

## ANNEX I      MASTER PLAN

### 1 Overall Goal

Downtime of water points fitted with hand pumps is shortened in the country.

### 2 Project Purpose

To sustain the state of operation of water points fitted with hand pumps through wider application of O&M principles and SOMAP O&M model

### 3 Outputs

1. SOMAP O&M model is defined in Monze and Mumbwa Districts.
2. SOMAP O&M model is established in 5 Districts in the Central Province.
3. O&M principles are adopted where other Area Based Programmes (ABPs) are working, in conformity with NRWSSP.
4. Administrative structure of RWSSU on O&M component under NRWSSP is strengthened.

### 4 Activities

- 1-1 Monitor RWSS activities and collect data (Downtime, frequency of breakdown, community contributions, APM performance, etc) in Monze and Mumbwa Districts.
- 1-2 Conduct Verification Study in Monze and Mumbwa Districts
- 1-3 Prepare Verification Study Report and guiding documents for CUs (DLAs) how to decide "Seed Stock" volume
- 1-4 Review ideal "Seed Stock" level and stock/supply chain management mechanism
- 1-5 Monitor sales operation in Monze and Mumbwa Districts
- 1-6 Review and revise Stock Management Manual and Financial Management Manual
  
- 2-1 Conduct Situation Analysis (baseline survey) in 5 Districts in Central Province
- 2-2 Carry out periodical meetings (Steering Committee) with DLAs
- 2-3 Redefine roles and responsibilities of stakeholders in the Districts through series of workshops
- 2-4 Establish Monitoring Mechanism in each District
- 2-5 Prepare establishment plan of supply chain in the District
- 2-6 Prepare District implementation plan and allocate funds for activities
- 2-7 Provide "Seed Stock" of spare parts for a supplier of spare parts in the Districts
- 2-8 Execute trainings for APMs and EHTs on O&M
- 2-9 Capacity development for V-WASHEs and sensitization for community members
- 2-10 Interim monitoring on progress of established model (spare parts sales records, repair record, etc)
  
- 3-1 Execute periodical meetings with ABPs in each area
- 3-2 Support ABPs and DLAs to establish supply mechanism of spare parts in their working areas
- 3-3 Provide ABPs to adopt O&M principles
  
- 4-1 Support RWSSU to define TOR of Technical Committee (TC)
- 4-2 Prepare O&M monitoring and reporting manuals for DLAs
- 4-3 Review O&M practices and draw lessons from outputs of ABPs
- 4-4 Review O&M activities in Districts and revise National O&M Guideline

## APPENDIX I

**ANNEX II LIST OF JAPANESE EXPERTS**

The expertise of Japanese experts to be dispatched is as described below. Other experts in specific expertise will be dispatched if necessary upon mutual agreement.

- (1) Long-term Expert: Operation and Maintenance / Coordinator
- (2) Short-term Expert: As required

**ANNEX III LIST OF MACHINERY AND EQUIPMENT**

Necessary and mutually agreed equipment for the implementation of the activities described in the "Master Plan" will be supplied for the Project.

- (1) Spare parts for hand pumps
  - (2) Equipment to support project activities
- Other equipment mutually agreed during the Project.

**ANNEX IV LIST OF ZAMBIAN COUNTERPARTS AND ADMINISTRATIVE PERSONNEL**

1. Project Director: Director, DISS of the MLGH
2. Project Manager: Unit Head, RWSSU, DISS of the MLGH
3. Counterpart Personnel
  - Members of the RWSSU (Including the Operation and Maintenance officer to be assigned by DISS of the MLGH)
  - Members of Monze District Council
    - Council Secretary, RWSS Focal Point Person
  - Members of Mumbwa District Council
    - Council Secretary, RWSS Focal Point Person
  - Members of Serenje District Council
    - Council Secretary, RWSS Focal Point Person
  - Members of Kapiri Mposhi District Council
    - Council Secretary, RWSS Focal Point Person
  - Members of Chibombo District Council
    - Council Secretary, RWSS Focal Point Person
  - Members of Kabwe Municipal Council
    - Council Secretary, RWSS Focal Point Person
  - Members of Mkushi District Council
    - Council Secretary, RWSS Focal Point Person
  - Members of Southern Water and Sewerage Company, Ltd.
    - Managing Director and Branch Managers in target Districts

- Members of Lukanga Water and Sewerage Company, Ltd.  
Managing Director and Branch Managers in target Districts
- Other personnel mutually agreed upon as necessary

## **ANNEX V LIST OF BUILDINGS AND FACILITIES**

1. Office spaces for JICA experts in the RWSSU, DISS of the MLGH.
2. Rooms or space necessary for installation and storage of the Equipment.
3. Other necessary land, buildings and facilities mutually agreed upon.

