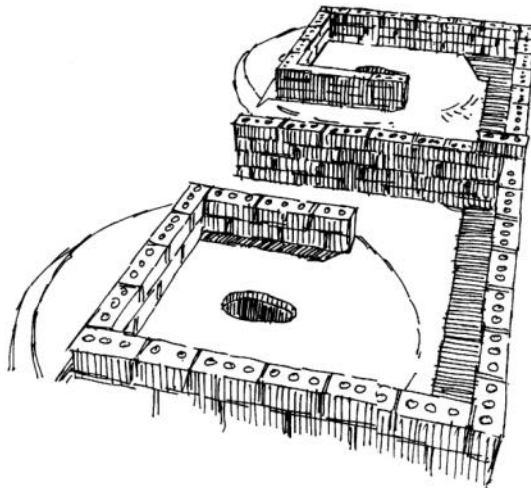


- Principle

- Two alternating pits

- Suitability

- Safe handling of excreta
- Cost





Double pit off toilet	Advantages	Disadvantage
	Long term utilization	Costly than on pit toilet
	Safe environment	Necessity of skilled manpower
	Minimum chances of leakage	
	Excreta can be taken out when fully digested	
	Simple mechanism for directing excreta to one or the other pit	

## Toilet for high ground water level



Advantages	Disadvantages	Materials
Same as single pit VIP toilet	More expensive than single pit VIP toilet	Cement, pan, brick
Specially effective in area of hard rock or high groundwater	Once the pit fills up, partially digested excreta has to be emptied before the pit can be used again	
Effective where human excreta is traditionally used as compost for agriculture and temperature below 0°	Manual scavenging/ serious health risks if partially digested excreta not disposed safely	

## Toilet for rocky area

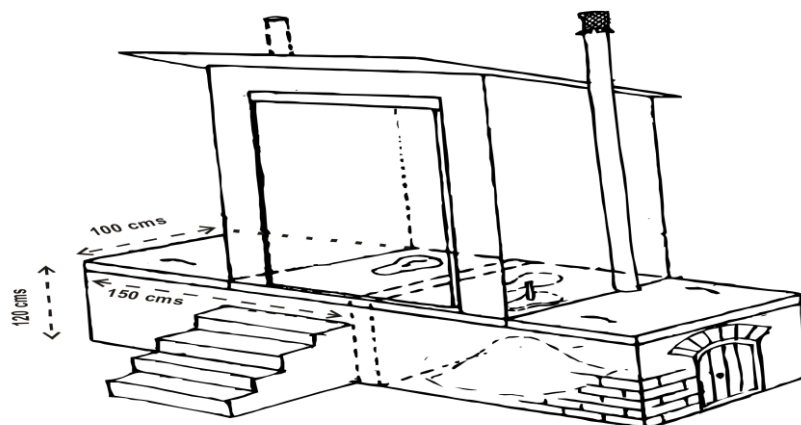


Figure 3.13: Raised Twin Pit VIP Latrine  
Cost of single platform and raised pit Rs. 800 - 1,000/-

## Raised VIP toilet (Twin pit)

Advantages	Disadvantages	Required Materials
Same as raised single pit VIP toilet	More expensive than single pit VIP toilet	Wood, Bamboo, mud, cement, cement, stone
Excreta can be taken out when fully digested		

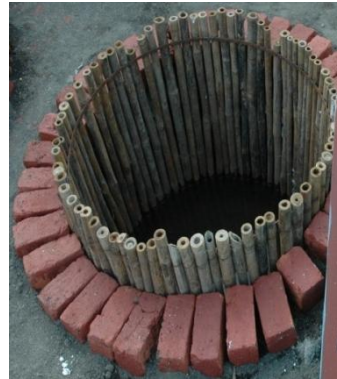
### Toilet for different soil condition



Normal soil



Sandy soil



Black soil

### Superstructures from locally available material



### Required Construction Materials

- Mud ,Stone , Tin, Slate, Pan, Cement, Rag bag, Wood

### EcoSan



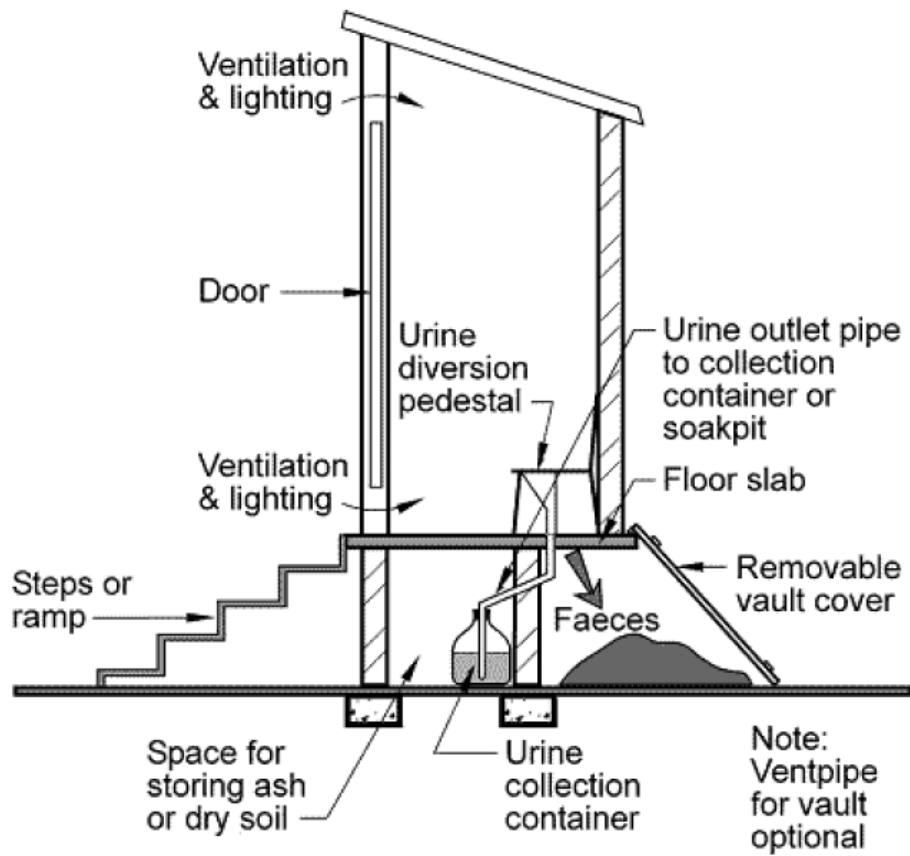
- Principle

- Urine diversion toilets
- Separation of liquids & solids
- Latrine kept dark

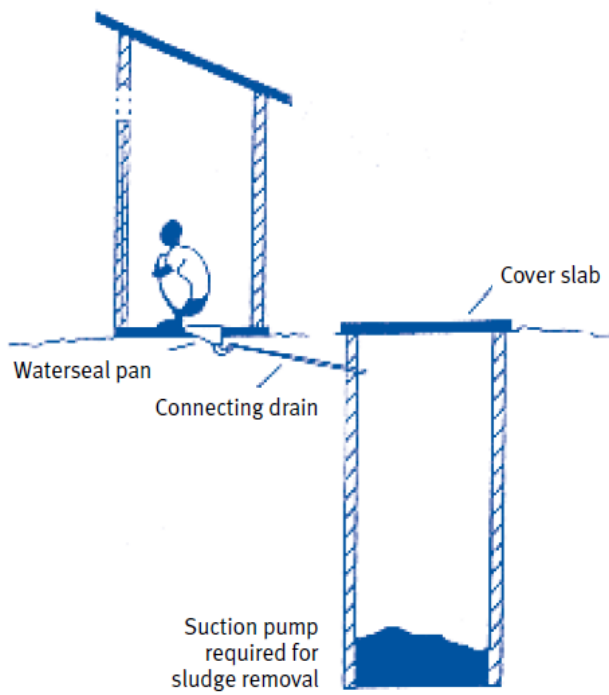
- Suitability

- The separated solids can be used for compost
- More expensive than dry pit latrines
- Less suitable in urban areas

## Design of EcoSan



## Pour Flush toilet



- Principle

- Offset pit latrines
- Water seal above the pit
- Manual flushing
- Twin pit possible

- Suitability

- Control of flies & mosquitoes
- Smell
- Water must be available



## Tippy Tap



- Principle

- Hand-washing promotion
- Near toilets
- Less diarrhoea

- Suitability

- Easy
- Availability of material
- Cost = 0US\$ -3US\$
- Tank must be filled

## Operation and Maintenance of pit toilets

### Operation

- Use water for anal cleaning sparingly
- Lift lid over the defecating hole and keep it at a safe distance
- Avoid excreta from sticking to the sides of the defecating hole. Clean the affected area as soon as possible if it happens
- After defecation ensure that the defecation hole is covered tightly to prevent flies from getting in and out of the pit

### Maintenance

- Keep the platform area clean and dry. Keep the door closed.
- In case of bamboo or wooden platform, check for structural defects (rots etc.) every six months
- In VIP toilets check vent pipes every month for spider webs, dead flies and other material which may block air flow
- Check net over the vent pipe for damages every month. A damaged net would allow flies to access fresh faeces
- Use the pit for defecation only and not for dumping other waste
- Prevent soap, detergent and non-bio-degradable material from entering the pit



## SCHEME EVALUATION AND SELECTION CRITERIA

These criteria should once be applied during the planning process at ward and VDC levels. General criteria for the DWS scheme evaluation and selection should be used as given below and the selection should be on the merit basis:

### DWS Scheme Evaluation Criteria

S.N.	Description	Full Score		Score secured	Remarks
1	Hardship	20			
1.1	Travelling time	10	10		
	<= 10 minutes	0			
	10 to 30 minutes	0 to 3			
	30 to 60 minutes	3 to 6			
	> 60 minutes	10			
1.2	Waiting time in sources	6	6		
	<= 10 minutes	0			
	10 to 30 minutes	0 to 2			
	30 to 60 minutes	2 to 4			
	> 60 minutes	6			
1.3	Per Capita Water Consumption, lpcd	4	4		
	>30	1			
	30 to 20	2			
	20 to 10	3			
	< 10	4			
2	Existing Water Quality	15	15		
	Protected Springs/ Tubewell	0			
	Spring/ Protected Well with Hand Pump	5			
	Stream/ Dug Well	10			
	Kuwa/ Pond/ Canal/River	15			
3	Poverty Level	10	10		
	Percentage of population below poverty line				
	>= 80	10			
	80 to 60	7			
	60 to 40	4			
	40 to 20	2			
	< 20	0			
4	Percentage of Socially Deprived People	10	10		
	>= 80	10			
	80 to 60	7			
	60 to 40	5			
	40 to 20	3			
	< 20	0			
5	Remoteness	10	10		
	Distance, Km from nearest Road/Airport/ District HQs				
	> 50	10			
	50 to 30	6			
	30 to 10	2			
	< 10	0			
6	Existing Latrine Coverage Percentage	5	5		
	>= 60	0			
	60 to 40	2			

S.N.	Description	Full Score		Score secured	Remarks
	40 to 20	3			
	20 to 10	4			
	< 10	5			
7	General Per Capita Cost, Rs.	10	10		
	< 1500	10			
	1500 to 5000	6			
	> 5000	2			
8	Community Contribution in % of Capital Cost	10	10		
	>= 20	10			
	20 to 15	8			
	15 to 10	5			
	10 to 5	2			
	< 5	0			
9	Community Willingness and Participation				
9.1	Project demand by	3	3		
	Community Decision	3			
	Other	0			
9.2	Community participation in scheme preparation activities	2	2		
	Active	2			
	Passive	0			
10	Status of gender balance in community institutions	5	5		
	Male to female ratio 1 : 1 and above	1			
	Male to female ratio 2 : 1 to 1 : 1	2			
	Male to female ratio 5 : 1 to 2 : 1	3			
	Male to female ratio 10 : 1 to 5 : 1	4			
	Male to female ratio 10 : 1 to 0	5			

The total score will be the sum of from 1 to 10. However, the present per capita cost, design demand and source adequacy on technology basis will be as follows:

#### DWS Scheme Selection Criteria

S.N	Scheme by Technology	Criteria			
		Present Capita Cost (PCC)	Design Per Capita Demand (lpcd)	Source Adequacy (lps)	Population
1	Gravity flow New	5000	25 - 45	0.1	
2	Gravity Flow Rehabilitation	3000	25 - 45	0.1	
3	Point source /Kuwa Improvement		15 - 45	0.1	
4	Rain Water Harvesting	7000	10 - 15		
5	Tube well/Dug well	1550			
6	Arsenic Mitigation				
	<i>Lift/overhead System</i>	7500			
	<i>Rain Water Harvesting</i>	7000	10 - 15		
	<i>Arsenic and iron removal plant (AIRP)</i>				
	<i>Tube well/Dug well</i>	1500	10 - 15		
	<i>Piped System Extension</i>	5000	25 - 45	0.1	
	<i>Arsenic Bio-Sand Filter</i>	2000	15 - 20		



## खानेपानी उपभोक्ता तथा सरसफाई समितिको विधानको नमूना

### प्रस्तावना:

गाउँका खाँचोहरु पूरा गर्न गाउँकै मानिसहरु संगठित भई जनसहभागिताबाट स्थानीय विकास निर्माणका कार्यक्रम सञ्चालन गर्नु आजको आवश्यकता हो । यसै सन्दर्भमा ..... जिल्ला..... गा.वि.स., वडा नं. ...., ... .. गाउँवासीका खानेपानी तथा सरसफाइका कार्यक्रम सञ्चालन गर्ने चाहना र आवश्यकतालाई आफ्नै थलोमा बसी कार्यक्रमहरुको छनौट गरी कार्यक्रमको तर्जुमा, कार्यान्वयन, अनुगमन, समीक्षा, मूल्याङ्कन, सञ्चालन र मर्मत-संभार समेत स्थानीय स्तरमा नै गर्ने सेवामूलक स्वायत्त उपभोक्तासमितिको स्थापना गर्न वाञ्छनीय देखिएकोले गाउँवासीहरुको तत्परतामा यो विधान तर्जुमा गरी .....खानेपानी तथा सरसफाइ उपभोक्तासमितिको गठन गरिएको छ ।

### परिच्छेद १

#### प्रारम्भिक

१. **संक्षिप्त नाम र प्रारम्भ:** यस विधानको नाम ..... खानेपानी तथा सरसफाइ उपभोक्तासमिति २०..... रहने छ ।
२. **परिभाषा:** विषय वा प्रसङ्गले अर्को अर्थ नलागेमा यस विधानमा प्रयोग भएका शब्दहरुको अर्थ निम्नानुसार हुनेछ ।
  - २.२ “ऐन” भन्नाले जलश्रोत ऐन २०४९ लाई जनाउँछ ।
  - २.२ “समूह” भन्नाले यस उपभोक्तासमिति अन्तर्गत कार्यान्वयन भएका खानेपानी र सरसफाइ सुविधा बाट लाभान्वित हुने सम्पूर्ण उपभोक्ताहरुको समूहलाई जनाउँछ ।
  - २.३ “नियम” भन्नाले यस विधान अन्तर्गतको कार्यसमितिले बनाई लागू गरेको नियमलाई जनाउँछ ।
  - २.४ “समिति” भन्नाले यस विधान अन्तर्गत गठित उपभोक्तासमितिलाई जनाउँछ ।
  - २.५ “उपभोक्तासमितिका सदस्य” भन्नाले उपभोक्तासमितिको अध्यक्ष, सचिव, कोषाध्यक्ष र उपभोक्तासमितिका अन्य सदस्यलाई जनाउँछ ।
  - २.६ “उपभोक्तासमितिका पदाधिकारी” भन्नाले अध्यक्ष, उपाध्यक्ष, सचिव र कोषाध्यक्षलाई मात्र जनाउँछ ।
  - २.७ “अध्यक्ष” भन्नाले यस विधान बमोजिम निर्वाचित अध्यक्षलाई जनाउँछ ।
  - २.८ “उपसमिति” भन्नाले यस विधान अनुसारको उपभोक्तासमिति अन्तर्गत गठित उपसमितिलाई जनाउँछ ।
  - २.९ “सहयोगी संस्था” भन्नाले यस उपभोक्तासमितिलाई सामाजिक परिचालन र प्राविधिक कार्यमा सहयोग गर्ने गैह्र सरकारी संस्थालाई जनाउँछ ।
  - २.१० “दातृसंस्था” भन्नाले यस संस्थालाई आर्थिक सहयोग गर्ने राष्ट्रिय, अन्तर्राष्ट्रिय, सरकारी तथा गैह्र सरकारी संस्थाहरुलाई जनाउँछ ।
  - २.११ “उपभोक्ता” भन्नाले यस विधान अनुसार गठित समितिको योजनाबाट प्राप्त सेवा सुविधा उपभोग गर्ने व्यक्तिलाई सम्झनु पर्छ ।
  - २.१२ “क्षेत्र” भन्नाले यस विधान बमोजिम गठित उपभोक्तासमितिले उपलब्ध गराउने सेवा सुविधा वा निर्माण गरिने स्थलले ढाक्ने भौगोलिक कार्यक्षेत्र सम्झनु पर्दछ । यस अन्तर्गत ..... जिल्ला, ..... गा.वि.स.को ..... वडाका ..... गाउँहरु पर्दछन् । पाइप-प्रणालीद्वारा

खानेपानी सुविधा उपलब्ध गराउन ..... जिल्ला, ..... गा.वि.स., वडा नं. .... मा रहेको/रहेका ..... नामका मूल/श्रोतहरु यस समितिको क्षेत्रभित्र पर्दछन् ।

२.१३ “योजना” भन्नाले यस विधान बमोजिम समितिले सञ्चालन गर्ने कार्यक्रमलाई जनाउँछ ।

२.१४ “सेवाशुल्क” भन्नाले यस विधान अनुसार गठित समितिले सञ्चालन गरेको योजनाबाट सेवा उपभोग गरेवापत लाग्ने मासिक/वार्षिक रुपमा उठाउने गरी तोकिएको रकम (नगदी वा जिन्सी वा अन्य) लाई जनाउँछ ।

३. **चिन्ह र छाप:** समितिको औपचारिक प्रयोगको निमित्त निम्नानुसारको चिन्ह र छाप हुनेछ ।

३.१ चिन्हको विवरण .....

३.२ छापको विवरण .....

४. **कार्यालय:** समितिको कार्यालय ..... मा राखिनेछ ।

## परिच्छेद २ उद्देश्य

५. **उपभोक्तासमितिको उद्देश्य:** यसको मुख्य उद्देश्य प्रचलित कानूनको परिधिभित्र रही कार्य सञ्चालन गर्ने गरी निम्नानुसार हुनेछ :-

५.१ आफ्नो क्षेत्रमा सञ्चालन हुन लागेको खानेपानी तथा सरसफाइ योजनाका उपभोक्ताहरुलाई संगठित गर्ने ।

५.२ आफ्नो क्षेत्रका उपभोक्ताहरुलाई परेको खाँचो पूरा गर्न क्षेत्रको आवश्यकता छनौट गरी कार्यान्वयन गर्ने ।

५.३ आफ्नो क्षेत्रमा सञ्चालन हुने सबै विकास-निर्माणका कामका लागि योजनाका सबै उपभोक्ताहरुलाई सहभागी बनाउने ।

५.४ आफ्नो क्षेत्रमा कार्यान्वयन पूरा भएका भएका योजनाको समय समयमा चालिने मर्मत, सम्भार, रेखदेख तथा फाइदा बाँडफाँड व्यवस्था न्यायोचित गरिकाले गर्ने ।

५.५ आफ्नो क्षेत्रमा कार्यान्वयन हुने योजना छनौट, तयारी, कार्यान्वयन आदि कामका लागि चाहिने पूँजी, श्रम र साधनको व्यवस्था गर्ने । यी श्रोतको परिचालनको व्यवस्था समेत गर्ने ।

५.६ समितिको कार्यक्रम र नीति यस विधानको अधीनमा रही समितिले तोके अनुसार हुनेछ ।

## परिच्छेद ३

### उपभोक्तासमिति

६. **उपभोक्तासमितिको गठन:** उपभोक्तासमितिको गठन निम्न प्रकृयाबाट हुनेछ ।

६.१ उपभोक्तासमितिको गठन आमभेलाबाट गरिनेछ । यस्तो आम भेला आयोजना गर्दा कम्तिमा सात दिन अगाडि सबै उपभोक्ताहरुलाई जानकारी गराइनेछ । भेलाको स्थान र समय सबै (महिला/पुरुष) लाई उपयुक्त हुने किसिमले निर्धारण गरिनेछ ।

६.१. उपभोक्तासमिति गठन गर्दा योजना क्षेत्रका सबै भागबाट समान प्रतिनिधित्व हुने किसिमले गरिनेछ ।

६.२ उपभोक्तासमितिमा सबै जातीय समुदायको समान प्रतिनिधित्व रहनेछ ।

- ६.३ उपभोक्तासमिति गठन गर्न आयोजित आम भेलामा योजनाबाट लाभान्वित हुने घरबाट कम्तिमा ७५ प्रतिशत घरको प्रतिनिधित्व अनिवार्य गरिएको छ । उपस्थित संख्याको कम्तिमा ५० प्रतिशत महिलाको सहभागिता सुनिश्चित गरिनेछ ।
- ६.४ उपभोक्तासमितिमा महिलाहरुको समान प्रतिनिधित्व कायम गर्न उपभोक्तासमिति गठन गर्दा महिला र पुरुषको छुट्टाछुट्टै भेला आयोजना गरी कम्तिमा एकजना पदाधिकारी रहने गरी कम्तिमा ५० प्रतिशत महिलाको सहभागिता गराइनेछ ।
- ६.५ गठन भैसकेका उपभोक्तासमितिको पुनर्गठन गर्दा समेत उपरोक्त ६.१, ६.२, ६.३ र ६.४ को प्रकृया अवलम्बन गरिनेछ ।

#### ७. उपभोक्तासमितिको बैठक:

- ७.१ उपभोक्तासमितिले तोकेको स्थान, मिति र समयमा उपभोक्तासमितिको बैठक बस्नेछ ।
- ७.२ उपभोक्तासमितिको बैठक हुनु ..... दिन अघि सदस्यहरुलाई बैठक हुने मिति, स्थान, समय र प्रस्तावहरु लिखित रुपमा जानकारी दिइनेछ ।
- ७.३ उपभोक्तासमितिको बैठकको गणपूरक संख्या ... .. प्रतिशत कायम गरिएको छ । गणपूरक संख्या नपुगेको अवस्थामा दोश्रो पटक जम्मा सदस्य संख्याको ५० प्रतिशतलाई गणपूरक संख्या मानिनेछ ।

