

the facilities are handed over, the maintenance service provider will conduct the regular maintenance and submit OM reports to DWR/ Area Councils and the communities. Information and data in these reports will be referred to verify the achievement of this output.

5. Plan of Activities (Input of the Project)

In this Project, the construction works and handing over of the facilities will be completed in 24 months after conclusion of the Grant Agreement. The plan of the Soft Component activities are designed in accordance with this schedule while a part of monitoring will be implemented after the facilities are handed over. The planned activities will be implemented into four stages of “A. Pre-Construction”, “B. Construction-Stage” “C. Handing-over Stage”, and “D. Certain period after the launch of the construction works in all the target sites”.

A. Pre-construction Stage;

- To mobilise stakeholders of the Project in the government (DWR and Area Councils) and village levels.
- To train facilitators, i.e. TAC-MDFT members and community health workers, who will be responsible for implementation of the planned activities at village level.
- To conduct training of VWCs, the focal point at the village level, by the TAC-MDFT members to strengthen their capacity to be required for coordination between the community and external agencies, leadership to take the initiative in participating in the process of construction works and preparation of OM system, and financial management as well as action planning.
- To implement activities for three groups of stakeholders (community, private company, and public sector) to be involved in OM system to recognise their roles and to build mutual understanding and confidence after the selection of the private maintenance service provider.

B. Construction Stage

- The VWCs to facilitate community participation in implementation of the Project and community health workers to conduct participatory hygiene promotion periodically with utilising knowledge and skills obtained through the trainings in the pre-construction stage.
- TAC-MDFT members to monitor these activities to be implemented by the VWCs and community health workers and to facilitate them to cope with problems observed and improvement of the activities.

C. Handing-over Stage

- To support the VWCs for proper understanding on terms and conditions of the maintenance service contract and promote required arrangement to enter into the contract.
- To evaluate achievement and impacts of the Software Component programme with the community members at the end of the programme.
- To review the action plan formulated in the pre-construction stage by each target community

so that the recommendations and lessons learnt in the evaluation mentioned above can be reflected in the action plan.

D. Certain period after the launch of construction work in all target sites

The Japanese consultant will conduct the following activities twice in the entire project implementation period. The first one will be at any one of three stages mentioned above and the second one will be done in the period between handing over of the schemes and completion of the entire Project.

- To monitor the progress of the activities implemented in each target site and make feedback to the daily OM activities.
- To improve OM system in each target site by solving problems in operation of the facilities and building capacity of the stakeholders.

(1) Detailed implementation plan of each activity

A. Pre-Construction work

Module 1 Action planning on establishment of OM system of the water supply facility and its monitoring and evaluation [Required period: 4 days]

1) Objective

- To facilitate understanding of the DWR counterpart and staff of relevant organisations on the Project, implementation set-up and schedule, and roles of each stakeholder.
- To make consensus on roles and responsibilities of each stakeholder in the proposed OM system of the Project and approaches to establish the system with participation of the private sector.
- To agree on objectives, target groups, approaches and methodologies, implementation set-up and schedule of the Soft Component Programme and important points to coordinate with the schedule of construction works.
- To formulate a) detailed work schedule of the planned activities under the Soft Component during implementation period of the Project and b) monitoring and evaluation plan on OM activities to be implemented by the target communities and the maintenance service provider in the post-project period.

2) Target Group

DWR counterpart and staff of relevant organisations (approx. 7 persons)

Staffs of Department of Community Development and Department of Health and Social Welfare are supposed to be participants in the activities of water supply and sanitation sector in cooperation with DWR. Since the DWR motivators will facilitate the planned activities

at each Area Council in collaboration with the motivators of these two organisations, participation from these relevant organisations to this workshop will be significant to obtain understanding from the motivators of each Development on the implementation policy of this Project, and to discuss effective approaches and methodologies for establishment of OM system based on the integrated approach of water, sanitation and health.

3) Responsible Person and Assignment Period

Responsible Person	Assignment Period	Scope of Works
Local Coordinator (1person)	4 days	Coordination and facilitation of the workshop
Local Assistant (1person)	4 days	Assisting coordinator and recording the proceedings
Japanese Consultant (1person)	4 days	Explanation of the Project including the soft component programme, guidance in making consensus on OM plan and formulating monitoring and evaluation plan

4) Tentative Programme

	Contents	Time (Approx.)
Day 1	1. Objective and rules of the workshop	0.5 hour
	2. Feedback of problems revealed in the Preparatory Survey concerning water and sanitary conditions in the target area and review by the participants (setting common view on the present conditions of the target areas of the Project)	2.0 hours
	3. Logical framework of the Project	1.0 hour
	4. Basic policies, implementation set-up and schedule of the Project	1.0 hour
	5. Stakeholders analysis in relation with OM system of the solar-powered water supply facilities	1.5 hours
Day 2	1. Problem analysis on past experiences in addressing the establishment of OM system	2.0 hours
	2. Objective analysis on establishment of OM system	2.0 hours
	3. Basic approach on establishment of OM system (decentralisation, PPP, integrated approach of water, sanitation and hygiene education, consideration of gender aspects/vulnerable groups, cost burden)	2.0 hours
Day 3	1. Consensus on OM system	1.5 hours
	2. Objectives, target groups, methodologies, responsible person and implementation schedule of the soft component activities	1.5 hours
	3. Objectives and indicators of monitoring and evaluation during and after the Project	1.5 hours
	4. Review of the existing monitoring and evaluation system and information flow of DWR	1.5 hours
Day 4	1. Determining implementation plan and information for monitoring and evaluation	2.0 hours
	2. Formulation of implementation guidance of planed activities for motivators	2.0 hours
	3. Recapitulation and evaluation of the workshop	1.0 hours

5) Methodologies

Project cycle management (PCM) method, Participatory Learning and Action (PLA) method will be employed to facilitate discussion, analyses and planning by the participants with combing plenary meetings and group works.

6) Output from the Activity

- Monitoring and evaluation plan formulated by DWR

Module 2 Mobilisation of Stakeholders of Area Councils

[Required period: Total 5 days, 1day/1 Area Council x Area Councils]

1) Objective

- To explain basic policies, detailed activities, implementation set-up and schedule of the Project to the stakeholders in Area Councils where the target sites are located and request for their cooperation in the Project.
- To make consensus on roles and responsibilities of each stakeholder and the communication flow in implementation, OM of the Project.

