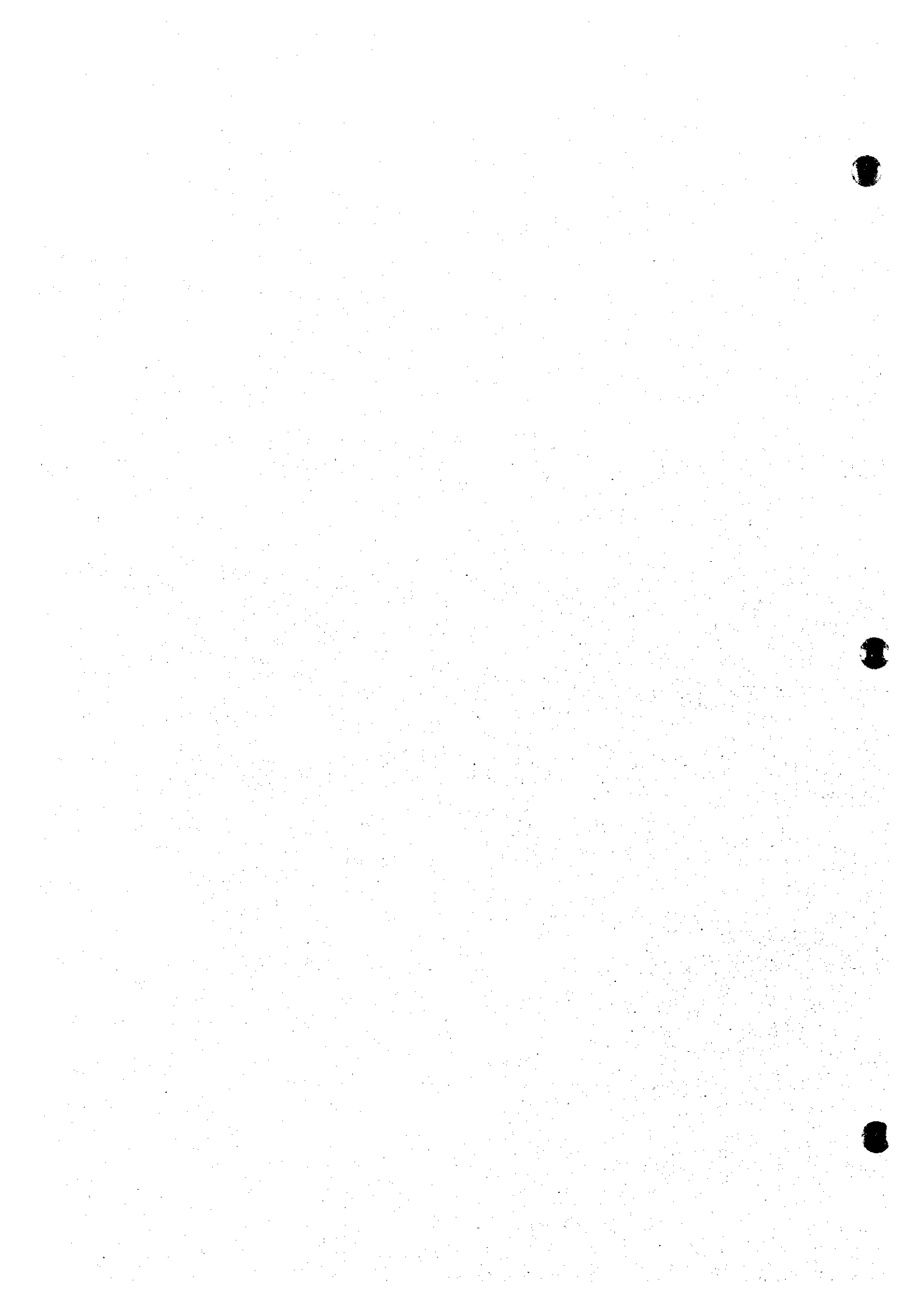


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**SECTOR IMPLEMENTATION  
ARRANGEMENTS**

**C**



## 9 SECTOR MANAGEMENT FOR MEDIUM-TERM DEVELOPMENT

### 9.4 Project Management Arrangements

#### 9.4.1 Project Approach/Strategy

#### PROJECT IMPLEMENTATION ARRANGEMENT AND PROCEDURE

Together with the following Figures (Figure 9.4.1 and 9.4.2), will show the project implementation arrangement and procedure for Level I and sanitation from national level to barangay levels, which are designed to encourage active participation of implementers and beneficiaries in undertaking the project.

##### (1) National Government Level

Project Planning/Launching Workshop as start-up activity will be conducted to introduce and orient the implementers on the Project, define their roles, responsibilities and relationships among them and formulate provincial action plans. The Consultant, upon completion of the training needs assessment and development of appropriate training programs shall conduct capacity enhancement for the WSS-PMO Staff, NGOs, DPWH and DOH representatives. This activity aims to strengthen their competence in technical, managerial, training and community organizing and gender responsiveness. The trained members are responsible to facilitate the organization/reactivation of the PWSO and information dissemination for the provincial officials to secure their support and commitment to the Project. With the assistance from the Consultant, they will enhance the capacity of the PWSO, the MSLT and COs/NGOs in planning, implementing, monitoring and evaluating the project.

##### (2) Local Government Level

The PWSO shall assist the MSLT in each municipality and conduct information dissemination for the municipal officials to orient them on the project and obtain their support and commitment. With the PWSO assistance, the trained MSLT members shall select priority barangays, in coordination with the municipal development council. The Team will be responsible for facilitating barangay activities such as consultation meetings with barangay officials and community members, barangay survey and spot mapping, formation of BWSA/RWSA, pre-construction conference, and supervision of construction. Skills training will be conducted for the operating body in maintaining

and managing the project. They shall also provide continuing assistance and monitor the activities of the beneficiaries and status of the project.

### (3) Barangay Level

The barangay officials/development councils shall provide support to the PWSO and MSLT members in conducting activities and mobilizing resources in the barangay. Men and women volunteer shall conduct barangay survey and spot mapping to confirm their demand for the level of service, HH latrines and willingness to operate and maintain the facilities and counterpart. The community members decide on the operating body, tap existing community-based organization or organize a BWSA/RWSA. They have also to agree on the monthly water fees and provide labor and local materials during the construction of facilities. The BOD/Officers, Bookkeeper and Caretaker of the operating body shall attend skills training to develop their competence in performing their jobs. The beneficiaries shall provide information and request assistance from the PWSO/MSLT members, if necessary.

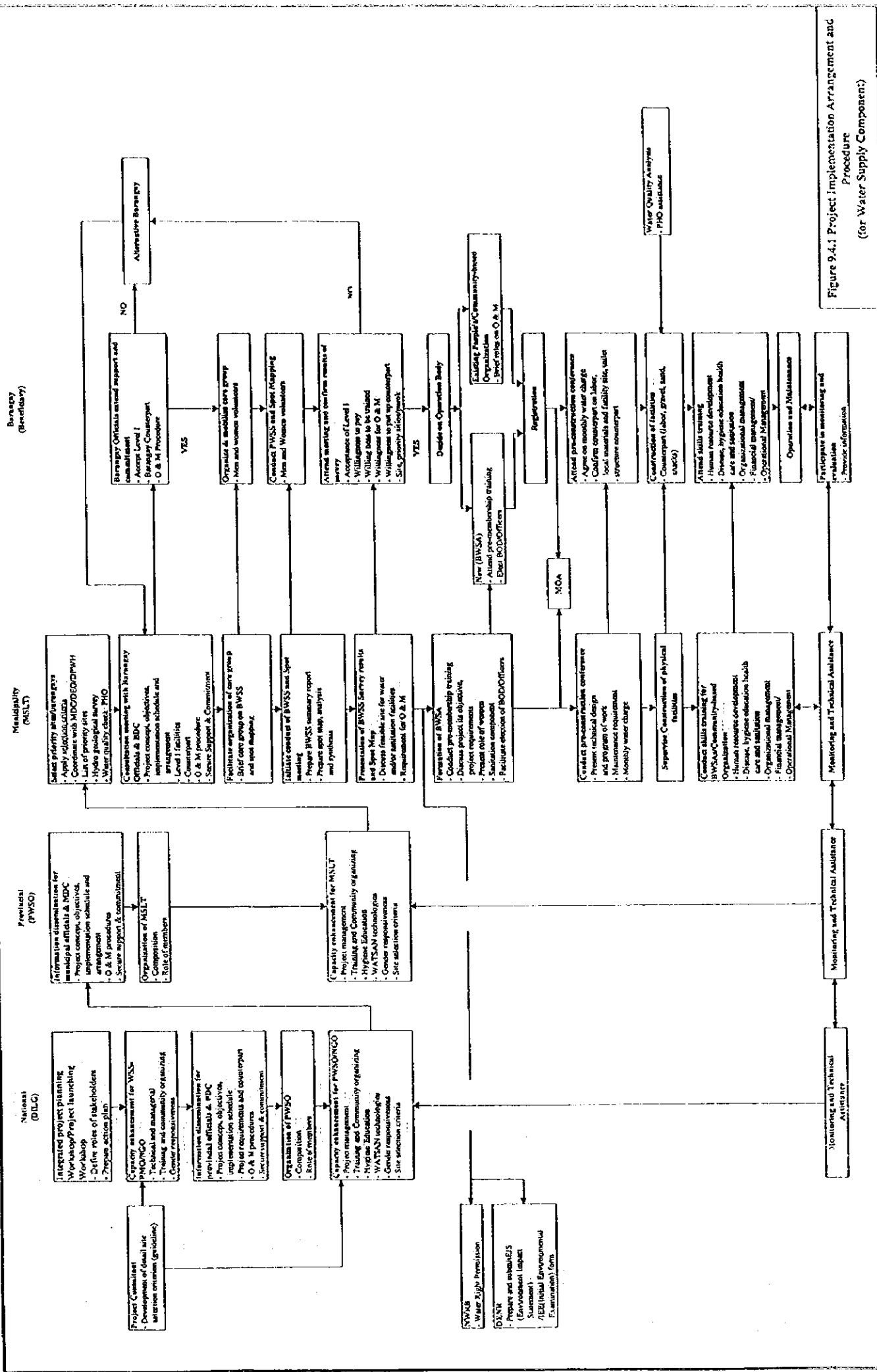


Figure 9.4.1 Project Implementation Arrangement and Procedure (for Water Supply Component)

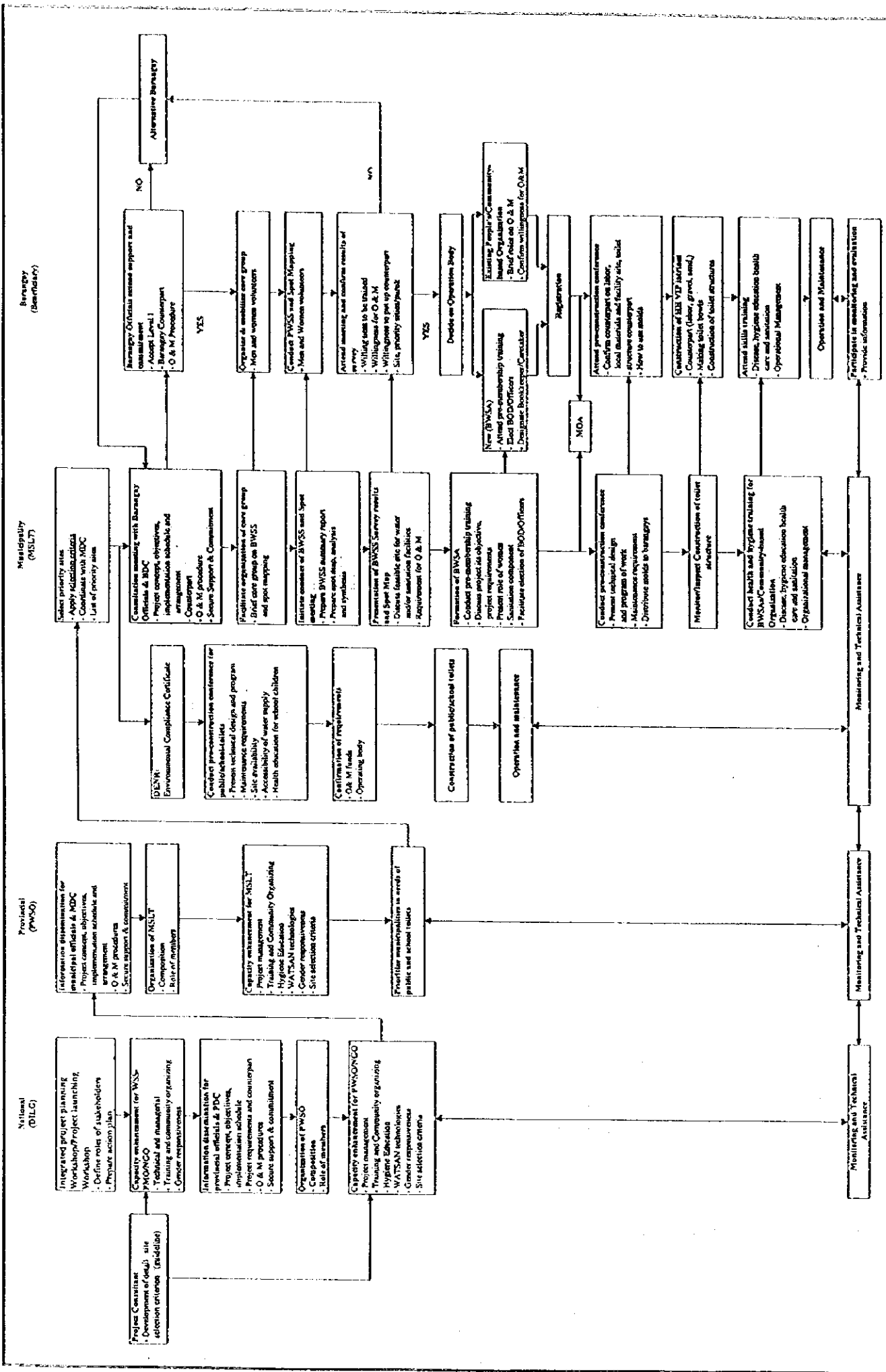


Figure 9.4.2 Project Implementation Arrangement and Procedure (for Sanitation Component)

Note: Procurement of toilet mounds shall be conducted by DLC and shall distribute to beneficiaries through provincial and municipal office.

## 9.4.2 Project Implementation Arrangement

### PROJECT IMPLEMENTATION FOR LEVEL I WATER SUPPLY AND SANITATION

The project implementation for Level I water supply system and sanitation facility is largely divided into three phases, namely; pre-implementation, implementation, and post implementation.

#### 1. Pre-implementation phase

The pre-implementation phase includes the preparatory activities. In line with the revised cost sharing arrangement between the national government and local government units, the government through DILG, shall secure the re-confirmation of the concerned LGUs to participate in the proposed project by disseminating the project concept, objectives, implementation schedule and arrangement as follows:

- Scope of the Project
- Financial arrangement
- Project implementation arrangement (construction period, contract methods, procurement package)
- Roles and responsibilities of the LGUs (Provinces, Municipalities and Barangays)

#### 2. Project Implementation Phase

The Project implementation phase includes the detailed design, community development and construction works. The detailed design stage covers both technical and institutional/community development activities. It shall include the preparatory work, socio-economic, gender and water source survey, development of site selection criteria and preparation of bidding documents. The institutional/community and gender in development aspect includes an assessment of training needs, review of existing training strategies and materials and development of training modules and materials, and conduct of training for WSS-PMO, NGOs, and LGUs. It shall also include the implementation of model study for site selection, gender analysis, formation of pilot BWSAs and skill training.

