

**RUWASA-CAD PROJECT**  
**(Rural Water Supply & Sanitation Capacity Development)**

**MoWI - JICA**

***PROPOSAL ON***  
***MATRIX OF RWSSP PROJECT CYCLE AND***  
***TASK ALLOCATION***

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**RUWASA-CAD Project Team**

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## ABBREVIATIONS

BWO	Basin Water Office
CWSD	Community Water Supply Division
DCDO	District Community Department Officers
DHO	District Health Officers
DSM	Dar es Salaam
DWE	District Water Engineers
DWEO	District Water Engineer's Offices
DWRS	Division of Rural Water Supply
DWSP	District Water and Sanitation Plan
DWST	District Water and Sanitation Team
DPLO	District Planning Officers
DEO	District Education Officers
DRA	Demand Responsive Approach
EPWSS	Extensive Piped Water Supply System

FSP	Facilitation Service Provider
JCC	Joint Coordination Committee
JICA	Japan International Cooperation Agency
LGA	Local Government Agency
LGRP	Local Government Reform Policy
MoWI	Ministry of Water and Irrigation
NAWAPO	National Water Policy
NRWSSP	National Rural Water Supply and Sanitation Programme
NSGRP	National Strategy for Growth and Reduction of Poverty
NWSDS	National Water Sector Development Strategy
O&M	Operation and Maintenance
PDM	Project Design Matrix
PMO-RALG	Prime Minister's Office - Regional Administration and Local Government
POM	Project Operation Manual
PIM	Project Implementation Manual
RAS	Regional Administrative Secretary
RS	Regional Secretariat
RWA	Regional Water Advisor
RWE	Regional Water Engineer
RWEO	Regional Water Engineer's Office
RWSP	Regional Water Supply Plan
RWST	Regional Water Sanitation Team
RCDO	Regional Community Development Officer
RPO	Regional Planning Officer
RMO	Regional Medical Officer
RWSS	Rural Water Supply and Sanitation
RWSSP	Rural Water Supply and Sanitation Programme
SIWSS	Small-scale Independent Water Supply System
SWAp	Sector Wide Approach to Planning
TCBS	Training and Capacity Building Section
TWG	Thematic Working Group
UCLAS	University Collage of Lands and Architectural Studies
WRI	Water Resources Institute
WSDP	Water Sector Development Programme
WSWG	Water Sector Working Group

## 1. BACKGROUND

The RUWASA-CAD (The Rural Water Supply and Sanitation Capacity Development) Project has started under the technical cooperation of JICA, in order to **strengthen the system for implementation and operation and maintenance of the rural water supply in the target districts**. In addition, the following outputs are expected by the implementation of the Project.

In the preparatory phase of the project, from September 2007 to March 2008, in order to formulate the training plan, the tasks and capacities of the actors of RWSSP, which is the DWST, RWST and BWO, are analyzed by using result of baseline survey. Simultaneously, intercommunication mechanism between Districts, Regions and BWO was examined through the analysis of the roles and responsibilities of the each teams and institutions. Various kind of existing manuals and guidelines including POM (Project Operation Manual), DOM (District Operation Manual) and PIM (Project Implementation Manual) prepared under the WSDP (Water Sector Development Programme) process were carefully reviewed. Furthermore, the project team reviewed and discussed about the good practices from the previous rural water supply project in Tanzania, including JICA supported project. In the process of the formulation of training plan, through the results of above mentioned series of examinations, the project team found the necessity of revision on the project cycle of RWSSP, and the role and responsibility of each actor. The details of the results of examination are described in Chapter 2 and 3. Consequently, proposed Matrix on RWSSP Project Cycle and Task Allocation was formulated.

This paper is, therefore, provided to present the revised Matrix of RWSP Project Cycle and Task Allocation by RUWASA-CAD Project, and to propose to MoWI to make the prospective revision of PIM in order to achieve the effective implementation of the WSDP.

## 2. EXAMINATION OF PROJECT CYCLE AND THE ACTORS RESPONSIBILITIES

Programme Implementation Manual (PIM) package, which consists of 1 master report, 7 volumes and 18 annexes, as a reference material for WSDP was extensively examined by the Project in order to formulate the training plan of the Project. Simultaneously, baseline survey was carried out in order to discuss the capacity and roles and responsibilities of the each institution that will be a main actor of the RWSSP implementation.

Based on the results of these examination and survey, the task matrix on actor's responsibilities and project cycle are formulated. The process for the formulation is explained below.

### 2.1 REVIEW OF EXISTING MANUALS ON RWSSP PROJECT CYCLE

As a breakthrough, the Project studied the entire process of RWSS project, which were explained mainly in Annex 5; "NRWSSP Programme Cycle", Project Operation Manuals, P71~73 and Annex 6; "District Project Cycle", District Operation Manual, P-4-1~4-2.

The Project focused firstly on understanding indispensable activities in four phases, namely promotion phase, planning phase, implementation and construction phase and O&M/ follow-up phase. After that components under each activity are identified thoroughly. This approach is well-known as Critical Point Analysis<sup>1</sup>.

Major findings from this analysis are summarized as shown below.

- The consistency between NRWSSP and DWST project cycles is lack in some components.
- The confusion is observed in both cycles in regard to the time frame and the relevance of components.
- In general, these project cycle give priority to promotion process, but these are deficient in consideration of planning process.

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<sup>1</sup> Critical Point Analysis; an approach to identify critical points, which are area, field and/or competence indispensable in a particular process/cycle

- The involvement of BWO and Regional Secretariat is totally absent

Based on the assessment of these major finding, the Project realized the necessity of comprehensive revision on NRWSS programme cycle in respect to the following aspects.

- Harmonization of demand responsive approach and water resources potential in planning
- Strengthening of responsibilities and roles of regional secretariats and basin water offices in the cycle in accordance with local government reform programme and integrated water resources management

## 2.2 ANALYSIS ON ROLES AND RESPONSIBILITIES OF THE ACTORS

### 1) Stakeholder Analysis

Based on NRWSSP programme cycle, basin water office and regional secretariats were adopted in stakeholders of RWSS. Besides, members of DWST were detailed to avoid the confusion of their responsibilities in DWST. The function of a ward was recognized as the extension of district councils. Therefore, it is included in a part of DWSTs' function in this analysis.

### 2) Identification of Actors Responsible for Critical Points

Each responsible actor was identified for specific component of activities. In case that specific component required a support from other stakeholder, a collaborating partner was identified simultaneously. Revised RWSS Project cycle is presented as a proposal in the following chapter.

### 3) Required Capacities of the Actors

Based on the baseline survey, required capacities of each actor are analyzes as shown in *Table 1*. These capacities shall accord with the task matrix.

**Table 1. Required Capacities of Each Actor**

No.	Actor	Required Capacity
1	BWO	<ul style="list-style-type: none"> <li>• Groundwater management within the Basin in terms of both quantity and quality</li> <li>• Surface water management within the Basin in terms of both quantity and quality</li> <li>• Registration and management of the water rights</li> <li>• Technical support for the LGAs regarding water resources development</li> </ul>
2	RWST	<ul style="list-style-type: none"> <li>• Approve the District Water and Sanitation Plan</li> <li>• Technical support for the LGAs regarding water supply and sanitation project implementation</li> <li>• Supervise and monitor the implementation water supply and sanitation project by LGAs</li> <li>• Support on formulation of capacity development programme for the LGAs</li> </ul>
3	DWST	<ul style="list-style-type: none"> <li>• Formulation of DWSP (District Water and Sanitation Plan)</li> <li>• Implementation of DWSP</li> <li>• Monitoring of water supply service conditions by water user association</li> <li>• Hygiene promotion</li> <li>• Sensitization of compliance of regulation related to the water and sanitation</li> </ul>

## 3. BASIC POLICY TO PROVIDE PROPOSED PROJECT CYCLE AND TASK ALLOCATION

### 3.1 DISCUSSIONS ON THE RWSSP PROJECT CYCLE IN WSDP

The basic concept of the RWSSP, under the WSDP is to sustain the operation and maintenance of the water supply schemes by means of authorise the ownership of facilities to the communities. For this purpose, the Demand Responsive Approach (DRA) was adopted in order to the communities participate from the planning stage of the project. The District Water and Sanitation Plan (DWSP), therefore, can be treated as referable to the aggregate of the Sub-Project based on the demand of the communities. The plan will be formulated by demand of each village without extensive studies and/or considerations such as Master Plan.

Through the review of project manuals of RWSSP, and implementation of the training courses following discussions were made by the Project team members and other stakeholders.

### 1) Assessment of Water Resources Potential

The importance of incorporation of the water resources assessment into the project planning was confirmed from the result of review of good practices of the previous rural water supply project in Tanzania, and discussions made with District, Region and Basin Water Office through previous training phase. In the previous project, through means of formulation of master plan based on the comprehensive water resources potential evaluation, efficient and appropriate water supply schemes were constructed. Harmonization of the water resources potential with the demand is essential for the sustainable water supply services.

However, in general, formulation of master plan takes extended period of time, and it is uneconomical for the planning of district level. **Figure 1** shows difference of the project cycle in promotion and planning phase between RWSSP and previous project. In the previous project, the project lays weight on planning process to formulate the master plan, whereas the RWSSP lays weight on promotion to the community to identify the demand. Actually, for the sustainable water supply services, the project need both approach of water resources potential and community demand.

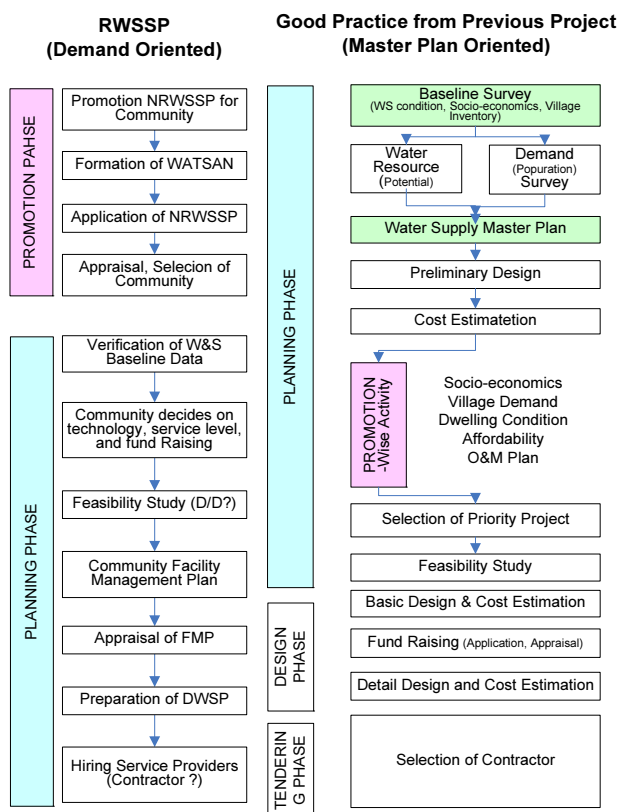


Figure 1. Comparison of Project Cycle

### 2) Regional Assessment of Planning and Design

Another discussion was made regarding to the way of assessment of planning and design of the sub-projects. In general, in the project scale of district, the planner and/or designer are susceptible to get down into specifics of the individuals of sub-project. However, the previous good practice suggested that the planning of the water supply scheme by wider area is more efficient and economical than the planning of administrative unit such as village and district.

As the results of such discussion, RUWASA-CAD project has examined the effective function of the Region for the project cycle of RWSSP, although the Districts are the main body for the implementation of RWSSP.

### 3) Required Capacity of the DWST for the Successful Implementation of RWSSP

Promoting sanitation and hygiene has always proven as difficult in rural programme. Investments in water supply facility are more easily accepted by the community. In the previous practice, the benefits of sanitation are far more difficult to demonstrate. As the results, community people typically fall back latrines on traditional practice. It is therefore, integrated approach and activities of “water” and “sanitation” with encouraging community participation shall be required.

For a long time, the government has been the owner and operator of the water supply facilities. This has led to lack of commitment by communities to sustain their facilities. The lesson learned from previous investment during 70s, 80s and 90s is that to achieve sustainability, water

supply facilities should be owned and managed by the user community. It is therefore, extend support services system to the communities should be enhanced.

### **3.2 BASIC POLICIES**

Based on the above discussions, the RUWASA-CAD project provided following 4 items of basic policies, in order to sustain and upgrade the economic effect of the project by maintaining the balance between the demand and water resources potential.

1. The project process shall focuses on the adaptation of not only a demand responsive approach, but also the assessment of the project planning from the standpoint of harmonization of the demand and water resources potential.
2. In order to sustain and upgrade the economic effect of the project, it is necessary to develop the function of RWST to make regional assessment of the plan (DWSP).
3. The capacity of DWST in formulation of the integrated approaches and activities of water, sanitation and hygiene with encouraging community participation shall be strengthened.
4. The function of DWST to extend support service to the communities shall be enhanced, in order to sustain the rural water supply project by appropriate O&M and Follow-up activities.

## **4. PROPOSAL FOR MATRIX OF RWSS PROJECT CYCLE AND TASK ALLOCATION**

### **4.1 PROPOSAL**

Proposes Matrix of RWSSP Project Cycle and Task Allocation is shown in *Annex 1*.

The results of critical point analysis, stakeholder analysis and identification of actors responsible for critical points are summarized in a single matrix with proposed Project Cycle. The detailed task allocation for DWST members are illustrated for better understanding of each responsibility among DWST. Besides, highlighted activities and components are ones which have been modified from or added to the original RWSSP project cycle although the cycle itself has been totally re-organized.

### **4.2 RECOMMENDATION**

The super goal of the RUWASA-CAD project is to “RWSS services in the mainland of Tanzania are improved by developing nationwide the training system to be established by the Project”.

In order to contribute the project outputs to the achievement of the super goal, the RUWASA-CAD project would like to recommend CWSD to internalize the revised Matrix of Project Cycle and Task Allocation for the implementation of RWSSP.

The Project expects that this matrix would show the benchmarks for identified stakeholders as the programmes of RWSS project take a step forward in their jurisdictions. It, however, is suggested that this matrix should be utilized as a standard, which gives a space for stakeholders to determine their tasks under their arrangement.

Matrix of RWSS Project Cycle and Task Allocation

Phase	Activities	Components	Description	MoW	Basin	Region	DWST	DEED	DWECQ	DHO	DPL/O	DSDO	DT	DEO	Comm unity	WATSAN	WUE/ WATSAN	FSP	TSP	Contractors		
Promotion Phase	1-1	Identification of basic status in target area	Evaluation of water resource potential Water demand assessment Situation analysis on the present water supply condition	Water demand and water resource potential will be assessed by DWST with collaboration of Basin Water Office and RWST.		●	○	●	●	○	●	●	○	○								
	1-2	Promotion of NRWSSP information in communities.	Sensitization of communities on NRWSSP Provision of application form	DWST disseminate the program information to all communities with application form and explanation on the procedures.			○	●	●	○	●	●	○	○			○					
	1-3	Self mobilization in communities potentially applying for NRWSSP.	Forming WATSAN/WUE which will facilitate planning and construction processes of the sub-project at the community Raising of initial commitment fee for capital cost Opening bank account under formed WATSAN/WUE.	Communities should prepare themselves to start the project based on the requirement for its application.				○	○	○	○	○	○	○	●		●					
	1-4	Preparation of application form by communities.	Preparation of required information for application Filling application form given from LGA. Submitting filled application form to LGA.	Communities should prepare the application form and submit it to the District Council through Ward Development Committee.				○	○	○	○	○	○	○	○	○	●	●				
	1-5	Selection of candidate communities based on overall hydrogeological conditions in the area and baseline data submitted with application.	Assessment of submitted application with consideration of water resource potential Preparation of selection criteria Selection of candidate communities.	DWST prioritize all the communities which submitted the application forms based on the baseline data with consideration of overall hydrogeological conditions in the area to make recommendation to the Full Council.		●	○	●	●	○	●	○	○	○	○							
	1-6	Preparation of tender processes for selection of TSP/FSP in accordance with the government procurement procedures.	Preparation of ToR based on DWSP and baseline data Announcement of tender Shortlisting of FSP and TSP Preparation of technical and financial proposal by	Announcement of tender, submission of interest letter, preparation of ToR, shortlisting and provision of ToR are main components of this activity. EIA and other necessary components should be included in ToR.	●	○	○	●	●	○	○	○	○	○	○				○	○		
	1-7	Selection of FSP and TSP	Preparation of selection criteria Evaluation of proposals Appointment of FSP and TSP	Evaluation of technical and financial proposal, selection of FSP/ TSP and appraisal of selection.			○	●	●	○	○	○	○	○	○				●	●		
	1-8	Preparation of planning activities.	Provision of baseline data to FSP and TSP Revision and finalization of proposed activities.	DWST and selected FSP and TSP arrange the logistics for planning activities.				○	○	○	○	○	○	○					○	○		
Planning Phase	2-1	Orientation of VGs and WATSANs of communities on sub-project planning process.	Provision of project time schedule and contents of planning activities Sensitization of communities and WUE on their responsibilities and tasks.	Orientation of planning and implementation process of the community sub-project is provided to communities in order to involve stakeholders more into project.			○	○	○	○	○	○	○		●	●	●	●				
	2-2	Execution of scoping study by TSP and FSP with participation of the communities.	Implementation of engineering and scientific surveys by TSP Implementation of socio-economic surveys by FSP. Preparation of preliminary design of facilities and costing.	FSP and TSP conduct scoping study and prepare the preliminary design and its cost based on result of field survey. Exploratory drilling is to be conducted under the supervision by TSP to confirm potential of groundwater resources as a part of the scoping survey where required. Other necessary components like impact assessment should also be done during this activity.											○	○		●				
	2-3	Appraisal of result of preliminary design.	Appraisal of preliminary design by BWO Appraisal of preliminary design by RWST Appraisal of preliminary design by DWST	Technical advisors like BWO, RWST and DWE should make appraisal of the result of preliminary design.		●	○	○	○	○	○	○	○	○								
	2-4	Decision making on technology, service level, etc by communities.	Review of possible technical and management options of the project prepared by TSP and FSP Finalization of the preliminary design based on the options agreed by the communities.	This is particular involvement of communities on decision making process.				○	○	○	○	○	○	○		●	●	○	○			
	2-5	Provision of detailed design study by TSP and FSP.	Implementation of engineering and scientific surveys by TSP Facilitation of community participation in field survey conducted by FSP Preparation of detailed design of facilities and management and its cost estimation by TSP and FSP	TSP should prepare detailed design of facilities and its cost while FSP should facilitate the communities to prepare HIV/AIDS, hygiene and sanitation plan.												○	○	●	●			
	2-6	Formulation of Facilities and Management Plan (FMP) based on results of the detailed design study	Presentation of detailed design by FSP and TSP. Approval of detailed design and FMP by communities.	This is particular involvement of communities on decision making process.				○	○	○	○	○	○	○		●	●	●	●			
	2-7	Formulation or update of DWSP-annual action plan	Compilation of design and FMP of sub-project. Formulating DWSP-annual action plan Preparation of investment plan.	DWST should prepare or update the annual action plan and total investment plan and request it from WSDP fund.				○	○	○	○	○	○	○					○	○		
	2-8	Appraisal of results of detailed design	Appraisal of detail design by BWO Appraisal of detail design and FMP by DWST and RWST Provision of advice by DWST to TSP/FSP on revision of detail design and FMP based on results of the appraisal	Technical and socio-economic appraisal are comprehensively given by BWO, RWST and DWST.		●	○	○	○	○	○	○	○	○					○	○		
	2-9	Preparation of tender documents for selection of contractors.	Preparation of tender documents based on detailed design survey data Announcement of tender Selection of contractors.	Announcement of tender, submission of interest letter, preparation of tender documents, shortlisting and provision of tender documents are main components of this activity.	●			○	○	○	○	○	○	○					●	●		
	2-10	Appointment of contractors.	Appointment of contractor	Opening of tender, preparation of tender evaluation report, awarding contract, negotiation and signing contract.				○	○	○	○	○	○	○						○	○	
	2-11	Preparation of construction activities.	Provision of detail data to contractor Revision and finalization of proposed activities.	DWST and selected contractor arrange the logistics for implementation and construction phase with facilitation by TSP and FSP.				○	○	○	○	○	○	○						○	○	
Implementation and Construction Phase	3-1	Orientation of VGs and WUEs/ WATSAN of communities on sub-project construction process.	Provision of project time schedule and contents. Sensitization of communities and WATSAN/WUE on their responsibilities and tasks. Signing of community project agreement between the community & the district.	Orientation of project is provided to communities in order to involve stakeholders more into project.			○	○	○	○	○	○	○		●	●	○	○				
	3-2	Construction of water facilities.	Preparation of construction Construction of water facilities Completion of construction of water facilities.	Contractors build water facilities according to contract paper.											○	○					●	
	3-3	Monitoring and supervision of contractors.	Supervision of physical progress and quality of construction by TSP and FSP Quality inspection by DWST.	Effective monitoring and supervision exercise by district, Service Provider on contractor should be well planned.			○	○	○	○	○	○	○		○	○	○	○	○			
	3-4	Finalization of FMP	Set up of water charge Finalization of sub-project profile (FMP).					○	○	○	○	○	○	○		●	●	●	●			
	3-5	Sensitization of communities based on FMP.	Roles and responsibilities of WUE/ Registration of WUE as the legal entity Roles and responsibilities of users Roles and responsibilities of caretakers Roles and responsibilities of CORPS Roles and responsibilities of VG.	TSP and FSP should hold sensitization session for stakeholders in communities in respect to their responsibilities including penalties.				○	○	○	○	○	○		●	●	●	●				
	3-6	Provision of training on O&M for WUEs, caretakers, CORPS.	Training on O&M for WUE Training on O&M for caretakers Training on O&M for CORPS.	TSP and FSP should hold series of trainings for stakeholders in communities in respect to operation and maintenance of facilities.				○	○	○	○	○	○		●	●	●	●				
	3-7	Establishment of spare parts supply chain for communities.	Identification of spare parts and their supplier. Establishment of supply chain in district.	DWST and SPs should arrange spare part retailing routes prior to their operation.				○	○	○	○	○	○						●	●		
	3-8	Commission of water facilities to WUEs.	Prepare necessary documents for commission. Hand over facilities to communities.	Water facilities are officially handed over and committed under WUE operation.				○	○	○	○	○	○		●	●						
O&M/ Follow-up Phase	4-1	Regular reporting from WUE to DWST	Regular record keeping on O&M by WUEs Preparation of regular report and submission to DWST	WUEs are required to keep necessary O&M data in regular formats for monitoring and evaluation.			○	○	○	○	○	○	○									
	4-2	Monitoring and evaluation of O&M of WUEs	Monitoring and evaluation of O&M reports of WUEs by DWST Preparation of regular district water and sanitation reports with follow-up plan and submission to RWST.	DWST should conduct regular monitoring and evaluation of O&M in communities and provide feed-back to WUEs for better O&M.			○	○	○	○	○	○	○									
	4-3	Implementation of follow-up activities.	Preparation of integrated DWSP with new communities and follow-up communities. Implementation of follow-up activities.	DWST should prepare next DWSP incorporated with follow-up plan for previous sub-projects.		●	○	○	○	○	○	○	○									