2) Target Group

Staffs of the Regional office and Area Council, chiefs of the ward where the target sites located and members of TAC dealing with water and sanitation issue [Total 76 persons, approx. 15participants/Area Council]

3) Responsible Persons and Assignment Period

Responsible Person	Assignment Period	Scope of Works
Local Coordinator (1person)	5 days	Coordination and facilitation of the workshop
Local Assistant (1person)	5 days	Assisting the coordinator and recording the proceedings
Japanese Consultant (1person)	5 days	Explanation of basic policies, contents, implementation set-up and schedule of the Project, OM plan, policy on community participation, and responsibilities of the beneficial communities

4) Tentative Programme

	Contents	Time (Approx.)
Day 1	1. Objective and rules of the workshop	0.5 hour
	2. Background, basic policies and contents, implementation set-up, and schedule of the Project	1.5 hours
	3. OM system of the Project, responsibilities and roles of each stakeholder, policies on facilitation of community participation and obligation of communities	1.5 hour
	4. Details of the soft component programme including planned activities, expected outputs, implementation set-up and schedule	1.5 hour
	5. Communication flow of the Project	1.0 hour
	6. Questions and Answers	1.0 hour

5) Methodologies

The workshop will be proceeded mainly in the form of lecture or explanation by the local NGO/Consultant and the Japanese consultant. Key messages and information contained in the explanation of the Project will also be emphasised through answering to questions and comments from the participants and discussions with them.

6) Output from the Activity

Workshop proceedings

Module 3 Orientation of Objectives, Detailed Activities and Implementation Set-up of the Project

[Required period for the activity: Total 36days, 2days/site x 18 sites]

1) Objective

- To explain the basic plan of the Project to the community leaders in the related areas such as Ward Councillor and members of the Ward Development Committees as well as leaders in the target communities such as the village heads, members of the Village Development Committees (VDC), religious leaders, and women's groups arranged by TAC-MDFT, and to request for their cooperation in the Project.
- To organise the orientation workshop for the entire community members in each target site on the date when the community leaders agree at the introductory visit mentioned above.
- To explain, to the community members, objectives and detailed activities of the Project, implementation schedule, expected roles of each stakeholder, and responsibilities of the communities including cost-sharing for the OM.
- To confirm willingness of the community members to accept the Project and their responsibilities.
- To explain carefully, particularly to the communities which have existing water supply facilities equipped with hand pump and/or generator, differently defined roles and responsibilities of each stakeholder in OM of solar pumping system, clarifying its reasons and necessity. Activities under the Soft Component Programme shall be carried out without confusions avoiding misunderstandings of the communities in tasks and duties defined for conventional OM mechanism for water supply facilities equipped with the other hand pump and generator.

2) Target Group

Community members in the targeted 18 sites

3) Responsible Persons and Assignment Period

Responsible Person	Assignment Period	Scope of Works
Local Coordinator (1person)	Total 36 days	Explanation of the Project to the community Leaders and other community members
Local Assistant (1person)	Total 36 days	Assisting coordinator and recording the proceedings
TAC-MDFT Members	Total 36 days	Coordination and facilitation of arrangement of the community meetings

4) Tentative Programme

	Contents	Time (Approx.)
Day 1 (Targeting Community Leader)	1. Objective and rules of the workshop	0.5 hour
	2. Background, basic policies and contents, institutional/organizational set-up for implementation, and schedule of the Project	1.5 hours
	3-1. OM system of the Project, roles and responsibilities of each stakeholder, policies on facilitation of community participation and undertakings born by the user communities	1.0 hour

	3-2. Differences between roles and responsibilities of each stakeholder in OM for solar pumping system and ones for supply system equipped with hand pump or generator	1.0 hour
	4. Approach and manner to hold plenary community meeting, and determination of date and venue	0.5 hours
Day 2 (Targeting Community Members)	1. Objective and rules of the workshop	0.5 hours
	2. Background, basic policies and contents, institutional/organizational set-up for implementation, and schedule of the Project	2.0 hours
	3-1. OM system of the Project, roles and responsibilities of each stakeholder, policies on facilitation of community participation and responsibilities of the user communities	2.0 hours
	3-2. Differences between roles and responsibilities of each stakeholder in OM for solar pumping system and ones for supply system equipped with hand pump or generator	2.0 hours

5) Methodologies

The local NGO/ consultant staff will explain, to the community members, the background, detailed activities, and implementation set-up of the Project, and responsibilities of the communities including cost-sharing for the OM in the plenary community meeting in each target site. In order to facilitate proper understanding of the community members, the local NGO/ consultant staff and motivators will utilise visual aids such as illustrations of the water supply facilities, a plan of the entire scheme to be constructed in the village and a diagram showing flow of the maintenance fund contributed by the user communities as well as its usage. In case that the target site has a large-scale community consisting of several sub-villages, the staff will ask advice from the community/village leaders at the introductory visit on the venue and form of the orientation meeting suitable for the community.

The local NGO/ consultant will lead the meeting to explain details on the Project on behalf of the Japanese consultant. It is expected that community members are motivated to participate in the activities under the component program through encouraging proper understanding on the basic plan and design of the Project. The motivators will be in charge of, attending the meeting together with local NGO/ consultant staff, provision of coordination and facilitation of the orientation to the communities.

6) Output from the Activity

Monitoring sheet of the activity recorded by TAC-MDFT

OJT method led by local NGO/Consultant will be adopted for the implementation of following activities (Module 4 - 11) in target sites. After local NGO/Consultant implements OJT for TAC-MDFT members of each Area Council once, TAC-MDFT members will implement corresponding activities learned from OJT in other target sites.

Module 4 Formation/ Reorganisation of the VWCs¹

[Required period for the activity: total 18day, 1 day/ site x 18 sites]

1) Objectives

- To make consensus of the community members on roles and responsibilities of the VWC in the Project.
- To agree with the community members on regulation for operation of the VWC including composition of the membership, term of office, procedures for election of the members, decision-making process, and reporting to the VDC and entire village meeting.
- To elect VWC member i.e. a chairperson, vice-chairperson, secretary, treasurer, auditor, and members.
- To request the VWC members to cooperate in detailed design survey for confirmation of the locations of water supply facilities in each site and to remind the VWCs and the community members about fund-raising for the OM as well as opening a bank account.
- To explain carefully, particularly to the communities which have existing water supply facilities equipped with hand pump and/or generator, differently defined roles and responsibilities of each stakeholder in OM of solar pumping system, clarifying its reasons and necessity. Activities under the component program shall be carried out without confusions and misunderstandings of the communities in tasks and duties defined for conventional OM mechanism for supply facilities equipped with hand pump and generator.