#### ८. उपभोक्तासमितिको काम, कर्तव्य र अधिकार: समितिको काम, कर्तव्य र अधिकार तल उल्लेख गरे अनुसार हुनेछ ।

##### ८.१ प्रारम्भिक चरण:

- उपभोक्ता भेलाको आयोजना गर्ने,
- आवश्यकताको पहिचान एवं प्राथमिकीकरण गरी सम्बन्धित निकायमा जानकारी गराउने,
- सम्भाव्यता अध्ययन गर्न आउने टोलीलाई सहयोग गर्ने,
- नगद तथा श्रम लगानी सम्बन्धमा उपभोक्ताहरूसंग छलफल गरी निधो गर्ने,
- गाउँ विकास समितिसंग परामर्श गर्ने ।
- आवश्यकताहरुको प्राथमिकता निर्धारण गर्ने
- योजनाको संभाव्यता अध्ययन गरी निधो लिने ।

##### ८.२ तयारी चरण:

- उपभोक्ता भेलाको आयोजना गर्ने,
- उपभोक्ताहरुलाई योजनाको बारेमा जानकारी गराउने,
- समुदायको नक्सा बनाउने तथा आधारभूत तथ्यांक संकलन गर्ने,
- योजनाको रेखांकन गर्न उपभोक्ता भेलाको आयोजना गर्ने,
- उपभोक्तासमिति दर्ता गराउने,
- उपभोक्ताहरुबाट नगद संकलन गर्ने,
- उपभोक्तासमितिको बैंक खाता खोल्ने,
- तालीम तथा गोष्ठीहरुमा भाग लिने,
- सामुदायिक कार्ययोजना बनाउने,

- योजनाको लगत इष्टिमेट, सामुदायिक कार्ययोजना र योजनाको रेखांकनलाई उपभोक्ता भेलाबाट पारित गराई सम्बन्धित निकायमा पठाउने ।
- योजनाको नियमित सञ्चालन एवं मर्मत-सम्भारको लागि मर्मत-सम्भार कार्यकर्ताको छनौट गरी सम्बन्धित निकायमा जानकारी गराउने ।
- कार्यान्वयन चरणको सम्झौता गर्ने ।

#### ८.३ कार्यान्वयन चरण:

- योजनाको लागत, कार्यान्वयन चरणको सम्झौता र सामुदायिक कार्ययोजना लगायतका विषयमा छलपफल गर्न निर्माण पूर्वको गोष्ठी आयोजना गर्ने,
- स्थानीय सामग्री संकलन गर्ने/गराउने,
- निर्माण-सामग्री खरीद गर्ने, भण्डार व्यवस्था गर्ने, दक्ष तथा अर्धदक्ष कामदार परिचालन गर्ने,
- योजनाका विभिन्न कार्यमा जनश्रम परिचालन गर्ने,
- योजनाको आय-व्यय र प्रगति समीक्षा गर्ने र योजना अवधिमा कम्तिमा तीन पटक आम भेलाको आयोजना गरी आय-व्यय विवरण पारित गराउने,
- योजनाको निर्माण सम्पन्न भएपछि सबै उपभोक्ताहरूको भेला आयोजना गरी आय-व्यय विवरण पारित गराउने र सो जनलेखा परीक्षणको प्रतिवेदन एवं कार्य सम्पन्न प्रतिवेदन सम्बन्धित निकायमा पेश गर्ने ।
- उपभोक्तासमितिको नगदी र जिन्सीको आय-व्यय विवरण पारदर्शी रूपमा राख्ने ।

#### ८.४ निर्माण पश्चात्को चरण:

- योजनाको नियमित सञ्चालन र मर्मत-सम्भारको लागि पानी शुल्क तोक्ने, मर्मत सम्भार कार्यकर्ताको पारिश्रमिक निर्धारण गर्ने,
- तोकिएको शुल्क नियमित रूपमा उठाउने,
- योजनामा समय-समयमा आईपर्ने मर्मत सम्भारका कार्यहरू गर्ने,
- अत्यावश्यक जगेडा पार्टपूजाहरू अग्रीम रूपमा खरीद गरी राख्ने,
- मर्मत-सम्भार कोषको परिचालन गर्न नियम बनाई कार्यान्वयन गर्ने,
- स्वास्थ्य र सरसफाई कार्यक्रमलाई निरन्तर रूपमा लागू गर्ने,
- योजनाको अवस्थाको वारेमा नियमित रूपमा अनुगमन गरी सो को प्रतिवेदन सम्बन्धित गा.वि.स.मा पठाउने ।
- निर्माण पश्चात्को चरणमा वर्षको कम्तिमा एक पटक उपभोक्ता भेलाको आयोजना गरी आय-व्यय विवरण पारित गराउने,
- हरेक वर्ष लेखापरीक्षण गराई उपभोक्तासमितिको दर्ता नवीकरण गर्ने ।
- योजनामा उपभोक्तासमितिको क्षमता भन्दा बाहिरको परिस्थिति श्रृजना भै मर्मत-सम्भार गर्न नसकिने भएमा यथासक्य चाँडो गा.वि.स.मा जानकारी गराउने र समस्या समाधानका लागि पहल गर्ने ।
- सुविधा विस्तार गर्न आवश्यक भएमा गा.वि.स. मार्फत जि.वि.स.का प्राविधिक संग परामर्श लिई आवश्यक कार्य गर्ने/गराउने ।

### परिच्छेद ४

#### पदाधिकारीहरूको काम, कर्तव्य र अधिकार

## ९. अध्यक्षको काम, कर्तव्य र अधिकार:

- ९.१ समितिले सुम्पेको सम्पूर्ण काम, कर्तव्यको पालना र अधिकारको प्रयोग गर्ने ।
- ९.२ समितिको बैठकको अध्यक्षता गर्नुका साथै तोकिएको अवस्थामा मात्र निर्णायक मत दिने ।
- ९.३ समितिलाई सक्रीय नेतृत्व प्रदान गरी समितिको उद्देश्य पूरा हुने कुराहरुमा सम्पर्क बढाउने र साधन जुटाउन सघाउने ।
- ९.४ समितिको दैनिक कार्य सञ्चालनको निमित्त निर्देशन दिने र आकस्मिक अवस्थामा निर्णय लिने ।
- ९.५ समितिको बैठक आवश्यकता अनुसार बोलाउने ।
- ९.६ बैठकका लागि छलफल गर्ने विषयहरु तयार गर्ने ।
- ९.७ समितिले गरेका निर्णयहरु कार्यान्वयन गराउने ।
- ९.८ सरकारी र गैर सरकारी निकायसँग सम्बन्ध राखी श्रोतको व्यवस्था गर्ने ।
- ९.९ उपभोक्ताहरुको योजना सम्बन्धी कामका लागि सहभागिता जुटाउने ।
- ९.१० योजनाको चल अचल सम्पत्ति हेरविचार गर्ने गराउने ।
- ९.११ आफू अनुपस्थित भएमा आफ्नो कार्यभार उपाध्यक्ष वा कुनै सदस्यलाई दिने ।

## १०. उपाध्यक्षको काम, कर्तव्य र अधिकार:

- १०.१ अध्यक्षको अनुपस्थितिमा अध्यक्षको कार्यभार सम्हाल्ने ।
- १०.२ समितिको नियमावली र कार्य पद्धतिमा उल्लेखित उद्देश्य हासिल हुने काम गर्ने
- १०.३ समितिले तोकेका अन्य काम गर्ने ।

## ११. सचिवको काम, कर्तव्य र अधिकार:

- ११.१ समितिको कार्यक्रम र काम कार्यवाहीलाई प्रभावकारी ढङ्गबाट सञ्चालन गर्न कार्यालय व्यवस्थापनको काम गर्ने ।
- ११.२ समिति र समितिको बैठकको लागि आवश्यक तयारी व्यवस्था मिलाउने ।
- ११.३ समिति र समितिको निर्णय बैठक-कापीमा लेख्ने ।
- ११.४ प्रत्येक बैठकको निर्णय सबै सदस्यहरुलाई जानकारी गराउने ।
- ११.५ योजनाको कार्यान्वयन सम्बन्धमा राख्नुपर्ने सबै श्रेस्ताहरु राख्ने र सोको जानकारी बैठकमा पेश गर्ने ।
- ११.६ आफ्नो उपक्षेत्रका उपभोक्ताको योजना सम्बन्धी सहभागिता जुटाउने ।
- ११.७ समितिले तोकेका अन्य काम गर्ने ।

## १२. कोषाध्यक्षको काम, कर्तव्य र अधिकार:

- १२.१ योजनाको आर्थिक कारोवारको रेखदेख र नियन्त्रण गर्ने ।
- १२.२ आन्दानी-खर्च र बजेट समितिमा पेश गरी पारित गराउने ।
- १२.३ समितिले असुल गर्नुपर्ने शुल्कहरु असुल गर्ने र भुक्तानी लिनु दिनु पर्ने हिसाब मिलाउने ।
- १२.४ समितिले तोकेका अन्य काम गर्ने ।
- १२.५ लेखा परीक्षण गराउने ।
- १२.६ योजनाका लागि पाइने श्रम, सीप, पूँजी र साधनहरु प्राप्त भएको श्रम, सीप, पूँजी र सामग्री जस्तै: उपभोक्ताहरु, दातृसंस्था आदिको श्रेस्ता ठीक ठीक तरिकाले राख्ने ।

- १२.७ प्राप्त भएको श्रम, सीप, पूँजी र सामग्री कुन कामका लागि प्रयोग भयो र कति बाँकी छ भन्ने हिसाब राख्ने ।
- १२.८ योजनालाई प्राप्त श्रम, सीप, पूँजी र सामग्रीको जिम्मा लिने र यसको प्रयोगको उपभोक्तासमितिबाट फरफारक लिने ।
- १२.९ आफ्नो उपक्षेत्रका उपभोक्ताको योजना सम्बन्धी जुनसुकै कामका लागि सहभागिता जुटाउने ।
- १२.१० समितिले तोकेका अन्य काम गर्ने ।

### १३. सदस्यहरूको काम, कर्तव्य र अधिकार:

- १३.१ योजना कार्यान्वयन स्थितिको निरीक्षण गर्ने ।
- १३.२ योजनाको कार्यान्वयन र सुचारु रूपले सञ्चालन गर्न चाहिने श्रम, सीप, पूँजी र सामग्रीको मात्रा निधो गर्ने ।
- १३.३ आवश्यकता अनुसार आफ्नो उपक्षेत्रका उपभोक्ताहरूको सहभागिता जुटाउने ।
- १३.४ योजनाको स्थिति आफ्नो क्षेत्रका उपभोक्ताहरूलाई अवगत गराउने ।
- १३.४ समितिले तोकेका अन्य काम गर्ने ।

## परिच्छेद ६ आर्थिक व्यवस्था

### १४. आर्थिक श्रोत:

- १४.१ करार र सम्झौता अन्तर्गत अन्य संस्थाहरूबाट प्राप्त हुने रकम र अनुदान ।
- १४.२ उपभोक्ताहरूबाट योजनाको सेवा सुविधा उपभोग गरेवापत प्राप्त रकम, सेवा शुल्क र अनुदान ।
- १४.३ सरकारी गैह्र सरकारी संस्था एवं स्थानीय दातृसंस्थाहरूबाट प्राप्त हुने अनुदान सहयोग र भौतिक साधन ।
- १४.४ जनसहभागिताबाट प्राप्त हुने श्रम, पूँजी र सामग्रीहरू ।

१५. **चल अचल सम्पत्ति व्यवस्था:** समिति, अविच्छिन्न उत्तराधिकारवाला एक स्वशासित र संगठिक संस्था हुनेछ । यसले प्रचलित कानूनको अधीनमा रही चल-अचल सम्पत्ति प्राप्त गर्न, भोग गर्न र बेच बिखन गर्न सक्नेछ । यसले आफ्नो नामबाट नालेस उजुर गर्न सक्ने र यस उपर पनि सोही नामबाट नालेस उजुर लाग्न सक्ने छ ।

### १६. कोष व्यवस्था:

- १६.१ समितिको आफ्नै छुट्टै कोष हुनेछ । समितिको सम्पूर्ण खर्च यसै कोषबाट गरिनेछ ।
- १६.२ बैङ्क खाता सञ्चालन, समितिको बैठकले तोकेका २ जना समितिका पदाधिकारीबाट सञ्चालन हुनेछ ।
- १६.३ समितिले निर्धारण गरेको कार्यनीति अनुसार कोषाध्यक्षको रेखदेख र सुपरिवेक्षणमा कोषको उपयोग गरिने छ ।
- १६.४ समय समयमा, समितिले, कोषको उचित उपयोग भए-नभएको जाँच गर्न र आवश्यक निर्देशन दिन सक्नेछ ।
- १६.५ कोष परिचालन, लेखा प्रणाली, लेखा परीक्षण र कोष सम्बन्धी अन्य प्रक्रियाहरू समितिबाट निर्धारित नियम अनुसार हुनेछन् ।

१७. **श्रम, सीप, पूँजी र सामग्री व्यवस्थापन प्रक्रिया:** उपभोक्तासमितिले गर्ने कामका लागि चाहिने श्रम, सीप, पूँजी र सामग्री उपभोक्ताहरु र दातृसंस्थाबाट व्यवस्था गरिने छ । योजनाका लागि चाहिने श्रम गाउँ घरकै उपभोक्ताहरुलाई काम गराई व्यवस्था गरिने छ । उपभोक्ताहरुबाट व्यवस्था हुन नसक्ने श्रम, सीप, पूँजी र सामग्री मात्र दातृसंस्थाबाट व्यवस्था गरिने छ ।
१८. **योजना कार्यान्वयनका लागि चाहिने श्रम, सीप, पूँजी र सामग्री व्यवस्थापन:** योजना कार्यान्वयनका लागि चाहिने श्रम, सीप, सामग्री र पूँजी, चाहिने मात्रा र उपभोक्ताहरुको संख्या हेरी गरिने छ । यो व्यवस्था गर्दा योजनाबाट पाइने सेवा उपभोक्ताहरुले उपयोग गर्ने मात्रालाई पनि ख्याल गरिने छ ।
१९. **योजना मर्मत-संभारका लागि चाहिने श्रम, सीप, पूँजी र सामग्री व्यवस्थापन:** योजना मर्मत-संभारका लागि चाहिने सबै श्रम, सीप, पूँजी र सामग्री उपभोक्ताहरुबाट उठाइने छ वा सेवा शुल्क उठाई एउटा कोष खडा गरिनेछ । सहभागिता वा सेवा शुल्क कति गर्ने भन्ने निर्णय उपभोक्तासमिति वा समितिको निर्णयले पारित गरे बमोजिम हुनेछ । श्रम, सीप, पूँजी र सामग्री व्यवस्थापन सम्बन्धी श्रेस्ता राखिने छ । जनश्रम गर्न नसक्ने उपभोक्ताहरुबाट श्रम बराबरको सेवा नगदमा उठाइने छ ।
२०. **लेखा परीक्षण सम्बन्धी व्यवस्था:**
- २०.१ उपभोक्तासमितिको बैठकले नियुक्त गरेको लेखा परीक्षकबाट योजनाको काम सम्पन्न हुनासाथ लेखा परीक्षण गराइने छ ।
- २०.२ आर्थिक प्रतिवेदन र लेखा परीक्षण-प्रतिवेदन सम्बन्धित निकाय समक्ष पेश गरिने छ ।

## परिच्छेद ७ विविध

२१. **निर्वाचन सम्बन्धी व्यवस्था:** उपभोक्तासमितिका सदस्यहरुले आफू मध्येबाट उपभोक्तासमितिका सदस्यहरुको निर्वाचन गर्नेछन् ।
२२. **उम्मेदवारको अयोग्यता:** देहायको कुनै व्यक्ति उपभोक्तासमितिको सदस्यको लागि निर्वाचित वा मनोनित हुन वा सो पदमा वाहाल रहन सक्ने छैन ।
- २२.१ २१ वर्ष उमेर नपुगेको ।
- २२.२ मगज बिग्रेको भनी स्वीकृत चिकित्सकले निस्सा गरि दिएको ।
- २२.३ नैतिक पतनको अभियोगमा अदालतबाट सजाय पाएको ।
- २२.४ समितिको हित विपरीत काम-कारवाही गरेको प्रमाणित भएको ।
२३. **अविश्वासको प्रस्ताव:** समितिको कुनै सदस्य उपर समितिमा अविश्वासको प्रस्ताव पेश गर्न सकिने छ । यस्तो परिस्थितिमा उपस्थित सदस्य संख्याको दुई तिहाई बहुमतद्वारा त्यस्तो प्रस्ताव पारित गरेमा निजको सदस्यता समाप्त हुनेछ ।
२४. **विधान संशोधन:** विधान संशोधन गर्न आवश्यक पर्न आएमा सो कुरा समितिमा पेश गरी सो सभाका सम्पूर्ण सदस्यहरुको दुई तिहाई बहुमतले पारित गरेमा सम्बन्धित निकायबाट स्वीकृति लिई संशोधित विधान लागू गरिने छ ।
२५. **नियम बनाउने:** समितिको विधानमा उल्लेखित उद्देश्य प्राप्त गर्न समितिले नियमहरु बनाई लागू गर्न सक्ने छ ।
२६. **समितिको प्रगति-प्रतिवेदन तथा अन्य:** समितिको प्रगति-प्रतिवेदनहरु समितिसँग सम्बन्धित निकायहरुमा सम्बन्धित निकायको माग तथा आवश्यकता अनुसार उपलब्ध गराइने छ ।

**२७. समितिको उद्देश्य र कार्यक्रम सम्बन्धी अन्य कुराहरु:**

- २७.१ कार्यसमितिको सिफारिशमा गा.वि.स. वा दातृसंस्था समेत समाजका विशिष्ट व्यक्तित्व भएको सल्लाहकारसमितिले गठन गर्न सकिने छ ।
- २७.२ सल्लाहकारसमितिले समितिलाई विकास कार्य सञ्चालन र नीति निर्धारण गर्ने कुरामा सल्लाह दिने छ ।
- २७.३ समितिको उद्देश्यमा थपघट गर्नु परेमा समितिका सदस्यको निर्णयबाट पारित प्रस्ताव अनुसार सम्बन्धित निकायबाट स्वीकृति लिई कार्यान्वयनमा ल्याइने छ ।

**२८. नियमावलीमा उल्लेखित कुरा बाक्नेमा बदर हुने:** यस विधानमा लेखिएका कुराहरु प्रचलित ऐन कानूनसँग बाकिँएमा बाकिँएको हदसम्म स्वतः निष्कृत हुनेछ ।

**२९. दण्ड र जरिवाना सम्बन्धी व्यवस्था:** उपभोक्तासमिति र समितिका सदस्यहरुमा अनुशासन कायम गर्न तल लेखिए अनुसार दण्ड सजाय गरिने व्यवस्था गरिएको छ ।

- २९.१ उपभोक्तासमिति वा समितिको बैठकमा विना जानकारी वा उचित कारण विना अनुपस्थित उपभोक्ताहरुलाई समितिले जरिवाना गर्न सक्नेछ । यदि यस्तो गल्लि पटक पटक दोहर्‍याएरमा निजलाई बढी दण्ड सजाय गर्न सक्नेछ । जरिवाना के कस्तो गर्ने भन्ने निर्णय समितिले पारित गरे बमोजिम हुनेछ ।
- २९.२ उपभोक्ताहरुले उपभोक्तासमिति वा समितिको बैठकले निधो गरे अनुसारको जनसहभागिता नजुटाएमा पनि दण्ड जरिवाना गर्न सक्नेछ । पटक पटक सहभागिता नजुटाएमा बढी जरिवाना गर्न सक्नेछ । यस्तो जरिवाना समितिले पारित गरे बमोजिम हुनेछ ।
- २९.३ यदि योजनाको कसैले हानी नोक्सानी गरेमा समितिको बैठकबाट नोक्सान गरे बराबर वा बैठकको निधो अनुसार क्षतिपूर्ति भराईने छ ।

**३०. खर्च फरफारक गर्ने:** योजनाको निर्माण कार्य सम्पन्न भएपछि योजनासँग सम्बन्धित सबै आम्दानी खर्चहरु फरफारक गर्नु पर्नेछ ।

**३१. योजना हस्तान्तरण समितिलाई गर्ने:** योजनाको हिसाब फफारक भएपछि समितिले सम्पन्न भएको योजना समितिलाई हस्तान्तरण गर्नेछ ।

**३२. पुरानो समिति विघटन र नयाँ समितिको गठन:** योजनाको निर्माण कार्य सम्पन्न भई समितिलाई हस्तान्तरण भएको अवस्थामा बहाली रहेको समितिको उत्तरदायित्व सकिएको मानिने छ । योजनाको सेवा सञ्चालन, मर्मत-संभार तथा फाइदा बाँडफाँडको लागि नयाँ समिति निर्वाचन प्रक्रियाबाट गठन गरिनेछ ।

**३३. योजना सेवा सञ्चालन व्यवस्था:** योजनाको निर्माण कार्य सम्पन्न भएपछि उपभोक्ताहरुमा सेवा सञ्चालन गरिनेछ । यसको लागि उपभोक्ताहरुबाट सेवा शुल्क लिन सकिनेछ ।

**३४. योजना मर्मत-संभार व्यवस्था:** योजनालाई दिगो रूपले सञ्चालन गर्न नियमित र आकस्मिक मर्मत-संभारका व्यवस्था गरिनेछ ।

**३५. उपभोक्तासमितिले उपभोक्तासमितिका पदाधिकारीहरुको काम कारवाही उपभोक्ताहरुको हित विपरित भएको पाएमा सो समिति खारेज गरी नयाँ गठन गर्न सक्नेछ ।**

**३६. उपभोक्तासमितिको सहमतिबाट समितिले नेपाल सरकार वा अन्य गैह्र सरकारी निकायसँग योजना सञ्चालन तथा कार्यान्वयन सम्बन्धमा सम्झौता गर्न सक्नेछ ।**

**३७. उपभोक्तासमितिभन्दा बाहिरका व्यक्तिहरु वा समुदायले योजनाबाट पाइने फाइदाहरु लिन चाहेमा सेवा शुल्क वा अन्य शर्तहरु कायम गरी त्यस्ता इच्छुक व्यक्ति वा समुदायलाई बैठक निर्णयले फाइदा उपभोग गर्न दिन सक्नेछ ।**



३८. योजनासँग सम्बन्धित काम कारवाहीमा गा.वि.स. वा दातृसंस्था बाट सामूहिक पूँजी, श्रम, सामग्री आदि प्रयोग हुन्छ भने गा.वि.स. का प्रतिनिधिलाई अनिवार्य रूपमा समिति वा समितिको बैठकमा सहभागी गराइनेछ ।

## DWS ACTION PLAN

### 1. Layout Plan

#### a) Scheme Lay out

The Service Provider should present to the community regarding the possible types of technology identified during pre-feasibility for DWS scheme. This includes the major choice between technological options e.g. point source improvements or gravity system, rain water harvesting, dug wells or tube wells etc. with their cost implications.