● : Lead Implementor      ○ : Collaborating Partner      ◻ : Activities modified from or added to the original NRWSSP cycle as a result of review in RUWASA-CAD





Ministry of Water and Irrigation  
Community Water Supply Division  
Japan International Cooperation Agency



***Training Modular Guide  
for  
Rural Water Supply and Sanitation  
Capacity Development***

***For DWST, RWST and BWO***

**June 2010**

**RUWASA-CAD**

## - Introduction -

### 1. Purpose of Training Modular Guide

The purpose of this **training modular guide** is to assist the users to prepare the preliminary training plan as a part of intended capacity development intervention for members of District Water and Sanitation Team (DWST), Basin Water Office (BWO), and Regional Water and Sanitation Team (RWST), to learn their job during implementation of the Rural Water Supply and Sanitation Programme (RWSSP).

*The training modular guide will be one of manuals produced to support the implementation of RWSSP (Proposal of training modular guide was presented to Thematic Working Group for Institutional Development and Capacity Building of WSDP dialogue on June, 2010).*

### 2. Structure of Training Modular Guide

Training modular guide consist of the following parts shown in the table below.

No.	Title	Remarks
1	Introduction	Introductory part of training modular guide
2	Module Coverage	Matrix showing the linkage between the activities of RWSS project cycle and modules.
3	Module for DWST	13 main modules with 28 sub modules
4	Module for BWO	5 main modules with 7 sub modules
5	Module for RWST	11 main modules with 15 sub modules

### 3. How to Use Training Modular Guide

The training modular guide is divided into individual **modules** associated with actual activities in RWSS project cycle and it is in a form of different training modules aimed to support the **users** of the training modular guide, who are expectedly members of **DWST**, **BWO**, and **RWST**, to formulate the **preliminary training plan**, which can be one of the documents used for procurement of training consultants (TCs) and facilitate TCs to prepare the **detail training plan** in a systematic and practical way. The training modular guide covers a number of topics all focusing on the need for the DWST, BWO and RWST to acquire practical skills on how to do their job - both theory and emphasis on learning by doing things.

For the proper use of the training modular guide, the first thing the users have to do is to identify the capacity gaps and approaches/ intervention to mitigate or resolve the capacity gaps by following the capacity development guideline (MoWI, 2009). In case the training is considered the best option in terms of time, cost, other aspects, the users should use matrix of **module coverage** separately for DWST, RWST and BWO and find out specific modules according to the target capacity areas identified.

### 4. Structure of Module

Each module of the training modular guide consists of the description of basic components necessary for conducting the training session.

No.	Title	Remarks
1	Links to Work	How DWST, BWO and RWST will apply the acquired skills to their work situation
2	Objectives	What participants will be able to do by the end f the training
3	Time	Standard time to conduct all training components

No.	Title	Remarks
		shown in a module
4	Materials	Reference materials such as manual, guideline, case studies, etc used in a particular training
5	Main Topics	Rough description of the topics to be covered and the learning activities or training methods
4	Steps/ Procedures	Step-by-step description of how the training session is run

### CAUTION!

**Training modular guide is NOT a Bible to be followed word-for-word!** It is meant to give you some ideas on how to conduct each session, but you should **ADAPT** it.

Every organization is different. *We each have our own style and will want to bring our own ideas to bear on the training.* The trainees are also different: You will need to change the methods and materials to suit each group you work with.

## 5. Composition of Modules

### <Modules for DWST>

Module	Module Title	Sub Module Title
1	Introduction to DWST	Opening activities for training events
		New approach to RWSS development
		New players and new roles
		Kick start activities for DWST
		Building a strong DWST
2	Linking district and community project cycles	
3	Project formulation based on the Demand Responsive Approach	Promoting demand
		Selecting communities for RWSSP
		Deciding scale of programme
		Appraisal of community proposals
4	Water supply planning	Situation analysis on RWSS conditions of the district
		Assessment of water resources potential
		Water supply planning
		Data management and monitoring
5	Operation & maintenance of rural water supply	O&M requirements for sustainability
		Organizational and financial management in O&M
		Technical support for O&M
6	Sanitation & Hygiene Promotion	Basic policies and implementation strategies of sanitation and hygiene promotion
		PHAST
		Social marketing
		CLTS
		Technology options for improvement of sanitation
		School sanitation and hygiene
7	Project planning & management	Result Based Management
		Project Cycle Management with using logical framework
		Project monitoring
		Project evaluation & follow-up plan

Annex 7 Training Modular Guides

Module	Module Title		Sub Module Title
	E		Managing success factors, assumptions and risks
	F		Report format and writing
8	A	Procurement and contract management	Procurement of goods, works and services
	B		Contract management
9	A	Supervision of Service Providers and Contractors/ Suppliers	Supervision of Technical Service Provider
	B		Supervision of Facilitation Service Provider
	C		Supervision of the Contractor/ Supplier
10	A	Capacity development	Capacity assessment
	B		Capacity development planning
	C		Monitoring and evaluation of capacity development interventions
	D		Support for capacity development of communities
11	Participatory facilitation skills		
12	Consideration of gender issues in water supply and sanitation projects		
13	HIV/AIDS mitigation		

<Modules for BWO>

No	Module Title		Sub Module Title
1.	A	Roles & Responsibility of BWOs in RWSS Project	Perception of RWSSP Sub-Component
	B		Roles & Responsibilities of BWO in WRM Sub-Component
	C		Roles & Responsibilities of BWOs in RWSS Project
2	Establishment of Intercommunication between BWO, DWST and RWST,		
3	A	Assessment of Water Resources Potential for RWSS Project	Provision of Required Water Resources Information for RWSS Project
	B		Selection of Communities in RWSS project
	C		Services to be rendered by Service Providers for RWSS Project
4	Assessment of Design of Water Supply System		
5	A	Water Resources Management in RWSS Project	Awareness Creation of Communities through DFT and WUA
	B		Support for DWSTs for construction of Water Source Structure
	C		Advise on Operation and Maintenance of Water Source Structure
	D		Monitoring of Water Sources

<Modules for RWST>

Modules	Module Title		Sub Module Title
I	Situation analysis of present RWSS conditions in LGAs		
II	A	Understanding of RWSS implementation procedures and arrangement of RWSS implementation structure	Review of RWSS project planning and implementation process
	B		Review of task allocations and coordination among RWST members
III	A	Regional water supply and sanitation plan for strategic management of RWSSP at the LGA level	Introduction of strategic planning of RWSS
	B		Regional water supply and sanitation plan
	C		Water resources evaluation
IV	A	Strategic support and coordination on CD intervention at the LGA level	Capacity assessment
	B		Management of capacity development process at the regional level
	C		Basics of coaching
	D		Review of behavior change realized through CD

Modules	Module Title	Sub Module Title	
		interventions	
V	A	Introduction of new planning framework under WSDP	
	B		National policies and strategies related to RWSS Roles and responsibilities of RWST and relation with other key player
VI	A	Assessment of district water supply and sanitation plans from the view point of regional water supply and sanitation plan	
	B		Setting framework for RWSP Assessing available information
VII	A	Technical and administrative support services by RWST for better implementation of RWSSP at the regional level	
	B		Support services by RWST at promotion stage Support services by RWST at planning stage
VIII		Communication and reporting	
IX	A	Strengthening of Support Services in implementation phase of RWSSP	
	B		Project supervision based on the contract documents between LGAs and TSPs, FSPs, and Contractors Evaluation of quarterly and annual report
	C		Support on water supply and hygiene & sanitation activities carried out by DWSTs
	D		Support and monitoring community participation in sub projects
X	A	Strategic support and management on O&M of RWSSP at the regional level	
	B		Monitoring of O&M conditions in RWSSP/ WSDP Indicators for monitoring at O&M stage
	C		Operation and maintenance requirements for sustainability
XI	A	Evaluation on progress of RWSSP at LGA level and practical planning approach of follow-up	
	B		Post-construction follow-up support Evaluation of community sub-projects and preparation of follow-up plan









**RUWASA-CAD Annual Work Plan 2008 - 2009**

Y	Period		Project Activities				Assignment Period				Responsible C/P								
	JFY	TFY	M	W	Event	Activities	Training	Reporting	Hata	Yamada	Azuma	Kato	Goyogoya	Kirenaga	Siam	Daniel	B (WR)		
2008	80/10	1	1																
			2																
			3																
			4																
		5	1				2nd Phase Kick-off Meeting	Settling of training schedule			5/4								
			2				Preparation of RUWASA-CAD Training	Preparation of tender documents											
			3				Contract Training consultant	Preparation of training materials											
			4					Preparation of training materials											
		6	1				[2nd Training Phase]	DWST DSM (28) 9-13/6											
			2					DWST DSM (12) 16-20/6											
			3					RWST DSM (8) 16-20/6											
			4					RWD DSM (4) 16-20/6											
		7	1					DWST MT (24) 23-27/6			6/7		7/1						
			2					RWST MT (8) 23-27/6											
			3					DWST MT (24) 30/6-4/7											
4						D&RWST DSM(12) 30/6-4/7													
8	1				Update contents														
	2				Summarize evaluation results														
	3				Analyze evaluation results														
	4				Report training results with recommendation														
9	1								9/1		9/10								
	2				Temcke, Mieragap														
	3				Lindt, Masashi														
	4				Summarize monitoring results														
10	1																		
	2				JCC 3rd Meeting														
	3				Tender for RUWASA-CAD Training	Preparation of tender documents													
	4				Contract Training consultant	Preparation of training materials													
11	1					RWO DSM (4)													
	2				[3rd Training Phase]	C-1 D&RWST (24) DSM													
	3					C-2 D&RWST (24) DSM													
	4					C-2 D&RWST (28) DSM			11/14										
12	1				Training Assessment	Summarize evaluation results													
	2					Report training results with recommendation													
	3				Temcke, Mieragap														
	4				Monitoring in Pilot LGAs	Summarize monitoring results													
1	1																		
	2				Preparation of Interim Report	Reporting of responsible parts			1/15		1/15								
	3																		
	4				Preparation of RUWASA-CAD Seminar	Preparation of presentation for seminar													
2	1																		
	2																		
	3																		
	4																		
3	1				RUWASA-CAD Seminar														
	2				JCC (4th) Meeting														
	3				Update of RUWASA-CAD Homepage	Update contents			3/15		3/15								
	4																		
4	1																		
	2																		
	3																		
	4																		
5	1																		
	2				2nd Phase Kick-off Meeting	Settling of training schedule													
	3				Tender for RUWASA-CAD Training	Preparation of tender documents													
	4				Contract Training consultant	Preparation of training materials													
6	1																		
	2																		
	3																		
	4				[3rd Training Phase]														

To be decided later

⊙ : Responsible  
⊙ : Assisting

**Action Plan**

Name: Mr. Goyagoya J. Mbenna Unit: TCB/CWS

Activities	Components	2008											
		07/08						08/09					
		4	5	6	7	8	9	10	11	12			
Year	Month	JFY	TFY	TFY	TFY	TFY	TFY	TFY	TFY	TFY	TFY	TFY	
1	1-1	Select potential candidates for tender from T/R database											
	1-2	Support preparation of terms of reference											
	1-3	Prepare appendices attached for ToR											
	1-4	Evaluate proposals											
	1-5	Support selection and contract with consultant for training program											
2	2-1	Assess capacity level of target group on training topic											
	2-2	Examine the combination of training modules for training objectives											
	2-3	Prepare training curriculum based on 2-2											
	2-4	Discuss contents of training with selected consultant											
	2-5	Prepare training guides and other necessary documents											
3	3-1	Collect all documents and other materials to be uploaded											
	3-2	Upload collected materials to homepage											
4	4-1	Prepare presentation for seminar											
	4-2	Prepare report of training outputs as reference of presentation											

Components	2009												
	08/09						09/10						
	1	2	3	4	5	6	1	2	3	4	5	6	
Year	Month	JFY	TFY	TFY	TFY	TFY	TFY	TFY	TFY	TFY	TFY	TFY	
1	1-1	Select potential candidates for tender from T/R database											
	1-2	Support preparation of terms of reference											
	1-3	Prepare appendices attached for ToR											
	1-4	Evaluate proposals											
	1-5	Support selection and contract with consultant for training program											
2	2-1	Assess capacity level of target group on training topic											
	2-2	Examine the combination of training modules for training objectives											
	2-3	Prepare training curriculum based on 2-2											
	2-4	Discuss contents of training with selected consultant											
	2-5	Prepare training guides and other necessary documents											
3	3-1	Collect all documents and other materials to be uploaded											
	3-2	Upload collected materials to homepage											
4	4-1	Prepare presentation for seminar											
	4-2	Prepare report of training outputs as reference of presentation											

Components	Indicators	Frequency	Due day
1-1	Report on selection of candidates	Every time	1 week after selection
1-2	Tender document	Every time	1 week before distribution
1-3	Report on tender result	Every time	1 day after contract sign
1-4	Training framework	Every time	Before training curriculum is discussed
1-5	Training curriculum	Every time	Before selection of tender candidates
2-1	Training guide	Every time	Before training starts
2-2	Timely update of homepage	Every time	1 month after training completed
2-3	PowerPoint Presentation	1 time	1 week before seminar
2-4	Report of training outputs	1 time	1 week before seminar

**Action Plan**

Name: Ms. Kirenga D.A.T Unit: TCB/CWS

Activities	Components	2008													
		08/09													
		07/08			08/09			08/09			12				
Year	JFY	Month	4	5	6	7	8	9	10	11	12				
1 Training evaluation	1-1	Prepare training evaluation program													
	1-2	Conduct training evaluation program													
	1-3	Assess result of evaluation program													
	1-4	Prepare report on result of assessment													
2 Monitoring in pilot LGAs	2-1	Prepare monitoring program													
	2-2	Conduct monitoring program in pilot LGAs													
	2-3	Assess result of monitoring program													
	2-4	Prepare report on result of monitoring													
3 Preparation of presentation for seminar	3-1	Prepare presentation for seminar													
	3-2	Prepare report of training outputs as reference of presentation													

Components	2009									
	09/10									
	08/09		08/09		09/10					
Year	JFY	TFY	Month	1	2	3	4	5	6	
1-1 1-2 1-3 1-4 2-1 2-2 2-3 2-4 3-1 3-2	1-1	Prepare training evaluation program								
	1-2	Conduct training evaluation program								
	1-3	Assess result of evaluation program								
	1-4	Prepare report on result of assessment								
	2-1	Prepare monitoring program								
	2-2	Conduct monitoring program in pilot LGAs								
	2-3	Assess result of monitoring program								
	2-4	Prepare report on result of monitoring								
3-1	Prepare presentation for seminar									
3-2	Prepare report of training outputs as reference of presentation									