2) Target Groups

Community members in the targeted 18 sites

3) Responsible Persons and Assignment Period

Responsible Person	Assignment Period	Scope of Works
Local Coordinator (1person)	Total 5 days*	OJT to TAC-MDFT members
TAC-MDFT Members	Total 18 days	Facilitation of the activity at the village level

*OJT for TAC-MDFT members will be provided in one site selected from each Area Council (5 sites in total). In another 13 sites, TAC-MDFT members will implement corresponding activities learned from OJT. Local NGO/Consultant will monitor their activities by monitoring sheet submitted from TAC-MDFT members.

4) Tentative Programme

	Contents	Time (Approx.)
Day 1	1. Objective and rules of the workshop	0.5 hour

¹ VDCs: Village Development Committees (VDCs) plan, control, and coordinate development activities in their village, though it is not administrative organ of the government.

VWCs: Village Water Committees (VWCs) are involved directly in OM of water supply facilities.

(Targeting Community Leader)	2. Clarification and consensus building on roles and responsibilities of VWC in the Project Differences between roles and responsibilities of VWC in OM for solar pumping system and ones for water supply facilities equipped with hand pump or generator are clarified, particularly in the communities having existing water supply facilities (hand pump or generator).	1.5 hours
Day 2 (Targeting Community people)	3. Consensus building on operational bylaws of VWC (membership, terms of office, procedures in election of members, decision making process, reporting to VDC and plenary community assembly)	2.0 hour
	4. Election of VWC members	2.0 hour
	5. Signing by VWC on the agreement of commitments stipulating roles and responsibilities of user community in OM of the water supply facilities constructed/rehabilitated by the Project	0.5 hour

5) Methodologies

Following clarification of roles and responsibilities of VWC under the Project, the communities will discuss on the measures that the village chooses, either establishment of a new VWC for OM of the new water scheme or utilisation/ reorganisation of the existing VWC in the village. In case that they have an existing VWC in the village, the motivator will discuss with the participants on the problems related to operation of the committee such as inactivity, concentration of a burden on specific individuals and poor attention to the gender balance in composition of the membership. Considering necessary measures to solve these problems, the motivators will advise the communities on preparation of the regulation for operation of the VWC.

After the community members agree on the roles, responsibilities and bylaws of the VWC, the committee members will be elected from the community members. The motivators are to organise the group discussions divided into male and female groups, if necessary, so that the opinions of female participants can be positively reflected in selection of the committee members. Following the election, the VWC will sign on a form of the declaration of commitment which describes responsibilities of the communities on OM of the solar-powered water supply system to be constructed in this project and is to be endorsed by the village head with the witnesses of DWR and the local authority.

6) Output from the Activity

Monitoring sheet of the activity recorded by TAC-MDFT members

Copies of bylaws of the VWCs

Copies of declaration of commitment to maintenance of the solar-powered water supply system signed by the VWCs

Module 5 Participatory Analysis on Problems Related to Present Water and Sanitation Conditions in the Target Villages

(Required period for the activity: Total 54 days, 3 days/site x 18 sites)

1) Objectives

- To formulate common views among the community members on present situation and problems to be solved in relation with the water and sanitation conditions in the target site with utilising exercises of the participatory analysis on needs of the community for improvement of the living conditions.
- To specify the target groups, attitude and behaviour, and key messages which should be focused on in the participatory hygiene education programme based on the results of analysis on knowledge, attitude and practice of the community members on relations among increase of reliable conditions of water supply and sanitation, proper hygiene practice, prevention of water-borne/related diseases, and improvement of health.
- To set indicators to be used for evaluation at the completion of the Project based on discussion with the community members on expected impacts on improvement of their living conditions which would be brought by the construction of reticulation system, establishment of the OM and promotion of hygiene education.
- To collect the baseline data of those indicators defined by the community members.

2) Target Group

Community members in the targeted 18 sites

3) Responsible Persons and Assignment Period

Responsible Person	Assignment Period	Scope of Works
Local Coordinator (1person)	Total 15 days*	OJT to TAC-MDFT members
TAC-MDFT Members	Total 54 days	Facilitation of the activity at the village level

* OJT for TAC-MDFT members will be provided in one site selected from each Area Council (5 sites in total). In another 13 sites, TAC-MDFT members will implement corresponding activities learned from OJT. Local NGO/Consultant will monitor their activities by monitoring sheet submitted from TAC-MDFT members.

4) Tentative Programme

	Contents	Time (Approx.)
Day 1	1. Objectives and rules of the workshop	0.5 hours
	2. Confirmation of composition of the community and present conditions of water supply and sanitation in the village	2.5 hours
	3. Needs/ problem analysis on use of water/sanitation facilities as well as quality and quantity of existing water sources	2.0 hours
	4. Analysis on current status of diseases in the community, particularly water-borne diseases, and transmission routes of, and preventive measures against water-borne/related diseases	1.5 hours
Day 2	1. Problem analysis on present conditions of sanitation and hygiene practices, specifying attitude and practices which attribute water-borne/related diseases and groups which have such attitude and practices	2.5 hours
	2. Options to be taken by the communities for improvement of the existing water and sanitation conditions, linkage between mitigation of those identified problems and improvement of overall living conditions	2.0p hours
	3. Analysis on resources available in the village for improvement of water and sanitation, such as sources of cash income, seasonality of fundraising, skilled persons and type of skills which they have, and materials locally available	1.5 hours

Day 3	1. Expected results to be brought by the input from the external support, such as construction of water facilities and establishment of OM system, and interventions by the community members	2.0 hours
	2. Setting indicators for impact evaluation of the Project	1.0 hour
	3. Confirmation of the baseline data for the indicators	2.0 hours
	4. Recapitulation and evaluation of the workshop	1.0 hour

5) Methodologies

After confirmation of composition of the community and location of existing water and sanitation facilities in the village on a community map² which was drawn during the Preparatory survey, needs/ problem analysis will be done to assess use of existing water supply/ sanitation facilities and perceptions of the community members on quality and quantity of water sources with using the community map and pocket chart³. A diagram will also be utilised to enhance understanding of the participants on proper hygiene practices to prevent diseases as well as routes of diseases transmission such as fingers, excreta, fly, water and food. For discussion on actions to be taken for mitigation of the identified problems, a tool of the three-pile sorting will be used to compare the perceptions of the community members on present status and expected situation to be realised in the future in relation with the water and sanitation conditions in the village. Then, the participants will discuss options and measures to be taken by the community, households and individuals, past experiences by the community, and available resources in order to decrease the gap.