The potential water sources that can be used will also be decided by the users. The layout of the DWS system, intakes, reservoir tank sites, tap stand locations and other major structures and their locations, should be agreed, as far as possible, with all community members. All water sources proposed must be undisputed and agreed to be taken into water supply use. The lay-out is a result of cluster wise discussions, involving all the community members.

#### b) Technology Options and Tap stand group choices

The community should be presented the different technical options - different kinds of tanks, tap stands, different sub-system division, single reservoir vs. multiple reservoirs, rain water harvesting, tube wells or dug wells etc. Implications to cost and labor contribution of different options must be clarified. While proposing the design for Tap Stand Options, it should be considered from the point of view of gender, disabled and children friendly.

Service level options provided (number of HHs/tap) must be explained and discussed with the community. If the community wishes to increase the service level, the cost for the additional taps/wells and other structures must be financed by the VDC/WUSC.

The tap stand options should be discussed and agreed on at the individual tap stand group. The cost implications of the different technical options and the influence towards the amounts of portage should be explained.

The location of the proposed tap stands/wells should further be clearly identified and marked with markers following the agreement on the scheme layout, prior to the field design. The location of any structures, i.e. tap stands, wells, reservoirs etc., must be undisputed, and if planned on private land, no objections from the owner should be obtained.

The layout plan, as with all other plans, should be endorsed finally by the entire community in a general mass meeting for which minutes in the form of a Memorandum of understanding between the WUSC/community and the ST/SO should be provided.

### 2. Tap Stand Groups Plan

The Tap Stand Groups (TSGs) are formed for each Tap Stand representing one member from each user households under the respective tap. The women are given priority while forming this group. The TSGs are responsible for maintaining cleanliness and sanitary condition around the taps and involve in operation and maintenance of tap stands. These groups also support the WUSC in the collection of monthly water tariff from the respective user households under each tap.

They are also made aware regarding the use of waste water from tap stand for kitchen gardening and also linked with hygiene and sanitation and other income generation activities.

### **3. Environmental Sanitation and Source Protection Plan**

The situation and problems of community village cleanliness and environmental hygiene should be surveyed and discussed in each cluster. The discussions should be held with all households about possible activities to improve environmental hygiene conditions. The communities should consider improvements as drainage and garbage disposal. An action plan of the proposed improvements should be formulated and presented in cluster wise meetings.

The WUSC/community and the SP should also discuss the potential sources of pollution of the water source and the ways for source is protection. The SP should educate the community members regarding the dangers of deforestation and pollution by human activity in the source catchment area. The community members should agree actions that could be taken to ensure the protection of the immediate source environment.

### **4. Water Quality Monitoring Plan**

The SP should make the community aware on the need of water quality monitoring at different phases of DWS scheme. The water quality testing/monitoring of the proposed source has to be done during the feasibility study. The monitoring will be done through consulting firm (lab test). During the Post construction phase the water quality monitoring will be done at different places from source to tap including other intermediary structures (e.g. RVT, BPT, DC etc) where there is the possibility of contamination.

Similarly, during the post construction phase the users should be made aware on the Water Safety Plan which will include maintaining cleanliness in and around source / intake and other structures, checking and timely repair and maintenance in possible areas of leakage to avoid contamination, provision of drainage around the structures to avoid water logging etc. The ST/SO has to facilitate the users/WUSC to develop such plans which includes the types of work to be done, how and when to be done and define the major roles and responsibilities. Such plan will be different for different technological options such as for Rain Water Harvesting, Gravity flow scheme (hill), pumping/lift scheme (for hill and Terai), dug well, tube well etc.

In case of Terai, the Arsenic Mitigation Plan (for short term remedial measures) has to be developed at household level for proper operation, use and maintenance of the existing mitigation means (e.g. Bio-sand filters).

The methods proposed for the use of safe water at household level under Point of Use (PoU) has also to be included under the water safety plan at the community level.

### **5. Local Materials Collection Plan**

~ The collection and transportation of all local materials for construction work available within one day walk is the responsibility of the community. Hence, SP must explain to the community regarding the types and quality of local materials needed for the construction work, their approximate quantities and the approximate number of portage trips (per HH) required to collect the materials.

The community with support of SP should identify and decide the best sites for the sand/stone/gravel collection. The resource map prepared by the community will also support to make this decision. The community should also discuss and agree the time table for the collection and transportation of the local materials.

## 6. Community Contribution Plan (Cash / Kind)

**Community's up-front cash contribution:** The community should be made aware regarding the requirements of the community's contribution towards the capital costs of the scheme, as defined in the District WASH Implementation Guideline (DWIG) for Domestic Water Supply and Institutional latrine construction. The community must collect and deposit the required capital cost in the Operating Account prior to scheme implementation.

**Operation and maintenance:** The SP should explain the community regarding the community's contribution towards the operation and maintenance costs of the scheme, as defined in the DWIG. The requirements of the Operation and Maintenance funds for one year will be collected and deposited in the WUSC O&M Account before the scheme implementation.

The SP must prepare the design and estimate for the DWS scheme and the estimated amount of community cash contribution per household should be informed to them. The community under this plan will discuss and agree the modality of collecting the amount of upfront cash contribution from each household, the installment of fund collection, responsibility to collect the fund, and the time-frame to collect the fund.

## 7. Community Procurement Plan

The SP should inform the community regarding their responsibilities concerning the management of their funds and the procurement procedures using the fund deposited in the operating account.

The community together with the SP must prepare a plan for procurement of the non-local materials. The SP should explain them regarding the types and approximate quantity of the materials to be procured as per design estimate. They should train the WUSC and selected community members in the quality control of materials, acceptable brand names and pricing etc.

In this regard, the community should make a plan for, whom, when and where materials are to be procured. They will also decide the members to be involved in the procurement committee from WUSC, users, SP etc.

## 8. Community Human Resource Plan

The SP should explain to the community regarding the responsibilities, job descriptions and selection criteria of the Maintenance Worker, WUSC Treasurer, Community Health Promoter, Local Latrine Builder (LLB), and Masons selected from among the users. These are the community manpower.

The training to be provided to the community based personnel is described in the training manual of DWS.

After the preparation of the design estimate the SP should explain to the community the requirements of unskilled labor, preferably in terms of man days per household. They should help the community to prepare a plan for supplying voluntary labor, taking into consideration the peak farming seasons.

## 9. Service Provider Human Resource Plan

The SP should introduce the whole community regarding their staff/team and explain their roles and responsibilities, and their time periods / inputs for field stay. They should train the WUSC and selected community members in filling up the time sheets and monitoring the staff performance.

The full time field staff of the support team will include:

- Field Coordinator
- Engineer/Sub-engineer
- Health Promoter

- Water Supply and Sanitation Technician

## **10. Operation and Maintenance (O & M) Plan**

Operation and maintenance is the major responsibility of the users/WUSC. Hence, the ST/SO should assist the community to plan the future operation and maintenance activities which includes the selection and appointment of Maintenance Workers, regular collection of water tariff, and the fund for operation and management.

There should be a clear plan for training the Maintenance Workers, for his remuneration and job description. Similarly, there should be a plan for regular cash/kind collection for the purposes of the O & M of the scheme. The ST/SO should make an estimate of the annual maintenance costs and inform the WUSC for making decision regarding the amount of water tariff to be paid by the users and the payment modality.

## **11. Community Monitoring Plan**

The community/WUSC should be trained in quality control of construction works, time sheet keeping, store management, maintaining records of labor and kind (local materials) contribution from each household as compared to the plan etc. The ST/SO should explain to the community regarding the system of compliance monitoring to be carried out by the DDC/VDC and other stakeholders. The system of endorsing proposals, payment requests, payment installments and site appraisals must be explained to the community.

The SP should assist the community in designing the system for self monitoring of the on-going activities, so that the community can follow up the progress. For this, the community may form construction supervision committee, record keeping committee, and store management committee to supervise and monitor the respective activities during construction. Such plan for undertaking the community monitoring activities is to be discussed and decided by the community under this plan.

**QUADRUPLE AGREEMENT  
AMONG  
DDC, VDC, WUSC<sup>10</sup> AND SP  
TO IMPLEMENT**

**WASH PROGRAM IN .....VDC, ..... DISTRICT**

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<sup>10</sup> This sample agreement can also be used for IMC and CHSAC.

## PREAMBLE

With the purpose of implementation of domestic water supply under WASH program, with mutual consent of District Development Committee ..... (hereinafter called DDC), -----  
-----Village Development Committee (hereinafter called VDC), -----  
Water Users and Sanitation Committee (hereinafter called WUSC) and .....Service  
provider, (hereinafter called SP), today ..... day ..... Month ..... Year agrees to be  
bound with this document as a legal contract.

*(DTO on behalf of DDC; Chairperson/Secretary of VDC on behalf of VDC; Chairperson of WUSC on  
behalf of WUSC, and Chairperson of SP or his/her authorized representative on behalf of SP, will sign  
this quadruple agreement)*

## OBJECTIVE OF THE AGREEMENT

The main objective of this agreement is to express commitment by each party involved in this  
agreement, towards one's own responsibility to implement successfully the WASH Program in  
.....Ward.....VDC and of .....District by performing tasks like VDC and/or ward  
level WASH Plan preparation, baseline survey, pre-feasibility study, triggering on sanitation, conduct  
training / awareness program etc. for implementing Total Behavioral Change (TBC), and Domestic  
Water Scheme (DWS), together with the users, particularly women, and excluded communities'  
direct participation.

## COVERAGE

3.1VDC ..... 3.2 Wards ..... 3.3 District: .....  
3.4 Number of households----- HHs of Dalit:..... HHs of Aadibasi/ Janajati:..... HHs  
of excluded Terai group:..... HHs of Religious minority.....  
Others.....  
3.5 present population (total):----- Male: ..... Female: .....

## WASH IMPLEMENTATION SCHEDULE AND INVESTMENT

An implementation schedule of domestic water scheme should be prepared. The cost to implement  
the WASH Program is grant from District Development Fund, grant from VDC and the up-front cash  
contribution and kind/labor contribution of the users. The expenditure will be met by the amount  
equal to 77.5% from DDF, 2.5% of total cost of water scheme contributed by VDC; minimum 20% of  
total cost (1% cash and 19%kind/labor and/or cash) of water scheme contributed by users  
committee.

## ROLES OF AGENCIES INVOLVED IN THE AGREEMENT

Roles and responsibility of DDC, VDC, users committee and SP that have been involved in this  
agreement to implement domestic water scheme are given below.

### Roles of DDC

DDC will perform tasks as specified in the agreement made with DoLIDAR under Ministry of Local  
Development. The major roles of DDC in WASH plan preparation and implementation will be as  
follows.

### Co-financing to WASH Program

DDC will deposit amount in water supply and sanitation fund each year equal to 10% to 20% of  
previous year's local income of the district and make it available in cash to community water supply  
and sanitation water scheme.

## Program implementation

DDC should disburse the investment in equitable manner in program implementation and disseminate physical and financial account to all, as far as practicable, in an effective way thus increasing transparency.

DDC will perform following tasks to support WASH implementation.

- Facilitate VDC plan preparation process
- Let users committee be formed and be registered. Ensure representation of 50% women and other castes, ethnic minority proportionately in WUSC.
- Support to conduct training for VDC members, WUSC officials, lead triggers and staff related to planning, implementation, monitoring and evaluation of health, hygiene & sanitation programs.
- Monitor & evaluate the support provided by the SP for WASH activities implementation at various stages
- Monitoring and controlling of work performance with specified formats and budget expenditure by inspecting and monitoring the cash flow to WUSC from DDF and implementation arrangement.
- Make available technical and financial support to WUSC in case of major repair work, which is beyond the capacity of WUSC needed due to natural disasters.
- Support in social & economic up lifting program targeted for poor and excluded groups living in the water scheme area, support in involving users from such groups in project activities.
- Monitor each year the implementation status of water supply and sanitation project implemented by WUSC.
- Monitoring training / workshop conducted by support team to enhance knowledge and build up capacity of WUSC and VDC.
- Mobilize district water supply & sanitation coordination committee (DWASHCC) in effective way.
- Allocation of budget required for maintenance & repair. Prioritization of maintenance & repair works and support in such works.
- Formulation of policy & implementation to utilize available resources in appropriate way and benefit maximum number of population.
- Make arrangement of selecting water scheme annually.
- Update data on running and completed water schemes, health and sanitation annually
- Help resolving problems occurred in water scheme implementation
- Other miscellaneous works.

## Roles of VDC

The major roles of VDC in WASH plan preparation and implementation will be as follows:

- Organize training for VDC members, WUSC officials, lead triggers and staff related to planning, implementation, monitoring and evaluation of health, hygiene & sanitation programs.
- Monitor the work performance of SP, review work reports of SP and provide feedback to SP
- Provide support in water scheme implementation by depositing project cost in WUSC project operating account in planning phase including their contribution.



- Nominate VDC members and staff to participate in community awareness raising programs, capacity enhancement training designed for total behavior change programme and to make community capable of water scheme selection, planning designing and implementation
- Recruit a secretary, for full time during water scheme implementation to monitor construction works. Make arrangement to pay the secretary's allowances and salary.
- Provide support to WUSC in water scheme implementation, operation & maintenance.
- Help in users' committee formation, strengthening management of users committee and VDC.

## **Roles of Water Users' & Sanitation Committee (WUSC)**

The major tasks of WUSC are as follows:

### **Planning stage**

#### **Support & coordination**

The responsibility of water scheme planning, implementation, management, operation & maintenance lies on WUSC on behalf of users group.

- WUSC will coordinate the job, roles and responsibility of all stakeholders involved in implementation, operation & maintenance of the water scheme.

#### **Feasibility study**

- WUSC will provide necessary support to SP carrying out feasibility study of water scheme.
- Submit the feasibility study report to DTO
- Recruit one man and one woman as maintenance workers (MW) for the scheme. MW should be selected from excluded community.

#### **Impacts on Environment**

- WUSC should always remain conscious to the adverse impact on environment due to implementation, operation of the water scheme.
- Take necessary steps to minimize the adverse impact on environment, if reported such possibility in IEE/EIA undertaken as per the provisions of Environment Protection Act and guidelines on environmental issues.

### **Planning phase**

#### **Tasks to be performed in development phase.**

WUSC, with support from DTO & SP, performs following tasks in development phase of the water scheme;

- ☐ Opens two separate bank accounts; project operating account (POA) and Operation and Maintenance account (O&M) for water scheme implementation
- ☐ Prepares CAP and submits to DTO
- ☐ Conducts gender, caste, ethnic minority development program
- ☐ Provides support to SP conducting various trainings in all four phases as required
- ☐ Selects design of latrines to be constructed in private houses and in school.
- ☐ Deposits amount equal to 10 to 20% (contribution from VDC) of water scheme cost in POA.
- ☐ Seeks Support from SP conducting socio-economic survey, detailed engineering survey and EIA.
- ☐ Evaluate Planning phase activities

## **Water scheme construction management**

The total sp materials, purchasing and transporting, human resources, and quality of construction works; as per water scheme implementation guidelines. The construction should follow the construction schedule. The quality of construction works should be as per design & specification.

### **Implementation phase**

#### **Tasks and pre-conditions of construction of domestic water scheme**

- WUSC should contribute 20% of project cost in the form of cash, kind and labor. It should deposit amount equal to 1% of the project cost in WUSC's project operating account in development phase.
- The water scheme cannot enter construction phase if 1% amount and amount equal to O & M cost of one year is not deposited in development phase.
- WUSC should be responsible for any delay in construction works, due to lack of community participants in construction as a result of lack of timely community mobilization by WUSC.
- WUSC makes necessary arrangement for Households (users) under poverty line to contribute cash/ kind/ labor less than 20% but not less than 10% of water scheme cost. No cash contribution from such poor households needed.
- WUSC should manage the land, appropriate site for structures like intake, pipe line, reservoir, treatment plant etc. in time. The compensation for such land would not be borne by the water scheme.
- Prepares and implements DAP.
- It provides ultra poor family subsidy to buy non local construction materials.
- Organize public hearing programme
- The WUSC, together with VWASHCC, performs the following tasks, while implementing water scheme;
  - Selection of appropriate, technical options of structures proposed.
  - Resolve source dispute by community meeting.
  - Participate in all kinds of training / orientation program
  - Purchase required construction material as per procurement guidelines.
  - Make available unskilled labor in time, supervise their works.
  - Take part in supervision and monitoring construction works to ensure quality, together with SP
  - With help from SP, prepare monthly, quarterly progress report, water scheme completion report.
- Together with DTO, VWASHCC & SP, supervise the construction work of structures like intake, treatment plant, reservoir, tap stand etc. mentioned in detailed engineering report, to monitor if they comply with standard given in approved guidelines and specifications.

#### **Make available specified quality materials**

Make available required f construction materials as given in Detailed Engineering Design Report (DEDR) for the quality assurance.

#### **Assure the quality of construction works**

With help from SP assure the quality of construction works of intake, pipelines treatment plant, reservoir, tap stand etc. in accordance with standards set guidelines

#### **Monitoring expenditure and progress**

- Monitors work progress of water schemes.
- Monitor the materials spent in the water scheme works.

- Monitors the work of staff of SP deputed in water scheme works, by keeping a log - book recording the letters presence in the construction site.
- Prepare a report mentioning the progress in work and investment of human resources and materials.
- SP supports WUSC to prepare such report, in some cases;

### **Consolidation or Post Implementation phase**

#### **Tasks to be performed in Consolidation or Post Implementation phase of the water scheme**

- Make sure that operation & maintenance will take place as per standards mentioned in DEDR and related guidelines.
- Estimate, together with DTO and SP, the operation & maintenance cost for the years in the beginning and fix the water tariff.
- Continue the sanitation awareness raising programs started in development & construction phases.
- The amount required for the first year of O & M phase for operation and maintenance work of water scheme need to be collected from users and deposited in M&R account prior to construction works.
- Take responsibility of O & M of water scheme.
- Collect as water tariff, the amount required for O & M. The amount thus, collected should be enough to pay allowance /salary to MW, to end for daily & emergency repair and other necessary expenditure.
- Monitor various activities of water scheme on the basis of pre-defined indicators, with the help of SP & DTO. Information data received from such activities should be made available to concerned authority.
- Fix appropriate salary for MW, collect water bill from public tap stands.
- Keep records of income & expenditure well and submit the balance sheet to users group in each 6 months.
- Organize second public hearing programme

#### **Operating Bank Account of WUSC**

Open two separate bank accounts. The required amount to open the account should be managed by WUSC itself. This amount will be deposited in O & M account as an advance. The O & M account will be operated jointly; the signature of chairperson or the member appointed by him/her and treasurer jointly operates the account.

The project operating account will be operated by signature of WUSC Chairperson or member appointed by him/her & SP representative or field coordinator.

#### **Accounting System**

WUSC will continue to adopt the accounting system established during construction phase in O & M phase too. The statement of expenditures during construction & development phases should be updated regularly and submitted to DDC. WUSC should regularly prepare financial account and inform all members. It should get its financial statement audited each year. The audit report should be submitted to DDC.)

#### **Tasks to be Performed by SP**

The SP is expected to maintain overall coordination among DWASHCC/DDC, VWASHCC/VDC, other district based sector agencies and WUSC in course of their assignment. SP shall strictly adhere to the DWIG/Manual in all activities. Detailed Job Description of SP staffs are attached in this agreement.

Some major tasks of Support Team are given below.

## **Planning Phase**

**In planning phase SP is responsible for supporting/facilitating the VWASHCC / VDC in the following activities:**

- (i) Baseline Data Collection and WASH awareness activities (e.g. ignition for TBC and confidence building to the beneficiaries with focus on disadvantage groups and women),
- (ii) WASH Plan preparation including domestic water supply schemes

## **Preparatory Phase**

SPs will work in close coordination with DDC, VDC, VWASHCC, WUSC to facilitate DWS scheme preparation and continuation of Hygiene, Sanitation and Nutrition activities (TBC). Series of meetings and training with concern stakeholders at ward/village level is required to accomplish the task. Major Tasks of SP in this phase are;

### **Social works**

- Organizing Master ToT for district team on DWS and Hygiene, Sanitation and Nutrition Components
- Mobilization of community
- Formation / Activation and registration of WUSC.
- Support to WUSC for Community Action Plan preparation.
- Follow up WUSC to raise up-front cash contribution for capital cost and O & M and deposit in separate Bank Accounts of WUSC (Operating Account and O & M Fund Account)
- Conduct Different Trainings on
  - ✓ Hygiene, Sanitation and Nutrition to WUSC, FCHV / MG / TSGs / HVs
  - ✓ Financial Management Training including; Book Keeping, Store Management and Procurement to WUSC (including treasurer)
  - ✓ Training on quality of construction materials/pipes/fittings
  - ✓ Environment Assessment
  - ✓ Solid Waste Management
  - ✓ Organize mass meeting of users with focus on women, men, Dalits and disadvantaged groups

### **Technical works**

- Detail feasibility and technical survey of the scheme
- Detail design of scheme and preparation of cost estimates, detailed drawings and BOQ.
- Finalization of CAP/DAP
- Regular reporting to the DDC through VWASHCC

## **Implementation Phase**

After successful completion of the preparatory phase of the scheme and if communities are ready to contribute as per DWIG, the DWS scheme will enter in implementation phase. The implementation of Sanitation Plans (Institutional, Household, and FHIS) will also be

continued. Coordination among concerned stakeholders at village and district level is required to accomplish the task.

Major Tasks of SP in this phase are;

#### **Social works**

- Organize pre construction training to WUSC and maintenance worker.
- Organize refresher trainings to Female Community Health volunteer(FCHV) health volunteer(HVs) Tap stand groups and (TSGs) and WUSC
- Organize mass meetings for CLTBCHS triggering process
- Continue implementation of hygiene and sanitation plans on institutional, HH and FHIS
- Promote and advocate GESI issues as crosscutting in all activities
- Join the monitoring team and participate during preparation of monitoring report.
- Facilitate WUSC in preparation of operation and management plan
- Conduct Post Construction Training to WUSC
- Train and assist WUSC in organizing public auditing.