## **ANNEX VI JOINT COORDINATING COMMITTEE**

### **1. Functions**

The Joint Coordinating Committee (hereinafter referred to as "JCC") meeting will be held at least once a year and whenever necessity arises. Its functions are as follows:

- (1) Discuss and decide overall strategies in the management and coordination of the Project,
- (2) Review and endorse the annual plan of the Project,
- (3) Monitor and evaluate the progress of the Project, and
- (4) Make decisions relevant to the overall management of the Project

### **2. Compositions**

The JCC shall be composed of;

- (1) Chairperson: Permanent Secretary, MLGH
- (2) Co-chairperson: Resident Representative of JICA Zambia Office
- (3) Members:
  - Project Director
  - Project Manager
  - Council Secretary, Monze District
  - Council Secretary, Mumbwa District
  - Council Secretary, Serenje District
  - Council Secretary, Mkushi District
  - Council Secretary, Kapiri Mposhi District
  - Council Secretary, Chibombo District
  - Town Clerk, Kabwe Municipal Council
  - Managing Director of Commercial Utility (Southern Water and Sewerage Company and Lukanga Water and Sewerage Company)

- Japanese experts of the Project
  - Representative of JICA Zambia
  - Personnel concerned to be dispatched and/or authorized by JICA
  - Others appointed by the Chairperson
- (4) Observers:
- Official(s) of Embassy of Japan in Lusaka
  - Representatives of ABPs

### **3. The Secretariat of the Committee**

The RWSSU will act as the Secretariat of the Committee. The Secretariat will coordinate matters pertaining to the administration of the Committee.

Name of the Project: Sustainable Operation and Maintenance Project for Rural Water Supply Phase 2 (SOMAP 2)

Duration of the Project: Sep 2007 – Aug 2010

Direct Target Area: Monze Districts in Southern Province and 6 Districts in Central Province

## SOMAP 2 PDM (Draft)

Version No: PDM\_00

Indirect Target Areas (Coordination): All provinces in the country

Date: June, 2007

Direct Target Group: V-WASHEs, D-WASHEs and District Councils in 7 Districts

Narrative Summary	Objectively verifiable Indicators	Means of Verification	Important Assumptions
<b>Overall Goal</b>			
Downtime of water points fitted with hand pumps is shortened in the country	<ol style="list-style-type: none"> <li>1. Operation rate of hand pump will be maintained at 80%</li> <li>2. Average downtime of water points fitted with hand pumps decreases to less than 21 days at any point of time</li> </ol>		SOMAP O&M model is institutionalized under National Rural Water Supply and Sanitation Programme.
<b>Project Purpose</b>			
To sustain the state of operation of water points fitted with hand pumps through wider application of O&M principles <sup>i</sup> and SOMAP O&M model <sup>ii</sup>	<ol style="list-style-type: none"> <li>1. National O&amp;M Guideline is applied in 50 Districts</li> <li>2. Supply chain is established in 5 Districts of Central Province</li> </ol>	Monitoring data Activity reports of SOMAP2 and CPs	- Water Supply and Sanitation Policy and especially O&M component of NRWSSP is not drastically amended
<b>Outputs</b>			
1. SOMAP O&M model is defined in Monze and Mumbwa Districts.	<ol style="list-style-type: none"> <li>1-1 Quarterly report on sustainable supply chain</li> <li>1-2 Monitoring records of O&amp;M activities</li> <li>1-3 Verification study report</li> </ol>	<ol style="list-style-type: none"> <li>1-1 Quarterly sales reports</li> <li>1-2 O&amp;M monitoring report</li> <li>1-3 Verification study report</li> </ol>	- Financial stability and commitment of Southern Water and Sewerage Company
2. SOMAP O&M model is established in 5 Districts in the Central Province	<ol style="list-style-type: none"> <li>2-1 Baseline survey data</li> <li>2-2 Sales records of spare parts</li> <li>2-3 O&amp;M activity monitoring records</li> </ol>	<ol style="list-style-type: none"> <li>2-1 Baseline survey report</li> <li>2-2 Quarterly sales records</li> <li>2-3 O&amp;M monitoring report</li> </ol>	- Financial stability and commitment of Lukanga Water and Sewerage Company
3 O&M principles are adopted where other Area Based Programme (ABPs) are working, in conformity with the NRWSSP <sup>iii</sup>	<ol style="list-style-type: none"> <li>3-1 No. of ABPs adopted O&amp;M principles</li> <li>3-2 No. of Districts which adopted O&amp;M principles</li> </ol>	<ol style="list-style-type: none"> <li>3-1 ABPs' activities reports</li> <li>3-2 Minutes of periodical meetings</li> </ol>	- CPs do not go against principles
4. Administrative structure of RWSSU on O&M component under NRWSSP is strengthen	<ol style="list-style-type: none"> <li>4-1 Thematic report under NRWSSP</li> <li>4-2 Minutes of Meeting</li> <li>4-3 O&amp;M monitoring and reporting manuals</li> </ol>	<ol style="list-style-type: none"> <li>4-1 Thematic report</li> <li>4-2 Minutes of Meeting</li> <li>4-3 O&amp;M monitoring and reporting manuals</li> </ol>	- MLGH adopts structure against O&M arrangement