**Indicators for Evaluation**

Components	Indicators	Frequency	Due day
1-1	Evaluation program	Every time	1 week before training
1-2	Report on result on evaluation program	Every time	1 week after training
1-3			
1-4	Monitoring program	Every time	1 week before monitoring
2-1			
2-2	Report on result on monitoring program	Every time	1 week after monitoring
2-3			
2-4			
3-1	PowerPoint Presentation	1 time	1 week before seminar
3-2	Report of training outputs		

**Action Plan**

Name: Ms. Neema Siara Unit: XXX / CWS

Activities	Components	2008											
		08/09											
		07/08	8	9	10	11	12						
1 Management of Training	1-1	Check arrangement of training based on contract with consultant											
	1-2	Manage general administrative issues during training											
	1-3	Prepare report on training management											
	2-1	Identify potential organization/ institution for database											
2 Update of Training Resources Database	2-2	Conduct preliminary data collection of identified organization											
	2-3	Conduct interview for detail data collection											
	2-4	Input collected data into format											
	3-1	Prepare presentation for seminar											
4 Preparation of presentation for seminar	3-2	Prepare report of training outputs as reference of presentation											

Components	2009												
	08/09												
	08/09	1	2	3	4	5	6						
1-1 Check arrangement of training based on contract with consultant	1-1	Check arrangement of training based on contract with consultant											
	1-2	Manage general administrative issues during training											
	1-3	Prepare report on training management											
	2-1	Identify potential organization/ institution for database											
	2-2	Conduct preliminary data collection of identified organization											
	2-3	Conduct interview for detail data collection											
	2-4	Input collected data into format											
	3-1	Prepare presentation for seminar											
3-2	Prepare report of training outputs as reference of presentation												

Components	Indicators	Frequency	Due day
1-1	Report on training management	Every time	1 week after training
1-2	List of potential organization	Every time	Before preliminary data collection
1-3	Profile of newly added training resources	Every time	1 week after 2-3 completed
2-1	PowerPoint Presentation	1 time	1 week before seminar
2-2	Report of training outputs		

**Action Plan**

Name: Mr. Daniel Unit: DAHR

Activities	Components	2008											
		07/08						08/09					
		4	5	6	7	8	9	10	11	12			
1 Training evaluation	1-1 Prepare training evaluation program												
	1-2 Conduct training evaluation program												
	1-3 Assess result of evaluation program												
	1-4 Prepare report on result of assessment												
2 Monitoring in pilot LGAs	2-1 Prepare monitoring program												
	2-2 Conduct monitoring program in pilot LGAs												
	2-3 Assess result of monitoring program												
	2-4 Prepare report on result of monitoring												
3 Preparation of presentation for seminar	3-1 Prepare presentation for seminar												
	3-2 Prepare report of training outputs as reference of presentation												

Components	2009					
	08/09			09/10		
	1	2	3	4	5	6
1-1 Prepare training evaluation program						
1-2 Conduct training evaluation program						
1-3 Assess result of evaluation program						
1-4 Prepare report on result of assessment						
2-1 Prepare monitoring program						
2-2 Conduct monitoring program in pilot LGAs						
2-3 Assess result of monitoring program						
2-4 Prepare report on result of monitoring						
3-1 Prepare presentation for seminar						
3-2 Prepare report of training outputs as reference of presentation						

Components	Indicators	Frequency	Due day
1-1	Evaluation program	Every time	1 week before training
1-2	Report on result on evaluation program	Every time	1 week after training
1-3	Monitoring program	Every time	1 week before monitoring
1-4	Report on result on monitoring program	Every time	1 week after monitoring
2-1	PowerPoint Presentation	1 time	1 week before seminar
2-2	Report of training outputs	1 time	1 week before seminar

**Action Plan**

Name: \_\_\_\_\_ Unit: WRD

Activities	Components	2008																				
		07/08						08/09														
		4	5	6	7	8	9	10	11	12	4	5	6	7	8	9	10	11	12			
		Year	JFY	TFY	Month	Year	JFY	TFY	Month	Year	JFY	TFY	Month	Year	JFY	TFY	Month	Year	JFY	TFY	Month	
1 Preparation and Implementation of Training for BWOs	1-1	Preparation of training curriculum																				
	1-2	Selection of facilitator and lecturer																				
	1-3	Preparation of training materials																				
	1-4	Implementation of Training																				
2 Evaluation of Training	2-1	Prepare training evaluation program																				
	2-2	Conduct training evaluation program																				
	2-3	Assess result of evaluation program																				
	2-4	Prepare report on result of evaluation																				
3 Monitoring of BWOs	3-1	Prepare monitoring programme for BWO																				
	3-2	Conduct monitoring programme in BWO																				
	3-3	Assess result of monitoring program in BWO																				
	3-4	Assess result of monitoring program in DWST and RWS																				
	3-5	Prepare report on result of monitoring																				
4 Preparation of presentation for seminar	4-1	Prepare presentation for seminar																				
	4-2	Prepare report of training outputs as reference of presentation																				

Components	2009																					
	08/09		09/10		09/10																	
	1	2	3	4	5	6																
Year	JFY	TFY	Month	Year	JFY	TFY	Month															
Components	1-1	Preparation of training curriculum																				
	1-2	Selection of facilitator and lecturer																				
	1-3	Preparation of training materials																				
	1-4	Implementation of Training																				
	2-1	Prepare training evaluation program																				
	2-2	Conduct training evaluation program																				
	2-3	Assess result of evaluation program																				
	2-4	Prepare report on result of evaluation																				
	3-1	Prepare monitoring programme for BWO																				
	3-2	Conduct monitoring programme in BWO																				
	3-3	Assess result of monitoring program in BWO																				
	3-4	Assess result of monitoring program in DWST and RWS																				
	3-5	Prepare report on result of monitoring																				
	4-1	Prepare presentation for seminar																				
4-2	Prepare report of training outputs as reference of presentation																					

**Indicators for Evaluation**

Components	Indicators	Frequency	Due day
1-1	Training curriculum	Every time	1 month before training
1-2	Report on training outputs	Every time	1 month after training
1-3	Evaluation programme	Every time	Before training start
1-4	Report on training outputs	Every time	1 month after training
2-1	Monitoring programme	Every time	1 week before monitoring
2-2	Report on result of monitoring	Every time	2 weeks after monitoring
2-3	Power Point Presentation	1 time	1 week before seminar
2-4	Report on training outputs	1 time	1 week before seminar

**RUWASA-CAD Annual Work Plan 2009-2010**

Y	Period		Project Activities				Assignment Period				Responsible C/P								
	JFY	TFY	M	W	Event	Activities	Training	Reporting	Hata	Yamada	Azuma	Kato	Geogayal	Kirenga	Siarra	Daniel	Kimbutse		
2009	60/80	4	1	2															
			3	4															
			1	2	ID&CB TWG														
			3	4	3rd Phase Kick-off Meeting														
			1	2	Tender for 4th Training			Preparation of tender documents											
			3	4	Tender for 4th Training			Tender Evaluation											
			1	2	RW AS&C&AD 1st Working Meeting in CWS/D														
			3	4	ID&CB TWG														
			1	2	Preparation of 4th Training			Preparation of Time Table & Training Guide											
			3	4	Preparation of 4th Training			Preparation of training materials											
2010	01/60	1	1	2	[4th Training Phase] 27Jul-18Sep	Supervision of Training Courses													
			3	4	ID&CB TWG														
			1	2	Table Assessment	Summarize evaluation													
			3	4	Tender for 5th Training	Preparation of tender document, Tender evaluation													
			1	2	Tender for 5th Training	Evaluation of Tender Proposal													
			3	4	Monitoring in Pilot LGAs	Summarize monitoring results													
			1	2	Update of RUWASA-CAD Homepage	Message regarding the Progress Report 2 & Recommendations													
			3	4	C/P Training Course in Japan														
			1	2	ID&CB TWG	Preparation of Time Table & Training Guide													
			3	4	Preparation of 4th Training	Preparation of training materials													
2010	01/60	1	1	2	[5th Training Phase] 30Nov-4 Dec	Supervision of Training Courses													
			3	4	ID&CB TWG														
			1	2	Table Assessment	Summarize evaluation results													
			3	4	Update of RUWASA-CAD Homepage	Update contents													
			1	2	Training Assessment	Summarize evaluation results													
			3	4	JICA Terminal Evaluation Mission														
			1	2	JICA 5th Meeting														
			3	4	ID&CB TWG														
			1	2															
			3	4															
2010	11/01	1	1	2															
			3	4															
			1	2															
			3	4															
			1	2															
			3	4															
			1	2															
			3	4															
			1	2															
			3	4															

⊙ : Responsible  
○ : Assisting

To be decided later

**Action Plan**

Name: Mr. Goyagoya J. Mbenna Unit: CWSD

(until September 2009)

Activities	Components	Year											
		2009			2010								
		JFY	JFY	JFY	JFY	JFY	JFY	JFY	JFY	JFY	JFY	JFY	JFY
		TFY	TFY	TFY	TFY	TFY	TFY	TFY	TFY	TFY	TFY	TFY	TFY
		Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month
1	1-1												
	1-2												
	1-3												
	1-4												
	1-5												
2	2-1												
	2-2												
	2-3												
	2-4												
	2-5												
3	3-1												
	3-2												
	4-1												

■ : Responsible  
 ■ : Assisting

Components	2010					
	09/10	09/10	09/10	09/10	09/10	09/10
	1	2	3	4	5	6
1-1						
1-2						
1-3						
1-4						
1-5						
2-1						
2-2						
2-3						
2-4						
2-5						
3-1						
3-2						
4-1						

■ : Responsible  
 ■ : Assisting

Components	Indicators	Frequency	Due day
1-1	Tender document	Every time	1 week before distribution
1-2	Evaluation on tender result	Every time	2 day after submission of tender proposal
1-3	Training framework	Every time	Before training curriculum is discussed
1-4	Training curriculum	Every time	Before selection of tender candidates
1-5	Training guide	Every time	Before training starts
2-1	Timely update of homepage	Every time	1 month after training completed
2-2	Properly executed training course	Every time	During training delivery



**Action Plan**

Name: Ms. Kirenga D.A.T Unit: CWSD

Activities	Components	2009																		
		08/09			09/10			09/10			12									
		4	5	6	7	8	9	10	11	12										
1 Training evaluation	1-1	Prepare training evaluation program																		
	1-2	Conduct training evaluation program																		
	1-3	Assess result of evaluation program																		
	1-4	Prepare report on result of assessment																		
	2-1	Prepare monitoring program																		
2 Monitoring in pilot LGAs	2-2	Conduct monitoring program in pilot LGAs																		
	2-3	Assess result of monitoring program																		
	2-4	Prepare report on result of monitoring																		
	3-1	Technical supervision of training consultants																		
3 Management of Training	4-1	Select potential candidates for tender from T/R database																		
	4-2	Support preparation of terms of reference																		
	4-3	Prepare appendices attached for ToR																		
	4-4	Evaluate proposals																		
	4-5	Support selection and contract with consultant for training program																		
4 Selection of training consultant	5-1	Collect all documents and other materials to be uploaded																		
	5-2	Upload collected materials to homepage																		
5 Update contents of RUWASA-CAD homepage																				

Transferred from Mr. Goyagoya J. Mbemba's Task

Components	Year	JFY	TFY	Month	2010															
					09/10			10/11												
					1	2	3	4	5	6										
1-1	Prepare training evaluation program																			
1-2	Conduct training evaluation program																			
1-3	Assess result of evaluation program																			
1-4	Prepare report on result of assessment																			
2-1	Prepare monitoring program																			
2-2	Conduct monitoring program in pilot LGAs																			
2-3	Assess result of monitoring program																			
2-4	Prepare report on result of monitoring																			
3-1	Technical supervision of training consultants																			
4-1	Select potential candidates for tender from T/R database																			
4-2	Support preparation of terms of reference																			
4-3	Prepare appendices attached for ToR																			
4-4	Evaluate proposals																			
4-5	Support selection and contract with consultant for training program																			
5-1	Collect all documents and other materials to be uploaded																			
5-2	Upload collected materials to homepage																			

■ : Responsible  
 ■ : Assisting

**Indicators for Evaluation**

Components	Indicators	Frequency	Due day
1-1	Evaluation program	Every time	1 week before training
1-2	Report on result on evaluation program	Every time	1 week after training
1-3			
1-4			
2-1	Monitoring program	Every time	1 week before monitoring
2-2	Report on result on monitoring program	Every time	1 week after monitoring
2-3			
2-4			
3-1	Properly executed training cources	Every time	During training delivery

**Action Plan**

Name: Ms. Neema Siarra Unit: CWSD

Activities	Components	2009												
		08/09						09/10						
1	Management of Training	1-1	1-2	1-3	1-4	2-1	2-2	2-3	2-4	3-1	3-2	3-3	3-4	3-5
		Check arrangement of training based on contract with consultant												
		Manage general administrative issues during training												
		Technical supervision of training consultants												
		Prepare report on training management												
		Identify potential organization/ institution for database												
		Conduct preliminary data collection of identified organization												
		Conduct interview for detail data collection												
		Input collected data into format												
		Assess capacity level of target group on training topic												
		Examine the combination of training modules for training objectives												
		Prepare training curriculum based on 2-2												
		Discuss contents of training with selected consultant												
		Prepare training guides and other necessary documents												
2	Update of Training Resources Database													
3	Preparation of training materials													

Transferred from Mr. Goyagoya J. Mbemba's Task

Components	2010											
	09/10						10/11					
1-1	1-2	1-3	1-4	2-1	2-2	2-3	2-4	3-1	3-2	3-3	3-4	3-5
1-1	Check arrangement of training based on contract with consultant											
1-2	Manage general administrative issues during training											
1-3	Technical supervision of training consultants											
1-4	Prepare report on training management											
2-1	Identify potential organization/ institution for database											
2-2	Conduct preliminary data collection of identified organization											
2-3	Conduct interview for detail data collection											
2-4	Input collected data into format											
3-1	Assess capacity level of target group on training topic											
3-2	Examine the combination of training modules for training objectives											
3-3	Prepare training curriculum based on 2-2											
3-4	Discuss contents of training with selected consultant											
3-5	Prepare training guides and other necessary documents											

**Indicators for Evaluation**

Components	Indicators	Frequency	Due day
1-1			
1-2	Report on training management	Every time	1 week after training
1-3			
1-4			
2-1	List of potential organization	Every time	Before preliminary data collection
2-2	Profile of newly added training resources	Every time	1 week after 2-3 completed
2-3			
2-4			

■ : Responsible  
 ■ : Assisting

**Action Plan**

Name: Mr. Daniel Unit: DAHR

Activities	Components	2009											
		08/09						09/10					
		4	5	6	7	8	9	10	11	12			
1 Training evaluation	1-1 Prepare training evaluation program												
	1-2 Conduct training evaluation program												
	1-3 Assess result of evaluation program												
	1-4 Prepare report on result of assessment												
2 Monitoring in pilot LGAs	2-1 Prepare monitoring program												
	2-2 Conduct monitoring program in pilot LGAs												
	2-3 Assess result of monitoring program												
	2-4 Prepare report on result of monitoring												
3 Management of Training	3-1 Technical supervision of training consultants												

■ : Responsible  
 ■ : Assisting

Components	2010					
	09/10			10/11		
	1	2	3	4	5	6
1-1 Prepare training evaluation program						
1-2 Conduct training evaluation program						
1-3 Assess result of evaluation program						
1-4 Prepare report on result of assessment						
2-1 Prepare monitoring program						
2-2 Conduct monitoring program in pilot LGAs						
2-3 Assess result of monitoring program						
2-4 Prepare report on result of monitoring						
3-1 Technical supervision of training consultants						

**Indicators for Evaluation**

Components	Indicators	Frequency	Due day
1-1	Evaluation program	Every time	1 week before training
1-2	Report on result on evaluation program	Every time	1 week after training
1-4	Monitoring program	Every time	1 week before monitoring
2-2	Report on result on monitoring program	Every time	1 week after monitoring
2-4	Properly executed training courses	Every time	During training delivery

**Action Plan**

Name: Ms. Diana Kimbute Unit: WRD

Activities	Components	2009																	
		08/09						09/10											
Year	Month	4	5	6	7	8	9	10	11	12	4	5	6	7	8	9	10	11	12
1 Preparation and Implementation of Training for BWOs	1-1																		
	1-2																		
	1-3																		
	1-4																		
2 Evaluation of Training	2-1																		
	2-2																		
	2-3																		
	2-4																		
3 Monitoring of BWOs	3-1																		
	3-2																		
	3-3																		
	3-4																		
4 Update contents of RUWASA-CAD homepage	4-1																		
	4-2																		

Components	2010													
	09/10						10/11							
Year	Month	1	2	3	4	5	6	1	2	3	4	5	6	
1-1	Preparation of training curriculum													
	1-2													
	1-3													
	1-4													
2-1	Prepare training evaluation program													
	2-2													
	2-3													
	2-4													
3-1	Prepare monitoring programme for BWO													
	3-2													
	3-3													
	3-4													
4-1	Prepare report on result of monitoring													
	4-2													
	4-1													
	4-2													

■ : Responsible  
 ■ : Assisting

Components	Indicators	Frequency	Due day
1-1	Training curriculum	Every time	1 month before training
1-2	Report on training outputs	Every time	1 month after training
1-3	Evaluation programme	Every time	Before training start
1-4	Report on training outputs	Every time	1 month after training
2-1	Monitoring programme	Every time	1 week before monitoring
2-2	Report on result of monitoring	Every time	2 weeks after monitoring
2-3	Timely update of homepage	Every time	1 month after training completed
2-4			
3-1			
3-2			
3-3			
3-4			
3-5			
4-1			
4-2			

**RUWASA-CAD Annual Work Plan 2010-2011**

Y	JFY	TFY	Project Activities				Assignment Period											
			Event	Activities	Training	Reporting	Hata	Yamada	Azuma	Kato	Siarra	Kirenga	Kimbwe	Flora				
2010	01/60	1																
		2																
		3																
		4																
	01/60	1	4th Phase Kick-off Meeting	Presentation of Training Module					5/4									
		2	ID&CB TWG	Preparation of tender documents														
		3	Tender for End Line Survey	Evaluation of tender documents														
		4	Contract with Consultant, End Line Survey															
	01/60	1	End Line Survey	Field Supervise					6/13									
		2		Field Supervise														
		3		Supervision of reporting														
		4		Data analysis														
01/60	1	Preparation of Seminar	Preparation of presentation															
	2	Seminar	Presentation															
	3	6th ICC Meeting	Discussion															
	4	Office (temporary) Closing																
2011	11/01	1																
		2																
		3																
		4																
	11/01	1																
		2																
		3																
		4																
	11/01	1																
		2																
		3																
		4																
11/01	1																	
	2																	
	3																	
	4																	
11/01	1																	
	2																	
	3																	
	4																	
11/01	1																	
	2																	
	3																	
	4																	
11/01	1																	
	2																	
	3																	
	4																	