#### **Technical works**

- Assisting WUSC in purchase of quality materials.
- Checking the quality of procured construction materials.
- Proper selection, collection, transportation and use of the local construction materials.
- Regular supervision of construction works to ensure quality and timely completion of the scheme in association with WUSC.
- Join the monitoring team and participate in the preparation of monitoring report.
- Regular reporting of the progress to the DDC through VWASHCC/VDC
- Support to conduct Local Latrine Builder(LLB), RWH mason and MW trainings (on-the-job)

#### **Consolidation Phase**

- Follow – up and mobilize users for operation and maintenance of the schemes.
- Support WUSC to mobilize O&M fund
- Support WUSC to establish linkage with financial institutions, line agencies, cooperatives to access formal credit, technical and management support to run income generating activities.
- Support WUSC to follow the operation and management plan.
- Follow-up and continue backup support to VWASHCC/WUSC
- Continue Hygiene Sanitation and Nutrition activities.

#### **Management Responsibility**

- The SP will sign the contract with DDC or VDC before starting the actual work. The quadruple agreement between DDC, VDC WUSC and SP will be signed after the Community action plan of domestic water scheme is prepared.

## Contribution of Staff and Technicians

SP will recruit following staff for full time or part time job to perform tasks, as mentioned in the agreement between DTO & SP, for the period till the job will not be completed satisfactorily as per agreement.

### Human resource description

S.N	Name	Designation	Time period	Remarks
		Team Leader		
		Field Coordinator		
		Sanitary Engineer/ Civil Engineer		
		Accountant		
		Sub-engineer		
		Health Promoter		
		Water Supply and Sanitation Technician (WSST)		

Detailed Job descriptions of SP staff are attached in this agreement

## Reports submission by SP

SP should, after completion of activities in planning, development, construction phase, as specified in TOR, should prepare study report, training report and progress report in each phase in stipulated time.

## Payment to SP

Funding to SP will be as per the agreement signed between SP and DDC and/or with VDC. If the SP service contract is directly made with DDC authority to payment has to be given by the VDC and WUSC In both cases the payment to SP can't be released until the authority to pay has been given by the VDC and WUSC.

The payment to SP will be made directly to SP's bank account. Payment to SP will be made in three installments;

- First Installment: 40 % upon signing agreements
- Second Installment: 30% upon receiving first progress report
- Third installment : 30 % upon receiving final progress report

Payment for construction will be made only after the respective installment is paid to WUSC.

## Time extension of SP

All activities must be completed in each phase in stipulated time as per agreement between DDC/DTO & SP. If, time need to be extended, it will be done as per provision made in this regard.

## FUNDING MECHANISM

The funding mechanism for WASH implementation will be as per the DWIG. DDC will transfer total WASH budget from DDF WASH Fund to VDC WASH Fund as per the WASH plan. The VDC will also transfer their contribution to this fund.

## **Funding for Implementation of Water Scheme, Institutional or Demonstration Toilets**

Immediately after signing of agreement between DDC, VDC, WUSC and SP for implementation of each individual project, VDC shall deposit the agreed amount (contribution of VDC as per contribution pattern which is mentioned in the cost estimate of the scheme) to the operating account of WUSC in a single lot. The WUSC will operate the bank account independently.

Funds to WUSC account will be released directly from VDC/District WASH Fund on installment basis as follows:

- 1st installment 50 % immediately after signing the agreement as an advance
- 2nd installment after submission of 30 % of expenditures of 1st installment (original bills/receipts of first installment must be submitted)
- 3rd installment 20% after completion and public Auditing of the scheme (original bills/receipts must be submitted and the amount will be paid according to final evaluation and expenditure of users' committee)

### **AUDITING**

- The audit of water scheme will be done by Department of Auditor General or by the independent auditor recognized by it as per LBFAR.
- The accounts of WUSC will be audited annually by DDC.
- SP is responsible to audit their account as per the GON rule and need submit the auditor's report annual audited by a authorized auditor.

## **COMMITMENT TOWARDS GENDER AND SOCIAL INCLUSION**

By signing this agreement all parties also commits itself;

- Make progress towards gender and social inclusion in staffing, opportunities, duties and ensure the human resources policies within the organization are gender and inclusion sensitive
- Contribute to a gender and inclusion friendly environment that acknowledges the importance of diverse group at all levels
- Ensure that gender and social inclusion is mainstreaming at all level and throughout the assigned task accomplishment.
- Ensure that all diverse groups are involved and benefits from the programme are shared in an equitable manner.

Officials signing the agreement

1. On behalf of DDC

Name:

Signature

Designation

2. On behalf of VDC

Name:

Signature

Designation

3. On behalf of WUSC

Name:

Signature

Designation

4. On behalf of SP

Name:

Signature

Designation

## OPERATION AND MAINTENANCE MANAGEMENT (O&MM) GUIDELINES

### 1. Why O & M Needed

Users are the real owner and manager of the constructed drinking water scheme. Hence, for the sustainable use of the system, the users' should be involved in the day to day operation and management of the schemes. For this, the users' or beneficiaries and their representative body known as the Water Supply and Sanitation Users' Committee (WUSC) should be involved at decision making level in each and every stage of the scheme cycle so that the sense of ownership towards the scheme could be built. Moreover, apart from the kind and labor contribution, a minimum of cost sharing from the users' in capital cost of the scheme has also been practiced to create the ownership feeling of the users' towards the scheme. Hence, the users' and WUSC will have to work under the common principle of "this is our scheme and we are responsible for its operation and maintenance." Similarly, users committee themselves not only work under this principle but also promote this principle to individual users of the scheme.

Similarly, from the past projects, it has also been learnt that for the sustainability of the scheme there should be an in-built good operation and maintenance management system, which includes the capacity building of the users'/ WUSC in operation and management of the scheme, provision of maintenance worker selected from among the users and his/her training, provision of necessary tools to maintenance worker, establishment of up-front operation and maintenance fund in the WUSC's Bank Account, and a well established future operation and maintenance plan for increasing the O & M fund of the scheme. Such provision will make the users'/WUSC capable to independently handle the routine maintenance as well as some repair and maintenance works in time which could prevent the possible major damages in the system.

Protection, prevention from possible damage of constructed structure and its regular care in order to ensure regular service is commonly termed as routine maintenance, where as activities carried out to fix any damaged structure if not working properly into its original regular service level is commonly understood as corrective repair. Corrective repair may not be needed if the routine maintenance works are done regularly. This is also called preventive maintenance.

The primary aim of the O&M Fund is to secure the operation of the water supply scheme. Funds are needed to keep the water supply system in running condition after completion of the schemes. After the completion of scheme, minor repair and maintenance is always needed. Apart from that other technical problems may arise, such as lime encrustation, landslides and flooding damaging structures and so on. In such case how to manage fund for expenditure? If these possibilities are not considered beforehand scheme may suffer with major problem and may even have to close down.

The initial O&M Fund together with a monthly water tariff is assumed to cover preventive maintenance and minor repair works including the payment of remuneration to MWs and administrative cost of WUSC. In case of major repairs, WUSC should be able to tap other resources for example VDC Block Grant, DDC fund or raise additional funds from user households as required. They can also collect such funds by organizing cultural programs during *deusi*, *Bhailo* and other local festivals.

The WUSCs will select Maintenance Worker (MW) to support future O&M activities. The VDC/DDC in association with Support Team/SO will facilitate the formal training to MW. They will also be involved in the on –the-job training during scheme construction. Community members will be encouraged to select female MWs for training and hiring. The number of MW may depend on the size of the scheme; however, normally 2-3 MWs should be selected for training. In this manner communities can ensure full-time employment of a MW and still get his/her service at a reasonably low cost per household.



For the day to day cleaning and maintenance of the tap stands, the Tap Stand Groups (TSGs) will also be formed for each tap stand. These groups also support the WUSC in the collection of monthly water tariff from the respective user households under each tap.

## 2. Major O & M Activities by Phases

The Water Users' and Sanitation Committee (WUSC) with the active participation of the users including Maintenance Worker and Tap Stand Groups (TSGs) will be primarily responsible for O & M management function. The key responsibilities of WUSC related to O&M under different phases of the scheme cycle are as follows:

- **Preparatory Phase** – The WUSC will take care that all user households will be aware on the need and importance of O&M function for the sustainability of the scheme during various meeting, training and workshops.

Effective awareness building and motivation programmes to community will be initiated right from community organization and preparation of Water Sanitation and Hygiene (WASH) Plan. Apart from others the beneficiaries are also made aware as regards to their roles and responsibilities to carry out routine maintenance works.

- **Implementation phase** – The WUSC is responsible to collect up-front capital cost and O&M fund (for one year) from each user households and maintain their proper records, book keeping and operate bank accounts for both scheme construction ("Operating Account" for Capital Cost) and O & M fund accounts.
- **Post-construction Phase** – In this phase, the WUSC is responsible to ensure regular payments to MWs; ensure water tariff collection from each user household on regular basis with support from TSGs; operate the bank account for O&M in transparent manner; maintain proper book keeping and accounts on expenses made for purchase of spare parts; manage preventive maintenance and small repairs; make plans to find outside resources in case of major repairs; organize regular WUSC meetings and inform the users about the decisions made and organize mass meeting of users to inform them about the fund situation and get prior approval to make decision to meet the possible emergency situation.

During this phase the WUSC is further responsible for follow-up and linkages with financial institutions, cooperatives and line agencies etc. for tapping financial, technical and management support for implementing income generation activities targeting poor and excluded households.

## 3. Role of WUSC in Managing O & M Account and Financial Records

Managing financial records in a proper and transparent manner is the key responsibility of the WUSC. The WUSC is directly involved in the construction of the scheme as the key actor. Hence, after the agreement for scheme implementation among DDC, VDC and WUSC, the estimated budget of the drinking water scheme is directly transferred in the "Operating Account" managed by WUSC. Therefore, it's the responsibility of the WUSC for maintaining books of accounts in a transparent way and also to present the financial records from time to time in the mass meeting of the users. During scheme implementation, the VDC, DDC, and other stakeholders would check the expense any time. For the transparency of information on financial matters, the WUSC has to maintain "Project Notice Board" in a public place with all details relating to the scheme e.g. scheme coverage, number of structures to be built, total scheme cost, funding sources and amount etc.

Similarly, WUSC will be responsible for maintaining books of accounts for all financial transactions and managing Operation and Maintenance (O & M) fund properly. The O & M fund will be kept in a separate Bank account opened in the name of WUSC and managed by them independently. The O&M account should be administrated by joint signature of the Treasurer and Chairperson of the WUSC. WUSC will be

responsible for selection of Maintenance Worker (MW) before their training; utilization of their services during and after scheme construction; and arrange remuneration for their services.

#### 4. Cost sharing for Investment and O & M

The users should contribute cash for construction cost (Investment cost) before the commencement of implementation of scheme. It is assumed that the community should contribute minimum!% up-front cash of total scheme cost as investment cost. The DDC and VDC have also provide cash contribution for the investment cost (VDC minimum 3 % and DDC .....%).

Similarly, for effective O&M activities community contribution policy for funds are needed to keep the water supply system in running condition after completion of the schemes. Therefore, establishment of the O&M fund should start immediately after collection of cash contribution for investment fund from the users. The experience from other similar projects show that it is reasonable to assume that community in kind contribution is minimum 19 % and cash contribution is 1 % of total scheme cost. It is recommended that District WASH program should use the same principle. Therefore, it is recommended that the pro-poor contribution should be minimum 10 % and others should contribute minimum 20 % (19 % in kind and 1 % in cash).

The community contribution situation in case of Terai is totally different from that in the hills. In Terai the main source of water is groundwater extracted by hand dug wells or boreholes. In this sense the community's possibility to provide local materials and participate in the actual construction is much less than in the hills. Therefore it is proposed that the actual contribution requirements should be defined district by district based on the actual situation. The proposed total minimum contribution requirements from VDC and community (24.5%) for water supply should be followed. In Terai the community contribution could be more in cash than in kind and it could be also combined with VDC contribution in order to fulfill the minimum criteria. The same case also applies in case of some technological options. As for example in case of rehabilitation schemes the investment cost from VDC and community should be minimum 30 % (including both cash and kind contribution). In case of MUS, Lime mitigation, Rain Water Harvesting, and Lift/overhead scheme, it is proposed minimum 2 % investment cost from the community; while for source protection and lift scheme the VDC contribution should be minimum 5 %.

Similarly, considering the amount of operating expenses (for electricity and pump operator remuneration etc.) the cash contribution for O & M from community should be minimum 2% to cover such costs.

Following table presents contribution pattern of different stakeholders for investment cost and O & M Fund for drinking water scheme.

**Proposed Contribution Pattern of Different Stakeholders for DWS by Technology**

S. N.	Technology Type	Minimum Up-front Capital Cost Contribution (in %)				Cash Contribution for O & M by Users / community (in %)
		DDC/DDF	VDC	Community		
		Cash	Cash	Cash	Kind	
A.	Gravity flow (New Scheme)					
	1. Simple Gravity flow		3	1	19	1
	2. Rehabilitation/renewal		5	6	19	1
	3. MUS		3	2	19	1
	4. Lime Mitigation		3	2	19	1

	5. Lift / Pumping (Hill)		3	1	19	2
B.	Rain Water Harvesting		3	2	19	1
C.	Dug well		3	1	19	1
D.	Tube well / Hand Pump		5	5	10	1
E.	Source Environment Protection		5	1	19	1
F.	Source Improvement		3	1	19	1
G.	Arsenic Mitigation					
	1. Lift / Overhead Tank		5	2	19	2
	2. AIRP		1	1	19	1
	3. RWH		3	2	19	1
	4. Extension of GF System		3	1	19	1
	5. Bio-sand filter		3	2	-	1
H.	Water Quality Monitoring		3	1	-	1
	<b>Overall</b>		<b>3</b>	<b>1</b>	<b>19</b>	<b>1</b>

The cash contribution should be compulsory for the project approval. The cash contribution for O&M should start during the preparatory phase and is compulsory to start the implementation phase. It is also recommended that the users should contribute 1 % in cash for the O&M by depositing the money to the WUSC Maintenance account prior to the scheme approval.

## 5. How to establish and increase the O & M Fund?

The O&M Fund should be administered by the selected office holders of WUSC (*Chairperson and Treasurer*) by opening an account in a bank. The Users' Committee is responsible to organize the payment for the services of the MW as well as the costs required for maintenance purpose.

The community has to find a way to meet the minimum requirement of the money for the O&M Fund. There is no fixed system as every case is different and has its own special situation. The Users Committee has to decide, in consultation with the users, what is the best option for their scheme. In doing so, the community may choose one of the following options or devise its own collection system:

- Equal contribution from each household.
- Contribution by size of a family.
- Contribution based on the economic status of the household as decided by users
- Contribution per tap stand, the household-specific contribution to be decided by the users of each tap stand

The WUSC should discuss the various options and raise the issue in the Mass Meeting to decide what kind of contributions is possible and how these can be compared to each other.

## 6. Operation and Maintenance Plan of the WUSC

The WUSC has to prepare a community action plan for O & M during Preparatory Phase and to be endorsed by the mass meeting of the users. This plan may be revised during the Post – Implementation Phase in the Annual Meetings or special meetings of users. The meetings concerning the O&M Plan should also be participated by Maintenance Worker.

The following are the major issues to be considered in formulating the community-specific O&M Plan. They may not be applicable in every scheme, but can be used as a guide when making the comprehensive O&M Plan for the first time:

- Collection modality of O & M Fund and its management
- Operation of bank accounts for both “Operating Account” and O&M Account (Where to open Bank Account and the signatories).
- Payment modality and amount to MW for their service
- Amount of water tariff to be collected from users and its collection modality
- Maintaining proper bookkeeping and accounts on expenses made and materials (purchase of spare parts
- How to manage preventive maintenance and small repairs (role of users, MW, Tap Stand Groups etc.).
- Make plans to find outside resources in case of major repairs.
- Organize regular Users’ Committee meetings and inform the users about the decisions made.
- Organize mass meeting of users to inform them about the fund situation and get prior approval to make decision to meet the possible emergency.

### **6.1 Management of materials and tools**

The WUSC should take care of proper management of materials: procurement, transportation, storage release and use. The management of tools and materials should start when materials are procured during the implementation of the scheme.

The WUSC should manage the tools and materials according to the following guidelines:

- Construction tools and maintenance tools procured and used during the construction will be the property of the WUSC exclusively.
- Manage the materials required for the repair and maintenance. Manage a proper place to store the construction materials and tools.
- Maintenance Tools box should be provided to the MW as per the standard list and also the re-usable tools procured during construction of scheme. The Users Committee should prepare a list of tools if this is missing, and at least annually check that nothing is missing and the broken tools are replaced.
- The WUSC should maintain a proper record of the construction tools in a simple register.

### **6.2 Provision of Maintenance Worker**

The role of MW is very important in keeping a water supply scheme in a proper functioning condition. Experiences of the past indicate that the motivation of MW is one of the major factors affecting the sustainability of the water supply scheme..

MW should be appointed for the regular operation and maintenance of the water supply system. MW should be permanent resident of the scheme area and should be among the beneficiaries. MW should be a trained person. If the MW for some reason cannot work anymore, the WUSC should nominate a new person as soon as possible. It is the responsibility of the WUSC and users to both supervise and motivate the MW.

MW should get proper remuneration for his/her work. The payment may be different during construction and after the construction when the MW will be involved full time. The WUSC should fix the remuneration for MW in consultation with the users in mass meeting. Mode of payment may be different as per the local custom and rate of labour. The size of the scheme will obviously determine the number of MWs and their remuneration. The MW should always be supervised and supported by the WUSC.

### 6.3 Formation of Tap Stand Groups

The Tap Stand Groups (TSGs) should be formed for each tap stand representing one member from each user household to be served by that tap. Focus will be given to women members while forming this group. The main role and responsibilities of the TSGs is to maintain cleanliness and maintenance of the tap stand to keep it in running condition. They should report to MW or WUSC in time once the tap needs some repair work. The TSGs will also support the WUSC in timely collection of water tariff from the user households of their respective tap.

## 7 How to plan “what to do” with the O & M Fund?

The WUSC should hold a special meeting at least annually to discuss the operation of the O&M Fund. It is recommended that the financial plan is revised every year for instance just before the Annual Mass Meeting when preparing for the Public Audit. After the Mass Meeting, the draft plan may be revised based on the comments and recommendations made by the users. During the Mass Meeting the Secretary of the WUSC should carefully record these remarks and seek the Treasurers assistance as needed.

The following are some of the major sources of Income for the O & M Fund and Expenditure, which should be clearly mentioned in the financial plan to be prepared by the WUSC.

#### Sources of Income for O & M Fund:

- Regular tariff collection from the households
- VDC or other external support / contributions (for instance from the various Community Based Organizations e. g. Forestry Users Committee or Mother Group etc.)
- Interest from the bank account
- Interest from the funds mobilized in the community (through O&M Fund mobilization)
- Other funds collected by users from *Deushe/Bhailo* and cultural programs during local festivals
- Debt/borrowings
- Others (as identified by WUSC)

#### Major Expenditures from O & M Fund:

- Remuneration of MW
- Purchase of tools and materials for basic repair and maintenance
- Administrative and Office operating cost of WUSC (e.g. registration fee, stationary, office rent, meeting expenses etc.)
- Loan repayment
- Additional works planned for the water supply system (more tap stands, pipelines etc.)
- Payments for sanitation activities
- Environmental source protection or other mitigation measures
- Others (as needed)

## 8. What costs should be recovered from the O&M Fund?

Once costs have been identified, it is essential to determine how and to what extent the community will cover or recover these. The following questions can be discussed with the community right from the start of the project and should preferably result in a mutual agreement:

- Should only basic O&M costs be recovered?
- Should replacement and rehabilitation costs be recovered?
- Should extension costs be recovered from the WUSC budget and to what extent?

- Can WUSC be self-sufficient in financing new tap stands and extensions of pipe lines in the future as the community grows?
- Should costs of continued sanitation activities be included in the WUSC Annual Budget?
- Should the provision of the service aim for full cost recovery? If yes, can it be done in phases?

WUSC needs a clear structure and policy to ensure that funds are correctly used and accounted for. All the members have to know where the money is coming from and where it is going to. The WUSC should draft the annual budget and discuss with users. Once budget is in place, all records have to be kept carefully to see the fund flow and the books of accounts should be maintained accordingly.

## 9. Why mobilize O&M Fund in the community?

The WUSC upon the consensus of the users may mobilize the O&M fund for income generation or other lucrative purposes, however keeping some reserve fund in the account to meet immediate maintenance need of the scheme.

Loaning for productive activities among the users (with focus on poor and excluded households) can be cited as an example in this regard. Interest charge against the loan should be decided together with the users in a mass meeting. Depending upon the amount and size of the scheme it can be mobilized as a micro credit fund. It should be considered in such a way that after the life-time of the scheme, WUSC should be ready to replace the major component of the scheme by their own resource.

Some ideas for mobilization the O&M Fund:

- *Income generating activities* (e.g. livestock rearing, kitchen gardening, small retail shops, conducting traditional occupation or handicrafts, farming etc.)
- *Improvement of private (household-specific) water supply and environmental sanitation facilities* (e.g. construction of latrines, washing platforms, biogas, smokeless stoves, bathrooms, drainage, waste pits etc.)

Apart from mobilizing the O & M Fund, the WUSC should also establish coordination and linkages with other financial institutions, cooperatives, government line agencies to obtain formal credit for the interested users/groups to carry out income generating activities upon the guarantee of WUSC (without collateral). The WUSC can also coordinate with the existing savings and credit funds (if any) operating within the community through S & C Groups, women groups etc and take lead role in forming **Community Banking**. Such activities will help to increase the household income (especially of poor, excluded and marginalized households), which will support them to enhance their livelihood and make comfort to pay the water tariff for O & M fund.

## 10. Key issues to be considered for Effective O & M System

Formation of effective WUSC (inclusive and representative of the scheme area), capacity building training to WUSC, appointment of trained MW, collection system of up-front and regular tariff for operation and maintenance, proper use of maintenance tools, transparent decision making and financial management, are among key issues of well functioning O&M.

Strong leadership in WUSCs to manage O & M is to be ensured. Both the WUSC and users need guidance and training in operation and maintenance. The Support Team /SO should help WUSC to build their capacity in managing the finance, store, and O&M fund efficiently and in a transparent manner. The WUSC should also be guided to find support for fund resources and technical guidance in case of major repairs from outside or should have own alternative plan.

Incorporating operation and maintenance messages in various training sessions / events during the Preparatory and Implementation Phases shall emphasize the importance of O&M. Separate MW training has to be organized. Similarly, WUSC will receive separate training on leadership and O & M management; and Book keeping training to the treasurer.

## **MAINTENANCE AND REPAIR WORKS**

Protection, prevention from possible damage of constructed structure and its regular care in order to ensure regular service is commonly termed as maintenance, where as the activities carried out to fix any damaged structure if not working properly into its original regular service level is commonly understood as repair. Repair may not be needed if the maintenance works are done regularly. This is also called preventive maintenance.