##### (1) Site Selection

- 1) Water supply component: Selection criteria for the priority sites shall be developed during the detailed design stage. In applying the selection criteria, all barangays can

be ranked and the PPDC, as a head of PWSO, shall approve the priority sites. The criteria shall be composed of the following aspects:

- a) Physical requirements for Level I water system shall be assessed to rank all barangays on the basis of the following items.
  - No alternative water source
  - Acceptance of Level I facility
  - Water source availability (quality and quantity)
  - Present coverage
  - Incidence of water-borne diseases
  - Accessibility to water source
  - Coverage of community
  - Family income
  
- b) Community participation and interest shall be assessed to evaluate the willingness to participate in the project of barangays on the basis of the following items.
  - Willingness to assume responsibility for O&M
  - Willingness to be trained on O&M
  - Willingness to pay water fees
  - Willingness to put up counterpart

No alternative source and acceptance of Level I should be highly prioritized as required item for the order of involvement in the project. PROPOSED SITE SELECTION CRITERIA is referred to this 9.4.2, Supporting Report.

Water source investigation through actual hydrogeological survey shall be conducted in the target barangays during the detailed design so that water source availability may be properly confirmed. The LGUs, through their technical representatives from the PWSO/MSLT (PEO or MEO) shall ensure that the construction undertaken by the private contractors shall be in accordance with the designed program of work and standard specifications for Level I water systems. In the course of detailed design or construction supervision, the Consultants should utilize the technical capability of DPWH and DOH personnel on the basis of MOA.

## 2) Sanitation Component

- a) Latrine: The provision of household latrines by distributing toilet bowls shall be primarily based on the demand of households. The proposed criteria shall include the following:



- No existing household latrines
- Willingness to put up counterpart
- High incidence of water borne and water related diseases
- Accessibility to water supply
- Number of household members

b) **Public/School Toilet:** The provision of public/school toilet shall be based on the following:

- No existing public/school toilet
- Suitable site
- Willingness to assume responsibility for O&M
- Willingness to integrate health education to school children
- Willingness to raise funds for operation and maintenance
- Accessibility to water supply for washing

## (2) Civil Works and Equipment Procurement

Water supply and sanitation components are composed of well drilling and general construction works for toilet buildings. Each province shall engage the services of private contractors to under take the construction of water supply and sanitation facilities separately. The contracts shall be reviewed, evaluated, and endorsed by the committee of PBAC (Procurement, Bidding, Award, and Contract) of each agency.

## (3) Capacity Enhancement Program

The capacity-enhancement program shall be composed of courses in strengthening the capacities of the LGUs in planning, implementing, managing, monitoring and evaluating gender responsiveness WATSAN projects. Training needs assessment (TNA) shall be conducted at various levels to determine the appropriate kind of training program intervention suited and relevant to their level of attainment. The TNA shall be administered for the WSS-PMO staff, PWSO, MSLT and NGO/COs to assess their present knowledge and skills in technical and social aspects of WATSAN projects (refer to 9.4.2, Supporting Report, for PROPOSED CAPACITY ENHANCEMENT PROGRAM).

(4) Community Management Program

- 1) Demand Assessment: : Considering the time constraint during the detailed design stage, demand assessment shall be initially undertaken at the barangay officials/development councils level, but subject to further validation in the results of the barangay survey and spot map during the construction stage. Community demand shall be assessed through the following activities to be undertaken in the target barangays:
  - a) Consultation with barangay officials/development council: As entry-point of all development activities, barangay officials/development council is primarily responsible for the identification and prioritization of community projects/needs and preparation of barangay development plans. The decision regarding the acceptance of Level I water facility and barangay counterpart shall emanate from them. This activity serves as an initial step in assessing community demand as well as securing their support and commitment to the project.
  - b) Barangay Survey: Through the Barangay Water and Sanitation Survey (BWSS), the beneficiaries' demand for the level of service shall be validated. The barangay survey will provide an information on the prospective users' willingness to undertake the responsibility for the O&M of the facilities, willingness to pay and to be trained on O&M as well as the provision local counterpart. The survey results will also identify the potential households to be served and to be provided with latrines/toilet facilities. Likewise, the survey will indicate the cultural habits of the community members in terms of water usage and sanitation practices that are important factor in determining the appropriate intervention in the community.
  - c) Spot Map: The survey results and spot map shall be presented to the community members for confirmation of their demand. The spot map will identify the most feasible site for Level I facilities, household latrines (VIP), school and public toilets. The prospective users shall decide on the actual site of the facilities in the barangay, upon confirmation of the technical representative from the PWSO/MSLT (PEO/MEO) as to the technical feasibility of the selected sites. They will also decide on the priority sitios/puroks that will be provided with water facilities based on their readiness to give local counterpart. Households that are ready to give counterpart for toilet structure shall be given priority in the provision of latrines (refer to 9.4.2, SAMPLE SPOT MAP, Supporting Report).

To avoid duplication of activities in the barangay, LGUs shall possibly utilize available barangay profile/spot map prepared by other national government agencies.

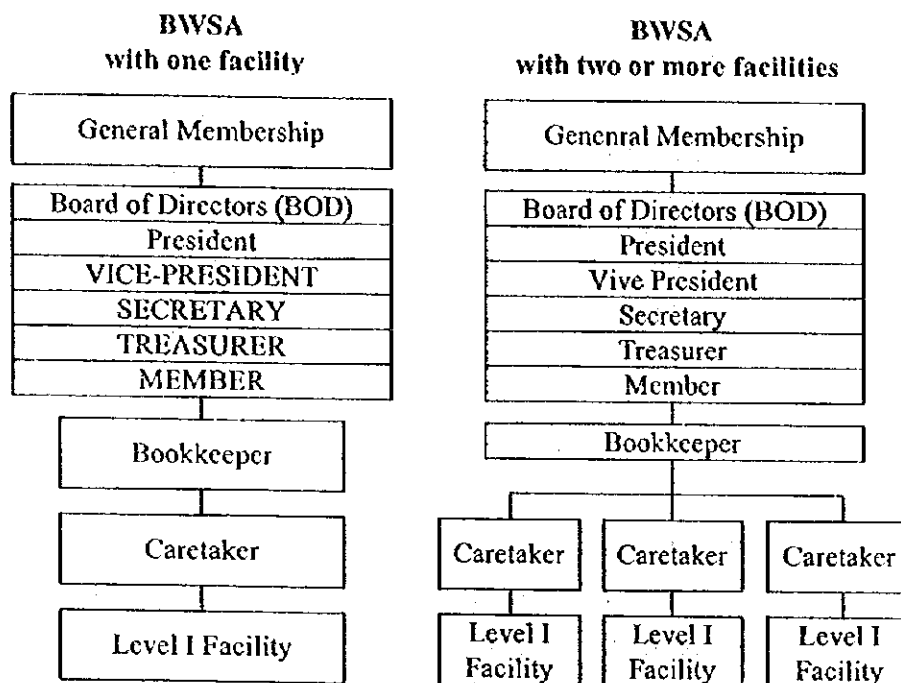
- 2) **Formation of BWSA:** A BWSA (Barangay Waterworks and Sanitation Association) is an organization of water supply and sanitation beneficiaries in a barangay whose objective is to own, operate and maintain the water systems. RA 6716 requires its formation to ensure the provision of adequate, potable and accessible water supply to its members through proper operation and maintenance of the water facilities. The organizational structure of BWSA is quite simple and depends on the number of facilities, need, culture and situation in a particular barangay.

The decision to tap existing community-based organization, merge/consolidate with the existing water association or to form a new association is lodged with the community members. Should the decision is to form a new association as operating body of the facilities, it shall be known as BWSA.

The formation activities of the BWSA are divided into three phases: pre-formation/social preparation, formation and post formation (refer to PROPOSED COMMUNITY MANAGEMENT PROGRAM attached here for the detailed activities in each phase). During the formation phase, pre-membership training and election of BDO and Officers are held. In this phase, individual member interest and community commitment are manifested through application for membership in the association and signing of Manifesto Resolution (refer to the sample formats attached hereafter).

Adequate social preparation through pre-formation activities in the barangay shall be made prior to the formation of BWSA. A more participatory approach in the formation process will promote exercise of leadership, communication, problem solving/decision making, which are important requirements of sustainable association. The organizers' intervention must ensure a clear understanding of the project and the beneficiaries' individual and collective responsibility in the operation and maintenance of the facilities. Post formation activities such as provision of skills training, monitoring and continuing technical assistance are vital to nurture the growth of BWSA to become self-sustaining water association.

- a) **BWSA Organization Set-Up:** The BWSA organizational set-up shall be flexible. It shall depend on the number of facilities, need, culture and arrangement in a particular barangay. Inter-barangay, inter-sitios/puroks or cluster of community organizations shall be allowed, if acceptable in the locality. The following chart represents the BWSA organizational structure.



- b) **Registration:** An operating body shall be registered to acquire legal personality to enter into a contractual obligation such as in the execution of MOA, imposition of water charge, sanction for non and delayed payment of user-members. BWSA (and RWSA) is mandated to register with DILG.
- c) **BWSA Skills Training:** Skills training for the beneficiaries shall be designed to provide them with appropriate knowledge, skills, positive attitude and confidence to assume their roles and responsibilities in operating and maintaining the facilities that will eventually facilitate the sustainability of the project (refer to PROPOSED CAPACITY ENHANCEMENT PROGRAM, 9.4.2 Supporting Report, for the proposed course content for the operating body).

### 3. Post Implementation Phase

#### (1) Operation, Maintenance, and Cost Recovery

The post-implementation phase consists of actual system utilization, fee collection, O&M by beneficiaries and monitoring/evaluation by implementing agency.

##### 11) Operation, Maintenance, and Cost Recovery

Minor repair such as replacement of spare parts (sealing packing), handle of handpump, etc. shall be undertaken by the beneficiaries themselves. Hence, it is imperative for the operating body to collect water fees from the end-users and properly administered the funds for the repair and maintenance of the facilities. The water fee contribution shall be the main source of income for the association. Payments must be properly documented so that all members know the status of their monthly payments. The information is also necessary so that the BWSA Officers can plan for future expenditures (refer to PROCEDURES FOR BWSA FINANCIAL OPERATIONS, 9.4.2, Supporting Report, for the procedures to record financial transactions and prepare financial reports).

Depending upon the users' income level, water charge shall be determined and agreed among the water users. The estimated water charge for the O&M cost which varies between six to eight pesos per household per month, is quite affordable which is within one percent of household income. Furthermore, if the users will pay for water charge up to 2% of their income or sixty pesos per household per month, the beneficiaries can afford the minor repair of handpump, rehabilitation, and reconstruction of well, provided that well life is assumed to be 20 years.

LGUs shall include in their supply management plan a procurement of bulk spare parts for future need of the beneficiaries at reasonable cost. Upon request from the end-users, major repair like rehabilitation of well or water quality surveillance, shall be undertaken in technical cooperation with LGUs (PEO/MEO/PHO trained members), utilizing procured rehabilitation equipment or water quality analysis kit.

Major rehabilitation work, beyond the capacity of the associations, shall be referred to the municipality for action. Clear definition of "major rehabilitation work" is needed. All costs incident to the rehabilitation shall be to the account of the association O&M

reserve fund. The municipality supported by PWSO will assist, if needed, the association in securing soft loans, if the reserve funds are inadequate.

#### 12) Monitoring and Evaluation

Participatory monitoring and evaluation shall be conducted in partnership between the PWSO/MSLT and operating body (existing community-based organization or BWSA). The Team members from MHO through the RHU and its network of barangay health workers shall be tapped to monitor the project. DILG's Barangay Government Operations Officer (BGOO) shall also be tapped to monitor. MHO shall assist the beneficiaries to monitor water quality and quantity once in three month as stipulated in the Philippine national Standards for Drinking Water.

Monitoring and evaluation shall start during project implementation. The system must have the right and clear objectives and right indicators - sustainability, effective use and replicability.

## PROPOSED SITE SELECTION CRITERIA

Barangay: \_\_\_\_\_ Municipality: \_\_\_\_\_ Province: \_\_\_\_\_

### (1) Required Items

Item No.	Description	Score
1.	No alternative water source except ground water	OK or Not
2.	Acceptance of Level I facility	OK or Not

### (2) Technical & Socio Economical Requirements 60%

Item No.	Description	Score
1.	Water source availability (quality and quantity)	20%
2.	Incidence of water-borne disease	25%
3.	Accessibility of well drilling machine to water source	15%

### (3) Community Interest and Involvement 40%

Item No.	Description	Score
1.	Willingness to assume responsibility for operating and maintenance of the facility/ies	10%
2.	Willingness to be trained on O&M	5%
3.	Willingness to pay for water fees	15%
4.	Willingness to put up counterpart	10%

### (4) Total Score

Item No.	Description	Score
(1)	Required items	OK or Not
(2)	Physical requirements	
(3)	Community interest and involvement	

Total Score

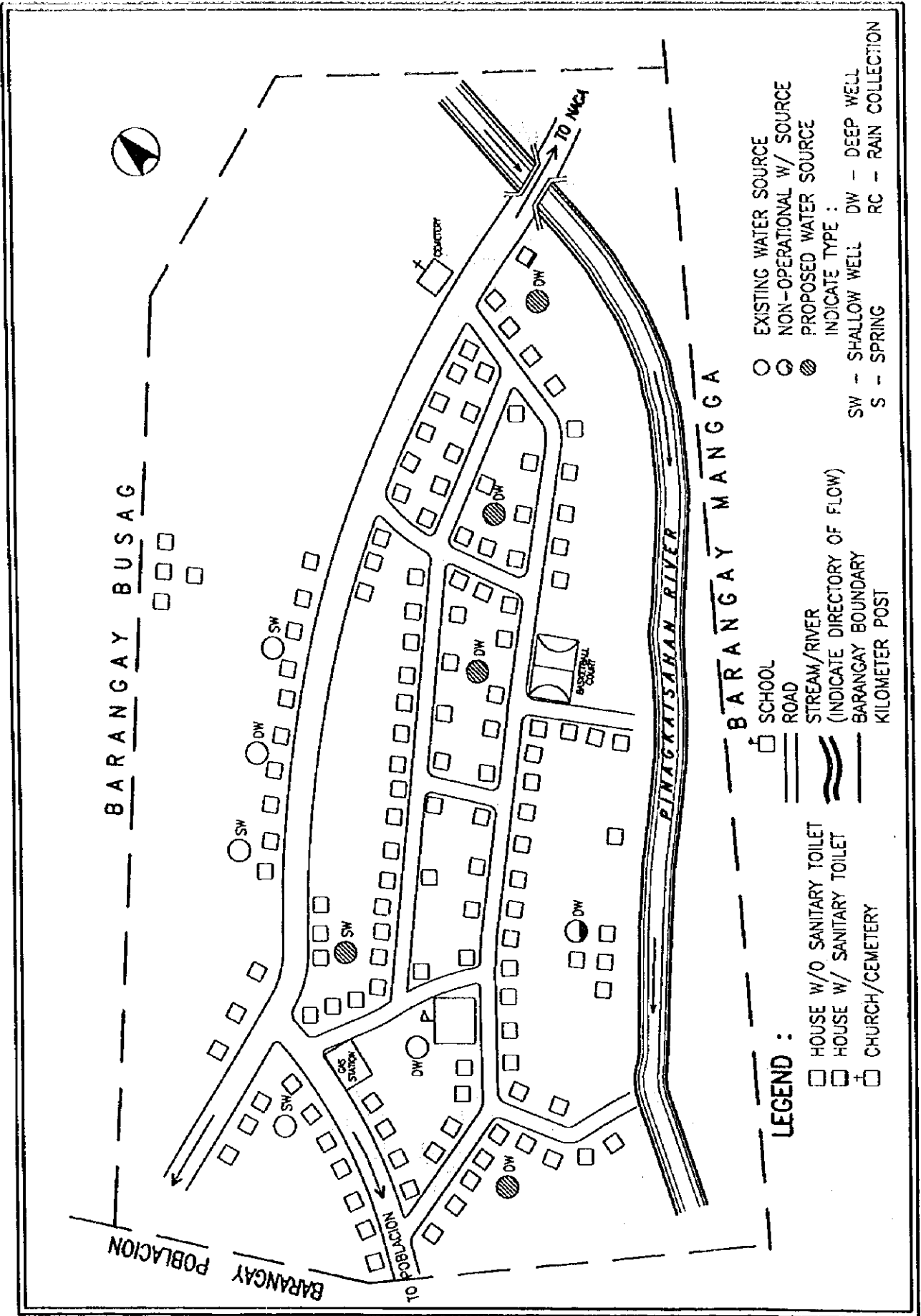
## PROPOSED CAPACITY ENHANCEMENT PROGRAM