◎ : Responsible  
○ : Assisting

**Action Plan**

Name: Ms. Neema Siarra Unit: CWSD

Activities	Components	Year												
		2010						2011						
		JFY	10/11					JFY	10/11					
		Month	4	5	6	7	8	9	10	11	12			
1 Selection of End Line Survey Consultant	1-1	Support preparation of terms of reference												
	1-2	Prepare appendices attached for ToR												
	1-3	Support preparation of Questionnaire												
	1-4	Evaluate proposals												
	1-5	Support selection and contract with consultant for training program												
2 Supervision of End Line Survey	2-1	Trial Survey												
	2-2	Field Supervision												
	2-3	Reporting Supervision												
	2-4	Data Analysis												
3 Seminar	3-1	Preparation												
	3-2	Presentation												
4 6th JCC Meeting	4-1	Preparation												
	4-2	Discussion												

■ : Responsible  
■ : Assisting

Components	Year													
	2010						2011							
		JFY	10/11					JFY	10/11					
		Month	1	2	3	4	5	6						
1-1 Support preparation of terms of reference 1-2 Prepare appendices attached for ToR 1-3 Support preparation of Questionnaire 1-4 Evaluate proposals 1-5 Support selection and contract with consultant for training program 2-1 Trial Survey 2-2 Field Supervision 2-3 Reporting Supervision 2-4 Data Analysis 3-1 Preparation 3-2 Presentation 4-1 Preparation 4-2 Discussion	1-1	Support preparation of terms of reference												
	1-2	Prepare appendices attached for ToR												
	1-3	Support preparation of Questionnaire												
	1-4	Evaluate proposals												
	1-5	Support selection and contract with consultant for training program												
	2-1	Trial Survey												
	2-2	Field Supervision												
	2-3	Reporting Supervision												
	2-4	Data Analysis												
	3-1	Preparation												
	3-2	Presentation												
	4-1	Preparation												
	4-2	Discussion												

■ : Responsible  
■ : Assisting

Components	Indicators	Frequency	Due day
1-1			
1-2	Tender document	one time	1 week before distribution
1-3			
1-4	Evaluation on tender result	one time	2 day after submission of tender proposal
1-5			
2-1	Survey Implementation	every field visit	Before 15th June
2-2			
2-3	End Line Svey Report	one time	Before 30th June
2-4			
3-1	Presentation Document	one time	Before 9th July
3-2	Implementation	one time	15th July
4-1	Draft Final Report	one time	Before 16th July
4-2	Participation of 6th JCC Meeting	one time	22th July

**Action Plan**

Name: Ms. Kirenga D.A.T Unit: CWSD

Activities	Components	Year																					
		2010																					
		09/10			10/11			11			12												
1	2	3	4	5	6	7	8	9	10	11	12												
1 Selection of End Line Survey Consultant	1-1																						
	1-2																						
	1-3																						
	1-4																						
	1-5																						
2 ID&CB TWG	2-1																						
	3-1																						
	3-2																						
	3-3																						
3 Supervision of End Line Survey	3-4																						
	4-1																						
	4-2																						
	5-1																						
4 Seminar	5-2																						
	6th JCC Meeting																						

■ : Responsible  
■ : Assisting

Components	Indicators	Frequency	Due day	Year													
				2011													
				10/11		11/12											
1	2	3	4	5	6												
1 Selection of End Line Survey Consultant	1-1	Support preparation of terms of reference															
	1-2	Prepare appendices attached for ToR															
	1-3	Support preparation of Questionnaire															
	1-4	Evaluate proposals															
	1-5	Support selection and contract with consultant for training program															
	2 ID&CB TWG	2-1	Presentation of RUWASA-CAD Training Module														
		3-1	Trial Survey														
		3-2	Field Supervision														
		3-3	Reporting Supervision														
		3-4	Data Analysis														
	3 Supervision of End Line Survey	4-1	Preparation														
		4-2	Presentation														
		5-1	Preparation														
		5-2	Discussion														
		6th JCC Meeting															

■ : Responsible  
■ : Assisting

**Indicators for Evaluation**

Components	Indicators	Frequency	Due day
1-1			
1-2	Tender document	one time	1 week before distribution
1-3			
1-4			
1-5	Evaluation on tender result	one time	2 day after submission of tender proposal
2-1	Participation of ID&CB TWG	one time	14th May
3-1	Survey Implementation	every field visit	Before 15th June
3-2			
3-3	End Line Survey Report	one time	Before 30th June
3-4			
4-1	Presentation Document	one time	Before 9th July
4-2	Implementation	one time	15th July
5-1	Draft Final Report	one time	Before 16th July
5-2	Participation of 6th JCC Meeting	one time	22th July

**Action Plan**

Name: Ms. Diana Kimbutu Unit: WRD

Activities	Components	2010											
		10/11											
		4	5	6	7	8	9	10	11	12			
1 Selection of End Line Survey Consultant	1-1												
	1-2												
	1-3												
	1-4												
	1-5												
2 Supervision of End Line Survey	2-1												
	2-2												
	2-3												
	2-4												
3 Seminar	3-1												
	3-2												
4 6th JCC Meeting	4-1												
	4-2												

■ : Responsible  
 ■ : Assisting

Components	2011												
	11/12												
	1	2	3	4	5	6							
1-1													
1-2													
1-3													
1-4													
1-5													
2-1													
2-2													
2-3													
2-4													
3-1													
3-2													
4-1													
4-2													

**Indicators for Evaluation**

Components	Indicators	Frequency	Due day
1-1			
1-2	Tender document	one time	1 week before distribution
1-3			
1-4	Evaluation on tender result	one time	2 day after submission of tender proposal
1-5	Survey Implementation	every field visit	Before 15th June
2-1			
2-2			
2-3	End Line Svey Report	one time	Before 30th June
2-4	Presentation Document	one time	Before 9th July
3-1	Implementation	one time	15th July
3-2	Draft Final Report	one time	Before 16th July
4-1			
4-2	Participation of 6th JCC Meeting	one time	22th July

■ : Responsible  
 ■ : Assisting



**Action Plan**

Name: Ms. Flora W. Mleje Unit: DAHR

Year	JFY	TFY	Month	Components	Activities	2010																						
						4	5	6	7	8	9	10	11	12														
1	1-1	1-2	1-3	1-4	1-5	Support preparation of terms of reference																						
						Prepare appendices attached for ToR																						
						Support preparation of Questionnaire																						
						Evaluate proposals																						
						Support selection and contract with consultant for training program																						
2	2-1	2-2	2-3	2-4	Trial Survey																							
					Field Supervision																							
					Reporting Supervision																							
					Data Analysis																							
3	3-1	3-2	Preparation																									
			Presentation																									
4	4-1	4-2	Preparation																									
			Discussion																									

■ : Responsible  
 ■ : Assisting

Year	JFY	TFY	Month	Components	2011																						
					1	2	3	4	5	6																	
1-1	1-2	1-3	1-4	1-5	Support preparation of terms of reference																						
					Prepare appendices attached for ToR																						
					Support preparation of Questionnaire																						
					Evaluate proposals																						
					Support selection and contract with consultant for training program																						
2-1	2-2	2-3	2-4	Trial Survey																							
				Field Supervision																							
				Reporting Supervision																							
				Data Analysis																							
3-1	3-2	Preparation																									
		Presentation																									
4-1	4-2	Preparation																									
		Discussion																									

■ : Responsible  
 ■ : Assisting

**Indicators for Evaluation**

Components	Indicators	Frequency	Due day
1-1			
1-2	Tender document	one time	1 week before distribution
1-3			
1-4	Evaluation on tender result	one time	2 day after submission of tender proposal
1-5			
2-1	Survey Implementation	every field visit	Before 15th June
2-2			
2-3	End Line Survey Report	one time	Before 30th June
2-4			
3-1	Presentation Document	one time	Before 9th July
3-2	Implementation	one time	15th July
4-1	Draft Final Report	one time	Before 16th July
4-2	Participation of 6th JCC Meeting	one time	22th July

## Training Curriculum for DWST

### 1<sup>st</sup> Training Phase : Identification of Present Situation

(Joint Training with RWST)

- (1) Course Objective:
- To focus on situation analysis of RWSS sub-sector in the target regions and districts.
  - To set the desired goal for improvement of planning and management of RWSS projects by DWSTs in the context of the WSDP framework.
  - To encourage DWE to take initiative in the change processes of management of RWSS projects in their respective DWSTs with active linkage and coordination with regional and basin levels, i.e. RWST and BWO.
- (2) Target Group:
- DWE from each DWST in the targeted 22 districts
  - RWA, RMO, RCDOO from each RWST in the target 4 regions
- (3) Training Venue:
- Participants from Coast Region and Dar es Salaam Region to be trained, separately, in Dar es Salaam
  - Participants from Lindi Region and Mtwara Region to be trained, separately, in Mtwara
- (4) Duration of the Training Course:  
5 days/ training for Dar es Salaam and Mtwara x 2 times = 10 days in total

Session	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents
1. Situation analysis on RWSS conditions of the districts	<ul style="list-style-type: none"> <li>• Have common picture on the baseline of status of the RWSS service provision in the target districts and regions.</li> <li>• Identify what kind of information is currently not available in the districts with regard to the indicators to verify coverage of safe and stable "RWSS" services.</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation of results of the baseline survey on coverage and operational status of RWSS as well as O&amp;M status of water supply facilities in the districts</li> <li>• Further input from DWEs and RWAs on the present conditions of RWSS in their respective areas</li> <li>• Setting the baseline of the RWSS service delivery of the target districts</li> </ul>
2. Review of processes of the project planning and implementation in the districts	<ul style="list-style-type: none"> <li>• Have common picture on the baseline of capacity level of DWST with regard to the management of RWSS projects.</li> <li>• Identify activities and management procedures which need to be revisited in the RWSSP cycle.</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation of results of the baseline survey on current organizational capacity of the districts in management of RWSS</li> <li>• Problem analysis on management of RWSSP cycle by DWSTs</li> <li>• Identification of activities and management procedures to be improved in the RWSSP cycle</li> <li>• Proposed revision of RWSS cycle</li> </ul>
3. Review of the task allocation and	<ul style="list-style-type: none"> <li>• Identify gaps between what are expected and what are actually</li> </ul>	<ul style="list-style-type: none"> <li>• Situation analysis on task allocation and coordination among members in DWST/</li> </ul>

Session	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents
coordination in the team	<p>implemented in terms of the task allocation and coordination in each DWST and RWST.</p> <ul style="list-style-type: none"> <li>Strategize fill the identified gaps in the context of available staff and organizational set-up of the district/ region.</li> </ul>	<p>RWST</p> <ul style="list-style-type: none"> <li>Roles and responsibilities assigned to DWST/ RWST and each member in the reviewed RWSSP cycle</li> <li>Experiences of various districts to enhance team-building as DWST/ RWST</li> <li>Strategies to improve coordination and cooperation within the team and between DWST and RWST to fulfill the expected roles and responsibilities in RWSS sub-sector</li> </ul>
4. Introduction to the strategic planning of water supply	<ul style="list-style-type: none"> <li>Explain factors to be considered in water supply planning and those purposes.</li> <li>Link the activities in the RWSSP cycle and these analytical processes for the water supply planning.</li> </ul>	<ul style="list-style-type: none"> <li>Factors to be considered in water supply planning</li> <li>Review of approaches and processes employed in the water supply planning in the districts</li> </ul>
5. Regional water supply master plan	<ul style="list-style-type: none"> <li>Understand measures to utilize existing regional water supply master plans in planning of DWSP.</li> </ul>	<ul style="list-style-type: none"> <li>Introduction of the existing water supply master plan for the target regions</li> <li>Review of DWSP in the context of the master plan</li> <li>Expected roles of Regional Water and Sanitation Plan (RWSP)</li> <li>Coordination between DWST and RWST in formulation of effective water supply plan</li> </ul>
6. Water resources evaluation	<ul style="list-style-type: none"> <li>Explain the purpose and process of assessment of water resources potential in the water supply planning.</li> </ul>	<ul style="list-style-type: none"> <li>Purposes of assessment of water resources potential for water supply planning</li> <li>Available information on water resources which can be accessed by DWSTs</li> <li>Coordination between DWST and BWO in formulation of effective water supply plan</li> </ul>
7. Capacity assessment	<ul style="list-style-type: none"> <li>Assess individual capacity gaps within the framework of the required competence to fulfill the assigned roles and responsibilities linked with the organizational goal in RWSS.</li> </ul>	<ul style="list-style-type: none"> <li>Assessment of individual capacity as DWE, RWA, RMO, and RCDO in the context of the assigned roles and responsibilities in WSDP framework</li> <li>Linkage of the individual capacity development goal with the organizational vision and goal</li> </ul>
8. Management of the capacity development process at the district & regional levels	<ul style="list-style-type: none"> <li>Identify areas to be improved for formulation of their capacity development plan as DWST and RWST.</li> </ul>	<ul style="list-style-type: none"> <li>Review of existing capacity development plan of DWST &amp; RWST</li> <li>Support from MoW for capacity development of DWST under WSDP</li> <li>Introduction of Draft Training Modules and PIM package</li> </ul>
9. Setting the goal and performance monitoring indicators for the training programme	<ul style="list-style-type: none"> <li>Set the common goals to be achieved for improvement of the management capacity of DWST as well as for realization of the improved RWSS service delivery.</li> <li>Define the performance indicators to be monitored for verification of achievement of these goals.</li> </ul>	<ul style="list-style-type: none"> <li>Target of RWSS service delivery in the districts to achieve the national development goal</li> <li>Desired goal of DWST for capacity building</li> <li>Monitoring system and Indicators to verify achievement of the desired goal</li> </ul>

## 2<sup>nd</sup> Training Phase : Project Planning

### Component 1 : Demand Responsive Approach in RWSS Projects

#### (1) Course Objective:

- To improve application of the Demand Responsive Approach (DRA) in the project planning and management by DWST with considering institutional, organizational, and socio-economic conditions of each district.
- To enhance understanding of the trainees on significance and effectiveness to maximize synergy among DWST members for facilitation of RWSS projects.

#### (2) Target Group:

DWE, DPLO, DHO, DCDO from each DWST in the targeted 22 districts

#### (3) Training Venue:

- Participants from Coast Region and Dar es Salaam Region to be trained, separately, in Dar es Salaam
- Participants from Lindi Region and Mtwara Region to be trained, separately, in Mtwara

#### (4) Duration of the Training Course:

5 days/ training for each region x 4 times = 20 days in total

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
1. National policies and strategies related to RWSS sub-sector <i>[Module 2]</i>	<ul style="list-style-type: none"> <li>• Draw out participants' prior knowledge and experience on implementation of NAWAPO</li> <li>• Explain the difference between the "old approach (supply-driven)" and the "new approach (demand-driven)"</li> <li>• Explain the basic strategies of the new approaches based on NAWAPO 2002, NWSDS, WSDP/NRWSSP, and LGCDG</li> </ul>	<ul style="list-style-type: none"> <li>• Principles and strategies of NAWAPO, NWSDS WSDP/NRWSSP, and LGCDG including;               <ul style="list-style-type: none"> <li>➢ DRA(O&amp;OD)</li> <li>➢ Cost recovery</li> <li>➢ Community ownership and management</li> <li>➢ Private Sector Participation (PSP)</li> </ul> </li> <li>• Review of experiences of the districts in applying the NRWSSP strategies and approaches to implementation of the RWSS projects</li> <li>• Identification of challenges and possible actions to be taken to adopt the strategies and approaches in the districts</li> </ul>	<ul style="list-style-type: none"> <li>• NAWAPO 2002 – Section on Rural Water Supply</li> <li>• NWSDS</li> <li>• NRWSSP</li> <li>• PIM Annex 6: District Operation Manual (DOM)</li> <li>• "Chapter 1: New Approach to Rural Water Supply and Sanitation Development"</li> <li>➢ Handout 1: What do you know already?</li> <li>➢ Handout 2: NRWSSP strategies</li> <li>• The Opportunities and Obstacles to Development- A community Participatory Planning Methodology</li> </ul>
2. Roles and responsibilities	<ul style="list-style-type: none"> <li>• Explain their own roles and activities which the</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction of the integrated approach of water, sanitation and</li> </ul>	<ul style="list-style-type: none"> <li>• Establish FLIPCHART STATIONS for</li> </ul>

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
of DWST and relations with other key players [Module 3, 4 & 5]	LGA has to carry out in RWSS projects <ul style="list-style-type: none"> <li>Name the other key players and explain their roles and linkage with DWST</li> <li>Identify strategies for improving their teamwork.</li> </ul>	<p>hygiene promotion</p> <ul style="list-style-type: none"> <li>Roles and responsibilities of DWST and other key players <i>(The session is to be facilitated to cover the following points with reviewing results of the assignment which was given to the participants in the 1<sup>st</sup> training course.)</i> <ul style="list-style-type: none"> <li>RWSS project cycle and activities to be implemented by DWST in each phase</li> <li>Demarcation of roles and responsibilities among DWST members according to the activities in the RWSS project cycle</li> <li>Roles and responsibilities of other key players in RWSS sub-sector</li> </ul> </li> <li>Review of experiences and challenges in working as DWST</li> <li>Leadership and teamwork for effective management of DWST</li> </ul>	<p>each of the key players – Community, WATSAN, Facilitator, DWST, Council Tender Board, Service Providers</p> <ul style="list-style-type: none"> <li>PIM Annex 6: District Operation Manual (DOM)</li> <li>“Chapter 2, 3 &amp; 4”</li> <li>PIM Annex 5: Programme Operation Manual (POM)</li> <li>“Chapter 3, 4, 5 &amp; 6”</li> <li>Handouts 3, 4, 5 &amp; 6</li> <li>The Opportunities and Obstacles to Development- A community Participatory Planning Methodology</li> </ul>
3. Promoting demand [Module 6 & 7]	<ul style="list-style-type: none"> <li>Explain the purpose and strategies for DRA and COM</li> <li>Facilitate discussion on what the community needs to do to participate in NRWSSP</li> <li>Develop a plan for a training workshop to brief NRWSSP promoters at the district level</li> </ul>	<ul style="list-style-type: none"> <li>Factors to contribute/ hinder sustainability of RWSS</li> <li>Features of Demand Responsive Approach (DRA)</li> <li>Features of Community Ownership and Management (COM)</li> <li>Strategies to promote DRA supported with the community ownership</li> <li>Outline of the process to be involved for participation of communities in NRWSSP</li> <li>Planning for community sensitization on NRWSSP <ul style="list-style-type: none"> <li>Setting key issues to be shared with the community members on NRWSSP</li> <li>Sequence of facilitation in the sensitization workshop at the community level</li> <li>Identification of the NRWSSP promoters in the district</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>PIM Annex 5: Programme Operation Manual (POM)</li> <li>“Chapter 4, 5 &amp; 6”</li> <li>PIM Annex 6: District Operation Manual (DOM)</li> <li>“Chapter 4 &amp; 6”</li> <li>Field Monitoring and Coaching Guide (PIM Annex 8)</li> <li>A matrix indicating Phases of the RWSSP, activities and players</li> <li>Handouts 7 &amp; 8</li> <li>The Opportunities and Obstacles to Development- A community Participatory Planning Methodology</li> </ul>
4. Application for NRWSSP by communities and verification of demand by DWST [Module 8]	<ul style="list-style-type: none"> <li>Explain type of information to be filled in the application form by communities</li> <li>Facilitate community discussion on situation analysis and needs ranking for preparation of the application form</li> </ul>	<ul style="list-style-type: none"> <li>Purpose of requesting the community for submission of the application form</li> <li>Information to be collected through application form from the communities</li> <li>Salient points to be explained to the communities for</li> </ul>	<ul style="list-style-type: none"> <li>Community Application Form for NRWSSP Support (POM Annex C)</li> <li>Verification Checklist</li> <li>PIM Annex 6: District Operation Manual (DOM)</li> </ul>