The workshop will be proceeded by the group works with using focused group discussion and plenary sessions for feedback of finding from the group works so that different views and needs of adult men, adult women and youth/ children can be respected in the analyses and discussions.

During the Preparatory survey, the PRA exercises were conducted in all of the target sites to collect qualitative data and information supplementary to the sample household survey which were implemented with using structured interview with questionnaires. Those PRA exercises focused on collection of qualitative data representing present situation of the target sites such as existing water and sanitation conditions and gender roles. Meanwhile, in the implementation stage of the Project, the PRA with different purpose will be introduced in all the target sites in order to comprehend detailed profile of each target community for determination of approaches and methods of capacity building and hygiene education for the community. Quantitative data obtained from the sample household survey in the basic design study will also be referred to for specifying topics of the workshops and setting indicators and baseline data for evaluation.

² It is a participatory tool which is utilized to identify and analyse available community resources and their accessibility (housing, roads, schools, religious structures, medical facilities, water supply facilities, rivers/ponds, and cultivate lands), population of the community and groups belonging to specific social strata (female-headed household, education level, and other socio-economic conditions).

³ It helps community members to analyse various issues relating to water supply and hygiene practices, utilizing pictorial material delineating variety of water supply facilities and hygiene practices. It also assists for illiterates to visually understand and discuss the concerned issues.

6) Output from the Activity

- Monitoring sheet of the activity recorded by TAC-MDFT members

Module 6 Enhancing mutual trust and relationship building among administrative agencies, private contractors, and VWCs [Required period for the activity: Total 18 days, 1 day/sites x 18 sites)

1) Objective

To enable three stakeholders (i.e. administrative organ, private contractor, and VWCs) involved in OM system to understand roles and recognise each other, and improve mutual trust and relationship among them

2) Target Group

TAC-MDFT members, staffs of private contractor in charge for OM, and VWC members

3) Responsible Persons and Assignment Period

Responsible Person	Assignment Period	Scope of Works
Local Coordinator (1person)	Total 5 days*	OJT to TAC-MDFT members
TAC-MDFT Members	Total 18 days	Facilitation of the activity at the village level

* OJT for TAC-MDFT members will be provided in one site selected from each Area Council (5 sites in total). In another 13 sites, TAC-MDFT members will implement corresponding activities learned from OJT. Local NGO/Consultant will monitor their activities by monitoring sheet submitted from TAC-MDFT members.

4) Tentative Programme

	Contents	Time (Approx.)
Day 1	1. Objective and rules of the workshop	0.5 hour
	2. Importance of mutual trust in relation building	0.5 hour
	3. Significance of cooperation to solve the conflict	1.0 hour
	4. Review of relationship among community, private contractor, and administrative organ in OM	1.0 hour
	5. Identification of problems to be faced and solutions in OM activities	1.0 hour
	6. Recapitulation and evaluation of the workshop	1.0 hour

5) Methodologies

Using PRA method, each stakeholder to be involved in OM system at community level will appreciate each other in the meeting and understand the importance of mutual “confidence” and “cooperation” conceptually (by using Trust Walk⁴ and Chairs⁵ method). Then, each stakeholder will recognise their roles (by using Venn Diagram⁶), share other problems to be faced and search solution together for the problems (by using Margolis Wheel⁷). Through this

⁴ A tool for PRA to enable communities to understand significance of mutual trust in relationship building.

⁵ One of PRA tools for the communities to come up with solutions to settle conflict, realising socio cultural disparity among interested parties.

⁶ PRA tool to visualise relationship and constrains of stakeholders concerned in the community

⁷ One of PRA tools to enable communities to find out solutions for the problem identified. Sharing problems, experiences and suggestions among stakeholders, it facilitate to find out solutions.

process, basis for constructive relation among stakeholders in OM system will be established instead of stakeholders insisting their requirement only.

6) Output from the Activity

Monitoring sheet of the activity recorded by TAC-MDFT members

B. Construction Stage

Module 7 Capacity Building of the VWCs

Capacity building for VWC will be implemented. Each target site hasn't had experience on OM of solar pumping system so that required capacity building will be implemented based on the sufficient analysis of various needs of each site.

Module 7.1 Needs Assessment of the VWCs on Capacity Building

(Required period for the activity: Total 36 days, 2 days/sites x 18 sites)

1) Objectives

- To agree with the VWC members on detailed plan of trainings for them under the Project based on assessment of their needs to improve their capacity as well as the present level of their knowledge and skills in terms of community management and OM of water supply scheme.

2) Target Group

VWC members selected in Module 5 (Total 180 persons, Approx. 10 members/VWC x 18 sites)

3) Responsible Persons and Assignment Period

Responsible Person	Assignment Period	Scope of Works
Local Coordinator (1person)	Total 10 days*	OJT to TAC-MDFT members
TAC-MDFT Members	Total 36 days	Facilitation of the activity at the village level

* OJT for TAC-MDFT members will be provided in one site selected from each Area Council (5 sites in total). In another 13 sites, TAC-MDFT members will implement corresponding activities learned from OJT. Local NGO/Consultant will monitor their activities by monitoring sheet submitted from TAC-MDFT members.

4) Tentative Programme

	Contents	Time (Approx.)
Day 1	1. Objectives and rules of the workshop	0.5 hours
	2. Review of experiences of the VWC members in the existing community-based organisations and activities of the VWC conducted after their appointment	2.0 hours
	3. Analysis of "expectations" and "fears" of the committee members in fulfilment of their roles and responsibilities	1.0 hour
	4. Reconfirmation of roles and responsibilities of the committee and each member	2.0 hours
Day 2	1. Analysis of contribution/ preventive factors in fulfilment of roles and responsibilities of the VWC members	2.0 hours

	2. Skills to be strengthened and improved for realisation of roles and responsibilities of the VWC, assessment of the training needs, confirmation of availability of human resources and indigenous knowledge in the village which can satisfy the required conditions	2.0 hours
	3. Confirmation of the implementation schedule of the training and target group of each session	1.5 hours
	4. Recapitulation and evaluation of the workshop	1.0 hour

5) Methodologies

On the first day, the participants will visualise and share “expectations” and “fears” of each member in executing the activities of the committee since its establishment based on the roles, responsibilities and bylaws of the VWC agreed by the entire community in Module 5. Then, the participants will reconfirm function of the VWC and roles of each member through group discussions.