Activity/Participants	Course Content
1. Project Planning/Launching Workshop DILG (WSS-PMO) DPWH, DOH, NWRB NEDA, DOF, OECF	1. Project Concept, Objective, Project requirements, Implementation schedule and arrangement 2. Role and responsibility of national government agencies, LGUs (province and municipalities and project beneficiaries) 3. Action Plan by province
2. Capacity Enhancement for WSS-PMO, NGOs DOH and DPWH	1. Project Concept (objectives, components, requirements, implementation arrangement, O&M systems and procedures, etc.) 2. Sector Development and existing Policies 3. Project Planning, Management and Control 4. Team Building Exercises 5. Presentation and Facilitating Skills 6. Methods of Instruction 7. Community Organization/Community Development 8. Barangay Surveys and Spot Mapping 9. Formation of BWSA 10. Health and Hygiene Education 11. Technical Training - Designing and Construction - Water Source Investigation 12. Skills Training for Operating Body - Organizational Management - Financial Management - Operational Management 13. Gender Responsiveness 14. Monitoring and Evaluation
3. Capacity Enhancement for LGUs (PWSU, MSLT, CO/NGOs)	1. Project Concept (objectives, components, requirements, implementation arrangement, O&M systems and procedures, etc) 2. Sector Development and Existing Policies 3. Project Planning, Management and Control 4. Team Building and Experiences 5. Methods of Institution 6. Presentation and Facilitating Skills 7. Community Organization/Community Development 8. Barangay Surveys and Spot Mapping 9. Formation of BWSA 10. Health and Hygiene Education 11. Technical Training - Designing and Construction of WATSAN facilities - Water source investigation 12. Skills training for Operating Body - Organizational Management - Financial Management - Operational Management 13. Gender Responsiveness 14. Monitoring and Evaluation



<p>4. Capacity Enhancement for Operating body (BOD/Officers, Bookkeeper, Caretakers)</p>	<ol style="list-style-type: none"> <li>1. Project concept (objectives, components, requirements, implementation arrangement, O&amp;M systems and procedures, etc.)</li> <li>2. Human Resources Development (Team Building, Leadership and Value Formation)</li> <li>3. Disease, Hygiene, Education, Health Care and Sanitation (Excreta, Liquid and Solid Waste Disposal)</li> <li>4. Organizational Management (BWSA Management Skills)</li> <li>5. Operational Management (Operation, repair and maintenance skills)</li> <li>6. Financial Management (Simplified Bookkeeping Procedures)</li> <li>7. Greater Participation of Women</li> <li>8. Monitoring and Evaluation</li> </ol>
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SPOT MAP



LEGEND :

- HOUSE W/O SANITARY TOILET
- HOUSE W/ SANITARY TOILET
- ⊕ CHURCH/CEMETERY
- SCHOOL
- ROAD
- STREAM/RIVER (INDICATE DIRECTORY OF FLOW)
- BARANGAY BOUNDARY
- KILOMETER POST
- EXISTING WATER SOURCE
- ⊙ NON-OPERATIONAL W/ SOURCE
- ⊗ PROPOSED WATER SOURCE
- INDICATE TYPE :
  - SW - SHALLOW WELL
  - S - SPRING
  - DW - DEEP WELL
  - RC - RAIN COLLECTION

## **INSTRUCTIONS FOR COPLETING BARANGAY MAP**

This sample barangay map is a rough sketch of an entire barangay showing the households, with and without sanitation facilities. The map also shows location, type and condition of existing water facilities and plot location of proposed water sources.

- 1) The map will be used for BWSA planning.
- 2) The map can be used as a planning tool to determine best locations for future water sources.
- 3) The map can also be used to support funding requests for other water and/or sanitation facilities.
- 4) The map may also be entered into a national data base.

To make a map of your barangay, use the legend at the bottom of the sample to indicate information and landmarks. Follow these procedures when completing the map:

- 1) Indicate location of highways and roads, including name and number of road if any.
- 2) Draw approximate boundaries of your barangay and indicate names of adjacent barangays.
- 3) Indicate direction of north line.
- 4) Locate public buildings, cemeteries, schools, or other prominent landmarks.
- 5) Locate natural land features (like rivers, rice field, hills, etc.) and animal pens.
- 6) Show households by drawing a clear square.
- 7) Show all sanitation facilities in households by darkening bottom of square.
- 8) Show water sources location and condition by drawing a clear circle for existing water sources, a half dark circle if source is not in operation and a darkened circle for proposed facility. (Proposed facilities should be at least thirty (30) meters away from the nearest latrine and animal pen).
- 9) Show water source type like deepwell, shallow well, spring, etc. Following legend on the map.
- 10) Next to exiting facilities, write the distance in meters to the nearest latrine or animal pen. Proposed facilities should be at least 30 meters away from the nearest latrine and animal pen.
- 11) Show kilometer posts along the road by drawing a darkened small square.

PROPOSED COMMUNITY MANAGEMENT PROGRAM

Barangay Activities		Responsible	Duration (Day)	Cost
<b>A. Pre-Formation/Social Preparation Phase</b>				
<b>1. Consultation with barangay officials/development councils (First Meeting)</b> The activity aims to obtain the support, commitment and active participation in planning, implementation and managing the project. They are primarily responsible for the identification and prioritization of community needs. The decision on the acceptance of Level I water facility and barangay counterpart shall emanate from them.	CO/NGO; PWSU/MSLT; Barangay Officials Development Council	0.5		
<b>2. Barangay Water Supply and Sanitation Survey/Spot Map</b> A core group composed of men and women volunteers will conduct BWSS and spot mapping. The BWSS results provide information on the prospective users willingness to undertake the responsibility for the O&M as well as provision of counterpart. Spot map will identify the most feasible site for Level I facilities, HH latrines, school and public toilets.	CO/NGO; PWSU/MSLT; Men and Women Volunteers	5		P600
<b>3. Presentation of survey results and spot map (Second Meeting)</b> The survey results and spot map will be presented to the barangay officials, core group and prospective water users of the facilities. The decisions of the community members will be confirmed in terms of acceptance of Level I water facilities, site of the water facility/ies, willingness to contribute for water fee, operate and maintain the facilities, to be trained and to put up counterpart such as labor, site, and local materials. The results of the survey and spot map are discussed relative to the most feasible site of the water facilities in the barangay as well as the most feasible site of sanitation facilities and houses in need of latrine. The community members will decide among themselves which sitios/puroks will be given priority in the provision of water and sanitation facilities. The community members will also decide on the operating body, whether to tap existing community-based organization, form a new one (BWSA) or merge/consolidate with existing water association.	CO/NGO; PWSU/MSLT; Prospective Users	0.5		P500

<p><b>B. Formation Phase</b></p>	<p><b>4. Pre-membership Training and election of BOD and Officers (Third Meeting)</b>  A core group will be mobilized to conduct house to house campaign to ensure membership attendance in the Pre-membership Training. The training is conducted for prospective water users of the facilities. The project concept is discussed including its objectives, importance and role of BWSA and members. Other modules such as women's role, sanitation, technical aspects, success factors, etc. are discussed during the pre-membership training.</p> <p>The board of Directors is elected by the general membership and the Board elects among themselves the officers of the BWSA. Bookkeeper and Caretaker are designated by the President. With the initiative of the newly elected officers, the organizational documents are accomplished.</p>	<p>CO/NGO;  PWSU/MSLT;  Prospective Water Users</p>	<p>1</p>	<p>P1,000</p>
<p><b>5. Meeting of the Board of Directors (Fourth Meeting)</b>  The first meeting of the BOD is conducted to discuss in details the duties and responsibilities of the Board /Officers, how to conduct a meeting, formulate administrative and operational policies (collection of water fees, dates and place of regular meetings, etc.) and prepare an action plan. The registration procedures and requirements are also discussed.</p>	<p>CO/NGO;  PWSU/MSLT;  BOD/Officers</p>	<p>1</p>	<p>P1,000</p>	
<p><b>6. Registration</b>  The operating body (existing community organization or BWSA is registered to give it legal personality to enter into a contractual obligation)</p>	<p>BOD/Officers  CO/NGO;  PWSU/MSLT;</p>			
<p><b>7. Pre-construction Conference (Fifth Meeting)</b>  The technical design and program of work for the construction of water and sanitation facilities are presented to the officers and members of the operating body. Based on the technical design, the financial computation to determine the operation and maintenance requirements of the facilities is discussed. The proposed estimates on monthly water fees are presented and the beneficiaries must agree among themselves the monthly water charge to be collected. The commitment of the beneficiaries to actively participate in the construction and counterpart shall be confirmed.</p>	<p>CO/NGO;  PWSU/MSLT;  BOD/Officers members</p>	<p>5</p>	<p>P500</p>	

<p>8. <b>Construction of Water and Sanitation Facilities</b> The operating body shall ensure that the materials delivered are all accounted for and in accordance with the approved specifications in the technical design. Labor, local materials such as gravel and sand, and snacks are provided as counterpart. The prospective users actively participate during construction and test run of water facilities. Upon completion, the facility is turned-over to the operating body. The President, in behalf of the association, shall receive the water systems from the LGUs. Simple turn-over ceremony is held witnessed by barangay officials/leaders. BOD/officers and members the association and PMSLT members.</p>	<p>CONGO; PWSU/MSLT; BOD/Officers members</p>	<p>10</p>	
<p>9. <b>Skills Training (Sixth Meeting)</b> Skills training aims to build the capacity of project beneficiaries in planning, proper operation, repair and maintenance of water and sanitation facilities. This will also create and awareness among the project beneficiaries on the importance of proper hygiene and the need to main a health environment. BOD/officers will be trained on organizational management, bookkeeper on financial management/bookkeeping and caretaker on operational management (operation, maintenance and repair of wells hand-pumps, etc).</p>	<p>CONGO; PWSU/MSLT; BOD/Officers Bookkeeper/Caretaker</p>	<p>5</p>	<p>P4,400</p>
<p>10. <b>Health and Hygiene Education</b> Health and hygiene education services shall be continuously provided to the community members focusing on the interdependence of safe water supply and sanitary toilet facilities to achieve overall health and environmental benefits.</p>	<p>MSLT/RHW/BHW</p>	<p>Continuous</p>	<p>P1,800</p>
<p><b>C. Post Formation Phase</b></p>			
<p>11. <b>Monitoring, Evaluation and Technical Assistance</b> Periodic monitoring and evaluation will be conducted in partnership between MSLT and beneficiaries. M&amp;E will start from project implementation. Technical assistance will be provided, if necessary.</p>	<p>PWSU/MSLT; BOD/Officers</p>	<p>Continuous</p>	
<p><b>TOTAL</b></p>			<p>23.5</p>

**SAMPLE MANIFEST**

**MANIFESTO RESOLUTION**

We, household heads (men or women) of Barangay \_\_\_\_\_, Municipality of \_\_\_\_\_, Province of \_\_\_\_\_, seek the assistance of the Provincial Government in putting up a Level I water system in our area.

Conscious of the attendant responsibilities in operating and maintaining the facilities, we constitute ourselves into an association in accordance with R.A. 6716 and hereby declare:

1. That the name of the association shall be \_\_\_\_\_ Barangay Waterworks and Sanitation Association;
2. That the association is formed primarily to own, operate and maintain the water facilities and provide members with adequate supply of water for domestic use;
3. That the association shall maintain office of Barangay \_\_\_\_\_;
4. That the following shall maintain office at Barangay \_\_\_\_\_;

President \_\_\_\_\_  
Vice-President \_\_\_\_\_  
Secretary \_\_\_\_\_  
Treasurer \_\_\_\_\_  
Board Member \_\_\_\_\_

5. That membership shall be open to household heads (men or women) who shall use the water facilities; and
6. That this Resolution may be amended or repealed by majority vote of all members of the association.

To ensure the construction, smooth operation and proper maintenance of the water supply system, we bind ourselves to the following:

1. That we will provide a suitable site for the project;
2. That we will collect monthly contributions for water fees to raise funds for the repair, maintenance and cost recovery of the system;
3. That we will attend meetings and seminars conducted by PWSU/MSLT for the association;
4. That we will provide counterpart needed for the water facilities;

5. That we will exercise the following rights:

- a. Right to vote
- b. Right to hold elective office
- c. Right to be informed of the association's affairs
- d. Right to use the association's facilities

6. That we will hold an annual meeting every \_\_\_\_\_, to discuss the association's business and to elect officers for one year.

NOW, THEREFORE, we hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

	PRINTED NAME	SIGNATURE	CTN
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
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16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____



-----  
(Name of BWSA)

-----  
(Barangay, Municipality)

-----  
(Province)

The Board of Directors  
-----  
Barangay Waterworks  
and Sanitation Association

Date \_\_\_\_\_

Gentlemen:

I hereby apply for membership in \_\_\_\_\_ Barangay Waterworks and Sanitation Association of avail of its services of providing potable water for domestic use. I pledge to faithfully obey and comply with the rules and regulations which may be promulgated by the Board of Directors.

I hereby further pledge to:

1. Attend all meetings which will be called by the BWSA Board of Directors/Officers;
2. Attend training/seminars which will be conducted by PWSU/MSLT for BWSA members;
3. Pay monthly water fee contributions for operation, repair, maintenance and cost recovery of the facilities as may be prescribed by the Board;
4. Observe proper utilization of water and preventive maintenance of facilities as required by the Association;
5. Assist in the installation of the water facility by providing labor, local materials and snacks, and
6. Help attain the objectives of the Association.

For information about myself and my household, please refer to my information sheet at the back page.