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
	<ul style="list-style-type: none"> <li>Describe the procedures to be involved in demand verification</li> <li>Use the forms designed for verification of demand</li> </ul>	<p>preparation of the form</p> <ul style="list-style-type: none"> <li>Useful methods to facilitate the communities in situation analysis and identification/ prioritization of needs</li> <li>Channel for the communities for submission of the application form</li> <li>Aspects and techniques of verification of the applications</li> </ul>	<p>“Chapter 3: Getting Started”</p> <ul style="list-style-type: none"> <li>PIM Annex 5: Programme Operation Manual (POM)</li> <li>“Chapter 4 &amp; 5”</li> <li>Handout 9</li> <li>The Opportunities and Obstacles to Development- A community Participatory Planning Methodology</li> </ul>
5. Selecting communities for NRWSSP [Module 9]	<ul style="list-style-type: none"> <li>Explain the importance of setting criteria for the selection process</li> <li>Choose communities to be assisted on an objective basis</li> </ul>	<ul style="list-style-type: none"> <li>Review of the selection procedures of the target communities of RWSS projects in the districts</li> <li>Selection process of the target communities in NRWSSP</li> <li>Setting the community selection criteria</li> <li>Techniques for scoring and weighting</li> <li>Follow-up of the application forms which are not considered for implementation in the year</li> </ul>	<ul style="list-style-type: none"> <li>Handout 10: Examples of Community Selection Criteria</li> <li>Handout 11: Community Scoring Sheet</li> <li>Handout 12: Community Ranking and Selection Sheet</li> <li>PIM Annex 6: District Operation Manual (DOM)</li> <li>“Chapter 3: Getting Started”</li> <li>PIM Annex 5: Programme Operation Manual (POM)</li> <li>“Chapter 4 &amp; 5”</li> <li>The Opportunities and Obstacles to Development- A community Participatory Planning Methodology</li> </ul>
6. Deciding scale of Programme [Module 10]	<ul style="list-style-type: none"> <li>Determine the number of communities to be assisted by the LGA over a single project cycle</li> </ul>	<ul style="list-style-type: none"> <li>Lessons learnt from the past experiences of the districts on appropriate scale of the annual plan (Problems caused by the overestimated or underestimated scale of the plan)</li> <li>Assessment of available human resources and their capacities for implementation of the annual plan</li> <li>Assessment of the available fund</li> <li>Other key factors which determine the scale of a single project cycle and annual plan of DWSP</li> </ul>	<ul style="list-style-type: none"> <li>PIM Annex 6: District Operation Manual (DOM)</li> <li>Guidelines for Planning and Operating District Water and Sanitation Grants (PIM- Annex 3)</li> <li>Case studies</li> <li>The Opportunities and Obstacles to Development- A community Participatory Planning Methodology</li> </ul>
7. Appraisal of community proposals [Module 11]	<ul style="list-style-type: none"> <li>Advise how to complete the Facilities and Management Plan (FMP)</li> <li>Appraise FMP – Form A with considering key</li> </ul>	<ul style="list-style-type: none"> <li>Purposes and procedures to prepare FMP through the preliminary and detailed design surveys</li> <li>Composition of and items included in FMP</li> </ul>	<ul style="list-style-type: none"> <li>FMP form A &amp; B (POM/Annex F &amp; I)</li> <li>Guidelines for Facilitating Community Planning Process of Water and</li> </ul>

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
	aspects including water resources potential, design criteria of the water supply plan, operation and maintenance, and others <ul style="list-style-type: none"> <li>• Decide which ones are suitable to be funded and which ones need to be sent back for more work</li> </ul>	<ul style="list-style-type: none"> <li>• Outline of process for appraisal of FMP – Part A</li> <li>• Setting criteria for appraisal of FMP – Part A</li> <li>• Considerations in appraisal of FMP – Form A</li> <li>• Follow-up of the proposals which need to be revisited</li> <li>• Signing agreement between the LGA and the community</li> </ul>	Sanitation Projects (PIM – Annex 12) <ul style="list-style-type: none"> <li>• Project Appraisal Checklist (POM – Annex D)</li> <li>• Example of the Project Agreement (POM – Annex H)</li> <li>• The Opportunities and Obstacles to Development- A community Participatory Planning Methodology</li> </ul>

**Component 2 : Water Supply Planning**  
(Joint Training with RWST)

(1) Course Objective:

- To equip knowledge and skills for the strategic planning of rural water supply with considering sustainability of water resources in the target area and management by the Community-Owned Water Supply Organization (COWSO)

(2) Target Group:

- 1 DWE from each DWST in the targeted 22 districts
- 1 RWA from each RWST in the targeted 4 regions

(3) Training Venue:

- Participants from Coast Region and Dar es Salaam Region to be trained, separately, in Dar es Salaam
- Participants from Lindi Region and Mtwara Region to be trained, separately, in Mtwara

(4) Duration of the Training Course:

5 days/ training x 2 times = 10 days in total

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
1. Flow of formulation of preliminary and detail design of rural water supply projects [Module 16&18]	<ul style="list-style-type: none"> <li>• Explain activities to be involved for preparation of preliminary and detail design of rural water supply projects</li> </ul>	<ul style="list-style-type: none"> <li>• Component of survey items</li> <li>• Factors considered in water supply planning</li> </ul>	<ul style="list-style-type: none"> <li>• Programme Implementation Manual “Chapter 3: Planning Process”</li> <li>• Handout prepared by trainer</li> <li>• Present DWSP (required from each district of participants)</li> </ul>
2. Assessment of water resources potential [Module 18]	<ul style="list-style-type: none"> <li>• Explain principles of water resource management in water supply planning</li> <li>• Utilize the support services by BWO in water resources assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Significance of integration of water resources management in water supply planning</li> <li>• Utilization of hydrogeological data prepared by BWO for water resource plan</li> <li>• Flow of water resources development</li> <li>• Water quality assessment</li> </ul>	<ul style="list-style-type: none"> <li>• PIM Annex 1: Water Resource Management Programme Operation Manual</li> <li>• Preliminary hydrogeological maps prepared by BWO</li> <li>• Handouts to be prepared by the trainer</li> </ul>
3. Consideration of socio-economic conditions [Module 18 & 20]	<ul style="list-style-type: none"> <li>• Incorporate the socio-economic aspects in surveys and analysis in the water supply planning</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment of conditions of water use and water demand</li> <li>• Willingness and capacity of the user communities in operation and maintenance</li> <li>• Willingness to Pay (WTP) and Affordability to Pay (ATP) for operation and maintenance costs</li> <li>• Knowledge, attitude, and practice of the community members in</li> </ul>	<ul style="list-style-type: none"> <li>• Handouts to be prepared by the trainer</li> </ul>



Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
		<ul style="list-style-type: none"> <li>hygiene</li> <li>Gender mainstreaming</li> </ul>	
4. Water supply planning [Module 18]	<ul style="list-style-type: none"> <li>• Explain how to balance the water demand and water resources potential in water supply planning</li> </ul>	<ul style="list-style-type: none"> <li>• Unit supply rate</li> <li>• Water demand projection</li> <li>• Integration of demand and water resource potential in planning</li> </ul>	<ul style="list-style-type: none"> <li>• Handouts to be prepared by the trainer</li> </ul>
5. Facility plan and design [Module 18]	<ul style="list-style-type: none"> <li>• Optimize the service level and size of the facility based on the technology options and socio-economic factors</li> </ul>	<ul style="list-style-type: none"> <li>• Technology options for community water supply facilities in WSDP</li> <li>• Design standard</li> <li>• Optimizing the service level and size of the facility</li> <li>• Construction and procurement plans</li> </ul>	<ul style="list-style-type: none"> <li>• Handouts to be prepared by the trainer</li> </ul>
6. Operation and maintenance plan [Module 18]	<ul style="list-style-type: none"> <li>• Advise the communities on appropriate operation and maintenance structure and indicative cost for OM</li> </ul>	<ul style="list-style-type: none"> <li>• Comparison of OM models (VVC, COWSO)</li> <li>• Procedures for legal registration of COWSO</li> <li>• Estimation of OM and replacement costs</li> </ul>	<ul style="list-style-type: none"> <li>• Handouts to be prepared by the trainer</li> <li>• PIM Annex 10: Management Models for Water User Entities</li> <li>• PIM Annex 13: Community Water Supply and Management Manual</li> <li>• Case study</li> </ul>
7. Impact assessment [Module 18]	<ul style="list-style-type: none"> <li>• Explain required procedures for social and environmental impact assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Regulations and guidelines to administer the social and environmental impact assessment in RWSSP/WSDP</li> <li>• Procedures of social and environmental impact assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Handouts to be prepared by the trainer</li> <li>• PIM Vol. 5: Environmental and Social Management Framework</li> </ul>
8. Appraisal of the community subprojects [Module 18]	<ul style="list-style-type: none"> <li>• Explain factors to be checked for appraisal of feasibility of the proposed community subprojects</li> <li>• Utilize support services by BWO and RWST in appraisal of the subprojects</li> </ul>	<ul style="list-style-type: none"> <li>• Checkpoints for appraisal of the preliminary design, tender documents and cost estimation prepared by the service provider <ul style="list-style-type: none"> <li>➢ Institutional/ organizational factors</li> <li>➢ Economic and financial factors</li> <li>➢ Technical factors</li> </ul> </li> <li>• Roles of BWO and RWST in appraisal of preliminary and detail design of the subprojects</li> </ul>	<ul style="list-style-type: none"> <li>• Handouts to be prepared by the trainer</li> <li>• Case study</li> </ul>

### 3<sup>rd</sup> Training Phase: Project Management

#### Component 1: Project Management (Joint Training with RWST)

(1) Course Objective:

- To enhance knowledge and skills of DWST/ RWST members in the project management which requires consciousness to link the activities of DWST/ RWST with the organizational goal and output.
- To improve capacities of DWST for management of the outsourcing process in RWSS projects for preparation of the preliminary and detail designs of the community subprojects and tendering procedures for selection of contractors under the first phase of WSDP.
- To strengthen capacities of RWST to provide DWST with advisory services on the contract management.

(2) Target Group:

- DWE and DPLO from each DWST in the targeted 22 districts
- RWA and RPO from each RWST in the targeted 4 regions

(3) Training Venue:

- Participants from Coast Region and Dar es Salaam Region to be trained, jointly, in Dar es Salaam
- Participants from Lindi Region and Mtwara Region to be trained, jointly, in Mtwara

(4) Duration of the Training Course:

5 days/ training x 2 times = 10 days in total

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
1. Introduction to the project cycle management with using the logical framework	<ul style="list-style-type: none"> <li>• Explain flow of the project cycle management with using the logical framework</li> </ul>	<ul style="list-style-type: none"> <li>• Meaning of the project management and project cycle</li> <li>• Structure of the logical framework</li> </ul>	<ul style="list-style-type: none"> <li>• Manual on the project cycle management with using logical framework (to be prepared by the trainer)</li> </ul>
2. Stakeholders analysis	<ul style="list-style-type: none"> <li>• Explain factors to be considered in analyzing different social clusters of the stakeholders</li> <li>• Explain type of the tools which can be used for the stakeholders analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Procedures of the stakeholders analysis</li> <li>• Tools for the stakeholders analysis</li> <li>• Consideration of different clusters of the society</li> </ul>	<ul style="list-style-type: none"> <li>• Manual on the project cycle management with using logical framework (to be prepared by the trainer)</li> </ul>
I. Project Cycle Management based on the Logical Framework			

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
1. Project Cycle Management based on the	3. Problem analysis & objective analysis	<ul style="list-style-type: none"> <li>Procedures of the problem/ objective analysis</li> </ul>	<ul style="list-style-type: none"> <li>Manual on the project cycle management with using logical framework (to be prepared by the trainer)</li> </ul>
	4. Formulation of the logical framework	<ul style="list-style-type: none"> <li>Procedures of selection of approaches based on the objective analysis</li> <li>Procedures to develop the logical framework</li> </ul>	<ul style="list-style-type: none"> <li>Manual on the project cycle management with using logical framework (to be prepared by the trainer)</li> </ul>
II. Result Based Management (RBM) in the Project Cycle	5. Activities linked to the expected output [Module 14A & 14B]	<ul style="list-style-type: none"> <li>Concept and significance of RBM</li> <li>Objectives of the Project in different clusters (LGAs, communities)</li> <li>Activities necessary for achieving objectives</li> </ul>	<ul style="list-style-type: none"> <li>Log frame for District Development Plan (required from each district of participants)</li> <li>Handouts on RBM (to be prepared by Trainer)</li> </ul>
	6. Managing assumptions and risk and success factors [Module 14C & 14D]	<ul style="list-style-type: none"> <li>Definition of assumptions and risks</li> <li>Significance of success factors</li> <li>Identification of assumptions and risk/ success factors in relation to activities and objectives</li> <li>Strategic approaches to mitigate negative impacts from assumptions and risks</li> <li>Strategic plan to fulfill the appropriate conditions of success factors</li> </ul>	<ul style="list-style-type: none"> <li>Log frame for District Development Plan (required from each district of participants)</li> <li>Handouts on RBM (to be prepared by Trainer)</li> </ul>
7. Monitoring and evaluation [Module 14E]	<ul style="list-style-type: none"> <li>Design monitoring and evaluation plans including indicators for LGAs and communities</li> <li>Develop the monitoring sheet for field works</li> <li>Incorporate monitoring and evaluation plans with assumptions/risks and success factors</li> </ul>	<ul style="list-style-type: none"> <li>Significance of integration of M&amp;E plan in the project</li> <li>Indicators used in M&amp;E of WSS projects</li> <li>Monitoring methods and tools</li> <li>Evaluation criteria of projects</li> </ul>	<ul style="list-style-type: none"> <li>PIM Annex 5: Programme Operation Manual (POM)</li> <li>“Chapter 11: Monitoring and Evaluation”</li> <li>PIM Annex 6: District Operation Manual (DOM)</li> <li>“Chapter 9: Monitoring, Evaluation and Reporting”</li> <li>PIM Volume 3: Financial Management Addendum</li> <li>“Section 7: Auditing and Monitoring Arrangements”</li> <li>Products from prior sessions (14B – 14D)</li> </ul>

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
8. Information sharing for management of the change processes [Module 14G]	<ul style="list-style-type: none"> <li>Strategize the flow and measures of communication</li> <li>Develop the report formats incorporated with Monitoring and Evaluation plans</li> <li>Write the progress of projects</li> </ul>	<ul style="list-style-type: none"> <li>Significance of information sharing and documentation of the processes and results in DWST/RWST</li> <li>Experiences of DWST/RWST in information sharing and documentation of activities</li> <li>Report formats incorporated with Monitoring and Evaluation plans</li> <li>Proper report writing</li> </ul>	<ul style="list-style-type: none"> <li>PIM Annex 8: Field Monitoring and Coaching Guide</li> <li>Products from prior sessions (14E)</li> <li>PMO-RALG M&amp;E formats</li> </ul>
9. Procurement and contract management [Module 17A & 17B]	<ul style="list-style-type: none"> <li>Review and improve knowledge on procurement and contract management under the WSDP framework.</li> </ul>	<ul style="list-style-type: none"> <li>Lessons learnt from previous experiences of the participants and trainers on the contract management to facilitate the followings; <ul style="list-style-type: none"> <li>Transparency and accountability of the selection process of consultants and contractors</li> <li>Rights and obligations of the client and those of consultants/ contractors/ suppliers in the general conditions of the contracts under WSDP</li> </ul> </li> <li>Code of conduct of the client for the contract management</li> </ul>	<ul style="list-style-type: none"> <li>Public Procurement Act, 2004</li> <li>Public Procurement (Goods, works, non-consultant services and disposal of public asset by tender) Regulations, 2005</li> <li>Public Procurement (Selection and employment of Consultancy) Regulations, 2005</li> <li>Local Government Authorities Tender Boards (Establishment and Proceedings) Regulations</li> <li>Guidelines: Selection and Employment of Consultants by World Bank Borrowers</li> <li>PIM Volume 4: WSDP procurement Manual</li> <li>Case study (to be prepared by the trainer)</li> </ul>

**Component 2 : Sanitation and Hygiene Promotion**  
(Joint Training with RWST)

- (1) Course Objective:
- To strengthen capacity of DWST in formulation of the integrated approaches and activities of water, sanitation and hygiene with encouraging community participation.
- (2) Target Group:  
DHO and DEO from each DWST in the targeted 22 districts and RHO and REO in the target 4 regions
- (3) Training Venue:  
  - Participants from Coast Region and Dar es Salaam Region to be trained, jointly, in Dar es Salaam
  - Participants from Lindi Region and Mtwara Region to be trained, jointly, in Mtwara
- (4) Duration of the Training Course:  
5 days/ training for each region (including 1 day field practice) x 2 times = 10 days in total

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
1. National strategies on sanitation and hygiene promotion [Module 12A]	<ul style="list-style-type: none"> <li>Identify strategies and approaches for sanitation and hygiene promotion</li> <li>Explain the reasons for the integration of water supply, hygiene and sanitation;</li> <li>Formulate DWSP which integrates the hygiene and sanitation promotion with considering strategies for the new approach; and</li> <li>Explain technology options for the improved sanitation.</li> </ul>	<ul style="list-style-type: none"> <li>Experiences of the districts in sanitation and hygiene promotion</li> <li>Links between water, sanitation and hygiene</li> <li>Policies and strategies for sanitation and hygiene promotion in NAWAPO, NWSDS, WSDP/ NRWSSP</li> </ul>	<ul style="list-style-type: none"> <li>PIM Annex 5: Programme Operation Manual (POM)</li> <li>“Chapter 7: Hygiene and Sanitation”</li> <li>PIM Annex 6: District Operation Manual (DOM)</li> <li>“Chapter 5: Health Promotion”</li> </ul>
2. Participatory Hygiene and Sanitation Transformation (PHAST) [Module 12B]	<ul style="list-style-type: none"> <li>Explain what the PHAST objectives are;</li> <li>Formulate the plan of activities for participatory planning, implementation, monitoring and evaluation of sanitation and hygiene promotion with using combination of the PHAST tools.</li> </ul>	<ul style="list-style-type: none"> <li>Characteristics of PHAST</li> <li>Water borne/ related diseases and transmission cycle</li> <li>Health awareness and community change</li> <li>Step-by-step activities with using PHAST</li> <li>Making PHAST tools which reflect local situation</li> <li>Capacity building of hygiene promoters at the community level</li> <li>Challenges and actions to be made for PHAST implementation</li> </ul>	<ul style="list-style-type: none"> <li>PIM Annex 5: Programme Operation Manual (POM)</li> <li>“Chapter 7: Hygiene and Sanitation”</li> <li>PIM Annex 6: District Operation Manual (DOM)</li> <li>“Chapter 5: Health Promotion”</li> <li>Participatory Hygiene and Sanitation Transformation “A new approach to</li> </ul>