On the second day, the participants will analyse situations and attitude which will contribute/ hinder fulfilment of the roles and responsibilities of the VWC members. The preventive factors for capacity building of the VWC will be paid enough attention to in the training sessions for the VWC while the contribution factors will be strengthened through the training. A detailed implementation schedule of each training session will be developed by the motivators and participants based on the results of this needs assessment and the training manuals for the VWCs.

When the motivators confirm a schedule of the training sessions with the participants, they are required to consider seasonal calendar of each target site such as farming season and religious festivals. Consideration for season, time and venue convenient for female members should also not be overlooked in scheduling the trainings.

6) Output of the Activity

Monitoring sheet of the activity recorded by TAC-MDFT members

Module 7.2 Improvement of Knowledge and Skills on Daily OM of the Water Scheme

[Required period for the activity total 36 days, 2 days/ site x 18 sites]

1) Objectives

- To encourage understanding of the VWC members on basic design of the water supply scheme to be constructed in the Project including composition of the facility, design criteria and demarcation of responsibilities between the user communities and private service providers in OM of the water scheme.
- To explain details of daily maintenance of a) solar pumping system and b) public faucets and reticulation which are to be born by the user community including appointment of operator/guard and tap attendants who will be involved in the maintenance activities at the

village level.

- To make consensus on means of cost-recovery applicable for the community for the OM of the water scheme based on discussion on several options of pricing the user fee and its collection and other measures to secure income sources for the cost-recovery.

2) Target Group

VWC members in the targeted 18 sites (total 180 persons, approx. 10 members/ VWC x 19 sites)

3) Responsible Persons and Assignment Period

Responsible Person	Assignment Period	Scope of Works
Local Coordinator (1person)	Total 10 days*	OJT to TAC-MDFT members
TAC-MDFT Members	Total 36 days	Facilitation of the activity at the village level

* OJT for TAC-MDFT members will be provided in one site selected from each Area Council (5 sites in total). In another 13 sites, TAC-MDFT members will implement corresponding activities learned from OJT. Local NGO/Consultant will monitor their activities by monitoring sheet submitted from TAC-MDFT members.

4) Tentative Programme

	Contents	Time (Approx.)
Day 1	1. Objectives and rules of the training	0.5 hours
	2. Composition and design criteria of the water supply scheme to be constructed in the Project	0.5 hours
	3. Demarcation of responsibilities between the community and maintenance service provider in OM of the water scheme	0.5 hours
	4. Support services by the public sector in OM	0.5 hours
	5. Daily maintenance activities of the solar pumping system and required human resources and materials for the maintenance	1.0 hour
	6. Daily maintenance of public faucets and pipelines, required human resources and materials for the maintenance activities	1.0 hour
	7. Details of OM costs for the water scheme, principle of cost-sharing by the users	1.0 hours
	8. Options for cost-recovery of the OM activities	1.0 hours
Day 2	1. Feedback of findings and consensus from discussions in Day 1 & 2 to the entire community	1.5 hours
	2. Consensus on options for cost-recovery	1.5 hours
	3. Criteria for selection of operator/ guard and tap attendants who will be involved in the daily maintenance activities	1.0 hour

5) Methodologies

Demarcation of responsibilities of the user communities and maintenance service provider will be clarified in accordance with the composition of the water scheme with utilising the visual aids used in the orientation meetings in Module 3. Concerning options of cost-recovery for the OM of the water scheme, the participants will discuss how they should deal with issues such as a) ensuring equity in cost-sharing among the households or user groups of same communal tap based on the volume of water consumption, b) facilitation of access of the vulnerable groups to the safe and reliable water supply, and c) increase of the maintenance costs caused by illegal water use or ignorance of leakage of water.

Issues discussed by the VWC members in this training session will be finally fed back to the entire community meeting to obtain approval from the community members on detailed plan of OM activities to be borne by the community including measures for cost-recovery of the OM costs. The motivators will also agree with the VWCs and other community members on selection criteria for operator/guard and tap attendants in each target site who will be involved in the maintenance activities under the supervision of the VWCs.

* Technical training of the operator/guard in operation and daily maintenance of the solar pumping system is not included in the activities of the Soft Component programme since it will be covered by the scope of works of the contractor for the construction works at the handing-over of the facilities.

6) Output from the Activity

Monitoring sheet of the activity recorded by TAC-MDFT members

Module 7.3 Training in Financial Management of OM Fund

[Required period for the activity: total 36 days, 2 days/site x 18 sites]

1) Objectives

- To equip the participants with knowledge and skills to be required for collection of the OM fund and its financial management.
- To make consensus on procedures to use the OM fund and mode of financial report to the entire community.

2) Target Group

Treasurers of VWCs and tap attendants selected after Module 7. 2 in the targeted 18 sites (total 318 persons in 18 sites), 1 treasurer/site)

3) Responsible Persons and Assignment Period

Responsible Person	Assignment Period	Scope of Works
Local Coordinator (1person)	Total 10 days	OJT to TAC-MDFT members
TAC-MDFT Members	Total 36days	Facilitation of the activity at the village level

* OJT for TAC-MDFT members will be provided in one site selected from each Area Council (5 sites in total). In another 13 sites, TAC-MDFT members will implement corresponding activities learned from OJT. Local NGO/Consultant will monitor their activities by monitoring sheet submitted from TAC-MDFT members.

4) Tentative Programme

	Contents	Time (Approx.)
Day 1	1. Objectives and rules of the training	0.5 hours
	2. Roles of treasurer and tap attendants in collection and management of the maintenance fund	1.5 hours

	3. Flow of the maintenance fund from collection, saving and use	2.0 hours
	4. Recording an account book (theory and practice)	3.0 hours
Day 2	1. Rules on collection and keeping of the maintenance fund	1.0 hour
	2. Procedures to use the maintenance fund (approval in the village)	1.0 hour
	3. Mode of financial report to the VWC and entire community (theory and practice)	3.0 hours
	4. Conditions to contribute for payment by the user communities	1.0 hour
	5. Recapitulation and evaluation of the training	1.0 hour

5) Methodologies

Based on the option for cost-recovery for the OM which will have been agreed among the community members in Module 7. 2, treasurers of the VWCs and tap attendants will confirm their roles in collection of the user fees for the maintenance fund to be paid by the users of the reticulation system. The participants will learn basic knowledge and skills of financial management through lectures and exercises with using training manuals of VWC developed in Module 2 as well as formats of the accounting book and financial report.