-----  
Signature of Applicant  
Over Name in Print

Right Thumbmark

**BVSA MEMBER INFORMATION SHEET**

Name of Prospective Member: \_\_\_\_\_

Age: \_\_\_\_\_ Civil Status: \_\_\_\_\_ Sex: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Household Members (include household help):**

<b>Name</b>	<b>Age</b>	<b>Relation to Member</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Present Water Source used by Household (Please Check):**

Handpump \_\_\_\_\_ Artesian Well \_\_\_\_\_  
Dug Well \_\_\_\_\_ Spring \_\_\_\_\_  
Others \_\_\_\_\_

Present Expenses for Water per Month \_\_\_\_\_

Distance of Water Source to the House \_\_\_\_\_ meters

I hereby certify that the information above are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature Date

## **DUTIES AND RESPONSIBILITIES OF BOD/OFFICERS AND MEMBERS**

The management of the BWSA rests on the Board of Directors/Officers who are elected by the general membership. The Board elects from among themselves the Officers of the association: President, Vice-President, Treasurer and Secretary. The President designates the Bookkeeper and Caretaker of the BWSA. The duties and responsibilities of the Board/Officers, Bookkeeper and Caretakers are shown below.

### **(1) Duties and responsibilities of the Board of Directors**

- Oversee the activities of the BWSA
- Formulate policies and procedures to carry out the affairs of the BWSA
- Elect the BWSA officers
- Attend all meetings of the Board and the General Assembly
- Attend trainings for BOD/Officers conducted by PWSU/MSLT

### **(2) Duties and responsibilities of the President**

- Conduct/Preside over all meetings of the General Assembly
- Preside over BOD meetings
- Execute policies relative to the management of the Association and the maintenance of the water facility
- Act as arbitrator in settling conflicts among members regarding BWSA operations
- Represent the Association in any activity involving BWSA operations
- Investigate the current condition of the Association and recommend measures for its improvement or solutions to its problems
- Perform such other duties as may be assigned by the Board of Directors

### **(3) Duties and responsibilities of the Vice-President**

In the event of death, incapacity or refusal of the President to perform higher duties and responsibilities, the Vice-President shall assume the Presidency. He shall perform the duties of the President and such other duties as may be assigned by the Board of Directors.

**(4) Duties and responsibilities of the Secretary**

- Attend all meetings and record the minutes
- Call meetings in the absence of the President and the Vice-President and preside until a temporary presiding officer is chosen
- Prepare and send notice to all Association meetings
- Keep all papers/documents pertinent to the Association
- Perform such other duties as may be assigned by the Board of Directors

**(5) Duties and responsibilities of the Treasurer**

- Attend all meetings of the Board and the General Assembly
- Take proper custody of all funds and properties of the Association
- Ensure the proper issuance of official receipts for money received by the Association
- Ensure that all expenditures are authorized by the Board and are covered by official receipts
- Deposit all funds of the Association in a bank designated by the Board; and
- Produce periodic reports and account reconciliations as prescribed
- Perform such other duties as may be assigned by the Board of Directors

**(6) Duties and responsibilities of Bookkeeper**

- Keep the financial records of the Association;
- Collect water fee contributions from and issue receipts to user members;
- Remit collected water contributions to the BWSA treasurer;
- Submit a quarterly financial status report to the Board of Directors or as often as the Board may require;
- Attend BOD meetings and BWSA training/activities conducted by the PWSU/MSLT
- Perform such other duties as may be assigned by the Board of Directors

**(7) Duties and responsibilities of Caretaker**

- Remind the members of the proper use of the facility
- Ensure that the water facility is in good operating condition
- Keep the record of the operation and maintenance of the water facility
- Report to the Board of Directors (BOD) any damaged or repair needs of the facility
- Perform minor repairs of the water facility
- Assist in the collection of water fee contributions
- Attend meetings of the Board as may be required
- Attend skills training on operation and maintenance conducted by the PWSU/MSLT
- Perform such other duties as may be assigned by the Board of Directors

**(8) Duties and responsibilities of Members**

- Pay monthly water fee contribution;
- Attend meetings and training activities designed for members;
- Observe rules and regulations and policies approved by the BOD/Officers;
- Remind other water users to use the facility properly;
- Keep the premises of the water facility clean, sanitary and free from excess water which may cause contamination of the water source; and
- Adopt proper health and sanitation practices.

## PROCEDURES FOR BWSA FINANCIAL OPERATIONS

Bookkeeping records an organization's financial transactions involving the receipt and expenditure of money in an organization. The organization may be a small business or large corporation. It may be government or a non-government organization. Regardless of the size of the organization, it provides a standard method for recording and reporting financial transactions of all kinds. The information obtained from accurate and timely bookkeeping provides timely information on the financial health of the operation.

The information contained herein will enable the BWSA bookkeepers to record financial transactions and prepare financial reports. The manual presents the overall picture, through the General Accounting Plan procedures. A step-by-step guide follows the General Accounting Plan through all the transactions, entries and reports. Each transactions, entry and report has a corresponding form. Each form is presented with explanations on its function and how it relates to the other forms. Instructions are provided line-by-line for a clear understanding.

### (1) BWSA Business Operation

The BWSA business operation is simple. Funds are generated, through water fees. Although there may be other sources of income, user fees will be the main source of income. Money is spent to maintain the barangay water system and other properties owned by the association. Other funds spent include expenses for administration, parts and supplies.

With only a few sources of income and expenses, financial transaction entries can be made quickly as they occur. If transactions pile up, even a simple operation can become very complicated. It is recommended that all transactions be recorded daily. If this is done regularly, periodic reports can be prepared quickly and accurately.

### (2) Maintenance and Custody of Documents and Records

Safekeeping the books of accounts, related records, accounting forms and reports is a major responsibility of the bookkeeper. Accounting forms used as the basis for recording should be arranged and filed separately in sequence. All records and documents should be locked up and access should be limited to authorized BWSA officers and personnel.

The BWSA officers should agree on the reports to be prepared, who received the reports and how frequently. It is recommended that certain records be maintained and certain reports be compiled. It is up to the BWSA officers to determine how often these reports are to be made and if additional reports are necessary. Some larger BWSAs may need monthly reports. Smaller BWSAs may only require quarterly reports.

### (3) General Accounting Plan (GAP)

The flow of accounting and reporting is shown in the General Accounting Plan, **Figure 1**. The GAP will guide users through this section as each procedure is explained. The GAP contains four columns of boxes. Columns are headed:

- Transactions - consisting of cash and non-cash transactions
- Document - for recording different types of financial transactions
- Books - to maintain a record of financial transactions
- Reports - to summarize all financial transactions for given period.

### (4) Transaction Defined

The BWSA financial transactions are classified as:

- Cash Transactions
  - Cash-In (cash receipts)
  - Cash Out (cash disbursements)
- Non-Cash Transactions

Money, incoming and outgoing, is classified as cash transactions. The GAP shows two kinds of cash transactions, cash-in (cash receipts) and cash-out (disbursement). There are also non-cash transactions which document money owed to the BWSA or money that the BWSA owes.

#### 1) Documents for Cash Transactions

The Official Receipt (OR), (See Figure 2) and the Voucher (See Figure 3) are the source documents for cash transactions. ORs and vouchers are called source document because they initiate the bookkeeping process.

Each time a person gives money or its equivalent to the BWSA, an OR is issued to the person. Each time the BWSA pays money to a person, a voucher is completed to

show that it is an authorized expenditure. The voucher also records to whom the money was given and for what purpose.

Both the OR and voucher are numbered and all numbered documents should be accounted-for. This means that if an OR or a voucher has been incorrectly filled out, it must be kept for the record.

a) The OR records all money received BWSA and must specify:

- The date funds are actually received
- The name and address of the person paying the money
- The amount received, both in words and in figures
- An explanation or purpose of the payment
- Confirmation of receipt as shown by the authorized collector's signature, usually the bookkeeper
- The billing form number, if money is for payment of water fees

b) The voucher records all money paid out by the BWSA. Each numbered voucher must specify:

- The date money is actually paid
- The name and address of the person receiving the money
- The total amount of money paid, in words and in figures
- Details of payment, including invoice number
- Signature of person authorized to approve payment
- Confirmation of receipt as shown by the authorized collector's signature, usually the bookkeeper, of the person paying money
- Signature of person receiving the money and date received

## 2) Document for Non-Cash Transactions

The sources for recording non-cash transactions are the billing form and the invoices. The billing form documents money that is owed to the BWSA. Invoices or statements of account are documents made by others showing money owed by the BWSA. These are transactions which do not involve cash collection or payments, and therefore, are not to be recorded in the Cash Record Book.

a) The Billing Form (See Figure 4) is used to notify water consumers of the fees owed to the BWSA covering a certain billing period. Billing forms may be made monthly or quarterly as the Association decides. Billing forms must specify:



- List of services rendered
- The name and address of the person being billed
- Period covered by this bill, beginning and ending dates
- The total amount of money owed
- Date of billing
- Date the bill should be paid
- Official signature, usually the bookkeeper

Unaccounted Water Fees are examples of non-cash transactions which should be recorded in the Receivable Book.

b) The Invoice or Statement of Account (See Figure 5) is a document prepared by the seller and presented to the BWSA showing money owed to the seller by the BWSA. Invoices usually contain:

- An invoice number
- The person or company sending the invoice
- The name of the BWSA that owes the money
- Particulars of goods or service provided
- The breakdown of money owed and total amount due
- A payment due date
- Name or signature of the person requesting payment

Unpaid invoices on repair and maintenance and other unpaid expenses, such as honoraria are recorded in the Payable Book.

#### (5) Book of Accounts

The book of account are basic records used to record all financial transactions. Three books of accounts are maintained as described below.

##### 1) Cash Record Book

The Cash Record Book is used to record all cash incoming and out-going transactions. The OR is recorded in the Credit column (Money Received). The voucher is recorded in the Debit Column (Money Disbursed). All entries are recorded by date, including all cancelled forms, properly notes. After each credit or debit entry, the amount is added or subtracted from the Daily Balance. At the end of

the month, the entries form the bases for preparing the Statement of Operation and the Cash Position Statement.

2) Receivable Book

Unaccounted account from the members and outside parties are recorded in the Receivable Book (See Figure 7). This book shows the transaction date, the billing number, the household head, the amount and explanation or remarks about the nature/condition of the account.

3) Payable Book

Unpaid accounts on the expenses incurred by the BWSA such as salaries or wages, repair and maintenance and other expenses are recorded in the Payable Book (See Figure 8). This book shows the transaction date, the payee, the nature/explanation of the unpaid account and the amount.

(6) Financial Reports

The BWSA reports are usually prepared monthly or quarterly. The financial reports are prepared to inform the BWSA financial members of the Association's financial status. In preparing the BWSA financial reports, the bookkeeper reviews all source documents supporting the transaction to countercheck the amount appearing in the books. The recorded transactions should be summarized and arranged chronologically to produce a report easily understood by BWSA officers and members.

1) Statement of Operations

The statement of Operations (See Figure 9) is prepared monthly to record the income and expenses incurred by the Association in its operation during the period. The statement shows the revenues earned, the operating expenses incurred and the income or loss as a result of operation.

2) Cash Position Statement

The sources of information when preparing the Cash Position Statement (See Figure 10) are the cash record books and the statement of operations. The report is prepared to determine if the Association can cover its operating expenses. This statement shows the beginning cash balance, the cash receipts for the period, the cash disbursement, and the cash balance ending for the period.

3) **Financial Summary Report (Annual Report)**

The financial Summary Report (See Figure 11) is prepared to summarize the periodic reports prepared during the year and the supporting schedules.

(7) **Bookkeeping Procedures**

A step-by-step review of all BWSA transactions can be accomplished by following the accounting entries and reports.

GENERAL ACCOUNTING PLAN (GAP)  
FOR BWSA TRANSACTIONS

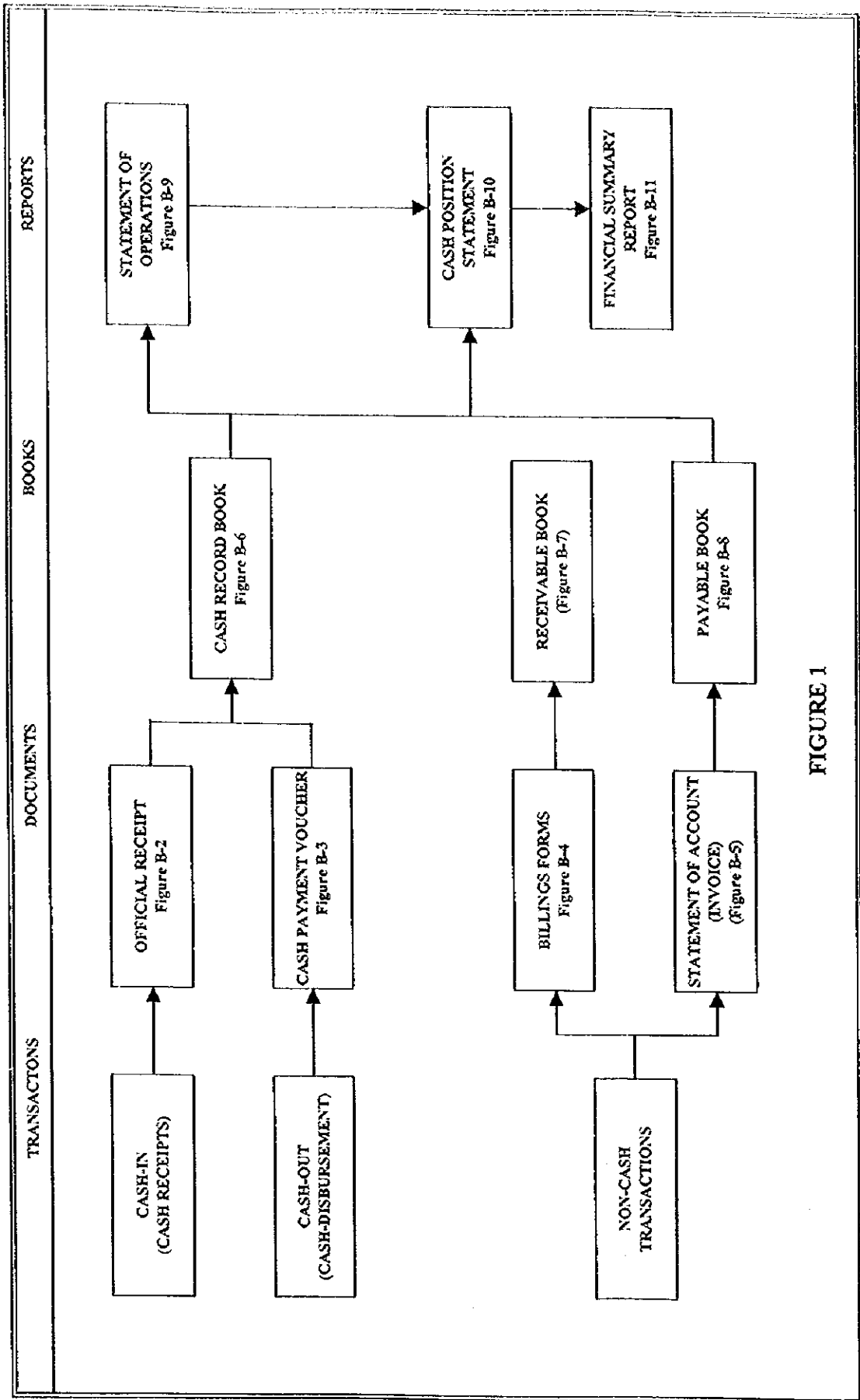


FIGURE 1

**OFFICIAL RECEIPT**  
BWSA \_\_\_\_\_

OR. NO. \_\_\_\_\_  
Date: \_\_\_\_\_

Received from \_\_\_\_\_

the sum of \_\_\_\_\_ (P \_\_\_\_\_)

in payment of \_\_\_\_\_

Billing Form # \_\_\_\_\_ (For payment of water fees only).