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
3. Community-Led Sanitation (CLTS) Total [N/A]	<ul style="list-style-type: none"> <li>Understand the concepts of CLTS.</li> <li>Equip with CLTS facilitation skill.</li> <li>Incorporate CLTS into O&amp;OD of community based planning process</li> </ul>	<ul style="list-style-type: none"> <li>Characteristics of CLTS</li> <li>Community facilitation using CLTS</li> <li>Application of CLTS in the planning process of WSDP.</li> <li>Field practice for improvement of school hygiene and sanitation.</li> </ul>	<p>working with communities” (UNDP/WB Water and Sanitation Program”</p> <ul style="list-style-type: none"> <li>Not available in PIM</li> <li>Practical guide to triggering community-led total sanitation (Kamal Kar, IDS, University of Sussex, UK)</li> </ul>
4. School sanitation and hygiene education [Module 12C]	<ul style="list-style-type: none"> <li>Describe the features/ objectives of the school sanitation programme;</li> <li>Describe their own roles in relation to the school sanitation programme; and</li> <li>Formulate action plan to facilitate SSH programme as a part of DWSP.</li> </ul>	<ul style="list-style-type: none"> <li>Objectives and components of activities of SSH</li> <li>Creating a conducive environment for SSH in the RWSS at the district, school and community levels</li> <li>Actors and their roles in SSH</li> <li>Capacity building of individuals and organizations involved in SSH</li> <li>Participatory planning, implementation, O&amp;M, monitoring and evaluation of SSH</li> <li>Improvement of design of water supply and environmental facilities at the school</li> </ul>	<ul style="list-style-type: none"> <li>PIM Annex 5: Programme Operation Manual (POM)</li> <li>“Chapter 7: Hygiene and Sanitation”</li> <li>PIM Annex 6: District Operation Manual (DOM)</li> <li>“Chapter 5: Health Promotion”</li> </ul>
5. Technology options for improvement of sanitation [Module 12A]	<ul style="list-style-type: none"> <li>Explain technology options for the improved sanitation; and</li> <li>Make a proper selection of technologies with considering conditions of users and environment.</li> </ul>	<ul style="list-style-type: none"> <li>Specifications of technology options.</li> <li>Comparison of characteristics of technology options.</li> <li>Water and selected technology options.</li> <li>Assessment on social and environmental impact derived from introduction of selected technology options.</li> </ul>	<ul style="list-style-type: none"> <li>PIM Annex 5: Programme Operation Manual (POM)</li> <li>“Chapter 7: Hygiene and Sanitation”</li> <li>External materials (currently being inquired)</li> </ul>
6. Social marketing for the improved sanitation [N/A]	<ul style="list-style-type: none"> <li>Understand the concepts of social marketing,</li> <li>Outline the process of social marketing; and</li> <li>Explain application of social marketing to hygiene and sanitation promotion.</li> </ul>	<ul style="list-style-type: none"> <li>What is social marketing?</li> <li>How is social marketing different from traditional marketing theories?</li> <li>Formative research, analysis, strategy and plan development in social marketing.</li> <li>Development of effective messages and materials.</li> <li>Implementation of plan by using locally available effective means.</li> <li>Monitoring, evaluation including basics, designs and methods and feed-back to improve plans.</li> <li>Case studies on application of social marketing to hygiene and</li> </ul>	<ul style="list-style-type: none"> <li>Not available in PIM</li> <li>External materials (currently being inquired)</li> <li>Reference “Hand-on Social Marketing: A Step-by-Step Guide”, Karen Bemstein, 1999</li> </ul>

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
7. Mainstreaming HIV/AIDS in RWSSP [Module 13]	<ul style="list-style-type: none"> <li>• Talk about the personal impact of HIV/AIDS on their lives and their feelings towards people with HIV/AIDS;</li> <li>• Explain why HIV/AIDS has been integrated into NRWSSP; and</li> <li>• Explain the strategy for implementing HIV/AIDS mainstreaming and action.</li> </ul>	sanitation promotion. <ul style="list-style-type: none"> <li>• Links between water, sanitation, hygiene and HIV/AIDS</li> <li>• Impact of HIV/AIDS on service provision in the water and sanitation sector</li> <li>• Impact of HIV/AIDS on sustainability of community-based water and sanitation projects</li> <li>• Impact on HIV/AIDS on demand for water and sanitation services</li> <li>• Action plan to Integrate HIV/AIDS mitigation component into the activities in the NRWSSP process</li> </ul>	<ul style="list-style-type: none"> <li>• PIM Annex 6: District Operation Manual (DOM)</li> <li>• “Chapter 5: Health Promotion”</li> </ul>

#### 4<sup>th</sup> Training Phase : Strengthening of Support Services

##### Component 1 : Support Services for the Community-Based O&M and Hygiene Promotion

- (1) Course Objective:
- To strengthen the network of human resources and organizations in the districts to extend support services for the community-based O&M and hygiene promotion activities. It focuses on measures for utilization of the extension workers and CBOs/NGOs in the districts as the facilitators to support WATSAN/WUE in management of the community subprojects.
- (2) Target Group:  
DWE, DHO, DCDCO, DEO in the targeted 22 LGAs
- (3) Training Venue:
- Participants from Coast Region to be trained in Dar es Salaam
  - Participants from Dar es Salaam Region to be trained in Dar es Salaam
  - Participants from Lindi Region to be trained in Mtwara
  - Participants from Mtwara Region to be trained in Mtwara
- (4) Duration of the Training Course:  
5 days/ training for each region x 4 times = 20 days in total

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
1. Roles & responsibilities of extension workers of the district council and CBOs/NGOs in RWSSP [Module 6, 7]	<ul style="list-style-type: none"> <li>• Describe the activities to be undertaken during implementation phase of the district and community project cycle;</li> <li>• Identify who is responsible for what activities and in implementation phase;</li> </ul>	<ul style="list-style-type: none"> <li>• Activities and their components to be undertaken according to the RWSSP cycle</li> <li>• Terms of Reference (TOR) of FSPs in implementation of RWSSP</li> <li>• Responsibilities of each player in implementation of the identified activities</li> <li>• Outline of the process to be involved for participation of communities in RWSSP</li> </ul>	<ul style="list-style-type: none"> <li>• PIM Annex 5: Programme Operation Manual (POM) “Chapter 4, 5 &amp; 6”</li> <li>• PIM Annex 6: District Operation Manual (DOM) “Chapter 4 &amp; 6”</li> <li>• A matrix indicating Phases of the RWSSP, activities and players</li> </ul>
2. Facilitation skills on water supply and hygiene & sanitation promotion [Module 6, 7, 15]	<ul style="list-style-type: none"> <li>• Facilitate a discussion on what the community needs to do to participate in RWSSP</li> <li>• Facilitate effective discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation skills in various situations</li> <li>• Planning for community sensitization on RWSSP</li> </ul> <ol style="list-style-type: none"> <li>1. Setting key issues to be shared with the community members on RWSSP</li> <li>2. Sequence of facilitation in the sensitization workshop at the community level</li> </ol>	<ul style="list-style-type: none"> <li>• Field Monitoring and Coaching Guide (PIM Annex 8)</li> <li>• PIM Annex 14: Facilitation Manual</li> </ul>



Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
3. Community management, Community O&M management models and registration procedures [Module 7]	<ul style="list-style-type: none"> <li>Explain the purpose and strategies for DRA and COM</li> <li>Explain the basic information on RWSSP</li> </ul>	<p>3. Identification of the RWSSP promoters in the district</p> <ul style="list-style-type: none"> <li>Features of Community Ownership and Management (COM)</li> <li>Case study on management models in Tanzania</li> <li>Legal status of WATSAN/WUE</li> <li>Registration procedures of WUE</li> </ul>	<ul style="list-style-type: none"> <li>PIM Annex 5: Programme Operation Manual (POM) “Chapter 4, 5 &amp; 6”</li> <li>PIM Annex 6: District Operation Manual (DOM) “Chapter 4 &amp; 6”</li> </ul>
4. Gender mainstreaming [Module 20]	<ul style="list-style-type: none"> <li>Describe gender issues in water, sanitation and hygiene projects;</li> <li>Explain why gender issues have been integrated into NRWSP;</li> <li>Explain the strategy for implementing gender mainstreaming in water supply and sanitation projects</li> <li>Apply approaches and methodologies for the gender analysis in the project planning, implementation, monitoring and evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>National and sector strategies for mainstreaming gender issues</li> <li>Consideration of gender issues in each stage of the project cycle</li> <li>Methodologies and tools for applying gender approach in RWSS projects</li> </ul>	<ul style="list-style-type: none"> <li>NAWAPO 2002</li> <li>NWSDS 2005 to 2015 Final Draft</li> <li>Guidelines and manuals related to gender mainstreaming and consideration (to be obtained from related organization)</li> </ul>
5. Participatory monitoring and evaluation of WSS situation and O&M [Module 14F]	<ul style="list-style-type: none"> <li>Assess the progress of projects according to indicators</li> <li>Analyze the project situations based on the assessment</li> <li>Identify the factors negatively affecting the progress</li> <li>Develop the follow-up plans to mitigate the negative factors</li> </ul>	<ul style="list-style-type: none"> <li>Quality and quantity of filled information</li> <li>Assessment of the progress</li> <li>Situation analysis in LGAs and communities</li> <li>Positive and negative factors in projects</li> <li>Follow-up plan</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring sheets (required to be filled according to Monitoring and Evaluation Plan)</li> <li>Monitoring and Evaluation Plans (required from each district of participants)</li> <li>Log frame for District Development Plan (required from each district of participants)</li> </ul>
6. Guidelines and manuals for the facilitators [N/A]	<ul style="list-style-type: none"> <li>Utilize existing guidelines and manuals effectively on their facilitation work in communities</li> </ul>	<ul style="list-style-type: none"> <li>Active use of existing guidelines and manuals</li> </ul>	<ul style="list-style-type: none"> <li>Field Monitoring and Coaching Guide (PIM Annex 8)</li> <li>Guidelines and manuals related to facilitation (to be obtained from related organization)</li> </ul>

### Component 2 : Supervision of Service Providers

- (1) Course Objective:
- To strengthen knowledge, skills and attitude of DWEs in technical supervision of the service providers, contractors and suppliers to ensure meeting the required standard of the water supply and sanitation services.
- (2) Target Group:
- DWE (5 days), Water technician (3 days)\* and DT (2 days)\* in the targeted 22 LGAs
- \*: Water technician will participate in 1<sup>st</sup> to 3<sup>rd</sup> sessions (3 days including 1 day field practice) while DT will participate in 4<sup>th</sup> to 6<sup>th</sup> (2 days)
- (3) Training Venue:
- Participants from Coast Region and Dar es Salaam Region to be trained, jointly, in Dar es Salaam
  - Participants from Lindi Region and Mtwara Region to be trained, jointly, in Mtwara
- (4) Duration of the Training Course:
- 5 days/ training for each region (including 1 day field practice) x 2 times = 10 days in total

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
1. Technical supervision of the works by service providers and contractors [Module 14H, 14I]	<ul style="list-style-type: none"> <li>Understand the responsibility and tasks of DWST on supervision of SPs</li> <li>Understand the significance of Terms of Reference</li> </ul>	<ul style="list-style-type: none"> <li>Responsibilities and tasks of DWST in SPs supervision</li> <li>Legal status of Terms of Reference</li> </ul>	<ul style="list-style-type: none"> <li>PIM Annex 6: District Operation Manual (DOM)</li> <li>“Chapter 7: Managing procurement process”</li> <li>Design Manual for Water Supply and Waste Water Disposal</li> </ul>
2. Quality control of workmanship [Module 14H, 14I, 17A]	<ul style="list-style-type: none"> <li>Understand the principles in preparation of quotations and tender documents for procurement of goods, works and services for water sector activities</li> <li>Supervise the progress of works</li> <li>Manage the quality of works</li> </ul>	<ul style="list-style-type: none"> <li>Terms of Reference for various works</li> <li>Focus of supervision on works in scoping survey</li> <li>Focus of supervision on works in detail design</li> <li>Focus of supervision on construction works</li> <li>Field trip to the project site for practice (the site should be where a certain project is ongoing and project consultant will attend us with provision of technical explanation. The project will inquire the possible site if necessary.)</li> </ul>	<ul style="list-style-type: none"> <li>PIM Annex 6: District Operation Manual (DOM)</li> <li>“Chapter 7: Managing procurement process”</li> <li>Design Manual for Water Supply and Waste Water Disposal</li> </ul>

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
3. O&M follow-up technical support [N/A]	<ul style="list-style-type: none"> <li>Understand the significance of data management in technical support</li> <li>Assess the O&amp;M status in communities based on the submitted reports</li> <li>Incorporate technical support into DWSP</li> </ul>	<ul style="list-style-type: none"> <li>Linkage between M&amp;E and technical support</li> <li>Assessment of progress in community subprojects</li> <li>Technical support plan in construction and O&amp;M/ follow-up phases</li> <li>Importance of integration of follow-up activities with DWSP</li> </ul>	<ul style="list-style-type: none"> <li>PIM Annex 8: Field Monitoring and Coaching Guide</li> <li>PIM Annex 11: Guide for the Training Watson Committee and Water User Entities</li> <li>PIM Annex 13: Community Water Supply Management Manual</li> <li>PIM Annex 15: Implementation and Management Plan for Community Facilities</li> </ul>
4. Contract Management [Module 17A, 17B]	<ul style="list-style-type: none"> <li>Understand the principles in preparation of quotations and tender documents for procurement of goods, works and services for water sector activities</li> <li>Prepare contract documents according to the type of procured goods, works and services with regard to RWSS projects</li> <li>Explain administrative procedures which should be followed at commencement, completion, modification and termination of the contract and settlement of disputes.</li> </ul>	<ul style="list-style-type: none"> <li>Different types of tender and their advantages and disadvantages</li> <li>General procedures of tender in RWSSP</li> <li>Preparation of terms of reference</li> <li>Supervision of contract</li> <li>Reward and penalty</li> <li>Success factors of contract management</li> <li>Success factors of contract management</li> <li>Hindering factors of contract management</li> <li>Capacity development of private sector by contract management</li> </ul>	<ul style="list-style-type: none"> <li>Public Procurement Act, 2004</li> <li>Public Procurement (Goods, works, and non-consultant services and disposal of public asset by tender) Regulations, 2005</li> <li>Public Procurement (Selection and employment of Consultancy) Regulations, 2005</li> <li>Local Government Authorities Tender Boards (Establishment and Proceedings) Regulations</li> <li>Guidelines: Selection and Employment of Consultants by World Bank Borrowers</li> <li>PIM Volume 4: WSDP procurement Manual</li> </ul>
5. Building cooperative relationship with private sector [Module 17B]	<ul style="list-style-type: none"> <li>Explain administrative procedures which should be followed at commencement, completion, modification and termination of the contract and settlement of disputes.</li> </ul>	<ul style="list-style-type: none"> <li>Advantage and usefulness and of database on local resources</li> <li>Case study in the world</li> <li>Comparison of computer and paper based management systems</li> </ul>	<ul style="list-style-type: none"> <li>To be inquired</li> </ul>
6. Management of database on the available service providers [N/A]	<ul style="list-style-type: none"> <li>Understand the necessary data for service provider database.</li> <li>Prepare the format of database</li> <li>Understand the concept of management and utilization of database in RWSS</li> </ul>		

### 5<sup>th</sup> Training Course: O&M and Follow-up

- (3) Course Objective:
- To strengthen capacity of DWST in planning for the O&M and follow-up stage of RWSS projects.
  - To strengthen capacity of DWST in monitoring and evaluation at the O&M and follow-up stage of RWSS projects.
  - To evaluate achievement of capacity development through RUWASA-CAD and draw lessons learnt and recommendations.
- (2) Target Group:
- DWE, DPO, DHO, DEO and DCDO from each DWST in the targeted 22 districts
- (3) Training Venue:
- Participants from Coast Region and Dar es Salaam Region to be trained in Dar es Salaam respectively
  - Participants from Lindi Region and Mtwara Region to be trained in Mtwara respectively
- (4) Duration of the Training Course:  
5 days/ training x 4 times = 20 days in total

Session	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
1. Operation and Maintenance Requirements for Sustainability	<ul style="list-style-type: none"> <li>• Explain factors contributing/preventing sustainability of RWSS projects.</li> <li>• Analyse O&amp;M in a wider perspective of sustainability.</li> </ul>	<ul style="list-style-type: none"> <li>• Factors which contribute to sustainability of RWSS projects</li> <li>• What is entailed in O&amp;M? - Technical, institutional, financial, social, and environmental aspects of O&amp;M as a recap of the 4<sup>th</sup> training phase</li> <li>• Linkage between adequate O&amp;M of WSS and improvement of health</li> </ul>	<ul style="list-style-type: none"> <li>• Operation and Maintenance of Rural Water Supply and Sanitation Systems, WHO, 2000</li> </ul>
2. Post-Construction Follow-up Support	<ul style="list-style-type: none"> <li>• Explain activities to be conducted by DWST at the follow-up stage.</li> </ul>	<ul style="list-style-type: none"> <li>• Specific objectives and activities of the post-construction follow-up support</li> <li>• Roles and responsibilities among the team members</li> <li>• Facilitation of private sector participation in support service provision for O&amp;M</li> </ul>	<ul style="list-style-type: none"> <li>• POM</li> <li>• DOM</li> <li>• Revised RWSS Project Cycle</li> </ul>

Session	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
3. Monitoring of O&M Conditions	<ul style="list-style-type: none"> <li>Distinguish monitoring of output and outcome in RWSSP/WSDP.</li> </ul>	<ul style="list-style-type: none"> <li>M&amp;E in the project cycle of RWSSP/WSDP</li> <li>Performance indicators for outcome level related to improved access to water and sanitation, hygiene practices and sustainability in RWSSP/WSDP</li> </ul>	<ul style="list-style-type: none"> <li>POM</li> <li>DOM</li> <li>Performance Measurement Framework for RWSSP</li> </ul>
3-2 Indicators for Monitoring at O&M Stage	<ul style="list-style-type: none"> <li>Define indicators according to different issues for monitoring at O&amp;M stage.</li> <li>Formulate a monitoring plan based on the available resources and implementation set-up of RWSSP in the respective districts.</li> </ul>	<ul style="list-style-type: none"> <li>Type of indicators according to different issues for monitoring at O&amp;M stage</li> <li>Steps for the indicator building</li> <li>Design of the monitoring structure and implementation plan</li> </ul>	<ul style="list-style-type: none"> <li>Operation and Maintenance of Rural Water Supply and Sanitation Systems, WHO, 2000</li> <li>D. Narayan, Participatory Evaluation, World Bank, 1993</li> </ul>
4. Evaluation of Community Sub-Projects and Preparation of Follow-up Plan	<ul style="list-style-type: none"> <li>Explain definition of evaluation criteria.</li> <li>Develop follow-up plans for the completed community subprojects.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation criteria; relevance, efficiency, effectiveness, impact, and sustainability</li> <li>Evaluation questions for each criterion in RWSS projects</li> <li>Compilation of the evaluation results</li> <li>Feedback to the follow-up plans for the completed community subprojects and DWSP</li> </ul>	<ul style="list-style-type: none"> <li>POM</li> <li>DOM</li> <li>Project Cycle Management: Monitoring &amp; Evaluation, FASID, 2004</li> <li>Case study</li> </ul>
5. Review of Behaviour Change Realised through RUWASA-CAD Training	<ul style="list-style-type: none"> <li>Formulate action plans for improvement of practices as DWST in implementation of RWSSP.</li> </ul>	<ul style="list-style-type: none"> <li>Self evaluation by respective DWSTs on behaviour change realized through RUWASA-CAD Training</li> <li>Introduction of good practices by LGAs in application of learning in DWST activities</li> <li>Action planning for application of revised RWSS project cycle and project implementation procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Revised RWSS Project Cycle</li> </ul>