The most common classification of repair and maintenance works are routine, minor, small, major, rehabilitation and renewal as per the extent of repairs needed. Routine works are those, which could be carried out by the communities by themselves on regular basis.

### **Routine Repair**

In routine repair usually there is no need of construction materials or involvement of service of skilled labour. Works like cleaning of surrounding of different structures e.g. intake, RVTs, BPTs etc, burial of pipes at exposed sections etc. in gravity schemes fall under this category.

Communities can manage routine repair works by themselves without external support.

### **Minor Repair**

The following works fall under minor repairs:

- Replacement of small quantity of fittings
- Requirements of tools and minor equipment
- Small patchworks in structures
- Joining of HDPE pipes in cut and vandalized sections

In this type of repair, the beneficiaries normally can contribute local material and labour that are needed for the maintenance works and the MW can carry out these works. Non-local materials can be procured using money from the O&M fund.

### **Small Repair**

The following works fall under small repairs:

- Concreting of floors and plastering of the walls of structures
- Rebuilding of valve boxes
- Reconstruction of some tap-stands
- Replacement of few meters of pipeline
- Changing of pump heads

Skilled labour may be need for small repairs in addition to MW involvement. Beneficiaries can contribute local material and unskilled labour. O&M fund is utilized to buy non-local materials. External technical assistance may be needed (e.g. from DTO).

### **Major Repair**

The kind of repair works where some structures need to be re-built in addition to the works described under small repairs fall under this category. However, the extent of repair to be carried out should be less than 50%



of the total structural works of the project. For this type of repair works, external support for partial funding of the non-local materials, their transportation to the site and technical assistance is usually necessary. WUSC's role is central in tapping external funds (if own O&M fund is not sufficient) or raising additional funds from the beneficiary households, in getting technical assistance and in managing the work. Beneficiaries and VDCs contribution is significant, typically in the range of 30 to 70 % of the total cost of repair.

### **Rehabilitation/ Renewal**

If the project needs to be reconstructed for more than 50% but less than 80% of the total construction works of the project, this is treated as rehabilitation. If this percentage is more than 80% it is called "renewal".

Rehabilitation and renewal are treated as a new project. The beneficiaries and VDC should contribute 30 to 50% of the total cost of a rehabilitation/ renewal project.

## ROLE AND RESPONSIBILITIES OF DIFFERENT STAKEHOLDERS IN O & M

In operation and maintenance, the users / WUSC has to play a key role. However, the supportive role will also be operated through various collaborating partners such as Support Organizations (SOs)/Support Team, DDCs/VDCs and other private agencies.

The roles and responsibilities of various stakeholders in water supply and sanitation sectors have been summarized as follows:

### a. Role of Users

- Clean and maintain tap-stands
- Maintain equitable distribution and proper use of water
- Carry out works as directed by WUSC
- Assist WUSC in carrying out O&M works more effectively
- Work voluntarily to sustain the scheme
- Provide free labour as and when needed for O&M of scheme
- Form tap-stand sub-committees in each taps to look after the regular cleanliness and maintenance work

### b. Role of WUSC

WUSC is the key actor, representing the users in the planning, implementation, and operation and management of the scheme. The communities will organize, plan and implement their own schemes to meet their needs and obtain related benefits. This implies that all project phases and interventions be designed in order to optimize the community's ownership and action to:

- Collect and interpret community information
- Organize users' / beneficiaries' meetings
- Establish an operation and maintenance system so that the schemes can be maintained independently by the community; establishment of Maintenance fund and fund management
- Take care of maintenance tools
- Carry out O&M of schemes
- Arrange incentives to MW
- Follow – up TSGs for cleaning and maintaining tap-stands
- Protection and conservation of source area to minimize source water contamination
- Carry out monitoring and supervision of the scheme functioning status regularly
- Co-ordinate with other institutions, line agencies etc.
- Maintaining of the financial records and conduct mass meeting from time to time to display the financial details to users
- Motivate beneficiaries to provide volunteer labours for O&M of schemes

### c. Role of VDC

- Support WUSC in scheme implementation and management
- Financial and technical assistances for O&M (especially in case of major repairs)
- Motivate beneficiaries to actively take part in O&M of schemes
- Assist WUSC to function smoothly
- Carry out regular monitoring and evaluation of the schemes
- Follow – up and support the WUSC in conducting O&M activities for the sustainability of schemes

- Constantly monitor the activities of WUSCs

**d. Role of DDC**

- Provide support to WUSC in scheme implementation and management
- Facilitate capacity building activities to WUSC
- Financial and technical assistances for O&M (especially in case of major repairs)
- Work as bridge between donor agencies and WUSCs
- Assist in solving source disputes and conflicts on water use
- Carry out regular monitoring and evaluation of the schemes
- Follow – up and support the WUSC in conducting O&M activities for the sustainability of schemes

**e. Role of SO / Support Team**

The Support Organizations / Support Team will assist to enable communities to use their own human and local resources, including their own creative planning skills. Their role is to reveal community demand and to assist communities themselves to conceive, plan, implement WASH schemes. Their role is to further, assist the communities to conceive an action plan for operation and maintenance and assist the communities to put into place an operational system of operation and maintenance.

In particular, they will assist communities to:

- fill the gap where they need strengthening in cooperative action and use of their own human and physical resources,
- to build new knowledge and skills needed to carry out their schemes
- Impart capacity building training to WUSC, MW, Treasurer etc. on their respective roles and responsibilities including O & M management.
- to support users in forming inclusive WUSC representative of the scheme area
- Assist WUSC to solve any potential disputes regarding the scheme (source dispute etc.)
- Work out cost effective technical options in consultation with WUSC,
- Support users' to make choices on service levels and costs,
- Support WUSC to obtain legal registration status, and
- Support WUSC to prepare community action plans for implementation and operations and maintenance in detail.

**f. Role of private agency:**

Provide specialized services to strengthen the capacity of SOs and communities to implement various components of the projects. They engaged for a variety of services, including training and capacity building, monitoring and evaluation, special studies, training and communication materials development, technology support, legal support and financial and technical auditing.

## PUBLIC AUDITING AND HEARING

### Public Hearing

Public hearing is process of publicizing any development activities including financial information by the service providing organization to the concerned stakeholders and community people. Public hearing is treated as participatory monitoring tool to ensure the accountability and transparency towards community people where the development initiative has taken place. During the WASH implementation process public hearing will be conducted at least two times during a WASH implementation.

### First public hearing

The first hearing will be done upon completion of design/estimate and preparation of drinking Water Supply Action plan Scheme board, indicating all component wise cost estimate will be presented at this time. WUSC is responsible to arrange the public hearing in consultation with Support Team and/or W/VAWASHCC. Support team will prepare the report of public hearing.

### Objectives:

- Share and finalize the community Action plan(CAP)
- Share the cost estimation of scheme and get commitment for community contribution
- Be clear on role and responsibilities on CAP implementation
- Incorporate feedback received from users

### Participation:

- Representation of at least 75% of benefiting Households
- Out of which 50 % participants should be women
- Invite representative from VDC and W/VWASHCC
- Ensure proportionate representation of excluded HHs
- Make sure the voice of poor and excluded household is heard and taken for consideration

### Second public hearing

The second hearing will be done after procurement of construction materials. In this hearing all income and expenditures till the date are discussed and made transparent the to the women and men users of the scheme. WUSC is responsible to arrange the public hearing in consultation with Support Team and/or W/VAWASHCC. Procurement committee will share the materials purchased, bills, vouchers and explained the reasons for deviation if any.

### Objective:

- Inform community people and concerned stakeholders on their scheme activities
- Share income and expenditure to date including cost of purchased materials
- acknowledge people on financial matters (income/expenditure)
- Incorporate feedback received from users(male, female and excluded Households)
- assure and demonstrate (with bills etc.) to community people that the scheme is getting done in a transparent way

## Procedures:

Explain on receipt of income showing ledgers maintained (contribution from, VDC and Users)

- Explain expenditures heading by heading of the procured items and logistic expenses. during the discussion of the expenditure, the following contents should be covered:
  - What construction materials are procured?
  - How much pipe, tools and fittings are procured?
  - What is the unit and total price of the aforesaid materials?
  - Who were suppliers/manufacturers of the materials?
  - How much spent on transportation and storage?
  - What were the means of transportation?
  - What is the condition of transported materials?
  - How and where are the materials stored?
- Show receipt vouchers of the expenditures incurred during material transportation including the receipt of the supplier.
- Discuss on problems faced if any
- Request all users (w/men), participants to take part in the discussion, clap their hands and accept the discussed matters. In the case of any mistake found, all should try for solution.
- Keep records of the discussions in the minute register getting signatures of all participants
- Prepare Notice "Scheme Notice Board" to be place in project site
- A checklist for Public Auditing will be prepared which will be discussed at the final stage of project completion.( Checklist Attached)

## PUBLIC AUDITING

At the final stage of project completion detail public auditing will be done. The process of public auditing will be as per the public Auditing guidelines 2063" of MLD/GON. In WASH implementation Public auditing is a tool taken up for the purpose of enhancing governance, particularly for strengthening accountability and transparency of service providers (local bodies ) towards beneficiaries/stakeholders by publishing the program including financial information. It values the voice of stakeholders, including marginalized/poor groups whose voices are rarely heard. Public Audit is not only an event but also a process to ensure beneficiaries/stakeholders right to know of the activities of their concern. Public auditing creates an impact upon governance.

The timing of Public Audit will be when monitoring team will agree on completion of the scheme, monitoring team will measure the quantity of works and verify WUSC's book keeping and prepare the final measurement book (MB). The scheme expenditure shall be approved from the "Public Auditing". The final payment will be made as per the final measurement book conceded by the public auditing. Checklist for PA is attached.

## MODEL CHECKLIST FOR PA

Project Name:

VDC:

Address:

Project start Date:

First Installment release date:

WUSC name:

Service providers Name:

**Table 1: Physical target and achievement made**

SN	Activities	Unit	Details (Unit)		Remarks
			Planned	Actual	
1					
2					
3					
4					
4					
....					

### Model Checklist for PA

SN	Question	Targets	Explain in brief achievements
<b>A</b>	<b>Understanding on the project highlights</b>		
1	How many families are served by the project		
2	How much coverage of the project in Dalit, women and excluded community.		
3	Describe the target and achievement of the project. Fill Table 1.		
4	If there is variance in the target and achievement, give the reason.		
5	What efforts have been made for the sustainability of the project benefits?		
6	Was the project completed on time? If not, has the WUSC informed to the users request for an extension of the project duration from the VDC?		
<b>B</b>	<b>Project administration</b>		
1	Does division of labor exists while implementing the project? If not why?		
2	Are any changes in the programme taken prior to the approval? If so why?		
3	Have heading-wise budget expenditures exceeded the allocated budget? If yes, was pre approval of obtained? If not, why?		
<b>C</b>	<b>Investigations</b>		
1	How many times the Procurement Committee/SP does organize meeting with WUSC? And the beneficiaries? If no, why?		
2	Is the <b>Scheme display board</b> mentioning the project highlights erected in the project site? If no, why?		

3	How many times has the public gathering happened for information to be disseminated about the project? If no, why?		
4	Was orientation programme/training organized? If no, why?		
5	Does the project cost seem ok from the layman's point of view?		
6	Was there any problem raised during project implementation? If yes, how the problem was solved?		
<b>D</b>	<b>Suggestions and feedback collection</b>		
1	Is there anyone giving praise upon the request of any person or any one on the work done		
2	Is someone criticizing because of personal causes?		
3	If someone continually giving feedback minimizing the other's suggestion?		
4	Is someone hindering the giving of suggestions to others? If so, a personal interview is necessary with the suggestion provider whose suggestion hindered.		
5	Is the voice raised by Poor and excluded heard? Taken for action?		

## Format for Public Audit Report

1. Project identity number (according to Minute book)
2. Name of the project.....
3. WUSC.....
4. Location of the project site: VDC/MP..... ward..... village/tole.....
5. Budget disbursed date:.....
6. Project inception date:.....
7. Project completion date:.....
- 8 Provide Beneficiaries HH detail as per the minute books:
- 9; Procurements committee members:

### 10. Tangible expected output and impact (based on the report)

SN	Effect/impact	Target	Achievement

### 11. Status of Community participation as committed in the proposal (based on the meeting minutes and people participation register)

Name	Address	Labor date	Labor day #	Labor value (Rs)	Remarks

### 12. How the labor was division? Was there any adjustment made compared to original plan? Specify.

Work	Who	How	Where	How much	Remarks

### 13. How many time the WUSC met during the project implementation period?

### 14. List down the gist of recommendations made by the technical monitoring committee (based on the report).

### 15. Suggestions made by the beneficiaries/public

SN	Name of suggestion provider	Suggestion made	Signature




The public audit was held at..... on (date...) in presence of following stakeholders, target group and beneficiaries and are true. The project implementation process, budget expenditure was happen/ not happen based on the contract agreement. Hence we approve that the project is successfully completed/not completed.

#### 16. Attendance:

SN	Name	Full address	Profession	Signature

#### 17. Summary of Participants List

Total Participants:	Male:	Female:
Adibasi/JanaJati	Male:	Female:
Dalit	Male:	Female:
Religious Minorities	Male:	Female:
Disadvantaged Terai groups	Male:	Female:
Others:	Male:	Female:

#### 18. Signatories

Public auditing facilitator's signature..... Stamp (if any)

Service provider's representative's signature.....

VDC staff's signature.....

Date of public audit.....

**Government of Nepal**  
**Ministry of Local Development**  
**Office of District Development Committee**  
 .....District  
**(First day of publication: Date.....)**

### **Notice to Submit Expression of Interest (EOI) for Pre-Qualification from SPs**

The office of the District Development Committee invites the qualified and interested local non-governmental organizations (NGOs/CBOs) to submit their Expression of interest (EOI) for pre-qualification to provide technical assistance to the VDCs/users committees and carry out the facilitation / social mobilization /..... work as Service Provider (SP) to implement the Water Supply, Sanitation and Hygiene (WASH) program in the selected VDCs of this district. The program will be implemented following the community – based participatory approach.

**Selected VDCs:**

- 1.
- 2.

Interested NGOs/CBOs must submit copies of the following documents for eligibility along with this EOI for further evaluation:

- Organization Registration and Renewal Certificates up to the previous fiscal year
- Permanent Account Number (PAN) registration certificate
- At least two years of work experience in the implementation of participatory community development projects especially in areas of rural water supply, Hygiene and Sanitation, and Nutrition

Apart from the above documents, the NGOs/CBOs should also provide the copies of the following documents for appraisal / evaluation:

- Statute / Constitution of the organization
- Organization Affiliation Certificate with Social Welfare Council
- Work experience certificates of relevant projects similar to this assignment.
- The organization should have regular key professional and support staff or in a position to hire such staff as per the project need.
- Audit reports of last 2 years
- Minutes of decisions of last 2 years General Assembly of the organization
- Brief organizational profile

The local / district based organizations will get priority, however, the organizations registered in other districts who have branch office and/or previous work experience in the proposed .....district can also submit EOI in association with local NGO/CBO.

**Note:**

1. The EOI should be submitted within 15 days from the first date of publication of this notice at the DDC office (within office hour) in a standard format available at the DDC up on payment of Rs..... (non-refundable). In case of any public holiday on the 15<sup>th</sup> day, the immediate next day will be considered as the last date for the submission of the EOI.

2. The EOI received after the deadline or incomplete submission (and/or without full supporting documents as mentioned above) will not be considered for evaluation.
3. The DDC without disclosing any reason whatsoever may approve fully or partially and/or reject the EOIs received.
4. The evaluation will be carried out by the District Evaluation Committee (DEC) formed at the DDC Office.
5. The list of pre-qualified organizations will be published in the notice board of the DDC, and the technical proposal will be requested from such pre-qualified organizations.

***For further information and/or clarifications if any please contact:***

Local Development Officer  
Office of the District Development Committee  
..... District

**Government of Nepal**  
**Ministry of Local Development**  
**Office of District Development Committee**  
.....District

**(First day of publication: Date.....)**

**Notice to Submit Expression of Interest (EOI) for Pre-Qualification from Consulting Firms**

The office of the District Development Committee invites the qualified and interested Consulting Firms to submit their Expression of interest (EOI) for pre-qualification to provide technical assistance to the VDCs/users committees and carry out the facilitation / social mobilization work as Service Provider (SP) to implement the Water Supply, Sanitation and Hygiene (WASH) program in the selected VDCs/ type of assignment of this district. The program will be implemented following the community – based participatory approach.

**Selected VDCs/ type of assignment**

- 1.
- 2.

The interested consulting firms must submit the copies of the following documents for eligibility along with the EOI for further evaluation:

- Company registration certificate
- VAT/PAN registration and tax clearance certificates up to previous fiscal year
- At least 3 years of work experience participatory community development projects especially in rural water supply, hygiene and sanitation and nutrition

Apart from the above documents, the firm should also provide the copies of the following documents for appraisal / evaluation:

- Work experience certificates of relevant projects similar to this assignment.
- The organization should have regular key professional and support staff or in a position to hire such staff as per the project need.
- Audit reports of last 2 years
- A brief company profile

The local / district based organizations will get priority, however, the organizations registered in other districts who have branch office and/or previous work experience in the proposed .....district can also submit EOI in association with local organization/s.

**Note:**

- I. The EOI should be submitted within 15 days from the first date of publication of this notice at the DDC office (within office hour) in a standard format available at the DDC up on payment of Rs..... (non-refundable). In case of any public holiday on the 15<sup>th</sup> day, the immediate next day will be considered as the last date for the submission of the EOI.
- II. The EOI received after the deadline or incomplete submission (and/or without full supporting documents as mentioned above) will not be considered for evaluation.
- III. The DDC without disclosing any reason whatsoever may approve fully or partially and/or reject the EOIs received.

- IV. The evaluation will be carried out by the District Evaluation Committee (DEC) formed at the DDC Office.
- V. The list of pre-qualified organizations will be published in the notice board of the DDC, and the technical and financial proposal will be requested from such pre-qualified organizations.

***For further information and/or clarifications if any please contact:***

Local Development Officer  
Office of the District Development Committee  
..... District

**Government of Nepal**  
**Ministry of Local Development**  
**Office of District Development Committee**  
.....District  
**(First day of publication: Date.....)**

**Notice to Submit Application from Individuals to work as Service Providers**

The office of the District Development Committee invites the qualified and interested Professionals to submit their application for the following positions to provide technical assistance to the VDCs/users committees and carry out the facilitation work in areas of hygiene, sanitation and nutrition, and social mobilization activities as Service Provider (SP) to implement the Water Supply, Sanitation and Hygiene (WASH) program in the selected VDCs/ type of assignment of this district. The program will be implemented following the community – based participatory approach.

**Selected VDCs/ type of assignment:**

- 1.
- 2.

A separate team of professionals will be selected for each VDC. Hence, the applicant should mention the name of the VDC in which they are interested to work. The applicant must submit the copies of the following documents along with the application:

- A copy of succinctly written CV (duly signed)
- Copies of his/her academic certificates, training certificates, work certificates

**Required Positions and minimum qualifications:**

Type / Position	Minimum Qualification	Minimum Experience
<b>A. Social background</b>		
Team Leader	Master Degree in Any discipline, or Bachelor Degree in any discipline	Master degree with 2 years in Community Development activities including organization and management. or Bachelor degree with 3 years in Community Development activities including organization and management.
Field Coordinator	Bachelor degree in any discipline	2 years in rural development activities especially in areas of water supply, hygiene, sanitation and nutrition
Health Promoter	HA/Staff Nurse, or	For HA/Staff Nurse one year in health, sanitation and nutrition activities in rural areas; or
	AHW/ANM/CMA	For ANM/AHW/CMA 3 years for in health, sanitation and nutrition activities in rural areas.
Account Assistant	Intermediate or 10+2 in Commerce	2 years in Book Keeping and Accounting
<b>B. Technical background</b>		
Engineer	Bachelor Degree in civil engineering	2 years in design and supervision of rural water supply scheme
Sub-Engineer	Intermediate or 10+2 in civil engineering	2 years in design and supervision of rural water supply scheme

Water Supply and Sanitation Technician	Eight years of schooling and Certificate of relevant basic training	2 years in rural water supply and sanitation activities
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**Note:**

1. The applications should be submitted within 15 days from the first date of publication of this notice at the DDC office (within office hour). In case of any public holiday on the 15<sup>th</sup> day, the immediate next day will be considered as the last date for the submission of the application.
2. The staff will be hired under one year service contract (with possibility of extension based on performance) for the project period.
3. The locals including women, dalits and disadvantaged ethnic groups are given priority.
4. The DDC without disclosing any reason whatsoever may approve fully or partially and/or reject the applications received.
5. Both written tests and interview will be taken. The schedule for written test will be published at the DDC notice board later on.

***For further information and/or clarifications if any please contact:***

Local Development Officer  
Office of the District Development Committee  
..... District

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**Selected VDCs/ type of assignment:**

- 1.
- 2.

A separate team of professionals will be selected for each VDC. Hence, the applicant should mention the name of the VDC in which they are interested to work. The applicant must submit the copies of the following documents along with the application:

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- Copies of his/her academic certificates, training certificates, work certificates

**Required Positions and minimum qualifications:**

Type / Position	Minimum Qualification	Minimum Experience
-----------------	-----------------------	--------------------

<b>A. Social background</b>		
Team Leader	Master Degree in Any discipline, or Bachelor Degree in any discipline	Master degree with 2 years in Community Development activities including organization and management. or Bachelor degree with 3 years in Community Development activities including organization and management.
Field Coordinator	Bachelor degree in any discipline	2 years in rural development activities especially in areas of water supply, hygiene, sanitation and nutrition
Health Promoter	HA/Staff Nurse, or	For HA/Staff Nurse one year in health, sanitation and nutrition activities in rural areas; or
	AHW/ANM/CMA	For ANM/AHW/CMA 3 years for in health, sanitation and nutrition activities in rural areas.
Account Assistant	Intermediate or 10+2 in Commerce	2 years in Book Keeping and Accounting
<b>B. Technical background</b>		
Engineer	Bachelor Degree in civil engineering	2 years in design and supervision of rural water supply scheme
Sub-Engineer	Intermediate or 10+2 in civil engineering	2 years in design and supervision of rural water supply scheme
Water Supply and Sanitation Technician	Eight years of schooling and Certificate of relevant basic training	2 years in rural water supply and sanitation activities

**Note:**

6. The applications should be submitted within 15 days from the first date of publication of this notice at the DDC office (within office hour). In case of any public holiday on the 15<sup>th</sup> day, the immediate next day will be considered as the last date for the submission of the application.
7. The staff will be hired under one year service contract (with possibility of extension based on performance) for the project period.
8. The locals including women, dalits and disadvantaged ethnic groups are given priority.
9. The DDC without disclosing any reason whatsoever may approve fully or partially and/or reject the applications received.
10. Both written tests and interview will be taken. The schedule for written test will be published at the DDC notice board later on.