\_\_\_\_\_  
Treasurer/Collector  
(Bookkeeper)

Note: Print Name Below Signature

(IN TRIPLICATE)

Complete Official Receipt in Triplicate

Official Receipt must be issued for all payments received by the Bookkeeper.

FIGURE 2

**CASH PAYMENT  
VOUCHER** \_\_\_\_\_

CPV No. \_\_\_\_\_  
Date: \_\_\_\_\_

Paid to : \_\_\_\_\_

Address : \_\_\_\_\_

In the sum of : \_\_\_\_\_ (₱ \_\_\_\_\_)

PARTICULARS	AMOUNT

Approved By:  
\_\_\_\_\_

Received from \_\_\_\_\_

The amount of \_\_\_\_\_

As payment for the above described.

Received By

Date Received \_\_\_\_\_

Note: Print Name Below Signature

**VOUCHER  
(IN TRIPLICATE)**

Each time a disbursement is made, a cash payment voucher must be prepared to support such disbursement.

**FIGURE 3**

\_\_\_\_\_  
Name of BWSA

\_\_\_\_\_  
Barangay, Municipality

\_\_\_\_\_  
Province

**BILLING FORM**  
**for**  
**WATER CONSUMPTION**

Name of Member \_\_\_\_\_

Address: \_\_\_\_\_

No. \_\_\_\_\_

PERIOD COVERED					AMOUNT
FROM		TO			
MONTH	DAY	MONTH	DAY	YEAR	

Date of Billing: \_\_\_\_\_ Please pay On or Before: \_\_\_\_\_

Please pay your bill at the Office on or before the date shown above.

\_\_\_\_\_  
BWSA Treasurer

Note: Print Name Below Signature

Billing must be prepared and sent to all BWSA members for their monthly dues as a member of their monthly obligation to the Association.

**FIGURE 4**

Date: \_\_\_\_\_

Invoice # \_\_\_\_\_

## INVOICE

---

Sold to: \_\_\_\_\_

ITEM	NO.	UNIT PRICE	PRICE
TOTAL			P

Received By: \_\_\_\_\_  
(Print Name below Signature)

FIGURE 5



BWSA \_\_\_\_\_

**CASH RECORD BOOK  
COLLECTION/DISBURSEMENT**

Month: \_\_\_\_\_ Year: \_\_\_\_\_

DATE	PARTICULARS	CREDIT (Money Received)	DEBIT (Money Disbursed)	DAILY BALANCE

This book records all cash transactions (collection/disbursements) made by the BWSA, and calculates a daily balance.

**FIGURE 6**

-----  
Name of BWSA  
-----  
Barangay, Municipality  
-----  
Province

**RECEIVABLE BOOK**

DATE	BILLING FORM NO.	HOUSEHOLD HEAD (Family Name)	AMOUNT DUE	REMARKS

This form records all accounts due to the Association

**FIGURE 7**



-----  
**Name of BWSA**  
 -----  
**Barangay, Municipality**  
 -----  
**Province**  
 -----

**STATEMENT OF OPERATIONS**  
 For the Month \_\_\_\_\_, \_\_\_\_\_

<b>Revenues:</b>			
Water Fees	_____	P	_____
Others (Specify)	_____		_____
<b>Total Revenues</b>	_____	<b>P</b>	_____
 <b>Operating Expenses:</b>			
Salaries	_____	P	_____
Supplies	_____		_____
Repair and Maintenance	_____		_____
Others (Specify)	_____		_____
<b>Total Operating Expenses</b>	_____	<b>P</b>	_____
 <b>Net Income/Loss</b>		<b>P</b>	_____

**Prepared By:**  
 \_\_\_\_\_

**Date Prepared:**  
 \_\_\_\_\_

**Certified true and correct:**  
 \_\_\_\_\_  
**BWSA Treasurer**

**Date Certified:**  
 \_\_\_\_\_

**Note: Print Name below signature**

At the end of each month, the bookkeeper prepares the Statement of Operations for the previous month.

**FIGURE 9**

-----  
Name of BWSA

-----  
Barangay, Municipality

-----  
Province

**CASH POSITION STATEMENT**  
For the Month \_\_\_\_\_, \_\_\_\_\_

Revenues:

Water Fees	_____	P	_____
Contribution	_____		_____
Others (Specify)	_____		_____
<b>Total Revenues</b>	_____	<b>P</b>	_____

Less: Operating Expenses:

Salaries	_____	P	_____
Supplies	_____		_____
Repair and Maintenance	_____		_____
Others (Specify)	_____		_____
<b>Total Operating Expenses</b>	_____	<b>P</b>	_____

Cash Balance, During the Period	_____	P	_____
Add: Cash Balance, Beginning	_____	P	_____
Cash Balance, Ending	_____	P	_____

Prepared By:

Date Prepared:

-----  
BWSA Bookkeeper

Note: Print Name below signature

Cash Position Statement summarizes the Association's transactions for the month ended. The Bookkeeper fills up this form every end of the month.

**FIGURE 10**

-----  
Name of BWSA

-----  
Barangay, Municipality

-----  
Province

**FINANCIAL SUMMARY REPORT**  
Year End \_\_\_\_\_

I. Financial Results

1. Total Revenues	_____	₱	_____
2. Total Expenditures	_____	₱	_____
3. Total Cash on Hand	_____	₱	_____
4. Total Cash in Bank	_____	₱	_____
5. Total Accounts Receivable	_____	₱	_____
6. Total Accounts Payable	_____	₱	_____

II. Findings/Recommendations:

-----  
-----  
-----  
-----  
-----  
-----

Prepared By:

Date Prepared:

-----  
BWSA Bookkeeper

Note: Print Name below signature

Financial summary report is made after a year of operation. It provides information to show whether the association profited or not.

**FIGURE 11**

**Table 9.4.1 Format for Level I Project Data**

Form \_\_\_\_\_

PROPOSED LEVEL I PROJECT DATA	
Notice : This form shall be accomplished upon instruction on PST/PWSD	
<b>LOCATION</b>	1.1 Barangay/Sitio _____ 1.3 Province _____
	1.2 Municipality _____ 1.4 Region _____
<b>POP. DATA</b>	2.1 Total Community/Barangay Population _____ 2.3 Proposed Population to be Served _____
	2.2 Total Number of Households _____ 2.4 Proposed Number of Households to be Served _____
<b>INFORMATION ON THE WELL SITE</b>	3.1 Ownership : <input type="checkbox"/> Public <input type="checkbox"/> Private
	3.2 Description :  3.3 Location:  3.4 Donor (If Private Lot):  
<b>WELL CHARACTERISTICS</b> (Use separate sheets if necessary)	4.1 Type of Point Source: <input type="checkbox"/> Deep Well <input type="checkbox"/> Shallow Well <input type="checkbox"/> Spring <input type="checkbox"/> Others (dug well pond)
	4.2 Ownership : <input type="checkbox"/> Public <input type="checkbox"/> Private
4.3 For wells : Casing diameter _____ in. or _____ m. Casing depth _____ ft. or _____ m. Water level Well _____ ft. or _____ m. Well capacity/yield _____ gpm. or _____ m. 4.4 For Springs : Capacity/yield _____ gpm. or _____ lps. Approx. elevation above or below _____ Service Area _____ ft. or _____ m. Location <input type="checkbox"/> Inside of service area <input type="checkbox"/> Outside of service area Approximate distance from center of service area _____ km.	
Prepared by : _____	
_____ Municipal Liason Staff      Date	

Table 9.4.2 Format for Level II Feasibility Study

FEASIBILITY STUDY (Level II)		Barangay	Municipality
Notice: This form shall be accomplished upon instruction of the PST/PWSO.		Province	Region
<b>PROJECT SUMMARY</b>			
POPULATION DATA	1. Present Population	2. Design Population	3. Number of Households
			6. Number of Faucets
TECHNICAL DATA	4. Type of Source <input type="checkbox"/> Spring <input type="checkbox"/> Well <input type="checkbox"/> Surface Water	5. Type of System <input type="checkbox"/> Gravity <input type="checkbox"/> Pumped	
		7. Pump Horsepower _____ HP	8. Pumping Time _____ Hours per Day
	9. Total Average Daily Demand _____ Liters	10. Storage Tank Capacity _____ Liters	11. Pump Discharge Capacity _____ LPS
FINANCIAL DATA	12. Total System Cost P _____	13. Maximum Loan Amount P _____	14. Interest Rate _____
	15. Local Equity P _____	16. Funding Cost per Household P _____	17. Repayment Period (months) _____
	18. Type of Local Equity <input type="checkbox"/> Cash <input type="checkbox"/> Labor <input type="checkbox"/> Materials <input type="checkbox"/> Others, _____		
	19. Total Monthly Expense P _____	20. Monthly Fee Per Household P _____	
ANNEXES	<input type="checkbox"/> 1 Survey Form <input type="checkbox"/> 5 Design of Pipe Lines <input type="checkbox"/> 9A Fittings Schedule <input type="checkbox"/> 12 Financial Analysis <input type="checkbox"/> 2 Map of the Project Area <input type="checkbox"/> 6 Design of Reservoir                      (G.I. Pipes) <input type="checkbox"/> 13 Availability of Local <input type="checkbox"/> 3 Design Criteria and                      and Pump <input type="checkbox"/> 9B Fittings Schedule                      Equity Basic Design Data <input type="checkbox"/> 7 Detailed Design Plan <input type="checkbox"/> 10 Bill of Materials <input type="checkbox"/> 4 Schematic Diagram of <input type="checkbox"/> 8 Pipes Schedule <input type="checkbox"/> 11 Cost Summary the System		
Prepared by :  _____ Date		Endorsed by :  _____ Date	
Municipal Liaison Staff		PST/PWSO Coordinator	



Annex 1

SURVEY FORM  
Rural Water Supply Project

A. LOCATION

Barangay : \_\_\_\_\_ Province : \_\_\_\_\_  
Municipality : \_\_\_\_\_ Region Number : \_\_\_\_\_

B. GENERAL INFORMATION

- 1. Population \_\_\_\_\_
- 2. Number of households \_\_\_\_\_
- 3. Distance from poblacion \_\_\_\_\_ kilometers
- 4. Availability of electricity Yes  No
- 5. Distance form electric line \_\_\_\_\_ kilometers
- 6. Power cost per kilowatt hour P \_\_\_\_\_
- 7. Availability of public transportation \_\_\_\_\_
- 8. Main livelihood of residents  Land transport  
 Water transport  
 Farming  
 Industry  Others  
 Fishing

C. TECHNICAL INFORMATION

1. Are there reliable sources of potable water?

Yes  No

a) For Wells

Well capacity : \_\_\_\_\_ lps

Casing diameter : \_\_\_\_\_

Casing depth : \_\_\_\_\_

Water level from top of well : \_\_\_\_\_

Location :  Within service area  
 Outside \_\_\_\_\_ M. from service area

b) For Springs

Average dry season flow : \_\_\_\_\_  GPM  LPS

Relative elevation of spring

a. \_\_\_\_\_  ft.  m. above service area  
b. \_\_\_\_\_  ft.  m. below service area

Location :  Within service area  
 Outside \_\_\_\_\_ m. from service area

2. Are there water supply system materials and equipment (pumps, pipes, fittings) which can be donated for this project from other source?

Yes  No

For pumps : Type : \_\_\_\_\_ Power : \_\_\_\_\_ HP

For pipes :  Galvanized Iron  PVC  
 Others, specify \_\_\_\_\_

3. Is there an existing water tank that can be used?  Yes  No

Type:  Steel  Reinforced Concrete

Capacity : \_\_\_\_\_  Gallons  Cubic Meters

Location: (Please indicate in the map of the project area)

Relative elevation with respect to service area \_\_\_\_\_  ft. \_\_\_\_\_  m.

4. Are there other sites where water tanks may be erected?  Yes  No

Location : (please indicate in the map of the project area)

Relative elevation with respect to service area \_\_\_\_\_  ft. \_\_\_\_\_  m.

5. Does the barrio have skilled personnel?  Yes  No

If yes, how many? Estimated Number

Plumbers : \_\_\_\_\_  
Masons : \_\_\_\_\_  
Carpenters : \_\_\_\_\_  
Others : \_\_\_\_\_

If no, are there competent contractors near the area?

Plumbing contractor :  Yes  No  
Tank fabricator :  Yes  No

Are there suppliers of materials (pumps, pipes, fittings) in the municipality?

Yes  No

**D. FINANCIAL INFORMATION**

1. What can the barangay provide as local equity?

Cash : P \_\_\_\_\_  
 Labor : \_\_\_\_\_ man-days  
 Materials : Sand : \_\_\_\_\_ cu. m.  
 Gravel : \_\_\_\_\_ cu. m.  
 Cement : \_\_\_\_\_ bags  
 Others, specify : \_\_\_\_\_

2. Have the people been informed of the current financing policies for Level II systems, particularly the monthly fees required to repay loan & provide for O & M?