6) Output of the Activity

Monitoring sheet of the activity recorded by TAC-MDFT members

Module 7. 4 Training for Improvement of Leadership Required for Facilitation of Proper Water Use and Skills for Participatory Planning and Evaluation

[Required period for the activity: total 54 days, 3 days/ site x 18 sites)

1) Objectives

- To improve leadership of the VWC members and skills for participatory problem analysis and action planning/ management which will be required to guide and facilitate participation in OM as well as appropriate use of water facilities by the user communities.
- To enhance awareness of the VWC members on consideration of gender and vulnerable groups in planning and implementation of the communal activities.

2) Target Group

VWC members of the targeted 18 sites (total 180 persons, Approx. 10 members/ VWC x 18 sites)

3) Responsible Persons and Assignment Period

Responsible Person	Assignment Period	Scope of Works
Local Coordinator (1person)	Total 15 days	OJT to TAC-MDFT members
TAC-MDFT Members	Total 54 days	Facilitation of the activity at the village level

* OJT for TAC-MDFT members will be provided in one site selected from each Area Council (5 sites in total). In another 13 sites, TAC-MDFT members will implement corresponding activities learned from OJT. Local NGO/Consultant will monitor their activities by monitoring sheet submitted from TAC-MDFT members.

4) Tentative Programme

	Contents	Time (Approx.)
Day 1	1. Objectives and rules of the training	0.5 hours
	2. Review of the problem analysis/ objective analysis related to present status of water and sanitation	1.5 hours
	3. Action by the VWC to facilitate changes expected by the communities for improvement of water and sanitation conditions	2.0 hours
	4. Coordination and communication with the internal organisations in the village and external agencies at implementation of the activities by VWC	2.0 hours
Day 2	1. Means of communication, contribution/ preventive factors of communication	2.0 hours
	2. Resistance to "change" in the communal activities and its measures	2.5 hours
	3. Conflict resolution in relation with water and sanitation issues	2.5 hours
Day 3	1. Planning and implementation of communal activities with consideration on gender and vulnerable groups	2.0 hours
	2. Formulation of VWC action plan	2.0 hours
	3. Monitoring and evaluation of the action plan	2.0 hours
	4. Recapitulation and evaluation of the training	1.0 hour

5) Methodologies

With referring to the results of problem/ objective analyses concerning present status of water and sanitation in the target villages conducted in Module 5, the participants will discuss the VWC action plans to realise improvement of existing water and sanitation conditions which is expected by the community members. For strengthening the skills for management of the Project cycle by their own initiative, the VWC members will use the tools, which can be applied in the Project cycle such as problem/needs analysis, resolving problems, action planning and monitoring and evaluation, in actual exercises to formulate the action plan.

The participants will also learn skills for communication, conflict resolution and facilitation to take the initiative in the communal activities through case study and role playing in the training.

6) Output from the Activity

- Monitoring sheet of the activity recorded by TAC-MDFT members

Module 7.5 Training in Conservation and Management of Water Resources

[Required period for the activity: total 36 days, 2 days/sites x 18 sites]

1) Objectives

- To equip the VWC members with knowledge on protection of environmental sanitation of the water sources and surrounding areas of the communal taps, prevention of waste of water, and facilitation to utilise the water sources.

2) Target Group

VWC members in the targeted 18 sites (Total 180 persons, approx. 10 members/ VWC x 18

sites)

3) Responsible Persons and Assignment Period

Responsible Person	Assignment Period	Scope of Works
Local Coordinator (1person)	Total 10 days*	OJT to TAC-MDFT members
TAC-MDFT Members	Total 36 days	Facilitation of the activity at the village level

* OJT for TAC-MDFT members will be provided in one site selected from each Area Council (5 sites in total). In another 13 sites, TAC-MDFT members will implement corresponding activities learned from OJT. Local NGO/Consultant will monitor their activities by monitoring sheet submitted from TAC-MDFT members.

4) Tentative Programme

	Contents	Time (Approx.)
Day 1	1. Objectives and rules of the training	0.5 hours
	2. Present status of management of the water sources in the village	2.0 hours
	3. Management of water source and environmental sanitation surrounding the communal taps and provision of safe water supply	1.5hours
	4. Needs assessment on water use in the village	2.0 hours
Day 2	1. Encouragement of utilisation of water sources according to the usage	1.5 hours
	2. Measures to be taken for prevention of illegal use of water from the piped water scheme	2.0 hours
	3. Drafting the rules on water use	2.5 hours
	4. Recapitulation and evaluation of the training	1.0 hour

5) Methodologies

Utilising the community map developed in Module 5 and information obtained in the transect walk in the village, the participants will confirm the problems related to management of environmental sanitation surrounding the existing water supply facilities and enhance their understanding on importance of conservation of water sources to maintain the safe water supply. This activity will also encourage understanding of the VWC members on necessity and importance of the participatory hygiene education which will be started after Module 7. 5. In consideration of a) protection of environmental sanitation of water sources and adjacent areas to the sources, and b) conservation and utilisation of water resources, the VWC members will draft the rules on water use and obtain an approval from the entire community on the draft rules by the commencement of the construction works.

6) Output from the Activity

- Monitoring sheet of the activity recorded by TAC-MDFT members
- Rules on water use drafted by the VWCs

Module 8 Participatory Hygiene Education

Module 8. 1 Training of Community Health Workers in Methodologies of the Participatory Hygiene Education

(Required period for the activity: total 25 days, 5 days/ Area Council x 5 sessions in total)

1) Objectives

- To equip the community health workers with knowledge and skills required to implement participatory hygiene education programme at the village level.
- To make consensus on ways to monitor and record the hygiene education programme.

2) Target Group

Community health workers appointed by the community members in each target site (total 36 persons, 2 persons/ site x 18 sites)

3) Responsible Persons and Assignment Period

Responsible Person	Assignment Period	Scope of Works
Local Coordinator (1person)	Total 25 days*	OJT to TAC-MDFT members
TAC-MDFT Members	Total 25 days	Facilitation of training
Community Health Workers (2 persons)	Total 25 days	Having training

*Training for community health worker will be implemented in each Area Council. Local NGO/Consultant will facilitate OJT for TAC-MDFT members using 5days for each Area Council.