## Training Curriculum for RWST

### 2<sup>nd</sup> Training Phase : Project Planning

#### Component 1 : FORMULATION OF RWSP

- (1) Course Objective:
- To strengthen capacities of participants in planning of Regional Water and Sanitation Plan based on principles of the National Water Policy, National Water Sector Development Strategy, and Water Sector Development Programme.
  - To enhance understanding of participants on support services to be rendered by RWSTs at promotion and planning stages of the District Water and Sanitation Plan.
- (2) Target Group:  
RWA, RPO, RCDO, and RHO from each RWST in the targeted four regions
- (3) Training Venue:  
  - Participants from Coast Region and Dar es Salaam Region to be trained in Dar es Salaam
  - Participants from Lindi Region and Mtwara Region to be trained in Mtwara
- (4) Duration of the Training Course:  
5 days/ training x 2 times = 10 days in total

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
1. National policies and strategies related to RWSS sub-sector	<ul style="list-style-type: none"> <li>• Draw out participants' prior knowledge and experience on implementation of NAWAPO</li> <li>• Explain the difference between the "old approach (supply-driven)" and the "new approach (demand-driven)"</li> <li>• Explain the basic strategies of the new approaches based on NAWAPO 2002, NWSDS, and WSDP/ NRWSSP</li> </ul>	<ul style="list-style-type: none"> <li>• Principles and strategies of NAWAPO, NWSDS and WSDP/NRWSSP including;               <ul style="list-style-type: none"> <li>➢ DRA</li> <li>➢ Cost recovery</li> <li>➢ Community ownership and management</li> <li>➢ Private Sector Participation (PSP)</li> </ul> </li> <li>• Review of experiences of the regions in applying the NRWSSP strategies and approaches to implementation of the RWSS projects</li> <li>• Identification of challenges and possible actions to be taken to promote application of the strategies and approaches in the regions</li> </ul>	<ul style="list-style-type: none"> <li>• NAWAPO 2002 – Section on Rural Water Supply</li> <li>• NWSDS</li> <li>• NRWSSP</li> <li>• PIM Annex 6: District Operation Manual (DOM)</li> <li>• "Chapter 1: New Approach to Rural Water Supply and Sanitation Development"</li> <li>➢ Handout 1: What do you know already?</li> <li>➢ Handout 2: NRWSSP strategies</li> </ul>
2. Roles and responsibilities of RWST and relations with	<ul style="list-style-type: none"> <li>• Explain their own roles and activities which RWST has to carry out in RWSS projects</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction of the integrated approach of water, sanitation and hygiene promotion</li> </ul>	<ul style="list-style-type: none"> <li>• Establish FLIPCHART STATIONS for each of the key players – Community,</li> </ul>

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
other key players	<ul style="list-style-type: none"> <li>Name the other key players and explain their roles and linkage with RWST</li> <li>Identify strategies for improving their teamwork.</li> </ul>	<ul style="list-style-type: none"> <li>Roles and responsibilities of RWST and other key players <i>(The session is to be facilitated to cover the following points with reviewing results of the assignment which was given to the participants in the 1<sup>st</sup> training course.)</i> <ul style="list-style-type: none"> <li>RWSS project cycle and activities to be implemented by DWST in each phase</li> <li>Roles and responsibilities of RWST to support DWSTs in implementation of DWSP</li> <li>Demarcation of roles and responsibilities among RWST members according to the activities in the RWSS project cycle</li> <li>Roles and responsibilities of other key players in RWSS sub-sector</li> </ul> </li> <li>Review of experiences and challenges in working as RWST</li> <li>Leadership and teamwork for effective management of RWST</li> </ul>	<p>WAFSAN, Facilitator, DWST, Council Tender Board, Service Providers</p> <ul style="list-style-type: none"> <li>PIM Annex 6: District Operation Manual (DOM)</li> <li>“Chapter 2, 3 &amp; 4”</li> <li>PIM Annex 5: Programme Operation Manual (POM)</li> <li>“Chapter 3, 4, 5 &amp; 6”</li> <li>Handouts 3, 4, 5 &amp; 6</li> </ul>
3. Setting framework for RWSP	<ul style="list-style-type: none"> <li>Understand significance of formulation of RWSP with considering overall water and sanitation conditions and development strategies in RWSS sector at the regional level.</li> <li>Agree upon a framework that will be used to write RWSP.</li> </ul>	<ul style="list-style-type: none"> <li>Review of existing regional plan for improvement of RWSS</li> <li>Difference between RWSP and DWSP</li> <li>Steps for formulation of RWSP</li> <li>Elements to be included in RWSP</li> <li>Structure or table of contents of RWSP</li> </ul>	<ul style="list-style-type: none"> <li>Handouts to be prepared by trainers</li> </ul>
4. Assessing information available	<ul style="list-style-type: none"> <li>List information currently available at the regional level for formulation of RWSP</li> <li>Identify information which have to be additionally collected for formulation of RWSP</li> <li>Define measures to collect necessary information</li> </ul>	<ul style="list-style-type: none"> <li>Review of availability and quality of data and information included in DWSPs submitted from LGAs in each region</li> <li>Various methods for data collection, pros and cons of each method</li> <li>Designing of data collection for formulation of RWSP in existing reporting and monitoring framework in RWSS sector</li> </ul>	<ul style="list-style-type: none"> <li>Handouts to be prepared by trainers</li> </ul>
5. Support services by RWST at promotion stage	<ul style="list-style-type: none"> <li>Explain strategies and approaches to be employed by DWST in activities at the promotion stage</li> <li>Explain procedures to be followed by RWST for provision of support services to DWST in assessment of basic status of target areas and</li> </ul>	<ul style="list-style-type: none"> <li>Factors to contribute/hinder sustainability of RWSS</li> <li>Features of Demand Responsive Approach (DRA)</li> <li>Features of Community Ownership and Management (COM)</li> <li>Strategies to promote DRA supported with the community ownership</li> <li>Process of activities to be implemented by DWST at the</li> </ul>	<ul style="list-style-type: none"> <li>PIM Annex 5: Programme Operation Manual (POM)</li> <li>PIM Annex 6: District Operation Manual (DOM)</li> <li>A matrix indicating Phases of the RWSSP, activities and players</li> </ul>

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
	<p>application from communities</p>	<p>promotion stage</p> <ul style="list-style-type: none"> <li>• Identification of basic status in target areas</li> <li>• Aspects and techniques of verification of the applications</li> <li>• Selection process of the target communities in NRWSSP</li> <li>• Setting the community selection criteria</li> <li>• Techniques for scoring and weighting</li> </ul>	<ul style="list-style-type: none"> <li>• Handouts to be prepared by trainers</li> </ul>
6. Support services by RWST at planning stage	<ul style="list-style-type: none"> <li>• Explain strategies and approaches to be employed by DWST in activities at the planning stage</li> <li>• Explain procedures to be followed by RWST for provision of support services to DWST in assessment of preliminary design, detail design and Facility and Management Plan (FMP) of community sub-projects.</li> <li>• Assess feasibility of DWSP</li> </ul>	<ul style="list-style-type: none"> <li>• Process of activities to be implemented by DWST at the planning stage</li> <li>• Purposes and procedures to prepare FMP through the preliminary and detailed design surveys</li> <li>• Composition and items included in FMP</li> <li>• Outline of process for appraisal of FMP – Part A</li> <li>• Setting criteria for appraisal of FMP – Part A</li> <li>• Considerations in appraisal of FMP – Part A</li> <li>• Key factors which determine the scale of a single project cycle and annual plan of DWSP</li> </ul>	<ul style="list-style-type: none"> <li>• PIM Annex 5: Programme Operation Manual (POM)</li> <li>• PIM Annex 6: District Operation Manual (DOM)</li> <li>• A matrix indicating Phases of the RWSSP, activities and players</li> <li>• Handouts to be prepared by trainers</li> </ul>
7. Communication and Reporting	<ul style="list-style-type: none"> <li>• Identify areas to be improved for communication and reporting structure in each region.</li> </ul>	<ul style="list-style-type: none"> <li>• Flow of communication and reporting with DWST, BWO, PMO-RALG, and MoWI</li> <li>• Challenges in existing communication and reporting structure in the region</li> <li>• Measures to be taken for improvement of the existing structure</li> </ul>	<ul style="list-style-type: none"> <li>• PIM Annex 5: Programme Operation Manual (POM)</li> <li>• Handouts to be prepared by trainers</li> </ul>
8. Basics of coaching	<ul style="list-style-type: none"> <li>• Understand required actions to be taken by RWST at promotion and planning stages as coaches for capacity building of DWST in the region.</li> </ul>	<ul style="list-style-type: none"> <li>• RWST as coaches for DWST</li> <li>• Action points to guide DWSTs, FSPs and TSPs at the promotion and planning stages</li> </ul>	<ul style="list-style-type: none"> <li>• PIM Annex 8 Field Monitoring and Coaching Guide</li> <li>• Handouts to be prepared by trainers</li> </ul>



#### **4<sup>th</sup> Training Phase : Strengthening of Support Services**

- (1) Course Objective:
- To enhance function of RWST to provide support services to DWST for implementing activities of DWSPs.
- (2) Target Group:  
RWA, RPLO, RHO, RCDO, REO in the target 4 regions
- (3) Training Venue:
- Participants from Coast region an Dar es Salaam region to be trained, jointly, in Dar es Salaam
  - Participants from Lindi region and Mtwara region to be trained, jointly, in Mtwara
- (4) Duration of the Training Course:  
5 days/ training for each region x 2 times = 10 days in total

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
1. Project supervision based on the contract documents between LGAs and TSPs, FSPs, and Contractors <i>[Module 3]</i>	<ul style="list-style-type: none"> <li>• List up items to be supervised/monitored by the Regional Secretariat as the quality assurance in implementation of RWSSP.</li> </ul>	<ul style="list-style-type: none"> <li>• Procedures for checking of tender documents and other contract documents</li> <li>• Planning of supervision/monitoring based on the requirements to TSPs/ FSPs and Contractors specified in the contract documents</li> <li>• Preparation of checklist for design inspection</li> <li>• Preparation for summary of the design review</li> </ul>	<ul style="list-style-type: none"> <li>• Sample of the Request for Proposals (RFP) for procurement of TSP/FSP for the 1<sup>st</sup> cycle of WSDP/ RWSSP</li> <li>• Sample of the Tender Documents for a rural water supply project</li> <li>• Other materials to be proposed by the training consultant</li> </ul>
2. Evaluation of quarterly and annual report <i>[Module 3]</i>	<ul style="list-style-type: none"> <li>• Assess monitoring and evaluation plans including indicators for LGAs and communities</li> <li>• Assess the progress of projects according to indicators</li> <li>• Analyze the project situations based on the assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Technicalities of monitoring indicators and evaluation plans</li> <li>• Systematic assessment of verified indicators versus input to understand the progress of subprojects</li> <li>• Understanding of the environment of subprojects in LGAs and communities</li> </ul>	<ul style="list-style-type: none"> <li>• PIM Annex 5: Programme Operation Manual (POM)</li> <li>• “Chapter 11: Monitoring and Evaluation”</li> <li>• PIM Annex 6: District Operation Manual (DOM)</li> <li>• “Chapter 9: Monitoring, Evaluation and Reporting”</li> </ul>
3. Support on water supply and hygiene & sanitation activities carried out by	<ul style="list-style-type: none"> <li>• Analyze the progress and situation of water supply project based on the assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Systematic assessment of verified indicators versus input to understand the progress of hygiene and sanitation activities</li> </ul>	<ul style="list-style-type: none"> <li>• PIM Annex 5: Programme Operation Manual (POM)</li> <li>• “Chapter 11: Monitoring and</li> </ul>

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
DWSTs <i>[Module 3]</i>	<ul style="list-style-type: none"> <li>Analyze the progress and situation of hygiene and sanitation project based on the assessment</li> </ul>	<ul style="list-style-type: none"> <li>Synthesis of the mitigation measures and advise DWSTs for better implementation of DWSPs</li> </ul>	Evaluation” <ul style="list-style-type: none"> <li>PIM Annex 6: District Operation Manual (DOM)</li> <li>Chapter 9: Monitoring, Evaluation and Reporting”</li> </ul>
4. Support and monitoring community participation in sub projects <i>[Module 3]</i>	<ul style="list-style-type: none"> <li>Prepare support plan based on results of assessment</li> <li>Identify the factors negatively affecting the progress</li> <li>Give suggestions to the follow-up plans of districts</li> </ul>	<ul style="list-style-type: none"> <li>Identification of positive and negative factors in projects</li> <li>Formulation of support plans including hygiene and sanitation activities</li> <li>Formulation of follow-up plan to control positive and negative factors</li> </ul>	<ul style="list-style-type: none"> <li>District Monitoring and Evaluation Plans</li> </ul>

**5<sup>th</sup> Training Course: O&M and Follow-up**

- (1) Course Objective:
- To strengthen capacity of RWST in providing support services at the O&M and follow-up stage.
  - To strengthen capacity of RWST in monitoring and evaluation of RWSSP at the regional level.
  - To evaluate achievement of capacity development through RUWASA-CAD and draw lessons learnt and recommendations.
- (2) Target Group:
- RWA, RPO, RHO, REO and RCDO from each RWST in the targeted 4 regions
- (3) Training Venue:
- All participants are to be trained in Dar es Salaam.
- (4) Duration of the Training Course:  
5 days/ training x 1 time = 5 days in total

Session	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
1. Operation and Maintenance Requirements for Sustainability	<ul style="list-style-type: none"> <li>• Explain factors contributing/preventing sustainability of RWSS projects.</li> <li>• Analyse O&amp;M in a wider perspective of sustainability.</li> </ul>	<ul style="list-style-type: none"> <li>• Factors which contribute to sustainability of RWSS projects</li> <li>• O&amp;M requirements from technical, institutional, financial, social, and environmental aspects</li> <li>• Linkage between adequate O&amp;M of WSS and improvement of health</li> </ul>	<ul style="list-style-type: none"> <li>• Operation and Maintenance of Rural Water Supply and Sanitation Systems, WHO, 2000</li> </ul>
2. Post-Construction Follow-up Support	<ul style="list-style-type: none"> <li>• Explain what kind of activities are to be conducted by DWST at the follow-up stage.</li> <li>• Explain requirements in the service provision by RWST at the follow-up stage of the projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Specific objectives and activities of the post-construction follow-up support by DWST</li> <li>• Roles and responsibilities of RWST in support service provision at the follow-up stage.</li> </ul>	<ul style="list-style-type: none"> <li>• POM</li> <li>• DOM</li> <li>• Revised RWSS Project Cycle</li> </ul>

Session	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
3. Monitoring of O&M Conditions	<ul style="list-style-type: none"> <li>Distinguish monitoring of output and outcome in RWSSP/WSDP.</li> </ul>	<ul style="list-style-type: none"> <li>M&amp;E in the project cycle of RWSSP/WSDP</li> <li>Performance indicators for M&amp;E of RWSP/WSDP</li> <li>Responsibilities of RWST in M&amp;E of RWSP/WSDP</li> </ul>	<ul style="list-style-type: none"> <li>POM</li> <li>Performance Measurement Framework for RWSSP</li> </ul>
3-2 Indicators for Monitoring at O&M Stage	<ul style="list-style-type: none"> <li>Define indicators according to different issues for monitoring at O&amp;M stage.</li> <li>Explain requirements on the monitoring plan at the district level.</li> </ul>	<ul style="list-style-type: none"> <li>Type of indicators according to different issues for monitoring at O&amp;M stage</li> <li>Steps for the indicator building</li> <li>Design of the monitoring structure and implementation plan</li> </ul>	<ul style="list-style-type: none"> <li>Operation and Maintenance of Rural Water Supply and Sanitation Systems, WHO, 2000</li> <li>D. Narayan, Participatory Evaluation, World Bank, 1993</li> </ul>
4. Evaluation of Community Sub-Projects and Preparation of Follow-up Plan	<ul style="list-style-type: none"> <li>Explain definition of evaluation criteria.</li> <li>Assess follow-up plans submitted by DWSTs for the completed community subprojects.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation criteria; relevance, efficiency, effectiveness, impact, and sustainability</li> <li>Evaluation questions for each criterion in RWSS projects</li> <li>Compilation of the evaluation results</li> <li>Assessment of the follow-up plans for the completed community subprojects and DWSPs submitted by DWSTs</li> </ul>	<ul style="list-style-type: none"> <li>POM</li> <li>DOM</li> <li>Project Cycle Management: Monitoring &amp; Evaluation, FASID, 2004</li> <li>Case study</li> </ul>
6. Review of Behaviour Change Realised through RUWASA-CAD Training	<ul style="list-style-type: none"> <li>Formulate action plans for improvement of practices as RWST in implementation of RWSSP.</li> </ul>	<ul style="list-style-type: none"> <li>Self evaluation by respective RWSTs on behaviour change realized through RUWASA-CAD Training</li> <li>Introduction of good practices by LGAs and regions in application of learning in DWST/RWST activities</li> <li>Action planning for application of revised RWSS project cycle and project implementation procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Revised RWSS Project Cycle</li> </ul>

## Training Curriculum for BWO

### 1<sup>st</sup> Training Phase : Identification of Present Situation

#### Objectives of the Training for Basin Water Office (BWO)

In order to enhance capacities of the target Basin Water Offices (BWOs) for supporting Districts in managing rural water supply and sanitation projects, the trainings composed of following three components are conducted in the 1<sup>st</sup> training phase.

- Component 1: Basic Skill of Database Management
- Component 2: Basic Skill of GIS
- Component 3: Preparation of Preliminary Hydrogeological Map

Objectives of the trainings are as follows.

- To master basic skills for database management and GIS operation
- To prepare database management system for hydrogeological information
- To prepare preliminary hydrogeological maps in order to support target districts in managing RWSS projects

#### 1. Basic Skill of Database Management and GIS (Component 1 & 2)

##### 1.1 Objectives and Main Topics of Component 1 & 2

Objectives and main topics for component 1 & 2 are mentioned in the following table.