***For further information and/or clarifications if any please contact:***

Local Development Officer  
Office of the District Development Committee  
..... District



**Government of Nepal**  
**Ministry of Local Development**  
**Office of District Development Committee**  
..... District

## Expression of Interest Form for Pre-selection of NGO/CBO

(To be submitted by interested and eligible NGOs/CBOs for Pre-qualification as Service Provider)

**1. Name of Organization:**

Name (in Nepali):

Name (in English):

Date of establishment:

**2. Mailing address:**

Telephone no ..... fax No..... E-mail:.....

Contact person's name, post and address

Telephone No.....

Office Building: Own ☐ Rented ☐

**3. Descriptions about registration** (please, attach the copy of registration certificate showing the renewals):

a) Is registration certificate attached?

Yes ☐

No ☐

b) Is the page indicating renewal included?

Yes ☐

No ☐

c) Date of registration:

d) Renewal date:

e) Expiring date of renewal:

Mention, in which agency (District Administration Office/ Social Welfare Council / any other) and under which act/ rules have the organization been registered? (Specify)

Agency registering ..... concerning act/rules

**4. Types of organization** (Tick the one)

National level

☐

District level

☐

Community/ village level

☐

**5. Mention the name of districts the organization has worked till date.**

Districts	Year

--	--

**6. Statute of Organization:**

(Please attach photo copy of the statute)

Is statute attached? Yes ☐ No ☐

**6.1 Do the rural water supply, hygiene, sanitation and nutrition or the rural development activities fall within the scope of works mentioned in the statute?**

Yes ☐ No ☐

**6.2 Mention the major objectives of the organization.**

- a) ..... b) .....  
c) ..... d) .....

**7. Numbers of members in the organization:**

Description	Female	Male	Total
Dalit			
Aadibasi /Janjati			
Disadvantaged Terai Caste			
Religious Minority			
Muslim			
Others			
Total			

**8. Name of the Executive Members of the Organization**

S.N.	Name and Position	Qualification	Years of Experience	Area of Expertise
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

**9. Composition of caste / ethnic groups and Gender in the Executive Members:**

Description	Female	Male	Total
Dalit			
Aadibasi /Janjati			
Disadvantaged Terai Caste			
Religious Minority			
Muslim			
Others			
Total			

**10. Are there any members from the same family (blood relations) in the existing Executive Committee?**

Yes                      No

If yes, please mention the number of such members: .....nos.

**11. Mention the date of last Annual General Assembly meeting of the organization .....**

(Please attach copy of last 2 years minute decisions of General Assembly)

**12. Regional or district branch Offices of the Organization:**

Is there Regional or District branch Offices?

Yes                      no.

If yes, mention their region and district:

a)                      \_\_\_\_\_Regional level                      \_\_\_\_\_district level

b)                      \_\_\_\_\_Regional level                      \_\_\_\_\_district level

c)                      \_\_\_\_\_Regional level                      \_\_\_\_\_district level

**13. Description of Human Resource in the organization:**

a)      Mention about the paid professional staff:

S.N.	Name / Position	Female / Male	Area of specialization.	Working experiences (Year)	Academic qualification
1.					
2.					
3.					
4.					
5.					
6.					

b)      Mention about the paid skilled staff

S.N.	Particulars	Female	Male	S.N.	Particulars	Female	Male
1.	Sub-engineer			2.	plumber		
3.	Sanitation worker			4.	water supply and sanitation technician		
5.	Health worker, health / hygiene instructor			6.	Others (specify)		

c)      Mention paid support staff:

S.N.	Particular	Number of Female	Number of Male
1.	Administrative / Account officer		
2.	Computer operator		
3.	Office Assistant / Messenger		
4.	Others (Specify)		

d) Mention about any skilled manpower who does not received salary (volunteer or resources persons)

S.N	Name	Educational qualification	Working experience	Field of expertise

**14. Major source of funding of the organization (can be multiple ticks):**

Which are among the given below?

- a) Membership fees ☐
- b) Donation ☐
- c) Contracts with donor agent ☐
- d) Grants ☐
- e) Other sources (specify) ☐

**15. Banking Details**

Has the organization opened a bank account?

Yes ☐ No ☐

If yes, (provide the following information):

Account number:

Account Type: (Current / Fixed).....

Name of bank:

Address of bank:

**16. Audit**

The last year for which auditing has taken place (completed): Fiscal Year .....

Is the afore-mentioned latest audit report included? Yes ☐ No ☐

(Note: Please submit the copies of the last 2 years audit reports.)

**17. Affiliation with other organizations:**

Has the organization worked in association with other government, non-government, and international non - governmental organizations in the past?

☐ Yes ☐ No

Is it willing to work, in association with other organizations in future?

☐ Yes ☐ No

**18. Projects / Programs Undertaken:**

Please give an account of any running or completed projects/programs related to rural development or/and rural water supply, health, hygiene, sanitation and nutrition undertaken by the organization.

**A) Description of works in general**

Imp.	Name of	Region	On-going /	supportin	Total investment in	Benefiting	project
------	---------	--------	------------	-----------	---------------------	------------	---------

Year	the project or program	/district / village	completed / incomplete	g org. / donor	the project/programs			population	period (in months)
					From comm unity	From org.	From donors	M/F	

**B) Description of the specific works Performed (e.g. Training, design/estimate etc.)**

S.N.	Name of the project	Region/District/ Village	Training on health / hygiene & sanitation, community, mobilization etc.	Works related to design estimate, construction , monitoring and supervision of rural water supply and sanitation schemes	Write main activities performed in detail

**19. Write down any special method or approach used in the past activities.**

Name of the Project	Special method or approach used

--	--

**20. Write down any commendable activities carried out by the organization (not included above if any).**

--

**21. Please attach the following documents along with application form.**

- a) Project completion reports    Yes    ☐    No    ☐
- b) The recommendation letters provided by the donor agencies for completed activities mentioned in this form.    Yes    ☐    No    ☐
- c) The reports by the donor agencies following the evaluation during the post completion period of the project mentioned in this form.    Yes    ☐    No    ☐

I/We hereby certify that the above mentioned statements are true to the best of my/our knowledge.

**Authorized person's (officers)**

Signature

Date:

Name

Position:

Office Seal:

Date:

To  
The District Development Committee  
..... District  
Nepal.

Sub: **Expression of Interest (EOI) to work as Service Provider**

Dear Sir/Madam,

In response to your public notice, inviting expression of interest to work as Service Provider for ....., published in ..... *dated* ....., we hereby express our interest to offer our services for the abovementioned assignment under the terms and conditions as specified in your referred public notice. We are fully aware that this form intends to express our interest as well as show our capacity in executing the above assignment. The necessary information that may be required by you to assess our strength to undertake the said assignment is given in the attached EOI form. We have also attached the copies of the required documents as mentioned in the notice. The information furnished by us in this EOI is correct to the best of our knowledge. Based on these information we understand you would be able to shortlist us for submitting our proposals to provide you our services for the above mentioned assignment. We, however, understand that the DDC reserves the right to decide whether or not to short-list our organization without disclosing the reason what so ever.

Sincerely yours,

On behalf of the NGO/CBO:

Signature: \_\_\_\_\_

Name of the Signatory:

Designation:

Date:

\_\_\_\_\_  
(Office Seal)

## **Expression of Interest for the Consultancy Service**

Date:

To  
The District Development Committee  
..... District  
Nepal.

Sub: **Expression of Interest (EOI) for the Consultancy Service**

Dear Sir/Madam,

In response to your public notice, inviting expression of interest for the consultancy service for....., published in ..... on ....., we hereby express our interest to offer our services for the abovementioned assignment under the terms and conditions as specified in your referred public notice. We are fully aware that this form intends to express our interest as well as show our capacity in executing the above assignment. The necessary information that may be required by you to assess our strength to undertake the said assignment is given as under.

**1. Firm**

**1.1 Name of the firm:**

Address:

Telephone No:

Fax:

Email:

Post Box no:

**1.2 Name of the contact person:**

Designation:

Telephone No:

**1.3 Date of establishment:**

**1.4 Number of regular staff (Do not include external resource persons)**

Professional staff

Non-professional technical staff



Administrative/support staff ☐ others: ☐ (specify)

**1.5 Proposed lead person:**

Name:

Education:

Experience year:

Area of Expertise:

**2. Experience of the Firm and its staff**

**2.1 General experience of the firm (See Table- 1)**

(List all experience of the firm during the last five years)

**2.2 Relevant experience of the firm in the expressed interest area: (see Table - 2)**

(List of relevant experience of the firm in the expressed interest area during the last five years)

**2.3 Firm's professional staff with relevant experience in the expressed interest area: (see Attachment Table-3)**

(Do not include external resource persons)

**2.4 External Resource Persons available to the firm with relevant experience in the expressed interest area: (see Table-4)**

**2.5 Best examples of their past work experience on WASH sector – Two best cases (see Table -5)**

**2.6 Enclosures: The copies of the following documents have been attached herewith.**

1. Copy of the legal and VAT registration certificates of the firm with their renewals for the current fiscal year
2. Company Profile
3. Assurance of the firm's capacity based on work experience certificates of past relevant assignments

The information furnished by us in this expression of interest is correct to the best of our knowledge. Based on these information we understand you would be able to shortlist us for submitting our proposals to provide you our services for the above named assignment. We, however, understand that the DDC reserves the right to decide whether or not to short-list our firm without disclosing the reason what so ever.

Sincerely yours,

On behalf of the firm:

Signature: \_\_\_\_\_

Name of the Signatory:

Designation:

Date: \_\_\_\_\_

(Company Seal)



#### 1.32.1.1 Table-1: General Experience of the Firm during the Last 3 Years

[illegible]


**1.32.1.2 Table -2: Relevant Experience of the Firm during the Last 3 Years**

S. No	Name of the assignment	Name of the client served	Address of the client	Duration of the assignment			Total Cost of the assignment	No. of professional person months used for the assignment
				From (Date)	To (Date)	Total months		

**Table -3: Relevant Experience of the Firm's Professional Staff**

S. No .	Name of the staff	Education	Total years of experie e	Relevant experience					
				Duration			Position	Name of the assignment	Client
				From (Date)	To (Date)	Total month s			

**Table-4: Relevant Experience of the External Resource Persons Available to the Firm**

S. No .	Name of the Resource Person	Education	Total years of experience	Present Employer	Relevant experience					
					Duration			Position	Name of the assignment	Client
					From (Date)	To (Date)	Total months			



**Table – 5: Technology Transfer or Training**

Out of the Relevant Experience as mentioned in Table – 2, the firm should explain at least two best examples of their past commendable work experience on WASH sector explaining their experience including lessons learned, innovative approach used, and recommendations towards the capacity building of users' committees, functioning of the project/program under users' management, and sustainability. Evaluation will be made based on their written skill, quality of presentation, and work completion certificates of the respective project/donor agency.

S. No .	Name of the assignment/Client /Year	Type of Activity	Innovative approach / Method Used	Lessons Learned	Recommendations
1.					
2.					



## EVALUATION OF SERVICE PROVIDERS (SPS) FOR PRE-QUALIFICATION

The Service Providers (NGOs/CBOs) meeting the basic minimum requirements as outlined in the EOI notice will only be considered for further Pre-Qualification evaluation. The Pre-qualification evaluation will be carried out based on the supporting documents submitted by the NGOs/CBOs using the following evaluation criteria and scoring system:

### Criteria for Pre-qualification Evaluation

The EOI or PQ form of SP (NGOs/CBOs)) will be evaluated on the basis of the following parameters:

Parameters	Maximum Scores
A. General Experience	10
B. Relevant Experience of the organization	15
C. Organizational set-up	25
D. Available human Resources	50
Total:	100

### A. General Experience of SP Maximum -10 marks

#### A.1 General Experience *Maximum – 5 marks*

The general experience of the organization up to minimum 2 years will get 3 marks and above 2 years will get 5 marks.

#### A.3 Transparency

##### A.3.2 Annual general assembly – Maximum 2 marks

Annual general assembly to ensure transparency of SPs activities will be taken into account. Organization should submit the copies of last two year's general assembly reports and minutes of decisions. One mark for each year of general assembly held with maximum 2 marks for the last two years.

#### A.4 Specific working area of SPs - Maximum – 3 marks

Overall objective of the organization will be taken into account. Organization should submit their registered statute.

Objective of the organization will be evaluated as follows:

- ✓ Social mobilization (Group formation, capacity building) with community development activities (without WASH activities) *1 mark*
- ✓ Social mobilization with community development activities including WASH activities *3 marks*

### B. Relevant Experience of the Organization Maximum - 15 marks

#### B.1 Specific Experience *Maximum – 10 marks*

Experience in community based WASH (domestic water supply, health, hygiene, sanitation and Nutrition) programs will be evaluated under this sub-category. 2.5 marks will be given for each project/program undertaken and successfully completed with a maximum of 12 marks for completion of four and/or more than four projects/programs.

#### B.2 District Specific Experience - Maximum – 5 marks

Under this category the evaluation will be done as follows:

- Org. having registered and working in the proposed working district – 5 marks (Local NGOs/CBOs)

- Org. having formal branch office in the proposed district and have Submitted EOI in association with local organization - 3 marks
- None of the above - 0 marks

### **C. Organizational Set-up Maximum – 25 marks**

Under this category the following aspects will be taken into account

#### **C.1 No. of clients served Maximum – 10 marks**

The number of clients served within last two years by the organization will be taken into account.

The organization will get two marks for each client served up to a maximum of 10 marks (5 clients).

#### **C.2 Human resource in executive committee Maximum – 15 marks**

Qualification and experience of the executive committee members and volunteers in the organization will be the basis of evaluation in this heading

##### **Women in executive committee Maximum – 4 marks**

One marks for one women member, maximum four marks.

##### **Excluded Groups (Dalit, Adibasi/Janajati, religious minority, disadvantaged Terai minorities) group in executive committee Maximum – 4 marks**

One mark for one excluded member but not exceeding four marks.

##### **Qualification of executive members Maximum – 3 marks**

One mark for one executive member/staff with/above graduate level qualification, maximum 3 marks.

##### **Experience of executive members Maximum – 4 marks**

0.5 marks for one year work experience per person in the field of rural community development activities, maximum will be one mark for one person and maximum 4 marks in total.

#### **C.3 Office set-up Maximum – 5 marks**

Under this sub-category organization will be evaluated on the following basis.

- ✓ Own office building with attending person with telephone and other office equipment including computer - 5 marks
- ✓ Rental office room with attending person with telephone and other office equipment facilities - 3 marks
- ✓ Rental office room with attending person and office equipment facilities - 2 marks

### **D. Available Human Resource in the organization Maximum – 50 marks**

In this category, the available number of relevant social and technical human resources with SPs will be identified. The number of personals of SPs will be categorized and score will be given as follows:

<b>D. 1 Qualification Maximum – 15 marks</b> Category based on qualification	Maximum score	Mark per Person
Graduation level - Social background	1	1 mark per person
Graduation level - Civil Engineering	1	1 mark per person
Sub- engineer Level	4	2 mark per person
Intermediate level - Accounting	1	1 mark per person
Intermediate level - Social	4	2 marks per person
Other Field level human resource – Health, sanitation, nutrition background	4	2 marks per person
<b>D. 2 Work Experience Maximum – 35 marks</b>	Maximum score	Mark per Person/year

Experience in WASH related activities or Rural Development Field		
Graduation level Human resource person ( Social)	4	2 mark per person/year
Graduation level human resource (Civil Engineering)	4	2 mark per person/year
Sub-engineer Level	9	3 marks per person/year
Intermediate level - Accounting	2	1 mark per person/year
Intermediate level - Social	8	2 marks per person/year
Other Field level human resource - Health, sanitation, Nutrition background	8	2 marks per person/year

\*\*\*\*\*

## Evaluation of Service Providers (SPs) – Consulting Firms for Pre-qualification

The Service Providers (Consulting Firms) fulfilling the basic minimum eligibility criteria as mentioned in the EOI notice will only be considered under this Pre-qualification evaluation based on the copies of necessary documents submitted by them as outlined in the EOI notice.

### Criteria for Pre-qualification Evaluation

The Pre-qualification evaluation will be carried out using the following detailed criteria/parameters and scoring system:

Parameters	Maximum Scores
A. General experience	10
B. Relevant Experience	15
C. Organizational set-up	25
D. Available HRs with Relevant Experience	<u>50</u>
Total	100

#### **A. General Experience of the Firm - Maximum – 10 marks**

(Under this category the firm will get 2 marks for each year of general experience for more than 3 years with a maximum of 10 marks)

#### **B. Relevant Experience of the Firm - Maximum – 15 marks**

(Under this category 3 marks for each assignment of minimum three months carried out by the firm in WASH related activities will be taken into account with a maximum of 15 marks)

#### **C. Organizational Set-up Maximum – 25 marks**

Under this category the following aspects will be taken into account.

##### **C.1 No. of clients served Maximum – 10 marks**

The number of clients served within last three years by the firm will be taken into account. The firm will get two marks for each client served during this period up to a maximum of 10 marks.

##### **C.2 District Specific Experience - Maximum – 5 marks**

Under this category the evaluation will be done as follows:

- Firm having registered and working in the proposed working district – 5 marks
- Firm having formal branch office in the proposed district and have Submitted EOI in association with local organization – 3 marks
- None of the above – 0 marks

**C.3 Representation of Women, Excluded (Dalits, Adibasi/Janjati, religious minorities, Terai disadvantage groups) - Maximum – 5 marks**

**Women in Managing Board** *Maximum – 2 marks*

One mark for one woman member, maximum 2 marks.

**Member from Excluded groups in Managing Board** *Maximum –3 marks*

One mark for one member from excluded groups but not exceeding three marks.

**C.4 Office set-up** *Maximum – 5 marks*

Under this category the organization will be evaluated on the following basis.

- ✓ Own office building with attending person with telephone and other office equipment including computer - 5 marks
- ✓ Rental office room with attending person with telephone and other office equipment facilities - 3 marks
- ✓ Rental office room with attending person and office equipment facilities 2 marks

**D. Available Human Resource in the organization** *Maximum – 50 marks*

In this category, the available number of relevant social and technical human resources with SPs will be identified. The number of personals of SPs will be categorized and score will be given as follows:

<b>D. 1 Qualification</b> <i>Maximum – 15 marks</i> Category based on qualification	Maximum score	Mark per Person
Graduation level - Social background	1	1 mark per person
Graduation level - Civil Engineering	1	1 mark per person
Sub- engineer Level	4	2 mark per person
Intermediate level - Accounting	1	1 mark per person
Intermediate level - Social	4	2 marks per person
Other Field level human resource – Health, sanitation, nutrition background	4	2 marks per person

<b>D. 2 Work Experience</b> <i>Maximum – 35 marks</i> Experience in WASH related activities or Rural Development Field	Maximum score	Mark per Person/year
Graduation level Human resource person ( Social)	4	2 mark per person/year
Graduation level human resource (Civil Engineering)	4	2 mark per person/year
Sub-engineer Level	9	3 marks per person/year
Intermediate level - Accounting	2	1 mark per person/year
Intermediate level - Social	8	2 marks per person/year
Other Field level human resource - Health, sanitation, Nutrition background	8	2 marks per person/year

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**TECHNICAL PROPOSAL - STANDARD FORMS**

TECH-1	Technical Proposal Submission Form
TECH-2	Firm's Organization and Experience A Firm's Organization B Firm's Experience
TECH-3	Comments or Suggestions on the Terms of Reference and on Data, Services and Facilities to be provided by the Client A Terms of Reference B Data, Services and Facilities
TECH-4	Understanding of the Approach, Methodology and Work Plan for Performing the Assignment
TECH-5	Proposed Team Composition and Task Assignments
TECH-6	Curriculum Vitae (CV) for Proposed Staff
TECH-7	Staffing Schedule
TECH-8	Work Schedule



## 1.32.2 Form TECH-1 Technical Proposal Submission Form

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[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer to provide the support services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant] as a joint venture or association for this assignment.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the support services related to the assignment no later than one week up on receipt of work order.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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### 1.32.3 Form TECH-2 Firm's Organization and Experience

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#### 1.32.3.1 A – Firm's Organization

*[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate (if any) for this assignment.]*

## B - Firm's Relevant Experience

*[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]*

**Maximum 10 assignments carried out within last 3 years.**

Assignment name:	Approx. value of the contract (in current NRs):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: \_\_\_\_\_

### **1.32.4 Form TECH-3 Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client**

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#### **1.32.4.1 A - On the Terms of Reference**

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

#### **1.32.4.2 B - On Counterpart Staff and Facilities**

*[Comment here on data, services and facilities to be provided by the Client including: administrative support, office space, local transportation, equipment, data, etc.]*

## FORM TECH-4      UNDERSTANDING OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

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*[You are suggested to present your understanding on the following three aspects and provide your suggestions and innovative ideas to carry out this assignment:*

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

- a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*
- b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.*
- c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*

### 1.32.4.3 FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS

1.32.4.3.1.1.1 Professional Staff				
Name of Staff	Years of experience	Areas of Expertise	Position Assigned	Task Assigned

1.32.4.3.1.1.2 Support Staffs				
Name of Staff	Years of experience	Areas of Expertise	Position Assigned	Task Assigned

## FORM TECH-6 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. **Proposed Position** *[only one candidate shall be nominated for each position]:* \_\_\_\_\_
2. **Name of Firm** *[Insert name of firm proposing the staff]:* \_\_\_\_\_  
\_\_\_\_\_
3. **Name of Staff** *[Insert full name]:* \_\_\_\_\_
4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_
5. **Education\*** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment, a copy of final academic degree certificate is mandatory]:* \_\_\_\_  
\_\_\_\_\_
6. **Membership of Professional Associations:** \_\_\_\_\_  
\_\_\_\_\_
7. **Other Training** *[Indicate significant training since degrees under 5 - Education were obtained]:* \_\_\_\_\_  
\_\_\_\_\_
8. **Districts of Work Experience:** *[List districts where staff has worked in the last five years]:* \_\_\_\_\_  
\_\_\_\_\_
9. **Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* \_\_\_\_  
\_\_\_\_\_
10. **Employment Record** *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

11. Detailed Tasks Assigned	12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned
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<p>[List all tasks to be performed under this assignment]</p>	<p>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11. <b>The client may ask for proof of work certificates if required during evaluation process</b>]</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
---	--

### 13. Years with the firm

From [Year]:\_\_\_\_\_ To [Year]: \_\_\_\_\_ Total Years \_\_\_\_\_

### 14 Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
 [Signature of staff member with blue ink] Date: \_\_\_\_\_  
 Day/Month/Year



Contact Telephone No. of staff member \_\_\_\_\_

Signature of authorized representative \_\_\_\_\_  
 Full name of authorized representative: \_\_\_\_\_

# FORM TECH-7 STAFFING SCHEDULE<sup>1</sup>

1.32. °	Name of Staff	1.32.6 Staff input (in the form of a bar chart) <sup>2</sup>													1.32.7 Total staff-month input		
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field <sup>3</sup>	Total
1		[Home] [Field]															
2																	
n																	
											Subtotal						
											Total						

- 1 Professional and support Staff input should be indicated individually.
- 2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
- 3 Field work means work carried out at a place other than the Consultant's home office.