<sup>i</sup> O&M principles are 1) Cost sharing, 2) sustainable supply chain, 3) O&M mechanism, 4) Choice of appropriate technologies, 5) capacity building (See annex \*)

<sup>ii</sup> SOMAP O&M model is the model which is established in Monze and Mumbwa based on O&M principles under National O&M Guideline

<sup>iii</sup> How this output will be realized may depend on how we can work with each CPs. Coordinated action may differ from CPs to CPs.

Activities	Inputs	Preconditions
1-1 Monitor RWSS activities and collect data (Downtime, frequency of breakdown, community contributions, APM performance, etc) in Monze and Mumbwa Districts	1. Japanese Side	- The
1-2 Conduct Verification Study <sup>iv</sup> in Monze and Mumbwa Districts	- Dispatch Experts (TAs)	Governme
1-3 Prepare Verification Study Report and guiding documents for CUs (DLAs) how to decide "Seed Stock" volume	Long-term: 1 person (O&M, Coordinator)	nt of The
1-4 Review ideal "Seed Stock" level and stock/supply chain management mechanism	Short-term: as required	Republic
1-5 Monitor sales operation in Monze and Mumbwa Districts	Long-term (local): 2 person (Assistant Coordinator, Area Coordinator)	of Zambia
1-6 Review and revise Stock Management Manual and Financial Management Manual	Short-term (local): Situation analysis	(GRZ) will
2-1 Conduct Situation Analysis (baseline survey) in 5 Districts in Central Province <sup>v</sup>	- Equipment supply	provide
2-2 Carry out periodical meetings (Steering Committee) with DLAs	- Acceptance of trainees	O&M
2-3 Redefine roles and responsibilities of stakeholders in the Districts through series of workshops	2. Zambian Side	budget
2-4 Establish Monitoring Mechanism in each District	- Provision of counterparts (Project Director, Project Manager, O&M Coordinator, Project Managers (District Councils), etc)	with
2-5 Prepare establishment plan of supply chain in the District	- Financial contribution (allowances and other recurrent expenses required for day-to-day O&M operation by Government officials)	District
2-6 Prepare District implementation plan and allocate funds for activities	- Provision of budget for procurement of "Seed Stock"	Councils
2-7 Provide "Seed Stock" of spare parts for a supplier of spare parts in the Districts		- There is
2-8 Execute trainings for APMs and EHTs on O&M <sup>vi</sup>		no radical
2-9 Capacity development for V-WASHEs and sensitization for community members		hydro-geol
2-10 Interim monitoring on progress of established model (spare parts sales records, repair records, etc)		ogical
3-1 Execute periodical meetings with ABPs in each area <sup>vii</sup>		change in
3-2 Support ABPs and DLAs to establish supply chain of spare parts in their working areas		places
3-3 Support ABPs to adopt O&M principles		where
4-1 Support RWSSU to define TOR of Technical Committee (TC)		boreholes
4-2 Prepare O&M monitoring and reporting manuals for DLAs		with hand
4-3 Review O&M practices and draw lessons from outputs of ABPs		pump exist
4-4 Review O&M activities in Districts and revise National O&M Guideline		

<sup>iv</sup> Outputs of the survey are 1) ideal volume of seed stock, 2) pricing criteria, 3) bulk procurement methodologies, etc. Draft TOR is attached as Annex \*\*.

<sup>v</sup> In line with IMS strategies and methodologies

<sup>vi</sup> APM (Area Pump Mender), EHT (Environment Health Technician)

<sup>vii</sup> Provincial working groups for O&M of RWS facilities is expected to be formed in each Province where ABPs are working