4) Tentative Programme

	Contents	Time (Approx.)
Day 1	1. Objectives and rules of the workshop	0.5 hours
	2. Roles of the community health workers in the Project	1.0 hour
	3. "Expectations" and "Fears" at fulfilment of the roles	1.0 hour
	4. Review of the present water and sanitation environment and situation of diseases infection in the target villages	2.0 hours
	5. Relation between the water-borne/related diseases and water and sanitation environment, control of focal routes of diseases transmission to prevent water-borne/related diseases, Cluster of hygiene practices (theory)	3.0 hours
Day 2	1. Methodology of participatory hygiene education: "water resources management, water use and hygiene practices" (theory)	1.0 day
	2. Ditto (practice)	
	3. Feedback of the problems observed in the practice of the methods	
Day 3	1. Methodology of participatory hygiene education: "use of sanitation facilities", "personal hygiene" (theory)	1.0 day
	2. Ditto (practice)	
	3. Feedback of the problems observed in the practice of the methods	
Day 4	1. Methodology of participatory hygiene education: "household and community hygiene" (theory)	1.0 day
	2. Ditto (practice)	
	3. Feedback of the problems observed in the practice of the methods	
Day 5	1. Work schedule for implementation of the hygiene education programme in the target sites, recording and reporting the activities	2.5 hours
	2. Prioritized topics and target groups of the hygiene education programme in each target site	2.5 hours
	3. Establishment of a rapport with VWC	1.0 hour
	4. Recapitulation and evaluation of the workshop	1.0 hour

5) Methodologies

Based on the manuals for the community health workers compiled in Module 2, lectures on theory of the participatory hygiene education and exercises such as role playing will be organised in order to ensure the proper understanding of the participants on the methodologies. It is effective to set the themes such as “water resources management”, “water use”, “use of sanitation facilities (excreta disposal)”, “personal hygiene”, and “management of environmental sanitation” and to explain the usage of different tools of the participatory hygiene education related to each theme so that the participants will be able to work out the programme with flexibility in accordance with the target groups and the given conditions of the target sites.

In addition, the participants will confirm the prioritised topics and target groups as well as the problems related to knowledge, attitude and practice of the target communities in hygiene management which are identified in Module 5 to reflect them in implementation of the hygiene education programme in each village.

6) Output from the Activity

Workshop proceedings

Module 8. 2 Implementation of the Participatory Hygiene Education Programme for Facilitation of Appropriate Handling of the Water Sources and Drinking Water as well as Improvement of Hygiene Practices

[Required period for the activity: total 154days (77 times), 2 days (2 times) / month / site x implementation period of the construction works in each Region]

Required period and frequency of the activities in each site depends on the construction period. Detailed will be shown in “Implementation schedule for Soft Component”

1) Objectives

- To enhance awareness of the community members on importance of appropriate hygiene practices and to encourage their behavioural change through the process of participatory problem analysis, action planning and monitoring by the community members
- To realise “consumption of safe water” and “effective use of water” in the target sites when the water supply facilities are handed over to the communities, continuously providing guidance to the communities

2) Target Group

Community members in the targeted 18 sites

3) Responsible Persons and Assignment Period

Community health workers trained in Module 8. 1

(Community health workers will facilitate hygiene education in their own communities twice a month during the construction work)

Responsible Person	Assignment Period	Scope of Works
Local Coordinator (1person)	2days/site (Total 36days)	Monitoring Day 1: Assessment of outcome of activity provided and feed back (This activity will be implemented after 2 time-provision of hygiene education at least in order to examine the outcome of activities recorded in the monitoring sheet by community health workers and assess behaviour change of the participants in hygiene practices. Day 2: Confirmation of feedback and further provision of guidance (Following 1 st activity, this one will be implemented after 2 time-provision of hygiene education) Sufficient coordination with TAC-MDFT members is required in scheduling this activity to avoid implementing activities during the beginning of construction period and conducting monitoring in several sites in a short period.
TAC-MDFT Members	1day/month/site	Monitoring and instructing for activities of community health workers
Community Health Workers (2 persons)	2days/month	Hygiene education

4) Tentative Programme

Day 1	Contents		Time (Approx.)
	Community health worker	Monitoring by local NGO/Consultant	
	—	1. Confirmation and Discussion on monitoring sheet with TAC-MDFT members	0.5 hour
	1. Selection of topics on hygiene education and related target group with participants	2. Monitoring activities of community health workers	0.5 hour
	2. Problem analysis for selected topics	3. Monitoring activities of community health workers	1.5 hours
	3. Objective analysis with assuming the problem to be solved	4. Monitoring activities of community health workers	1.5 hours
	4. Preparation of action plan for solution	5. Monitoring activities of community health workers	1.5 hours
	5. Feed back from NGO/consultant (monitoring period)	6. Feed back to community health workers	1.0 hour
	—	7. Feed back to TAC-MDFT members on monitoring and instruction for community health workers	1.0 hour

5) Methodologies

Tools for the participatory hygiene education will be used in order to pay attention to the process of analysis and decision-making by the participants themselves. The specific target group and topics for each session will be decided by the community health workers in consultation with the community members in accordance with the problems observed in

each session and interested area of the participants. Prioritised topics and target groups to be confirmed in Module 8-1 will also be considered when planning the detailed programme of the activity.

The community health workers will fill in the monitoring sheets on the proceedings of the activity, topics discussed, tools applied, and reaction of the participants in each session. The sheets will be submitted to the motivators during their visits to the villages for Module 9 mentioned below.