 Full time input  
 Part time input

### 1.32.8 Form TECH-8 Work Schedule

N°	Activity <sup>1</sup>	Months <sup>2</sup>												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1	Planning Phase													
2.	Implementation Phase													
3.	Post Implementation Phase													
n														

1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

2 Duration of activities shall be indicated in the form of a bar chart.

## FINANCIAL PROPOSAL - STANDARD FORMS

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Costs by Activity

### 1.32.8.1 FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

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[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the facilitation services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is exclusive of the VAT/taxes, which we have estimated at [Insert amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations to be held later on.

We hereby certify that we have taken steps to ensure that no person acting for us or on behalf will engage in bribery.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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## FORM FIN-2 SUMMARY OF COSTS

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Costs	Amounts( NRs)
Total Amount of Planning Phase (Fin. 3A)	
Total Amount of Implementation Phase (Fin. 3B)	
Total Amount of Consolidation Phase (Fin.. 3C)	
Grand Total of Financial Proposal (Total of FIN-3A + FIN -3B + FIN 3C)	

### 1.32.8.2 FORM FIN-3 BREAKDOWN OF COSTS BY ACTIVITY

#### Cost Estimate of Services for Planning Phase of WASH Program in .....VDC, .....District

<b>A</b>	<b>Remuneration of Staff</b>				
	Staff	No.	Effective Person month	Rate / month (Rs.)	Total Cost (Rs)
	Team Leader	1	1.5		
	Field Coordinator	1	4		
	Water Supply & Sanitation Engineer	1	0.5		
	Health Promoter	1	4		
	Sub- Engineer	1	4		
	Water Supply and Sanitation Technician	1	4		
			Sub - Total (Staff Cost)		
<b>B</b>	<b>Reimbursable</b>				
i.	Per Diem	No.	Field Days	Rate / day (Rs.)	Total Cost (Rs)
	Team Leader	1			
	Field Coordinator	1			
	Water Supply & Sanitation Engineer	1			
	Health Promoter	1			
	Sub- Engineer	1			
	Water Supply and Sanitation Technician	1			
ii	Travel Expenses	No.	Trips	Rate/Trip	Total Cost (Rs)
	Transportation				
iii	Others (if any)	No.	Quantity	Rate (Rs.)	Total Cost (Rs)
			Sub - Total (reimbursable)		
<b>C</b>	<b>Miscellaneous Expenses (Out of Pocket Expenses)</b>				
	Items	Unit	Quantity	Rate/scheme (Rs.)	Total Cost (Rs)
	Communication				
	Printing and Stationary				
	Hiring of Tools & Equipments				
	Photographs				
	Report preparation / binding		-		
	Others (specify)				
			Sub - Total (Misc. exp.)		
<b>D.</b>	<b>Program Cost</b>				
	Baseline Survey / Socio – Tech. Assessment				
	Data entry, analysis and reporting				
	VDC WASH Plan preparation				
	CLTS Triggering				
	H & S Training				
<b>E</b>	<b>Total Amount (A+B+C+D)</b>				

### 1.32.8.3 FORM FIN-3B BREAKDOWN OF COSTS BY ACTIVITY

**Cost Estimate of Services for  
Implementation Phase of WASH Program in .....VDC, .....District**

<b>A</b>	<b>Remuneration of Staff</b>				
	Staff	No.	Effective Person month	Rate / month (Rs.)	Total Cost (Rs)
	Team Leader	1	2		
	Field Coordinator	1	12		
	Water Supply & Sanitation Engineer	1	1.5		
	Health Promoter	1	12		
	Sub- Engineer	1	12		
	Water Supply and Sanitation Technician	1	12		
	Accountant	1	3		
			Sub - Total (Staff Cost)		
<b>B</b>	<b>Reimbursable</b>				
i.	Per Diem	No.	Field Days	Rate / day (Rs.)	Total Cost (Rs)
	Team Leader	1			
	Field Coordinator	1			
	Water Supply & Sanitation Engineer	1			
	Health Promoter	1			
	Sub- Engineer	1			
	Water Supply and Sanitation Technician	1			
	Accountant	1			
ii	Travel Expenses	No.	Trips	Rate/Trip	Total Cost (Rs)
	Transportation				
iii	Others (if any)	No.	Quantity	Rate (Rs.)	Total Cost (Rs)
			Sub - Total (reimbursable)		
<b>C</b>	<b>Miscellaneous Expenses (Out of Pocket Expenses)</b>				
	Items	Unit	Quantity	Rate/scheme (Rs.)	Total Cost (Rs)
	Communication				
	Printing and Stationary				
	Hiring of Tools & Equipments				
	Photographs				
	Report preparation / binding		-		
	Others (specify)				
			Sub - Total (Misc. exp.)		
<b>D.</b>	<b>Program Cost</b>				
	Survey / Design Cost				
	Mgmt. Pre-construction / leadership training				
	Maintenance Workers' Training				
	Treasurer Training				
	Local Latrine Builders (LLB) Training				
	Mason Training				
	Procurement and quality inspection				
	TBC training (H & S)				
	Others (Specify)				
<b>E</b>	<b>Total Amount (A+B+C+D)</b>				



#### 1.32.8.4 FORM FIN-3C BREAKDOWN OF COSTS BY ACTIVITY

**Cost Estimate of Services for  
Consolidation Phase of WASH Program in .....VDC, .....District**

<b>A</b>	<b>Remuneration of Staff</b>				
	Staff	No.	Effective Person month	Rate / month (Rs.)	Total Cost (Rs)
	Team Leader	1	1		
	Field Coordinator	1	6		
	Health Promoter	1	6		
	Sub- Engineer	1	3		
	Water Supply and Sanitation Technician	1	6		
			Sub - Total (Staff Cost)		
<b>B</b>	<b>Reimbursable</b>				
i.	Per Diem	No.	Field Days	Rate / day (Rs.)	Total Cost (Rs)
	Field Coordinator	1			
	Health Promoter	1			
	Sub- Engineer	1			
	Water Supply and Sanitation Technician	1			
ii	Travel Expenses	No.	Trips	Rate/Trip	Total Cost (Rs)
	Transportation				
iii	Others (if any)	No.	Quantity	Rate (Rs.)	Total Cost (Rs)
			Sub - Total (reimbursable)		
<b>C</b>	<b>Miscellaneous Expenses (Out of Pocket Expenses)</b>				
	Items	Unit	Quantity	Rate/scheme (Rs.)	Total Cost (Rs)
	Communication				
	Printing and Stationary				
	Hiring of Tools & Equipments				
	Photographs				
	Report preparation / binding		-		
	Others (specify)				
			Sub - Total (Misc. exp.)		
<b>D.</b>	<b>Program Cost</b>				
	Post Construction Training				
	Linkages of WUSC to other institutions for IG activities				
	TBC training on H & S				
	Others(specify)				
<b>E</b>	<b>Total Amount (A+B+C+E)</b>				

## Evaluation Criteria for Technical Proposal of Service Providers

The technical proposals submitted by the short-listed / Pre-qualified Service Providers (SPs) will be evaluated on the basis of the following parameters:

Parameters	Maximum Scores
A. Relevant experience of the organization	10
B. Quality of proposal (Understanding of ToR, work plan, methodology etc.)	20
C. Qualification and experience of proposed personnel (CV assessment)	40
D. Technology Transfer / Training	10
E. Interview of proposed key human resource	<u>20</u>
<b>Total</b>	<b>100</b>

### A. Relevant experience on WASH activities Maximum - 10 marks

#### A.1 Program implementation Maximum – 6 marks

Implementation level work experience in community based WASH (domestic water, sanitation, hygiene and nutrition) project/program will be considered under this sub-category. Two marks will be given based on size of population covered /served with maximum of 6 marks.

Size/population	Per project	Max mark
>1000 population	2	4
<1000 population	1	2

#### A.2 Financial Turnover Maximum – 4 marks

Average annual turnover of last three years at least equal to estimated amount of the proposed contract will get maximum 4 marks. Annual financial turnover between 40% - 99% of the estimated amount of the contract will get 2 marks. Financial transaction less than 40 % will get zero.

### B. Quality of the proposal Maximum–20 marks

It is expected that SP shall submit the technical proposal in brief explaining their understanding on the methodology and work plan to perform the jobs as per TOR. Evaluation will be made base on their understanding towards development approach, writing skill, quality of fact and figures, fairness and completeness of required documents as well as human resource.

- Understanding of ToR, Work Plan, methodology Maximum- 10 marks
- Proposal writing skill / presentation quality Maximum- 5 marks
- Completeness of required documents and fairness Maximum- 3 marks
- Completeness of required human resource Maximum- 2 marks

### C. Qualification and Experience of Proposed Staff Maximum – 40 marks

Evaluation will be done based on the work experience of the proposed staff with specific projects mentioned in their CVs under the following sub-categories:

#### C.1 Team Leader Maximum – 3marks

The Team Leader will be the executive member or full time staff of the concerned organization and s/he will serve as a part time staffs for the proposed WASH program. S/he should be available throughout the program duration as and when needed. Evaluation will be based on the following:

##### C.1.1 Work experience Maximum –2 marks

Experience on organization management of rural community development projects will be taken into account under this sub-category. 0.75 marks will be given to a person having masters' degree and 0.50 marks will be given for a person having bachelors' degree for each year experience in organization management of community development activities (max. 1.5). Experience on implementation of WASH program will be additional advantage (max. 0.5) for both. The candidate who do not meet the minimum education and work experience criteria will get zero. This rule applies to other staff as well.

##### C.1.2 Woman/excluded Maximum – 1 Mark

#### C.2 Field Coordinator Maximum – 8 marks

The Field Coordinator should be full time staff for the program implementation activities in the field and s/he should be available throughout the program duration. Evaluation will be based on the following:

**C.2.1 Work Experience** *Maximum – 7 marks*

Implementation level work experience of rural community development projects including WASH (domestic water, sanitation, hygiene and nutrition) project/program will be taken into account under this sub-category with the maximum of 6 marks.

- Two marks will be given for each year experience in implementation of community development activities (excluding WASH). The maximum score will be 4, or
- Three marks will be given for each year experience in implementation of community development activities (including WASH). The maximum score will be 6.
- The candidate having experience for more than the minimum required will get additional 1 mark

**C.2.2 Woman/excluded** *Maximum - 1 Mark*

**C.3 Health Promoter** *Maximum – 8 marks*

The Health Promoter should be full time staff for WASH program implementation in the field and s/he should be available throughout the project duration. Evaluation will be done based on the following:

**C.3.1 Work Experience** *Maximum – 7 marks*

Implementation level work experience in social mobilization and health promotion activities in rural community development projects. Implementation level experience on WASH (domestic water, sanitation, hygiene and nutrition) will be additional advantage.

- Two marks will be given for each year experience in implementation of community development activities (excluding WASH). The maximum score will be 4, or
- Three marks will be given for each year experience in implementation of community development activities (including WASH). The maximum score will be 6.
- The candidate having experience for more than the minimum required will get additional 1 mark

**C.3.2 Woman/excluded** *Maximum - 1 Mark*

**C.4 Accountant Assistant** *Maximum – 2 marks*

**C.4.1 Work Experience** *Maximum – 1.5 Marks*

Accountant can be part time staff and s/he is responsible to facilitate users' committees in booking keeping and enhance capacity in simple accounting system. S/he should be available throughout the project duration as and when needed. While evaluation, 0.75 mark will be for one year work experience in accounting with a maximum of 1.5 marks.

**C.4.2 Woman/excluded** *Maximum – 0.5 Mark*

**C.5 Water Supply and Sanitation (WSS) Engineer** *Maximum – 3 marks*

WSS Engineer will be part time staff for domestic water scheme implementation activities (design/estimate and supervision) and s/he should be available as and when needed during the project duration. Evaluation will be based on the following:

**C.5.1 Work Experience** *Maximum – 2.5 marks*

Work experience on design and implementation of domestic water scheme activities (water supply/sanitation schemes).

- 0.75 mark will be given for each year in design and implementation of domestic water scheme activities with maximum of 1.5 marks.
- The candidate having experience for more than the minimum required will get additional 1 mark

**C.5.2 Woman/excluded** *Maximum – 0.5 mark.*

**C.6 Sub- Engineer** *Maximum – 8 marks*

Sub – Engineer will be full time staff for DWS scheme implementation activities (e.g. survey, design, construction monitoring, facilitation, supervision etc.). S/he should be available throughout the project duration. Evaluation will be based on the following:

**C.6.1 Work Experience** *Maximum – 7 marks*

Implementation level work experience in survey, design, supervision, monitoring and social mobilization activities in domestic water supply and sanitation projects.

3 marks will be given for each year in implementation of domestic water supply schemes with maximum of 6 marks. The candidate having experience for more than the minimum required will get additional 1 mark

**C.6.2 Woman/excluded Maximum - 1 Mark**

**C.7 Water Supply and Sanitation Technicians** Maximum – 8 marks

Water Supply and Sanitation Technicians (WSSTs) will be full time staff for scheme implementation activities. S/he is mainly responsible on facilitation and construction supervision of the DWS schemes activities and also support on sanitation promotion.

S/he should be available throughout the project duration. Evaluation will be done based on the following:

**C.7.1 Work Experience** Maximum – 7 marks

Work experience on construction supervision and mobilization activities in domestic water supply and sanitation projects/schemes implementation.

Three marks will be given for each year in implementation of WASH activities with maximum of 6 marks. The candidate having experience for more than the minimum required will get additional 1 mark

**C.7.2 Woman/excluded Maximum - 1 Mark**

**D. Technology Transfer or Training** - Maximum 10 Marks

Under this sub-category the experience of the organization in technology transfer, capacity building and training as evident in their past projects/programs will be considered for assessment.

SP shall submit at least two best examples of their past work experience on WASH sector explaining their experience including lessons learned and recommendations towards the capacity building of users' committees, functioning of the project/program under users' management, and sustainability. Evaluation will be made based on their written skill, quality of presentation, and work completion certificates of the respective project/donor agency.

**D1. Number of sustainable projects / programs implemented** – 3 marks for each project with maximum of 6 marks (*The donors' appreciation / work assessment letter should be attached*)

**D2. Innovative approach and technology or delivery of community level capacity building training, promotion of new IEC materials etc** – 2 marks for each project with maximum of 4 marks

**E. Interview of proposed human resource** Maximum 20 Marks

An interview of full time field staffs will be taken after evaluating the technical proposal based on the above criteria. The marks obtained by the proposed staffs will be added to the total mark of technical evaluation. The marking of key field staffs will be made as:

• Field Coordinator	Maximum 5 marks
• Sub- engineer	Maximum 5 marks
• Health Promoter	Maximum 5 marks
• Water Supply and Sanitation Technician	Maximum 5 marks

The DDC / Evaluation Committee will decide on specific criteria and method (interview and / or written test) for evaluation of different positions as well as division of marks between interview and written tests.

\*\*\*\*\*

## CONTRACT BETWEEN DDC, VDC AND SERVICE PROVIDER (FIRM/ORGANIZATION)

THIS CONTRACT ("Contract") is entered into this \_\_\_\_\_, (Date), by and between \_\_\_\_\_ DDC, \_\_\_\_\_ VDC ("Client") and \_\_\_\_\_ ("the Service Provider") having its principal office located at \_\_\_\_\_.

WHEREAS, the Client wishes to have the Service Provider perform the services hereinafter referred to, and

WHEREAS, the Service Provider is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

### 1. Services

(i) The Service Provider shall perform the services specified in Attachment A "Terms of Reference and Scope of Services", which is made an integral part of this Contract ("the Services")

(ii) The Service Provider shall provide the personnel listed in Attachment B, "Service Provider's Personnel", to perform the Services.

(iii) The Service Provider shall submit to the client the progress reports in the form and within the time periods specified in Attachment C, "Service Provider's Reporting Obligations."

### 2. Term

The Service Provider shall perform the Services during the period commencing \_\_\_\_\_ and continuing through \_\_\_\_\_, or any other period as may be subsequently agreed by the parties in writing.

### 3. Payment

#### A. Ceiling

For Services rendered pursuant to Attachment A, the Client shall pay the Service Provider an amount not to exceed \_\_\_\_\_ (**in words Rupees \_\_\_\_\_ only**) (excluding VAT and TAX). This amount has been established based on the understanding that it includes all of the program expenses, remuneration, and overhead to the SP, but excluding any tax obligation that may be imposed on the Service Provider.

#### B. Schedule of Payments

The schedule of payments is specified below:

(i) Payment -1: Thirty percent (30%) of the total contract amount of the respective phase for the services on immediately after signing the agreement i.e. \_\_\_\_\_ (**in words \_\_\_\_\_ only**)

- (ii) Payment -2: Forty percent (40%) of the total contract amount of the respective phase for the services upon satisfactory submission of the progress report i.e. \_\_\_\_\_ (in words \_\_\_\_\_ only) as endorsed by respective VDC
- (iii) Payment-3: Thirty percent (30%) of the total contract amount of the respective phase for the services upon completion of the assignment and final public auditing and satisfactory submission and approval of the final progress report endorsed by Users' Committee and VDC i.e. \_\_\_\_\_ (in words \_\_\_\_\_ only)
- (iv) The above payments will be made separately for each phases as per the completion of the previous phase activities and issue of new work order for next phase.
- (v) From each of the above payments necessary tax deduction shall be made as per prevailing government rules and the deducted amount shall be forwarded to the Tax Authorities.

**C. Payment Conditions**

Payment shall be made in Nepalese Rupee, no later than 30 days following submission by the Service Provider of invoices in duplicate to the DDC with VDC and users confirmation of satisfactory work completion through public audit and for VDC with confirmation of users' committee for satisfactory work completion.

**4. Program Administration**

- (i) Coordination and Supervision: The person working in WASH Structure at DDC/DTO will be responsible for the coordination of activities under this Contract. DDC/VDC will be responsible for acceptance and approval of the reports and / or other deliverables submitted by the Service Provider and for receiving and approving invoices for the payment.
- (ii) Reports. The progress reports listed in Attachment C shall be the obligation of the Service Provider and will constitute the basis for the payments to be made under Clause 3.

**5. Performance Standards**

The Service Provider undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Service Provider shall promptly replace any employees assigned under this Contract that the DDC/VDC considers unsatisfactory.

Except as the DDC/VDC may otherwise agree, no changes shall be made in the Key Personnel. If, for reasons beyond the reasonable control of the Service Providers, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.

**6. Confidentiality**

The Service Provider shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the DDC/VDC's business or operations without the prior written consent of the DDC/VDC.

**7. Ownership of Material**

Any studies, reports or other material, graphic, software or otherwise, prepared by the Service Provider for the client under the Contract shall belong to and remain the property of the client. The Service Provider may retain a copy of such documents and software.

**8. Service Provider Commitment towards Gender and Social Inclusion**

By signing this agreement the Service Provider also commits itself;

- Make progress towards gender and social inclusion in staffing, opportunities, duties and ensure the human resources policies within the organization are gender and inclusion sensitive

- Contribute to a gender and inclusion friendly environment that acknowledges the importance of diverse group at all levels
- Ensure that gender and social inclusion is mainstreaming at all level and throughout the assigned task accomplishment
- Ensure that all diverse groups are involved and benefits from the programme are shared in an equitable manner

**9. Service Provider not to be engaged in certain activities**

The Service Provider agrees that, during the term of this Contract and after its termination, the Service Provider and any entity affiliated with the Service Provider, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

**10. Insurance**

The Service Provider will be responsible for taking out any appropriate insurance coverage for their staff.

**11. Assignment**

The Service Provider shall not assign this Contract or sub-contract or any portion of it without the DDC/VDC's prior written consent.

**12. Law Governing Contract and Language**

The Contract shall be governed by the laws of Government of Nepal, and the language of the Contract shall be Nepali.

**13. Dispute Resolution**

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of Government of Nepal.

**14. Modifications**

Modifications to the terms and conditions of this Contract, including any modifications of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

**15. Termination**

**15.1 By the client:**

The client may terminate this contract in case of the occurrence of any of the event specified in paragraph (a) through (f) of this Clause 15.1. In such an occurrence the client shall give a not less than thirty (30) days' written notice of termination to the Service Provider.

- (a.) If the Service Provider does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further periods the client may have subsequently approved in writing.
- (b.) If the Service Provider becomes insolvent or bankrupt.
- (c.) If the Service Provider, in the judgment of the client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- (d.) If, as the result of Force Majeure, the Service Provider are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (e.) If the client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- (f.) If the Service Provider fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause 12 hereof.

15.2 By the Service Provider:

The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the event specified in paragraphs (a) through (c) of this Clause 15.2

- (a.) If the client fails to pay any money due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to the Contract hereof within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue.
- (b.) If as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than Sixty (60) days
- (c.) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to Clause 12 hereof.

**16. Payment upon Termination**

Upon termination of the Contract pursuant to Clause 15, the DDC/VDC shall make the payment for remuneration for work carried out prior to the effective date of termination.

FOR THE CLIENT

FOR THE SUPPORT ORGANISATION

DDC:

Signed by: .....

Title: LDO

Date:

Signed by:

Title:

Date:

VDC:

Signed by: .....

Title: Secretary

Date:



## Attachment A

### 1.33 TERMS OF REFERENCE (TOR) AND SCOPE OF SERVICES

#### 1.34 FOR WASH PROGRAM

##### 1. Scope of work

The details about the scope of work, tasks, formats of data collection and reporting, training contents and curriculum, etc. are presented in the District WASH Implementation Guideline (DWIG). SP shall strictly adhere to the DWIG/Manuals in all activities. The SP is expected to maintain overall coordination with DWASHCC/DDC, VWASHCC/VDC and other district based sector agencies in course of their assignment.