Yes  No

3. How much are the people willing to pay per household per month as a water fee?

Below P 6.00  P 10.00 - 15.00  Others   
 P 6.00 - 10.00  15.00 - 20.00  Specify : \_\_\_\_\_

4. Average income per household P \_\_\_\_\_ per month

**E. INSTITUTIONAL INFORMATION**

1. Is there an existing association who is ready, willing and able to manage the system

Yes  No

If yes, please specify. \_\_\_\_\_

2. Are people willing to join a water association to operate and manage a water supply system?

Yes  No

3. How many households are willing to be members? \_\_\_\_\_ households.

4. Name at least three (3) leaders of the community who can act as officers of the association, if required.

Name	Address
_____	_____
_____	_____
_____	_____

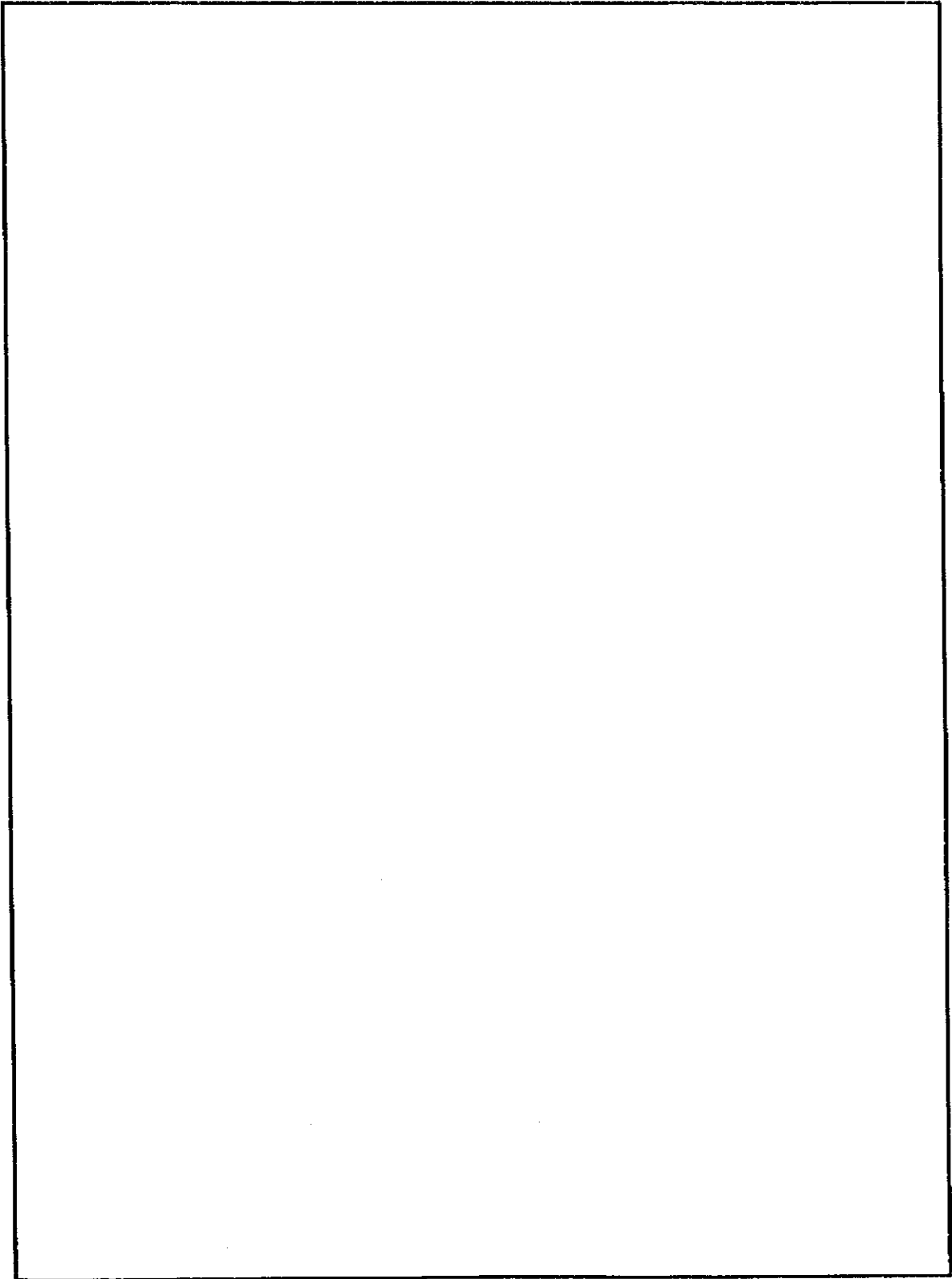
#### F. MAP OF THE AREA

Please attach map of the area proposed to be served. Indicate location of houses, buildings and other structures to be served including roads, the water source(s) and possible locations of storage tanks. The map should preferably be drawn to scale.

Important : If map cannot be drawn to scale, indicate distance measurements between important points along roads, or possible routes of distribution pipes with households properly indicated. For rolling terrain, indicate elevation differences between measurement points.

#### G. REMARKS :

Annex 2  
MAP OF THE PROJECT AREA  
..... Rural Water Supply Project



Annex 3

DESIGN CRITERIA AND BASIC DESIGN DATA  
 ----- Rural Water Supply Project

I. Design Criteria

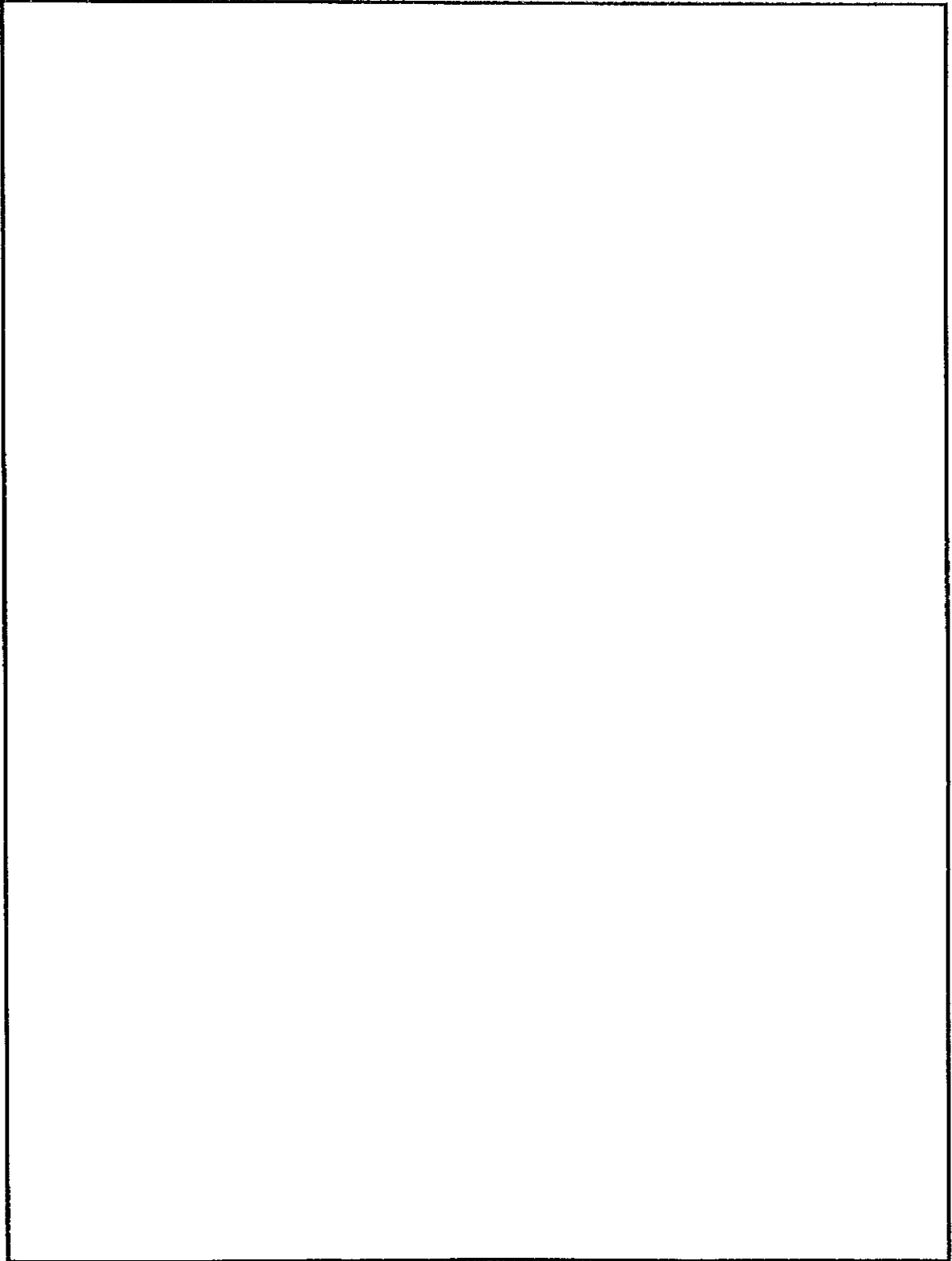
1. Design Period : 5 years
2. Population
  - Annual Growth : 3%
  - Average Household Size : 6 persons/HH
  - Design Population : Present Population x 1.16
3. Per Capita Water Consumption
  - Level II : 60 lpcd
  - Level II with garden : 75 lpcd
  - Level III : 100 lpcd
4. Water Demand
  - Average Day Demand : Design Population X Per Capita Consumption
  - Maximum Day Demand : 1.3 X Average Day Demand
  - Maximum Hour Demand : 2.5 X Average Day Demand
5. Pump Operation
  - Pumping Hours : 8 - 15 hours
  - Pumping Rate : Maximum Day Demand/PumpingHrs. = \_\_\_\_\_
6. Storage Capacity : 1/4 of Average Day Demand
7. System Pressure : 5 - 10 psi at faucet
8. Households Served Per Faucet : 4 - 6 HH

II. Basic Design Data

1. Present Population : \_\_\_\_\_
2. Design Population (Present Population X 1.16) : \_\_\_\_\_
3. Average Day Demand: \_\_\_\_\_ X \_\_\_\_\_ : \_\_\_\_\_  
 (Per Capita Consumption) (Design Pop.)
4. Maximum Day Demand: 1.3 X \_\_\_\_\_ : \_\_\_\_\_  
 (Average Day Demand)

Annex 4

**SCHEMATIC DIAGRAM OF THE SYSTEM**  
----- Rural Water Supply Project







**Annex 6**  
**DESIGN OF RESERVOIR AND PUMP**  
 Rural Water Supply Project

**A. DESIGN**

1. Determine Capacity of Reservoir,  $(C_r)$

$$C_r = 1/4 \times \text{Average Day Demand}$$

$$C_r = 1/4 \times D_d \text{ (LPD)}$$

$$C_r = \text{_____ liters}$$

2. Determine Minimum Water Elevation,  $(WL_m)$

$$WL_m = \text{total head loss} + \text{Minimum Pressure in Main (Meters)}$$

For Barangay System, Min. Pressure = 5 psi (use 3M.)

For Poblacion System, Min. Pressure = 10 psi (use 7M.)

$$WL_m = \text{_____ M.}$$

Note : The bottom of the storage tank should be higher than this elevation.

**B. DESIGN OF PUMP**

1. Determine Pump Capacity,  $Q_p$  (LPS)

$$Q_p = \text{Max. Day Demand (LPD)} / \text{Operating Time (Sec.)}$$

$$Q_p = 78 P_d / T \quad \text{where: } P_d = \text{Design Population}$$

$T = \text{Operating Time in Seconds}$

$$Q_p = \text{_____ LPS}$$

2. Calculate Total Dynamic Head, TDH (Meters)

$$TDH = \text{Depth of Pumping Level} + \text{by Maximum Reservoir Elevation} + \text{friction loss}$$

$$TDH = \text{_____ m}$$

3. Calculate Brake Horsepower Requirement :

$$\text{Brake Horsepower} = \frac{Q_p \times TDH}{75 \times \text{Efficiency}}$$

$$\text{Brake Horsepower} = \text{_____ Hp}$$

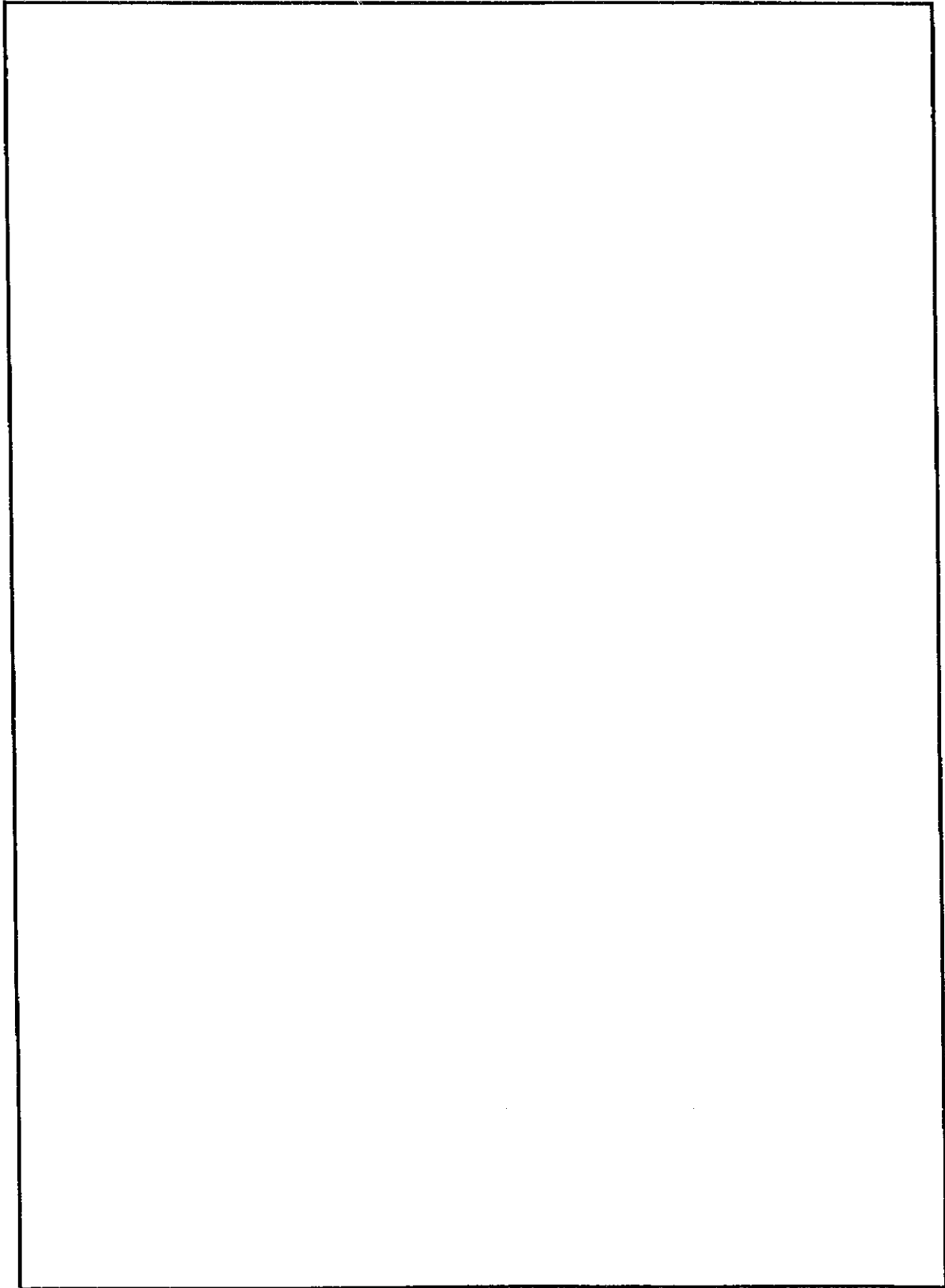
Where :

Efficiency for Centrifugal Pump, 30-60 %

Efficiency for Submersible Pump, 50-60 %

Efficiency for Jetmatic Pump, 20-30 %

Annex 7  
DETAILED DESIGN PLAN  
Rural Water Supply Project





Annex 9A  
**FITTINGS SCHEDULE (G.I. PIPES)**  
 Rural Water Supply Project

NODES	SECT LENGTH	COUPLING		UNION PATENTE		TEE STD.	TEE REDUCER	BUSHING REDUCER	ELBOW STD	ELBOW REDUCER	COUPLING REDUCER	FAUCET	NIPPLE	VALVES	
		Qty.	Size	Qty.	Size										



Annex 10  
**BILL OF MATERIALS**  
Rural Water Supply Project

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST

Annex II  
COST SUMMARY

\_\_\_\_\_ Rural Water Supply Project

I. ESTIMATED COST OF THE SYSTEM

1. a) Cost of Pipes	P	_____	
b) Cost of Fittings		_____	
Total Cost of Pipes and Fittings			P _____
2. Cost of Reservoir		_____	
3. Cost of Pump		_____	
4. Labor Cost		_____	
a) 10% of Pipes & Fittings (For G.I. Pipes)			
b) 25% of Pipes & Fittings (For PVC Pipes)			
5. Cost of Freight and Handling		_____	
6. Contingencies 5% (Pipes & Fittings - Labor)		_____	
Total Cost of the System			P _____

For gravity system, omit cost of pump.