6) Output from the Activity

Monitoring sheet of the activity recorded by the community health workers

Module 9 Facilitation of Community Participation in Daily Maintenance, Protection of the Water Facilities and Regular Payment of the Maintenance Fund

(Required period for the activity: total 77 days, 1 day/month/site x implementation period of the construction works in each Division)

1) Objectives

- To enhance sense of ownership of the community members towards the water supply facilities and facilitate participation and fulfilment of responsibilities of the communities in OM activities based on the action plan.
- To facilitate cooperation from the community members for storage and protection of the construction materials as well as provision of labour during the construction works of the water scheme and fundraising for OM costs.
- To monitor and make advice on the activities to be implemented by the VWCs for promotion of the community participation in the Project.
- To realise consequent effects through provision of precedent guidance when the water supply facilities are handed over to the communities, continuously providing guidance to the communities

2) Target Group

Community members in the targeted 18 sites

3) Responsible Persons and Assignment Period

Responsible Person	Assignment Period	Scope of Works
Local Coordinator (1person)	Total 5 days	OJT to TAC-MDFT members
	2 times/site (Total 36 days)	Monitoring Day 1: Assessment of outcome of activity provided and feed back (This activity will be implemented after 2 time-provision of hygiene education at least in order to examine the outcome of activities recorded in the monitoring sheet by community health workers and

		<p>assess behaviour change of the participants in hygiene practices.</p> <p>Day 2: Confirmation of feedback and further provision of guidance (Following 1st activity, this one will be implemented after 2 time-provision of hygiene education) Sufficient coordination with TAC-MDFT members is required in scheduling this activity to avoid implementing activities during the beginning of construction period and conducting monitoring in several sites in a short period.</p>
TAC-MDFT member	1 day/month/site	Monitoring and instructing for activities of VWC
VWC	1 day/month/site	Facilitating community members to participate to the Project

* OJT for TAC-MDFT members will be provided in one site selected from each Area Council (5 sites in total). In another 13 sites, TAC-MDFT members will implement corresponding activities learned from OJT. Local NGO/Consultant will monitor their activities by monitoring sheet submitted from TAC-MDFT members.

4) Tentative Programme

Day1	Contents		Time (Approx.)
	VWC	Monitoring by local NGO/Consultant	
	—	1. Confirmation and Discussion on monitoring sheet with TAC-MDFT members	0.5 hour
Day 2.	1. Feed back on construction progress in community meeting	2. Monitoring activities of VWC	0.5 hour
	2. Examination of accounting report of OM funds	3. Monitoring activities of VWC	0.5 hour
	3. Determining on undertakings of communities and examination of its progress	4. Monitoring activities of VWC	1.0 hour
	4. Preparation of Action Plan	5. Monitoring activities of VWC	1.0 hour
	5. Feed back from local NGO (Monitoring period)	6. Feed back to VWC	1.0 hour
	—	7. Feed back to TAC-MDFT members on monitoring and instruction for VWC	1.0 hour

5) Methodologies

VWCs will feed back the progress of the construction works to the entire community in the village meeting once a month and mobilise community members in cooperation for the Project implementation. The VWCs will also report to the communities on status of fundraising for the OM.

Motivators will receive the records of activities compiled by the VWCs at their visits to the target villages and submit those records to the local NGO/consultant staff together with the monitoring sheets. The local NGO/consultant staff will visit the target site for 0.5 days/site/month during the implementation period of this module and verify the actual progress

of the activity as well as reports from the motivators.

6) Output from the Activity

Monitoring sheet of the activity recorded by TAC-MDFT members, including report of the VWCs

C. Handing-Over Stage

Module 10 Promotion of Maintenance Service Contracts between the Target Villages and the Private Service Provider

(Required period for the activity: Total 36 days, 2 days/site x 18 sites)

1) Objectives

- To enhance understanding of the VWC members on terms and conditions of the maintenance service contract of the solar-powered water supply facilities.
- To enhance understanding of the VWC members on interventions by the public sector at the breach of the contract by either the community or service provider and support services available by the public sector

2) Target Group

VWC members of the targeted 18 sites

3) Responsible Persons and Assignment Period

Responsible Person	Assignment Period	Scope of Works
Local Coordinator (1person)	Total 10 days*	OJT to TAC-MDFT members
TAC-MDFT Members	Total 36 days	Facilitation of the activity at the village level

* OJT for TAC-MDFT members will be provided in one site selected from each Area Council (5 sites in total). In another 13 sites, TAC-MDFT members will implement corresponding activities learned from OJT. Local NGO/Consultant will monitor their activities by monitoring sheet submitted from TAC-MDFT members.

4) Tentative Programme

	Contents	Time (Approx.)
Day 1	1. Objectives and rules of the workshop	0.5hours
	2. Maintenance service contract system of the solar-powered water supply facilities and contents of the maintenance services	1.0 hour
	3. Rights and responsibilities of the user communities, measures to be taken for breach of the contract	2.0 hours
	4. Procedures to be followed at breakdown of the pumping system	1.0 hour
	5. Conditions of employment of operator/ guard	1.5 hours
Day 2	1. Basis of the subscription fee and mode of payment	2.0 hours
	2. Support services by the public sector	1.0 hour
	3. Feedback of the discussions to the entire community	3.0 hours
	4. Signing the contract and approval by the entire community	1.0 hour

5) Methodologies

Support to the VWCs for fulfilment of their rights and responsibilities determined in the maintenance service contract will be extended through enhancing their understanding on terms and conditions of the contract and promoting to enter into the contract smoothly.

6) Output from the Activity

- Copies of maintenance service contracts between the target villages and private service provider
- Monitoring sheet of the activity recorded by TAC-MDFT members

Module 11 Impact Evaluation of the Software-Component Program and Formulation of the Action Plan for OM in the Post-Project Period

[Required period for the activity: Total 54 days, 3 days/ site x 18 sites]

1) Objectives

- To evaluate achievement and impacts of the software-component programme with participation of the target communities.
- To reflect recommendations and lessons learnt to be drawn from the evaluation results in OM plan for the post-project period.

2) Target Group

Community members of the targeted 18 sites and VWC members

3) Responsible Persons and Assignment Period

Responsible Person	Assignment Period	Scope of Works
Local Coordinator (1person)	Total 15 days*	OJT to TAC-MDFT members
TAC-MDFT Members	Total 54 days	Facilitation of the activity at the village level

* OJT for TAC-MDFT members will be provided in one site selected from each Area Council (5 sites in total). In another 13 sites, TAC-MDFT members will implement corresponding activities learned from OJT. Local NGO/Consultant will monitor their activities by monitoring sheet submitted from TAC-MDFT members.

4) Tentative Programme

	Contents	Time (Approx.)
Day 1	1. Objectives and rules of the workshop	0.5 hours
	2. Confirmation of the evaluation framework	1.5 hours
	3. Review of implementation process of the activities	2.0 hours
	4. Performance and process evaluation	3.0 hours
Day 2	1. Confirmation of indicators for the impact evaluation	1.5 hours
	2. Impact evaluation	3.0 hours
	3. Summarising evaluation results	2.0 hours
Day 3	1. Drawing recommendations and lessons learnt	2.0 hours