##### 1.35

##### 1.36 1.1 Planning Phase

In this phase the SP is mainly responsible for supporting/facilitating the VWASHCC / WWASHCC in the following activities:

- (i) Carry out socio-technical assessment
- (ii) Conduct WASH awareness activities e.g. ignition for TBC in H&S
- (iii) Conduct orientation to all party members at VDC level, teachers and students and CHSAC's member
- (iv) Formation/activation of VWASHCC/CHASAC/WUSC/IMC
- (v) Capacity building of VWASHCC/CHASAC/WUSC/IMC and confidence building of beneficiaries with focus on women and excluded
- (vi) Conduct planning Workshops at CHSAC/WUSC/IMC and VDC level
- (vii) WASH Plan preparation

##### 1.37 1.2 Implementation Phase

###### 1.2.1 Preparatory Works

SPs will work in close coordination with DDC, VDC, VWASHCC, WUSC/CHSAC to facilitate DWS scheme preparation and continuation of Hygiene, Sanitation and Nutrition activities (TBC). Series of meetings and training with concern stakeholders at ward/village level is required to accomplish the task. Major Tasks of SO in this phase are;

##### 1.38 Social works

- Support in Organizing TBC Triggers training at VDC level
- Mobilization of community
- Formation / Activation and registration of WUSC/CHSAC
- Support to WUSC/CHSAC/IMC for preparation of different Community Action Plans as mentioned in the DWIG
- Follow up WUSC/CHSAC/IMC to raise up-front cash contribution for capital cost and O & M and deposit in separate Bank Accounts of UCs (Operating Account and O & M Fund Account)
- Conduct Different Trainings on
  - ✓ Lead Mother's training on nutrition and income generation
  - ✓ Pre-construction training on leadership/management to WUSC/CHSAC/IMC
  - ✓ LLB/Masson/RWH
  - ✓ Environment awareness/Water quality monitoring

- ✓ Solid Waste Management/Multiple Use System(MUS)
- ✓ Organize mass meeting of users with focus on women and excluded
- ✓ Procurement training to WUSC/CHSAC/IMC

### **1.39 Technical works**

- Detail feasibility and technical survey of the scheme
- Detail design of scheme and preparation of cost estimates, detailed drawings and Bill of Quantity (BOQ).
- Finalization of different community action plans
- Regular reporting to the DDC through VWASHCC/ WUSC/CHSAC/IMC

### **1.40**

#### **1.41 1.2.2 Implementation Work**

After successful completion of the preparatory work of the WASH and if communities are ready to contribute as per agreement, the WASH program will enter in implementation. Major Tasks of SPs in this stage are;

### **1.42**

#### **1.43 Social works**

- Organize mass meetings for CLTBCHS triggering process
- Continue implementation of hygiene and sanitation plans on institutional, HH, nutrition and income generation and health fund
- Promote and advocate GESI issues as crosscutting in all activities
- Join the monitoring team and participate during preparation of monitoring report.
- Facilitate WUSC in preparation of operation and management plan
- Conduct Post Construction Training to UCs
- Train and assist UCs in organizing public auditing.

#### **1.44 Technical works**

- Assisting WUSC/CHSAC/IMC in purchase of quality materials.
- Checking the quality of procured construction materials.
- Support in proper selection, collection, transportation and use of the local construction materials.
- Regular supervision of construction works to ensure quality and timely completion of the scheme in association with WUSC/CHSAC/IMC
- Join the monitoring team and participate in the preparation of monitoring report.
- Regular reporting of the progress to the DDC through VWASHCC/VDC WUSC/CHSAC/IMC
- Support to conduct LLB, RWH mason and MW trainings (on-the-job)

### **1.45**

#### **1.46 1.3. Consolidation Phase**

After successfully completion of all construction activities and financially cleared by the DDC, the post implementation phase activities will start to ensure the sustainability of the schemes. Coordination and linkage between concerned stakeholders at village and district level is required for the continuation of the task. Major tasks of SP in this phase are;

- Follow – up and mobilize users for operation and maintenance of the schemes
- Support WUSC to mobilize O&M fund
- Support WUSC/CHSAC/IMC to establish linkage with financial institutions, line agencies, cooperatives to access formal credit, technical and management support to run income generating activities
- Support WUSC to follow the operation and management plan.

- Follow-up and continue backup support to WUSC/CHSAC/IMC/VWASHCC
- Continue Hygiene Sanitation and Nutrition activities
- Support to prepare and implement water safety plan

## **JOB DESCRIPTIONS OF DIFFERENT STAFF**

### **A. Team Leader**

The Team Leader of SP should perform the following major tasks and responsibilities.

#### **General**

The Team Leader is expected to perform responsibilities of Planning, Preparatory, Implementation and Post-Implementation Phases in community level as per TOR of these phases and the TL should take responsibility as required to successfully complete the project for its sustainability. Mainly, the TL should carry out the leading role of the SP, its staff and technical and software activities (including hygiene, sanitation and nutrition) carried out in relation to WASH program in the field.

#### **Specific**

1. Provide guidance and supervision to the personnel involved in the assigned activities
2. Play the role of liaison officer between SP and DWASHCC/DDC/VWASHCC/VDC
3. Facilitate to DDC/VDC to prepare the overall WASH Plan in detail with expected outcomes
4. Encourage and facilitate the whole team in community mobilization, and prepare community action-planning process through the participatory approach
5. Monitor and supervise the whole team (Field Coordinator, Sub-engineer, Health Promoter and WSST etc.) to achieve the contractual obligation through right process
6. Be responsible to fulfill obligatory process and progress in each payment and phases
7. Prepare progress reports
8. Be fully aware of the roles and responsibilities of different stakeholders

### **B. Water Supply and Sanitation Engineer**

The Water Supply and Sanitation Engineer should perform the following tasks and responsibilities:

#### **General**

The WSS Engineer is required to check feasibility report from sub-engineer at sites, review and check the detail design prepared, finalize the design report and submit for approval.

#### **Specific**

1. To guide sub-engineer / WSST to measure the identified source in dry season and also identify alternative sources. S/He should also prepare Water Quality tests and Monitoring Plans.
2. Help and guide Sub - engineer to prepare the design and cost estimate of the DWS as per community choice and technical feasibility.
3. Guide the sub-engineer / WSST so that they may be able to explain the technical options of tap-stand, structural design of RVT, BPT and its cost implications with WUSC and DWASHCC/DDC, VWASHCC/VDC.
4. Guide sub-engineer / WSST to check the quality of the local and non-local materials.
5. Guide sub-engineer / WSST/IMC/CHSAC to prepare the design estimate of institutional toilets according to the community choice.
6. Help to solve technical problems raised in the schemes and participate in the meetings and discussions held in the WUSC, VWASHCC/VDC and DWASHCC/DDC as and when required.

### **C. Sub – Engineer**

The Sub-engineer should perform the following tasks and responsibilities:

## **General**

The Sub-engineer is expected to perform responsibilities of Planning, Preparatory, and Implementation Phases at community level as per TOR of these phases and should take responsibility as required to prepare WASH plan and complete the DWS schemes successfully. Mainly the Sub-engineer should carry out technical activities such as identification of potential water sources, source measurement, survey, design and estimate, and support for construction of the DWS according to the demand of the community.

Her/his areas of responsibility include community mobilization, organization, and motivation, increasing capacity of the community to plan the DWS, implementation, monitoring and evaluation. S/he also has to guide the community with regards to collection of local materials. Furthermore, s/he should assist community on quality checking and procurement of non local material.

## **Specific**

1. Support the Water Supply and Sanitation Technicians (WSSTs) to carryout his/her duties in different phases of the DWS. Sub-engineer should guide WSST to conduct source measurement, pre-feasibility, detailed survey design, supervision of construction activities and mobilize community in all phases of WASH program.
2. Prepare work plan of Planning, Preparatory, and Implementation phases, which should be compatible with the overall work plan of the WASH program.
3. Be involved in Community Action Planning Process especially in scheme layout plan, environmental protection, local material collection, and in community's cost and labour contributions.
4. Measure the potential sources in dry season and also identify alternative sources. S/he will be responsible to carry out, as instructed by the Engineer, the water quality tests of the proposed sources.
5. Discuss the technical options of tap-stand, structural design of RVT, BPT and its cost implications with the WUSC/users.
6. Conduct engineering and environmental survey work with the involvement of concerned community and WSST.
7. Prepare the design, drawings and cost estimate of the DWS scheme as per community choice and technical feasibility.
8. Ensure the site, elevation for the construction of intake, RVT and tap-stands. Overseer should also fix the alignment of transmission and distribution pipes as per drawings and layout maps.
9. Make the community aware of total amount of required local materials and their contribution in terms of person-days per household.
10. Help the community to prepare CAP/DAP, and work plan of implementation period.
11. Assist WUSC to check the quality of the local and non-local materials, and store management.
12. Supervise the total construction work of Implementation phase. Sub-engineer should take full responsibility in quality of construction work.

## **D. Job Description of Field Coordinator**

The Field Coordinator (FC) of SP should perform the following tasks and responsibilities in WASH program:

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### **General**

The FC is expected to perform supervision and coordination responsibilities in different Phases of WASH activities performed by field team at community level as per Terms of Reference. The FC should take responsibility as required to successfully complete the program for its sustainability mainly, it should carry out management and coordinating role of the SP staff, technical and software activities, planning and implementation activities, collection of upfront cash and O & M fund, collection of local materials, and operation and maintenance of the DWS.

### **Specific**

1. Support/coordinate the field staff on preparation of their individual detail work plan, expected milestone and monitoring indicators.
2. Monitor and supervise the Sub-engineer, Health Promoter, WSST in terms of their job description and approved work plan for WASH Implementation.
3. Organize staff meetings to find out and solve their problems.
4. Prepare and submit the progress reports to team leader.
5. Organize and monitor the field level training programs for WUSC/CHSAC/IMC, Maintenance Worker, Tap-stand groups, Treasurer etc.
6. Support the field staff: Sub-engineer, Health Promoter and WSST on community mobilization process and preparing community action plans.
7. Support the community in WUSC/CHSAC registration, bank account opening and supporting VDC /DDC on WASH activities.
8. Develop a good relationship to co-ordinate and co-operate with other stakeholders e.g. CBO, NGO, GO, INGOs etc.
- 9.

### **E.Job Description of the WSST**

The Water Supply and Sanitation Technician (WSST) should perform the following tasks and responsibilities:

#### **1.46.1.1.1 General**

The WSST is expected to provide supportive roles and responsibilities during WASH planning, preparation and implementation as per Terms of Reference. Mainly the WSST should support sub-engineer in conducting technical activities such as DWS schemes, source measurement, lay- out plan preparation, survey work etc. WSST should also assist community to construct hygienic and sustainable household and institution toilet and support Health Promoters to carry out hygiene, sanitation, nutrition and other software activities (such as community mobilization, organization, motivation, increasing capacity of the community to plan, implement, monitor and evaluate the WASH activities as well as collection of upfront cash and O&M fund, local materials collection etc.).

### **Specific**

1. Explain to the community about the norms, terms and conditions of the program.
2. Assist Field Coordinator / Sub-engineer/ Health Promoters to prepare participatory community action plan with the community for implementation phase.
3. Facilitate the community level training / orientation and meetings on different phases of WASH activities.
4. Support sub-engineer in conducting technical activities such as DWS schemes source measurement, lay- out plan preparation, survey work etc.
5. Make the community aware of use of waste water in kitchen garden.
6. Help the community in quality checking of local and non local material and store management.
7. Supervise the skill workers during construction of intake, BPT, RVT and tap-stands under DWS. Also assist community to check the depth of trench, ratio of cement and sand to construct intake, RVT, BPT and tap-stand.
8. Help the community in the selection of Maintenance Workers (MW) and masons. Also involve in the training of MW as well as the WUSC/CHSAC/IMC members in operation and maintenance of the system during MW Training.
9. Assist the WUSC/CHSAC and community to understand the design and estimates of the DWS scheme.
10. Make the community aware of catchment's protection.
11. Be involved in the pre as well as post construction training of WUSC/MW/CHSAC.

## **F. Job Description of the Health Promoter**

The Health Promoter (HP) should perform the following major tasks and responsibilities:

### **General**

The HP is expected to perform different activities of various phases in community level as per the TOR especially in areas of hygiene, sanitation and nutrition. Mainly, HP should be involved in the CLTBCHS ignition and triggering process to mobilize and ignite the community towards Total Behavioural Change (TBC) in H&S. HP should also support the field team in implementing other software activities like collection of operation and maintenance fund, health fund, local materials, upfront cash contribution and implementation of WASH program.

In addition, HP should conduct, with the support of other field team, the activities like awareness on gender and social discrimination and hygiene, sanitation and nutrition education to different target groups including WUSC/CHSAC/IMC and TSGs.

### **Specific**

1. Involve in the baseline survey to identify basic health, hygiene and sanitation problem in the community and collect relevant information.
2. Conduct mass meetings of the beneficiaries with due representation from women and excluded groups to discuss the existing problems on domestic water, health, hygiene and sanitation, and community demand.
3. Assist the users in preparing community map to understand easily by the community the existing bad habits on health, hygiene and sanitation in different groups of the community.
4. Assist the community to prioritize the identified problems for the improvement of health, hygiene and sanitation situation in the community.
5. Help community to arrange mass meetings in the community, assist in forming different types of groups (such as WUSC/CHSAC, Tap Stand Groups, teacher etc.), assist community mobilization process, conduct health and sanitation awareness activities in the community and participate in CLTBCHS ignition and triggering process.
6. Assist users to prepare participatory community action plan (CAP) including the Household and Institutional Sanitation Plans on the basis of identified and prioritized domestic water and health, hygiene and sanitation related issues.
7. Assist the community or target group to prepare affordable, acceptable and appropriate detailed small doable actions at household level for TBC in H&S. In addition, HP should assist the community to adopt appropriate process and procedures for WASH plan implementation, monitoring and evaluation.
8. Emphasize the interrelationship between health, hygiene and sanitation and drinking water in fulfilling the objectives of the WASH program including awareness creation on Point of Use (PoU) and other behavioural issues related to water handling and use.
9. Assist the community to select TBC Triggers, and Lead Mothers especially from the mothers' groups; and train and involve them in implementing hygiene, sanitation and nutrition related activities.
10. Assist the community to form teacher and student groups (if there are schools) in the community and assist them to conduct regular school health program and other special programs like health drama, wall painting, nail cutting, hand washing etc.
11. Demonstrate the preparation of oral re-hydration solution (ORS) and make the community able to prepare accordingly. Likewise, suggest the community about the causes, transmission routes, and complexity of diarrhea and its control and prevention.
12. Assist the school or community to conduct special health, hygiene and sanitation education awareness campaign on the occasions of socially important days.
13. Conduct courses on health, hygiene and sanitation and practical demonstration compulsorily with respect to health, hygiene and sanitation directives for the target groups like WUSC/CHSAC/IMC, Tap

14. Involve the local human resource such as FCHVs, HWs, TBAs, natural leaders etc. in the hygiene, sanitation and nutritional promotion activities.
15. Perform other than above listed related activities in health, hygiene and sanitation promotion as need to achieve TBC in H&S.

## 1.48

## 1.50

[illegible]



## 1.51 Attachment C

### 1.52 Service Provider's Reporting Obligations

#### Reporting and Deliverables

The SP is required to submit the following progress reports separately for DDC and VDC for each phase:

- (ii) **Monthly Progress Report (2 copies):** The SP should prepare and submit the progress report on monthly basis. This report should include the regular progress going – on in the community regarding the WASH program activities as per the ToR.
- (iii) **Trimester and Half Yearly Progress Report (2 copies each):** SP should submit the trimester and half yearly progress reports to DDC and VDC of their work completion with confirmation of VDC/VWASHCC and WUSC/CHASC/IMC and users. The report should include, amongst others, description of the findings in areas of (i) performance of the WASH program activities; (ii) effectiveness of the capacity building approaches, processes/procedures and guidelines; (iii) key issues, lessons learnt and recommendations to the DDC and VDC to refine policies, procedures etc. for improvements in the future, and (iv) specific measures to improve / strengthen the sustainability of the schemes.
- (iv) **Final Progress Report (2 copies):** After completion of the all assigned work and completion of the public auditing, SP should submit the work completion report to DWASHCC/DDC and VWASHCC/VDC with the users confirmation..

**Note:** the SP should provide any other program related information or additional reports as requested by DDC/VDC from time to time.

# AGREEMENT WITH INDIVIDUAL CONSULTANT / STAFF FOR IMPLEMENTATION OF WASH PROGRAM IN .....VDC .....DDC

This Service Contract (hereafter called "Agreement") is entered as of ....., 2009, between .....DDC and.....VDC (hereafter referred as Client) and Mr/Mrs/Miss.....of .....District, hereafter referred to as the Consultant/Staff.

## PREAMBLE

1. **DDC/VDC** wishes to engage **Mr/Mrs/Miss.....**, in the position of..... and S/he agrees to provide the services as identified in Attachment -A ("Scope of Work ") of this Agreement.
2. Both the parties have determined that S/he will perform those services as an independent consultant/staff, in .....VDC, of .....district in the implementation of WASH program exercising his professional judgment as to the time, place, manner and method of performance to accomplish the objectives desired by the program.

The Parties agree as follows:

### 1. **Scope of Work**

The Consultant/staff will perform the services as described in Attachment 'A' of this Agreement (*The ToR/Scope of work and individual staff JD will be as given in Annex 26 A for firm /organization*)

### 2. **Terms of Agreement**

The Consultant/staff will be available for service detailed in Attachment "A" on or about ....., 2009 and continuing up to ....., 2009. This Agreement may be extended by mutual agreement of both the parties and/ or terminated at any time in accordance with **Section 10**.

### 3. **Compensation**

For services performed under this Agreement, the Consultant/staff will be receive a total fee of NRs.....(In words.....only) or receive NRs..... as monthly basic salary for services rendered.

Consultant's fee will be paid based on an approved invoice submitted for work completed. Tax will be deducted according to the prevailing GoN rules and regulations.

### 4. **Expenses/Facilities**

Additional expenses/facilities to complete the scope of work as per attachment will be reimbursed to the consultant/staff as follows:

1. Actual costs to travel from one district to another district or from district headquarter to the project VDCs, actual lodging and transport costs within the district and/or a lump sum amount of NRs. ....per day/ month as field allowance.
2. The staff will get one month's salary as the dasain allowance on pro - rata basis.
3. The DDC may provide remoteness allowances and/or extra man month for working in such remote district/VDCs as decided.

### 5. **Termination**

- A. This Agreement may be terminated by either party at any time prior to the scheduled expiration date without cause by written notice. In the event of such termination, DDC/VDC will pay the Consultant/staff for the actual number of days worked prior to the effective date of termination.
- B. This Agreement may be terminated by DDC/VDC at any time prior to the scheduled expiration date of this Agreement by written notice to consultant/staff in the event that consultant/staff materially fails to comply with any covenant contained in this Agreement. In the event of such termination, DDC will determine the extent to which consultant/staff has satisfactorily delivered services prior to the effective date of termination and will determine the extent to which fees, if any, are payable to consultant/staff for the services performed.

**6. Disputes**

Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, will be settled by arbitration in Nepal as per the Government of Nepal rules and regulations. Judgment upon the award rendered by the arbitration may be entered in any court of competent jurisdiction.

**7. Assignment**

Neither this Agreement nor any of the duties and obligations under this Agreement may be assigned or sub-contracted by Consultant/staff.

**8. Amendment**

This Agreement may be amended only by a written instrument signed by the duly authorized representatives of both parties.

**9. Governing Law**

This Agreement will in all respects be governed by and construed in accordance with the laws of the Government of Nepal.

**10. Entire Agreement**

This Agreement, Attachment A and all subsequent Scopes of Work, issued by DDC/VDC and accepted by Consultant/staff, constitute the entire agreement of the Parties with respect to the performance of services by consultant for DDC/VDC and supersede all other agreements and understandings, whether oral or written.

This signature below confirms that the Consultant/staff and DDC/VDC agree on the terms outlined above and in Attachment A.

FOR THE CLIENT

DDC:

Signed by: .....

Title: LDO

Date:

VDC:

Signed by: .....

Title: Secretary

Date

FOR THE CONSULTANT/STAFF

Signed by:

Title:

Date:

## Norms for Basic Salary and other Facilities for Staff / Service Providers

### 1. Basic Salary Scale for human resources

Position	Minimum Qualification	Minimum Experience	Basic Salary Rate / Month NRs
<b>A. Social human resource</b>			
Team Leader	Masters' Degree in Any discipline, or Bachelor Degree in any discipline	Master degree with two years in Community Development activities including organization and management. Bachelor degree with three years in Community Development activities including organization and management.	20,000-25,000
Field Coordinator	Bachelor's Degree in Any discipline	Two years in rural development activities especially in areas of water supply, hygiene, sanitation and nutrition	15,000-20,000
Health Promoter	HA/Staff Nurse or	For HA/Staff Nurse one year in health, sanitation and nutrition activities in rural areas.	15,000-18,000
	ANM/AHW/CMA	For ANM/AHW/CMA three years for in health, sanitation and nutrition activities in rural areas.	12,000– 15,000
Account Assistant	Intermediate in Commerce	Two years in Book Keeping and Accounting	12,000-15,000
<b>B. Technical human resource</b>			
Engineer	Bachelor Degree in civil engineering	Two years in design and supervision of rural water supply scheme	20,000-25,000
Sub-Engineer	Intermediate Degree in civil engineering	Two years in design and supervision of rural water supply scheme	15,000-18,000
Water Supply and Sanitation Technician	Eight years of schooling and Certificate of relevant basic training	Two years in rural water supply and sanitation activities	12,000-15,000

### 2. Facilities and Allowances

Apart from basic salary, the SP will get the following facilities and allowances to carry out their assignments at the community level.

#### 2.1 Field Allowance:

The amount of monthly field allowance for different positions will be as follows. However, this should be provided based on pro-rata basis on their presence in the field.

S.N.	Position	Field allowance max. per
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		month (Rs.)
1.	Team Leader, Field Coordinator, and Engineer	6000
2.	Health Promoter, Sub-Engineer , WSST	5000

## **2.2 Remoteness Allowance:**

A remoteness allowance will be provided according to the GoN rules for the SPs' staff working in the remote VDCs. The DDC can decide to provide remoteness allowance for SPs working in very remote VDCs.

## **2.3 Additional Time Inputs**

The SP working in remote VDCs entitle to get 20% additional time for her/his proposed inputs duration.

## **2.4 Dasain Allowance:**

One month's basic salary will be provided to the staff as Dasain allowance. However, the staff working for less than one year will be given this allowance on pro rata basis as per GoN rules.

## **2.5 Travel and Miscellaneous Expenses:**

The travel expenses will be as per actual (using the economical mode of transportation). The staff will get other facilities and incentives for field visit as per the prevailing GoN rules or as mentioned in their contract.