II. FINANCIAL DATA

1. Total Cost of the System	P	_____
2. Local Equity		_____
3. Amount of Loan		_____

**Annex 12**  
**FINANCIAL ANALYSIS**  
 \_\_\_\_\_ Rural Water Supply Project

**A. RELEVANT DATA**

- 1. Pumping Hours : \_\_\_\_\_ hrs.
- 2. Pump Horsepower : \_\_\_\_\_ HP
- 3. Cost/KWH : ₱ \_\_\_\_\_
- 4. Pump Cost : ₱ \_\_\_\_\_
- 5. Amount of Loan : ₱ \_\_\_\_\_
- 6. Loan Terms : \_\_\_\_\_ % (interest per annum)  
 : \_\_\_\_\_ years (Repayment Period)
- 7. Number of Households : \_\_\_\_\_

**B. COMPUTATION OF MONTHLY EXPENSES (Omit non-applicable items)**

<b>1. Operations</b>			
a. Salaries	_____	x _____	= P _____
b. Office Supplies	_____	x _____	= P _____
c. Power	_____	x _____	= P _____
d. Chemical	_____	x _____	= P _____
e. Miscellaneous	_____	x _____	= P _____
<b>2. Asset Replacement</b>			
a. Pump	_____	/ _____	= P _____
		Life (mos.)	
b. Pipelines	_____	/ _____	= P _____
		Life (mos.)	
c. Tank	_____	/ _____	= P _____
		Life (mos.)	
d. Others	_____	/ _____	= P _____
		Life (mos.)	
3. Amortization	_____	x _____	= P _____
	(CRF)	(Loan Amt.)	
4. Maintenance ( 2% of Capital Equipt.costs annually)			
.02 X _____		/12	= P _____
6. Total Monthly Expenses			= P _____

**C. COMPUTATION OF WATER FEE**

Monthly Water Fee Per Household :

\_\_\_\_\_ / \_\_\_\_\_ = P \_\_\_\_\_

(Total Monthly Expenses) (No. of HH)



Annex 13  
**AVAILABILITY OF LOCAL EQUITY**

	Item	Amount
I. Cash		P _____

II. Labor

Type of Labor	No. of Workers	No. of Days	Rate Per Day
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

III. Materials

Type of Materials	Quantity	Unit Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL P \_\_\_\_\_

<p>I certify that the items listed above represent the local share of the project cost.</p>	<p>Noted by :</p>
<p>_____</p> <p>Association President</p>	<p>_____</p> <p>Municipal Sector Liason</p>
<p>_____</p> <p>Date</p>	<p>_____</p> <p>Date</p>

## 9.5 Community Development

### 9.5.2 CD Structure and Linkages

#### Responsibilities and Qualifications of a CO/CD Worker

##### 1. Tasks of a CD/CO Worker

###### *(a) As Facilitator*

- Enhances individual and group strengths and helps minimize weaknesses and conflicts;
- Heightens community unity; and,
- Assists individuals and groups to respond to common interests.

###### *(b) As Trainor and Educator*

- Discerns educational needs of people;
- Helps in consciousness-raising to enable group or individual capability development;
- Assists leaders in developing new leaders;
- Continually dialogues with people; and,
- Helps develop self-determination among leaders and members.

###### *(c) As Advocate*

- Helps analyze and articulate critical issues;
- Assists others to understand and reflect upon these issues; and
- Evokes and provokes relevant discussion and actions.

###### *(d) As Researcher*

- Conducts social analysis
- Engages in participatory research with the people as partners;
- Helps create research designs for people's use and interest; and
- Integrates with the people to understand social phenomenon from the people's viewpoint.

*(e) As Planner*

- Conducts initial analysis of area resources and potentials;
- Assists local group's planning, strategizing and creative action; and
- Helps systematize people's actions to attain desired goals.

*(f) As Catalyst*

- Initiates discussions and actions regarding critical issues; and
- Monitors and nurtures growth of individuals and groups to facilitate long-term social change for people's welfare.

**2. Personal characteristics of a CD/CO Worker**

- a) Must possess an innate and genuine love for people, which enables them to share with the people in their desire for change;
- b) Must have a commitment to help people in the desire to participate in changing society. The commitment sustains them and enables them to persevere.
- c) Must have a basic trust in the people, be willing to learn from them, and have faith with them.
- d) Must be adaptable, flexible, able to adjust to people and circumstances and able to move with people when and where they decide to move.
- e) Must be ready to learn and unlearn, be open to self-assessment and accept criticism; be able to drop pre-determined notions and stereotypes; and swallow their pride while remaining resourceful in the process.
- f) Must have patience with people but not with situations so that they can keep the people moving. The people must not be pushed. A CO must keep pace with them.
- g) Must be able to analyze problems, communicate with the people in their own language and work at the people's level. Only then can they start a process of critical awareness.
- h) Must be able to follow the growth of critical awareness by generating with the people appropriate action towards change and transformation of the community.

### **3. Lifestyle and Method of Work of CD/CO Worker**

#### ***(a) In Method of Work***

- People-oriented, i.e. serving the interest of the people by not insisting on own project proposals.
- Able to work informally among people, and not be overburdened with committee structures.
- Able to protect the community from outside intervention such as inappropriate projects.

#### ***(b) In Lifestyle***

- Humble, simple and immerse oneself in the life of the community;
- Free of self-interest, which makes commitment unclear and dubious, and expect to reward;
- Able to identify with the people, see themselves as different, and be aware of the limitations of such;
- Open to be transformed by identification with, and involvement in the community;
- Able to develop the internal strength to accept frustrations and loneliness at times.

### **4. The CD/CO Worker: A Catalyst, Missionary and Visionary**

- a) He/she works with people, not for them.
- b) He/she considers people as intelligent and with numerous experiences.
- c) He/she lets the people grow.
- d) He/she builds up the people's cohesiveness.
- e) He/she builds up the people's organization.
- f) He/she believes that people can change and can bring about change in society.

### **5. Desired Characteristics of a CD/CO Worker**

- a) Should have respect for and faith in the people they are working with; believe in the potential power and age-old wisdom of the masses.

- b) Should go to the people as learners, not as teachers; listen more than talk; facilitate more than lead. Should not have the messianic or redeemed complex - but instead believe that it is the masses who will be their own redeemer.
- c) Should try to know the people, their socio-economic, political and cultural situation and problems before starting any program or action.
- d) Should be simple and austere in lifestyle.
- e) Should have the capacity and humility to withdraw as soon as the people are ready to manage their own affairs; aims at becoming dispensable.
- f) Capable of improving other's skills and knowledge.
- g) Is needed in order to maintain the community's interest and participation, as well as, to maintain and accelerate the momentum needed.
- h) Requires that the CO be at least several steps ahead of the community, but having in mind the direction of the community will be going and how to reach the desired goals.

## 9.5.5 Approaches to CD

### Typical CD Work

#### **Community Organizing Handbook for Water Supply and Sanitation**

Community organizing for water supply and sanitation projects is aimed at forming user groups through a process that integrates the hardware (technical aspects) and software (social aspects) components of a water supply and sanitation project.

People's participation, which can be gauged against the extent to which they themselves are involved in the decision-making processes, their willingness to stake local resources, (both in cash and in kind) and the extent to which trainings have improved the knowledge, skills and attitudes of the people are some of the indicators of a good community organizing work.

The Community organizing process is developing a partnership with the community. The Community organizer is simply a catalyst in the community's efforts to build their self-confidence to operate, maintain and sustain their water supply and sanitation service.

#### **The CO Framework**

The CO Handbook is one of the tools that a community worker may use as a guide in organizing user's groups for community-managed water supply and sanitation facilities. It is presented in three (3) major stages following the community-organizing framework. These stages are a) Formation of Organization; b) Development of Organization; and c) Consolidation of Organization.

The process contains a chronology of activities that starts with the deployment of community organizer and ends up with his/her exit from the community.

Except for steps 9 and 10 of Stage II and Step 20 of Stage III which need not be undertaken for a Level I, all the rest applies to Levels I and II water supply projects. level I water supply projects refer to point source facility catering to a cluster of ten to fifteen households while level II refers to a waterworks that has a distribution system such as multiple tapstands.

The *Formation of Organization* stage covers activities intended to enlist community participation and make community understand the concepts, processes and importance of organizing a group that will become responsible for eliciting maximum participation for WATSAN activities.

The *Development of Organization* stage covers activities intended to build capability of water users' organization, which include trainings and full participation in both technical and social activities. It also includes the CO worker's sharing and transferring of organization development and community organizing technology to the leaders of the water users' association. In this way, the community will be able to increase their capability for self-management.

The *Consolidation of Organization* stage consists of activities intended to "tie loose ends." This is to ensure that at the exit of the CO worker, the water users' association can sustain its operations without an external catalyst.

The last part of the Handbook is a compilation of useful tips in recording the minutes of the community meetings, contents of a spot map, sample tapstand membership form and

tapstand membership list, characteristics of a CO worker and community leaders and others. All these are appended as additional guides to enhance the organization process and facilitate the attainment of the CO objective.

### **Community Organizer**

The community organization worker as a catalyst is one who believes that the people are the main actors in the processes and that his/her role is that of facilitating the community organizing process; improving the skills and knowledge of the community; and that he/she has to withdraw as soon as the people are ready to manage their affairs.

### **Objectives of the CO Work**

The General Objective of the CO work is to form a community-based water user's association that will operate, maintain and sustain their water supply and sanitation facilities.

### **Stages of CO Work**

Each of the three stages of CO work as contained in the framework is distinctly characterized by various activities needed to ensure that the organization will continue to function even after the exit of the CO worker.

*Phase I* is characterized by the formal entry of the CO worker to the community. This is marked by courtesy call first to the barangay leaders and then to the community. These activities require thorough understanding of the nature of the project.

The CO worker needs various tools to undertake these activities. A chart preferably in the local dialect that explains the concept of the project and the roles of the various stakeholders is very important. The community profile is one tool that also needs to be validated by the community themselves. The profile serves as a CO tool in facilitating community decisions.

*Phase II* is characterized by a series of trainings intended to provide adult learning processes to the water users' association. This includes practical and workable approaches needed to synchronize activities and provide appropriate mix of technical and social knowledge and skills to the water users.

*Phase III* begins when the organization is formalized, water system potability is ensured, legal documents are executed and facility is turned-over to the water users' association for their operation and maintenance. This phase ends when the community organizer exits from the community, leaving behind an organization with positive indicators for sustainability.

## **1. ENTRY STRATEGIES**

### **CO DEPLOYMENT**

Objective	: Indorse the CO worker to the community by provincial and municipal level implementors
Expected Result	: CO worker is introduced to the barangay officials and the community
Suggested Strategy	: Community meeting
Facilitator	: Barangay Captain
Co-facilitator	: Municipal Level Implementor

Agenda in the first orientation meeting and courtesy call to barangay council:

- Title of the project
- Objectives
- Stakeholders and their roles, responsibilities and accountabilities
- Funding and counterparting
- Project features or components
- How the project will be executed
- Timetable
- Inputs and outputs (largely trainings)
- Role of the intermediaries (NGOs)
- Solicit/request for CO volunteers to participate in profiling and spot mapping

### **VALIDATION OF COMMUNITY PROFILE AND SPOT MAPPING**

- Objective : To establish socio-economic, political and technical information about community directly or indirectly related to water and sanitation.
- Expected Results : Validated secondary data from the community
- Suggested Strategies :
- Home visits
  - Focus group discussion
  - Visit to RHUs, MPDO, MHO, local school
  - Community meeting

### **CONTENTS OF THE SPOT MAP**

- Natural features (creeks, river, lakes, mountains, water sources)
- Man-made structure (houses, buildings, bridges, roads, schools, cemetery, halls, markets, water system facilities)
- Technical data ( distance, north orientation, elevations, scale, date prepared, source of information, persons/agencies involved, names of places, boundaries, legend, index to adjoining sheets, coordinates)

## **2. PRESENTATION OF VALIDATED PROFILE TO THE COMMUNITY**

- Objective : To further enrich and refine data in the profile
- Expected Results :
- Profile validated by the community
  - Surfacing of thoughts on:
    - How project will be implemented on the site
    - How the facility will be designed and constructed
    - How the community perceived their role in the project
  - Solicit counterpart
  - Determine/recommend long list of potential core group members
- Facilitator : CO worker
- Audience : Key informants (farmers, church leaders, teachers, etc.)

## **3. DEVELOPMENT OF CRITERIA FOR SELECTION OF CORE GROUP**

- Objectives : To enlist people interested to work actively that will assist in CO activities



**Expected Results** : Core group members elected

- Role and function of core group drawn
- Adhoc committees formed and function's drawn
- Committee chairman selected
- Plan of action done

#### **IDEAL SELECTION CRITERIA FOR CORE GROUP MEMBERS**

- Must have the time and commitment to do community development activities in their locality
- Proven leadership skills
- Direct exposure and experience in community development project/activities
- Have some basic knowledge and/or skills in community organizing
- Good moral standing
- No criminal record
- Should be one of the beneficiaries
- With good interpersonal relationship with the community
- Should be literate

#### **ROLES AND FUNCTIONS OF THE WATER CORE GROUP**

- Initiates the planning and implementation of action on water related activities
- Preparation of water project feasibility study/design community survey and spot map to further validate the importance of the project to the community at large
- Mobilize community resources specifically: the time, skills and efforts of the people
- Resources of the local agency, i.e., money, technical know-how, equipment, machines
- Disseminate information, keeps the community informed about the status of the water project
- Hears and considers suggestions of people with regards to the appropriate activities of the project
- Facilitates the expansion of water core group into Barangay/Rural Waterworks Association.

#### **COMPOSITION OF THE CORE GROUP**

- Technical persons who can be trained on the technical aspects of the project
- Individual who are trusted and respected by community
- Those who have a strong liking to work for people
- Those who have a spirit of volunteerism
- Those who are resourceful
- Individuals who are understanding and patient enough to go with the pace of the community
- Together with the community, they should be able to identify the:
  - Objectives of the group
  - Define roles and responsibilities
  - Clear expectations to members and group as a whole

#### **ADHOC COMMITTEES CO-TERMINUS WITH THE CORE GROUP**

- Education and recruitment



community and, later, on a more informal manner, as the CO integrates to the community is one of the most critical part of this phase.

As community organizing progresses, the deepening sessions of the CO worker in reinforcing project concepts such as strategies for community initiatives towards addressing key issues affecting their community that are directly or indirectly related to water are reinforcing mechanisms in providing impetus to the development of an informal water users' organization, as infant as a water core group.