Training Phase and Course Title	Course Objectives	Main Topics
Component 1 : Basic Skill of Database Management	• To master basic skills for database management in order to manage hydrogeological information	• Fundamentals of database management • Designing of database • Querying database
Component 2 : Basic Skill of Geographical Information System (GIS)	• To master basic skills for GIS operation in order to prepare preliminary hydrogeological maps.	• Fundamentals of GIS • GIS data preparation • Linking data from the database system (MS-Access) • Spatial data analysis • Layout preparation

#### 2. Preparation of Preliminary Hydrogeological Map (Component 3)

##### 2.1 Objectives and Main Topics of Component 3

Objectives and main topics for preparation of preliminary hydrogeological map are mentioned in the following table.

Training Phase and Course Title	Course Objectives	Main Topics
Component 3 : Preparation of Preliminary Hydrogeological Map	<ul style="list-style-type: none"> <li>• To improve skills for database management of hydrogeological information</li> <li>• To improve skills for preparation of preliminary hydrogeological maps based on the existing information</li> <li>• To prepare preliminary hydrogeological maps to be distributed to targeted districts</li> </ul>	<ul style="list-style-type: none"> <li>• Creation of database system by MS Access for the management of hydrogeological information</li> <li>• Data processing for preliminary hydrogeological map</li> <li>• Topographic and geological maps</li> <li>• Water quality and well yield distribution maps</li> <li>• Preliminary hydrogeological map with description about hydrogeological characteristics</li> </ul>

## 2<sup>nd</sup> Training Course : Project Planning

### Component 1 : Roles and responsibilities of BWOs in RWSS projects

### Component 2 : Assessment of water resources potential for rural water supply

- (1) Course Objective:
  - To improve intercommunication mechanism between BWO, RWST and DWST
  - To enhance capacity of BWO in supporting DWST for rural water supply planning
- (2) Target Group:
  - Basin Water Officer and Hydrogeologist in the targeted 2 BWOs
- (3) Training Venue:
  - Dar es Salaam
- (4) Duration of the Training Course:
  - 2.5 days training for Component 1 and 2.5 days training for Component 2

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
1. RWSSP sub component [Module I]	<ul style="list-style-type: none"> <li>• Understand the principle of RWSSP</li> <li>• Understand the activities in RWSSP</li> </ul>	<ul style="list-style-type: none"> <li>• RUWASA-CAD Project</li> <li>• Training Plan and Programme</li> <li>• Result of the baseline survey</li> <li>• Results of the 1<sup>st</sup> training for RWST and DWST, Identification of present status</li> <li>• Principle and strategy WSDP/RWSSP</li> <li>• Project cycle mentioned in POM and DOM</li> <li>• DWSP and RWSP</li> <li>• Quarterly Report from DWST and other reports(monthly, annual)</li> <li>• Revised RWSSP project cycle</li> <li>• Roles and responsibility of RWST and DWST</li> </ul>	<ul style="list-style-type: none"> <li>• PIM Annex 6: District Operation Manual (DOM) “Chapter 1 New Approach to Rural Water Supply and Sanitation Development”</li> <li>• PIM Annex 5: Project Operation Manual (POM)</li> <li>• Revised RWSSP project cycle</li> </ul>
2. Roles and responsibilities of BWO in WRM sub component [Module II]	<ul style="list-style-type: none"> <li>• Explain their own roles and activities in WRM sub component</li> </ul>	<ul style="list-style-type: none"> <li>• Principle of WRM sub component</li> <li>• Roles and responsibilities of BWO in WRM sub component</li> <li>• Identification of activities related to RWSSP in the activities in WRM sub component</li> </ul>	<ul style="list-style-type: none"> <li>• PIM Annex 1 “Water Resources Management Programme Operational Manual”</li> <li>• PIM Annex 2 “Basin Water Office</li> </ul>

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
3. Required activities of BWO for RWSSP project [Module 1]	<ul style="list-style-type: none"> <li>Internalize and explain the activities of BWO for RWSSP project</li> </ul>	<ul style="list-style-type: none"> <li>Clarification of activities of BWO in RWSSP               <ul style="list-style-type: none"> <li>Evaluation of water resources potential</li> <li>Assessment of submitted application with consideration of water resources potential</li> <li>Assessment of preliminary design and detail design</li> <li>Support of supervision of progress and quality of construction by TSP</li> <li>Preparation of integrated DWSP with new communities and follow up</li> </ul> </li> <li>Identification of difficulties for implementation of their activities in RWSSP</li> <li>Proposed activities for RWSSP from the view point of water resources management</li> </ul>	Operational Guidelines” <ul style="list-style-type: none"> <li>NWSDS</li> <li>Annual Work Plan</li> <li>BWO Business Plan</li> <li>Revised RWSSP project cycle</li> <li>Request for Proposal (RFP) Section 5 “Terms of Reference”</li> </ul>
4. Intercommunication mechanism between BWO, RWST and DWST [Module ?]	<ul style="list-style-type: none"> <li>Explain the proposed intercommunication mechanism to RWST and DWST</li> <li>Provide the information required for water supply planning</li> <li>Collect the information required for water resources management from DWST</li> </ul>	<ul style="list-style-type: none"> <li>Issues risen in the 1<sup>st</sup> phase training for RWST and DWST</li> <li>Identification of difficulties in intercommunication</li> <li>Lessons learnt from intercommunication mechanism between BWO, RWST and DWST in other Basins</li> <li>Identification of skills to be improved for intercommunication between BWO and DWST               <ul style="list-style-type: none"> <li>Preparation of proposed intercommunication mechanism                   <ul style="list-style-type: none"> <li>Methodology</li> <li>Responsibility</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Result of Baseline survey</li> <li>Report of 1<sup>st</sup> phase training for RWST and DWST</li> <li>WSDP</li> <li>PIM</li> <li>The functions and organization structure of regional secretariats</li> <li>Material generated from activities in 1<sup>st</sup> phase “the Study on Intercommunication Mechanism among Stakeholders of RUWASA-CAD project”</li> </ul>
5. Rural Water Supply Planning [Module 1]	<ul style="list-style-type: none"> <li>Understand the process of planning of rural water supply</li> </ul>	<ul style="list-style-type: none"> <li>Outline of rural water supply</li> <li>RWSSP sub project</li> <li>Planning process of rural water supply</li> </ul>	<ul style="list-style-type: none"> <li>Handout prepared by lecturer</li> <li>RWSSP sub project</li> </ul>



Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
6. Provision of required water resources information for rural water supply <i>[Module 2]</i>	<ul style="list-style-type: none"> <li>• Provide the necessary information about water resources for rural water supply planning</li> <li>• Explain to RWST and DWST about the potential of water resources in the target districts</li> </ul>	<ul style="list-style-type: none"> <li>➤ Unit water consumption</li> <li>➤ Water demand projection and water resources potential (quantity and quality)</li> </ul> <ul style="list-style-type: none"> <li>• Available information about water resources in BWO</li> <li>• Present condition of water resources in each region</li> <li>• Necessary information about water resources for rural water supply planning</li> <li>• Utilization of hydrogeological map prepared by BWO for rural water supply planning</li> </ul>	<ul style="list-style-type: none"> <li>• Request for Proposals(RFP) Annex 1 “Considering during Groundwater Investigation” and Annex 4 “Water supply technological options”</li> <li>• Hydrogeological maps prepared in 1<sup>st</sup> training phase</li> </ul>
7. Assessment of water resources for RWSS projects in the target area <i>[Module 2]</i>	<ul style="list-style-type: none"> <li>• Assess the water resources for RWSS project</li> <li>• Advise DWST on water resources development for rural water supply in the target districts</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment of water resources for rural water supply planning in terms of quantity and quality</li> <li>• Assessment of results of preliminary and detail design</li> <li>• Significance of integration of water resources management into rural water supply planning</li> </ul>	<ul style="list-style-type: none"> <li>• RWSSP sub project</li> </ul>

### 3rd Training Course : Project Management

#### Component 1 : Optimization of Utilization of Water Resources for Rural Water Supply

#### Component 2 : Assessment of Design of Water Supply System

- (1) Course Objective:
- To improve capacity of BWOs in advising DWSTs on optimizing utilization of water resources for rural water supply
  - To improve capacity of BWOs in assessment of design of rural water supply scheme in terms of sustainability of water resources
- (2) Target Group:  
Basin Water Officer and Hydrogeologist in the targeted 2 BWOs
- (3) Training Venue:  
• Dar es Salaam
- (4) Duration of the Training Course:  
4 days training

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
1. Awareness creation of water resources management for sustainability of rural water supply [Module 3 ]	<ul style="list-style-type: none"> <li>• Advise Districts on awareness creation of communities about significance of water resources management for sustainability of rural water supply</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness creation of water resources management</li> <li>• Incorporation of awareness of water resources management into management of rural water supply project</li> <li>• Coordination between DFT and DWST</li> <li>• Provision of water right application form</li> </ul>	<ul style="list-style-type: none"> <li>• Training materials generated in WRM component</li> <li>• Prepared Hydrogeological Map</li> <li>• Prepared description of water resources information in the district</li> </ul>
2. Selection of communities in RWSS project in terms of potential of water resources [Module 1 ]	<ul style="list-style-type: none"> <li>• Provide DWSTs with water resources information to be utilized as one of the criteria for the selection of communities in RWSS project</li> <li>• Advise DWSTs on integration and/or separation of sub-project(s) submitted by communities from the view point of potential of water resources</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation of application form of sub-project to be submitted from communities in terms of potential of water resources</li> <li>• Integration and/or separation of sub-project(s)</li> <li>• Arrangement of communication with DWST</li> </ul>	<ul style="list-style-type: none"> <li>• Community application form for RWSS project</li> <li>• Location map of selected communities</li> <li>• Prepared Hydrogeological Map</li> <li>• Prepared description of water resources information in the district</li> <li>• Proposed communication system in 2<sup>nd</sup> phase training</li> </ul>

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
<p>3. Services to be rendered by Service Providers for RWSS project [Module 2 ]</p>	<ul style="list-style-type: none"> <li>Identify the services to be rendered by SPs with regard to sustainable usage of water resources</li> <li>Advise DWSTs on preparation of Terms of Reference for procurement of SPs from the view point of sustainability of water resources.</li> <li>Advise the DWSTs on selection of technology option depending on the condition of water resources</li> </ul>	<ul style="list-style-type: none"> <li>Contents of TOR for procurement of SPs</li> <li>Hydrological and hydrogeological survey to be conducted for planning of rural water supply scheme</li> <li>Hydrological and Hydrogeological characteristics in each district</li> <li>Lessons learnt from the development of water resources in each Basin</li> <li>Areas that need specific attention for groundwater development in each Basin</li> <li>Selection of technology option</li> <li>Arrangement of communication with DWST</li> </ul>	<ul style="list-style-type: none"> <li>Request for Proposals (RFP), Section 5: Terms of Reference</li> <li>Hydrogeological Map prepared by BWOs</li> <li>Description of water resources information in the District prepared by BWOs</li> <li>Locations of selected communities for the 1<sup>st</sup> cycle of RWSSP</li> </ul>
<p>4. Assessment of preliminary design of rural water supply scheme [Module 2 ]</p>	<ul style="list-style-type: none"> <li>Understand the significance of involvement of BWO in this stage</li> <li>Evaluate and advise on the selected water sources for the water supply scheme by SPs</li> <li>Advise DWSTs, in collaboration with RWSTs, on integration of sub-projects separately designed so that limited water resources can be sustainably utilized</li> <li>Advise DWSTs on necessary scientific survey to be carried out by TSPs for detail design of water supply scheme</li> </ul>	<ul style="list-style-type: none"> <li>What the preliminary design in RWSS project is.</li> <li>Evaluation of the design in terms of potential of water resources and water demand in the designed scheme.</li> <li>Integration of water supply schemes in terms of optimization of utilization of water resources</li> <li>Hydrogeological and hydrological investigation to be carried out for detail design</li> <li>Arrangement of communication with RWST and DWST</li> </ul>	<ul style="list-style-type: none"> <li>PIM Annex 1: WRM Programme Operation Manual, Chapter 6</li> <li>Examples of the design of water supply scheme</li> <li>Hydrogeological Maps prepared by BWOs</li> </ul>
<p>5. Assessment of detail design of rural water supply scheme [Module 2 ]</p>	<ul style="list-style-type: none"> <li>Evaluate and advise on water source in the detail design</li> <li>Advise DWST on the assessment of Tender Document prepared by SPs for procurement of contractor in terms of sustainable development of water resources for the rural water supply scheme</li> </ul>	<ul style="list-style-type: none"> <li>What the detail design in RWSS project is</li> <li>Evaluation of hydrogeological characteristics of aquifers derived from hydrogeological survey</li> <li>Processing of water right by BWOs</li> <li>Protection against pollution of water quality</li> <li>Arrangement of communication with DWST</li> </ul>	<ul style="list-style-type: none"> <li>PIM Annex 1: WRM Programme Operation Manual, Chapter 7</li> <li>Samples of design of water supply scheme</li> <li>Proposed communication system in 2<sup>nd</sup> phase training</li> </ul>

#### 4<sup>th</sup> Training Phase : Strengthening of Support Services

Component 1 : Support for DWSTs in the construction of water source structure

Component 2 : Water resources management in the rural water supply sector

- (1) Course Objective:
- To improve the capacity of BWOs in advising DWSTs on construction of water source structure
  - To improve the capacity of BWOs in supporting DWSTs on water resources management at community level
- (2) Target Group:  
Basin Water Officer, Hydrogeologist and Community Development Officer in 2 BWOs
- (3) Training Venue:  
• **Oasis Hotel, Morogoro**
- (4) Duration of the Training Course:  
2 days training for Component 1 and 2 days training for Component 2

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
1. Support for DWSTs in the construction of water source structure [Module 2]	<ul style="list-style-type: none"> <li>• Explain the items to be checked by DWSTs when the water structure is constructed.</li> <li>• Advise DWSTs on installation of the intake facilities</li> </ul>	<ul style="list-style-type: none"> <li>• What water structure is</li> <li>• Procedure and critical points of the borehole construction</li> <li>• Procedure and critical points of the construction of intake facilities for surface water</li> <li>• Preparation of check list of water source structure</li> </ul>	
2. Improvement of the management of water resources information [Module 1]	<ul style="list-style-type: none"> <li>• Improve the process of collection of groundwater information</li> <li>• Develop the framework for integration of surface water and groundwater information</li> </ul>	<ul style="list-style-type: none"> <li>• Harmonization with MIS</li> <li>• Good and bad practices of management of water source information in each basin</li> <li>• Status of data collection by BWOs and utilization of the water resources information by the DWSTs</li> <li>• Available and necessary information of surface water for rural water supply</li> <li>• Design of water resources data inventory in the BWO</li> <li>• Preparation of data input format</li> </ul>	

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
3. Water resources management in the rural water supply sub-sector [Module 3]	<ul style="list-style-type: none"> <li>• Ensure the activities to be carried out by the Water Users Association for the rural water supply</li> <li>• Coordinate the activities of DWSTs and District Facilitation Team</li> <li>• Identify the approaches for better management of water right and water fee</li> <li>• Deepen RWA and DWE's understanding on the activities of BWOs related to water resources management</li> </ul>	<ul style="list-style-type: none"> <li>• Activities of Water Users Association (WUA) for water resources management</li> <li>• Activities to be carried out by the District Facilitation Team (DFT)</li> <li>• Lessons learnt in other basin concerning awareness campaign and training of DFTs for water resources management</li> <li>• Activities related to water resources management of DWST</li> <li>• Present status of Water Right in each Basin</li> <li>• Present status of collection of Water User Fee</li> <li>• Explanation of activities of BWOs concerning water resources management at <b>Wami Ruvu BWO in Morogoro</b> to RWA and DWE</li> </ul>	

**5<sup>th</sup> Training Phase : O&M and Follow-up**

- (1) Course Objective:
- To improve capacity of BWOs in supporting DWSTs in O&M of rural water supply facility
  - To evaluate achievement of capacity development through RUWASA-CAD and draw lessons learnt and recommendations
- (2) Target Group:  
Basin Water Officer and Hydrogeologist in 2 BWOs
- (3) Training Venue:  
• **Mtwara**
- (4) Duration of the Training Course:  
4 days training

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
1. Operation and Maintenance of water supply facility and support to be provided by BWO [Module 2]	<ul style="list-style-type: none"> <li>• Explain the contents of maintenance of water source structure of water supply facility</li> <li>• Advise DWSTs on the maintenance of water source structure of water supply facility</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of O&amp;M of rural water supply facility</li> <li>• What kind of support can be given to DWST from BWO for rural water supply facility (type of water source such as river, lake, charco dam, rain water harvesting, protected dug well, borehole)</li> <li>• Maintenance of water structure of surface water and groundwater in terms of water resources management (technical issue and environmental and economic issues)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
2. Monitoring and evaluation of water supply source of water supply facility [Module 3]	<ul style="list-style-type: none"> <li>• Explain the items of monitoring of water source in all stages of RWSS project</li> <li>• Advise DWSTs on the result of evaluation of the water sources and necessary action to be taken</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring at O&amp;M stage to be carried out by DWST</li> <li>• Items to be monitored for the water resources management (groundwater and surface water, quality and quantity)</li> <li>• Current status of monitoring of water resources</li> <li>• Evaluation of the monitoring result</li> <li>• Measured to be taken for the result of evaluation</li> <li>• Preparation of monitoring check list</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
3. Review of behavior change realized through	<ul style="list-style-type: none"> <li>• Assess the achievement of activities for RWSSP conducted by DWST</li> </ul>	<ul style="list-style-type: none"> <li>• Self evaluation by respective BWOs on behaviour change realized through RUWASA-CAD training</li> </ul>	<ul style="list-style-type: none"> <li>• Revised RWSS Project Cycle</li> <li>• Business Plan and Annual Plan of</li> </ul>

Session [Related Module No.]	Specific Objectives of the Session (By the end of the session, participants will be able to:)	Contents	Materials
RUWASA-CAD training [Module N/A]	<ul style="list-style-type: none"> <li>• Identify the impact from RUWASA-CAD trainings</li> <li>• Review annual plans based on BWO's input in the implementation fo RWSSP</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction of good practices by BWOs in application of learning in BWO activities</li> <li>• Suggestion to improve the quality of trainings of RUWASA-CAD project in future</li> <li>• Revision of annual plans</li> </ul>	BWOs
4. Current status of water resource management inside Ruvuma and Southern Cost Basin	<ul style="list-style-type: none"> <li>• Deepen RWA and DWE's understanding on the activities of BWOs related to water resources management</li> </ul>	<ul style="list-style-type: none"> <li>• Explanation of activities of BWOs concerning water resources management <b>at Ruvuma &amp; Southern Coast BWO in Mtwara</b> to RWA and DWE</li> <li>• Field Excursion to the site where water resources is appropriately managed and affected by human activities</li> </ul>	