#### **6. HUMAN RESOURCE DEVELOPMENT TRAINING**

Objective : To build a strong and cohesive team from among the core group members and barangay officials (if appropriate)  
Expected Results : Trained core group members on Human Resource Development  
Facilitator : CO worker  
Co-facilitator : Core group members

#### **7. PRESENTATION OF TECHNICAL DESIGN**

Objective : Generate community decision on appropriate technology to be used  
Expected Results : Generate community decision on appropriate technology to be used  
Suggested Strategy : Community meeting to discuss  
- Initial findings on technical feasibility study  
- Presentation of technology options  
Facilitator : Technical Team

#### **8. FACILITATION ON LEGAL WORKS AND DOCUMENTS**

Objective : Prepare necessary legal documents  
Expected Results : Legal documents required in WATSAN projects prepared  
Facilitator : Committee Chairman  
CO-facilitator : CO Worker

#### **LIST OF DOCUMENTS REQUIRED IN IMPLEMENTING WATSAN PROJECTS**

- Barangay Resolution desiring to avail of a water facility to be submitted to the LGU
- Building permit of WATSAN facility, from LGU
- Waiver form DENR (if water system components such as the source, tank, pipelines are situated in areas other than private lands) to use the site(s) for community development
- Right of way permit from private land owners, specifically for spring sites and pipeline routes
- Deeds of donation from private landowners for water tank and tapstand sites
- Certificate of water quality source to be developed and tapped, from DOH
- Certificate of water quality produced through the water system facility, from DOH
- Letter of acknowledgment from the municipal mayor endorsing the water system management to the water users' association formed
- Accreditation pertinent papers (needed for the accreditation of RWSAs/BWSAs at the LGU level)

- Water rights
- Water permit
- Drilling permit

**9. PRESENTATION OF DRAFT TECHNICAL DESIGN**  
(Skip This Activity If Level I)

Objective : To inform the community of the results of the feasibility study conducted

Expected Results:

- Location of major components such as well drilling site, transmission and distribution pipelines
- Tanks and tapstands are identified
- Community acceptance of design
- Local counterpart generated

Suggested Strategies:

- Community meeting
- Site visit to proposed structures/facilities' location

**INFORMATION TO BE PRESENTED TO THE COMMUNITY**

- Role of technical people
- Contents of typical water system technical plan
- Presentation of design specifications and explanation of plan contents /drawings in layman's terms
- Presentation of program of work (POW) , bill of materials and cost estimates
- Validation of data gathered and used in the designing
- Solicit ideas, opinions, comments and preferences
- Come-up with compromises, and if appropriate determine local counterpart

Note: If system is Level II, spring source, dispersed tapstands and dispersed household clusters, technical information is limited to the number of tapstands that can be provided and the approximate location of tapstands relative to the cluster.

**10. MOBILIZATION OF COMMITTEE ON DOCUMENTATION**  
(skip this activity if Level I)

Objective : To facilitate additional legal work requirement for tapstand, pipeline and other major system components

: To ensure a formal listing of tapstand membership

Expected Results : Completed legal documentation requirement membership per tapstand known

Facilitator : Committee Chairman, Committee on Documentation and Education and Membership

CO-facilitator : CO worker

## 11. CONFIRMATION OF MEMBERSHIP BY TAPSTAND

Objective	:	To confirm final membership by tapstand To undertake information campaign on the importance of grouping and house rules formulation
Expected Results	:	To select tapstand leader
	:	Final listing of membership per tapstand
	:	Formulated tapstand house rules
Suggested Strategy	:	Tapstand leader selected
	:	Undertake meeting per tapstand
Facilitator	:	CO worker
CO-facilitator	:	Chairman, Committee on Education and Recruitment

## DISCUSSION POINTS IN FORMULATING TAPSTAND HOUSE RULES

- a. Getting water:
  - How will water be fetched?
  - When will water be fetched?
  - Who can fetch water?
- b. Monitoring
  - List down who fetches and how much volume of water was taken
- c. Water tariff due the specific tapstand
- d. Sanitation around the tapstand and around the cluster
- e. Beautification and physical development in the tapstand site
- f. Financial management regarding water tariffs

## 12. PRESENTATION OF FINAL TECHNICAL DESIGN

Objective	:	To present and approve the final technical design
Expected Results	:	Finalized counterpart agreement
	:	Construction scheduling developed
Suggested Strategy	:	Meeting among tapstand leaders, core group and barangay council

## 13. TRAINING ON HYGIENE, SANITATION AND HEALTH CARE

Objective	:	Conduct of training on health and hygiene
Expected Results	:	Awareness on community health aspects
Suggested Strategy	:	Community meeting, or
	:	Meeting by tapstand grouping
Organizer	:	CO Worker, community and rural sanitary inspector
Training Management	:	LGU
Audience	:	Core Group, Barangay Officials, Barangay Health Workers, Rural Sanitary Inspectors, and Barangay Nutrition Scholars

## 14. SOURCE FOR EXCRETA DISPOSAL MATERIALS AND/OR FACILITIES

Objective	:	To make available to the community facilities for excreta disposal (if conditions and culture warrant)
Expected Results	:	Materials/facilities for excreta disposal constructed individually by members of the community in their households

Suggested Strategy : Core group members together with CO worker make representations with LGUs to source materials or facilities  
 Facilitator : Core group members  
 CO-facilitator : CO worker

**15. ORGANIZATIONAL MANAGEMENT TRAINING**

Organizer : CO and the community  
 Training Management : LGU  
 Audience : tapstand leaders, core group and barangay officials

**16. PRE-CONSTRUCTION CONFERENCE**

Objective : To generate work plan and tasking for the construction activities  
 Expected Results : Activities and roles identified  
                               : Commitment to participate generated  
 Suggested Strategy : Hold a community meeting  
 Facilitator : Technical team  
 Co-facilitator : CO worker

**AGENDA IN THE PRE-CONSTRUCTION CONFERENCE**

- Presentation of schedule of work and tasking
- Determine quantities of resources needed
- Labor arrangements
- Salaries/wages, if any that will be incurred
- Mobilization of committees
- Arrangement on materials storage

**17. MOBILIZATION FOR DELIVERY OF MATERIALS**

Objective : To ensure that materials delivered at the community are all accounted for  
 Expected Results : Materials delivered all accounted for and in accordance to the agreed upon specifications in the technical design  
 Suggested Strategy : Specific committee to handle delivery, and storage of materials , and, if need be, disposition of materials  
 Facilitator : Committee to be agreed upon by the core group  
 Co-facilitator : CO worker

**18. ACTION PLANNING FOR CONSTRUCTION**

Objective : To spell out what to expect during the construction processes  
 Expected Results : Smooth implementation of construction activities  
 Facilitator : CO worker  
 Co-facilitator : Technical Team  
 Suggested Strategy : Core group meeting

**STEPS TO BE UNDERTAKEN:**

- Identify activities related to construction

- Define activity schedule and resources required
- Identify the type of manpower skills required per activity
- Monitoring and documentation of major water system components
- Progress reporting, evaluation and action planning
- Monitoring and documentation on construction of major water system components
- Repeat cycle until completion

## 19. DEVELOPMENT OF EXIT PLAN

Objective	:	To plan for the transfer of responsibility from CO worker to core group members
Expected Results	:	Core group informed of activities ahead and the expected time of withdrawal of the CO worker
	:	An exit plan containing task list and specific person responsible
	:	Organizational development program developed
Suggested Strategy	:	Core group meeting
Facilitator	:	CO worker
Co-facilitator	:	Technical Team
Audience	:	Community members

At the end of the Development of Organization Phase, the following milestone must have been achieved:

- Basic organizational development training such as value formation, leadership and team building and sanitation, health care and hygiene education must be done
- CO exit plan jointly developed by the CO together with the community
- All legal documents completed
- Pre-construction conference done
- Materials for construction delivered and accepted by the community
- Organizational strengthening such as involvement of a greater number of community members participating in mobilization activities and increased awareness on key issues through information exchange

The success of the phase rests on the extent the community had participated in the activities and learned from the processes as inputs to the community's capability for self-management. On the other hand, one of the most crucial factors to participation rests on the depth and broadness of their understanding of the project concept, features, processes, stakeholders, tasks, and responsibilities coupled with the need for water supply facility, a condition validated in the first orientation meeting done by the CO upon entry to the community.

The inputs that will be provided by the CO and the technical team will provide the necessary honing skills for the core group and tapstand leaders to have the confidence to accept more challenges in the next phase. These challenges are contained in the Exit Plan, which was formulated by the local stakeholders. The Plan will be implemented in Phase III stage to signal the weaning process of the community from the CO worker.

## 20. PRESENTATION, COMPARISON & COLLATION OF TAPSTAND HOUSERULES (skip this activity if Level I)

activity	Objectives	:	Collate similar houserules formulated in the previous
	Expected Results	:	Collated houserules

: Identified houserules  
 appropriate for by-laws  
 Suggested Strategy : Meeting of tapstand leaders  
 Facilitator : CO worker  
 Co-facilitator : Core Group Member

**21. DRAFTING OF CONSTITUTION AND BY-LAWS**

Objective : To develop a set of policies and by-laws that will govern the  
 operation of the organization  
 Expected Results : Constitution and by-laws ready for ratification  
 Suggested Strategy : Meeting of core group and tapstand leaders

**22. RATIFICATION OF CONSTITUTION, BY-LAWS AND POLICIES**

Facilitator : CO Worker  
 Co-facilitator : Core Group Member  
 Expected Results : Constitution ratified  
 : Officers elected

**23. FACILITY/SYSTEM TEST RUN**

The community participates in ocular operation and test run of facility installed

Facilitator : Technical Team

**24. WATER QUALITY TEST**

Objective : To ensure potability of water from facility  
 Expected Result : Water facility is to provide potable water to  
 community  
 Suggested Strategy : Collect water sample from tapstand  
 : Submit sample to DOH for test and certification

**25. TURN-OVER OF FACILITY/SYSTEM**

Officers elected organize and manage facility turnover ceremony

**26. OPERATION, MAINTENANCE AND REPAIR TRAINING**

Trainer : Technical team  
 Trainees : Community-appointed Plumber, Meter Reader (if there is a meter  
 installed), Tapstand leader and RWSA/BWSA officers

**27. FINANCIAL MANAGEMENT TRAINING**

Trainer : NGO, LGU or Water District  
 Trainees : Bookkeeper, Tapstand Leader and RWSA/BWSA officer

**28. RWSA/BWSA REGISTRATION AND ACCREDITATION**

Facilitator : RWSA/BWSA officer  
 Co-facilitator : CO worker



Registration of BWSA/RWSA to appropriate government agencies is done. Options on where to register shall be presented and decided upon by the organization.

**Possible Options:**

In the absence of a clear national policy on B/RWSA registration, the following Registering Agencies could be presented as options:

- a. Securities and Exchange Commission
- b. Bureau of Rural Workers
- c. Local Waterworks Utilities Administration
- d. Department of Social Welfare and Development
- e. Cooperatives Development Authority

Accreditation of BWSA/RWSA is done through the municipal local government unit.

**29. FORMAL EXIT OF THE CO WORKER**

Facilitator	:	RWSA Officer
Co-facilitator	:	CO worker
Suggested Strategy	:	Hold a community meeting
Agenda	:	Assessment of CO Exit Plan
	:	Planning for the operation and management of water facility
	:	Scheduling of CO visits
	:	Scheduling of RWSA/BWSA and CO formal linking with other organizations and agencies
	:	Formal turn-over of CO responsibility to RWSA/BWSA

At the end of the Consolidation Phase, the following milestones are achieved:

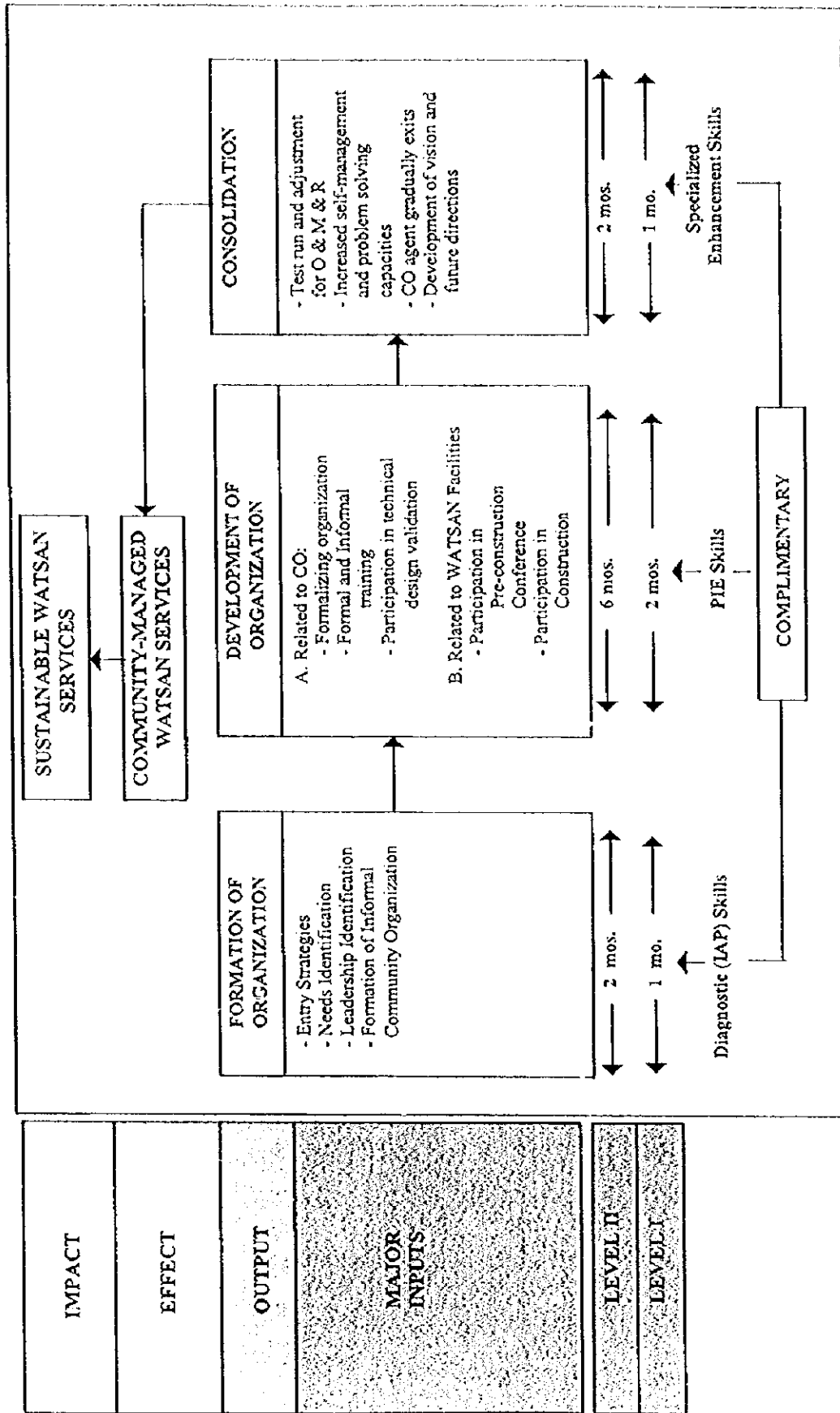
- Facility is turned-over to RWSA/BWSA and is functioning as intended and has its set of officers, constitution and by-laws and policies
- Plan for operation, maintenance and repair of system is installed

At the end of the community organizing process, the degree of capability of RWSA/BWSA in the operation and maintenance of water supply facility and maintaining their organizational health can be gauged on the extent of participation of the members in resolving problems and making decisions. The extent of focus of team building and leadership inputs is crucial in how the members of the RWSAs/BWSAs are willing to make and allow some compromises among each other. On the other hand, the technical soundness of the design and execution of the construction ensures the long-term sustainability of the system.

By this time, the CO has exited but maintains monitoring visits until he/she is fully confident that the organization is strong enough to take decisions, plan and implement their WATSAN related activities and knows where to access support (in terms of financial, institutional and technical) when needed.

*Source: Water Supply and Sanitation Program Management Office  
Department of the Interior and Local Government*

# FRAMEWORK FOR COMMUNITY ORGANIZING



IAP - Identification, Analysis and Privatization  
 PIE - Planning, Implementation and Evaluation