

Annex-7
PDM and PO

Project Design Matrix (PDM) Version 2.0

Project Title: Project for Improvement of Water Supply and Sanitation in Southern Part of Eastern Province in Republic of Rwanda

Project Period: April 2007 to September 2010

Project Area: Sites (about 8 schemes) selected in Activity 3-2 from 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) in Eastern Province and area covered by water user committees of these sites

Executing Agency: Eastern Province, 4 Districts, MINITERE

28 August 2007

Target Group: Residents of Project area (about 55,000 persons) and administration staff (about 100 persons)

Version 2.0

Narrative Summary		Verifiable Indicators	Means of Verification	Important Assumptions
Overall Goal The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved in the 4 target Districts		1. The number of financially sound water supply service providers in the 4 target Districts is increased. 2. Percentage of residents in the 4 target Districts without improved sanitary behaviors (such as washing hands with clean water at appropriate times) is reduced by 15%.	- District Development Plan - District Budget Report - Baseline Survey Report - Impact Survey Report	
Project Purpose The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved at the Project sites		1. Target amount* of operation and maintenance reserve savings established for each water supply scheme is being saved. (N.B.: *Target amounts are attached) 2. Percentage of residents in the Project area without improved sanitary behaviors (such as washing hands with clean water at appropriate times) is reduced to half.	- Project Report - Water User Committee Documents - Bank Account Statement/ Savings Record - Baseline Survey Report - Impact Survey Report	- Basic policy on and organization for operation and maintenance of rural water supply of the government do not change.
Outputs				
1	Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.	1. Permit system for water supply management from local administration is established. 2. Comité de superviseur is formed at the 4 target Districts. 4. Evaluation and advisory instructions are given to periodic reports from water supply service providers.	- Project Report - Management Permit - Supervisory Board Member List - Report on Evaluation Results, Advisory Instructions	- Decentralization is realized without delay. - Roles of Districts and Secteurs concerning improvement of water and sanitation do not change. - Responsibilities of WUCs do not change. - Water source continues to be safe and flows continuously.
2	Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents as well as use of the private sector .	1. Periodic reporting (including record of repairs and financial balance) is carried out continuously once/mon by water supply service providers to local administration. 2. Operation and maintenance system suitable for the facilities type and social environment is selected. (i.e., use of private contractor) 3. Water quality inspections are conducted continuously once/3 mon for each water source at each of the target sites. 4. Water source protection activities are conducted continuously once/mon for each water source at each of the target sites.	- Project Report - Reports and Minutes - Member Lists of Régies, Activities Flow Charts, Contracts - Report on Use of Private Contractors - Water Quality Results, Facilities Operation Record - Facilities Operation Record	
3	Management capacity of community-based water supply services in the project area is strengthened.	1. Water tariff is entered into committee regulation document at each Project site, and approved. 2. Periodic inspections following the revised manual are carried out twice/mon at the target sites. 3. Capacity of water user committees for operation and maintenance of water supply facilities is acquired and repairs are conducted. 4. Proper collection and management of water fees are conducted continuously.	- Water User Committee Internal Regulations - Revised Water Facilities Users' Manual, Check List - Water Facilities Operation Record - Accounting Report, Balance Sheet - Record of Water Fee Collection	
4	Sanitation education and awareness activities to residents are strengthened by the 4 target Districts and water user committees.	1. Capacity of hygiene/sanitation staff of each target site is strengthened. 2. Sanitation promotion activities of local administration/schools/health centers are improved. 3. Local administration/schools/health centers/sanitation staffs start collaborative activities.	- Training Record - Record of Sanitation Promotion Activities - Test for Degree of Proficiency - Training Record - Project Report - Minutes of Periodic Reporting	

Activities	Inputs	Important Assumptions
1-1 Confirmation of national policy for water supply 1-2 Commencement of activities of "Comité de superviseur" by local administration staff 1-3 Improvement of advisory affairs (such as issuing management permits) of local administrations which manage rural water supply services using private contractors 1-4 Establishment of monitoring system for water supply facilities operations (such as activities evaluation and improvement of reporting system) by local administration staff	<Japanese Side> <u>Dispatch of Experts (4)</u> * Chief Advisor/Capacity Building 1 * Deputy Chief Advisor/Water Supply Facilities/ Capacity Building 2 * Management/Operation and Maintenance * Sanitation Education/IEC <u>Cost for Activities in Rwanda</u> <u>Procurement of Equipment</u> * Equipment for Operation and Maintenance of Water Supply Facilities * Equipment for Community Activities on Sanitation Improvement <u>Counterpart Training in Rwanda or Third Country</u>	<Rwandan Side> <u>Allocation of 13 Counterparts</u> <u>Participation in Training</u> Staff of Districts and Secteurs Residents and Regie Members <u>Provision of Office Space for Japanese Experts</u> <u>Maintenance Cost for Project Office</u>
2-1 Confirmation on policy and execution status of rural water supply projects being promoted under decentralization and privatization 2-2 Identification of responsibilities and powers of water user committee organizations for rural water supply 2-3 Identification of capacities of private maintenance contractors (candidates), and preparation of their inventory 2-4 Identification of present state of rural water supply management system using private contractors, and compilation of candidate contractors 2-5 Continuous management of water sources and water quality for each type of water source 2-6 Through the above activities, establishment of an operation and maintenance system which can further develop water supply services at each target site		- Local administration staffs such as District and Secteur staffs whose capacities were strengthened through this Project continue to work in their same positions. - Cooperation is received from residents and WUCs formed in Japanese grant aid project.
3-1 Compilation of results of survey on present conditions and management situation of water supply facilities in the target area and other related information; and identification of improvement issues 3-2 Selection of Project sites for technical cooperation from Japanese grant aid sites 3-3 Establishment of an operation and maintenance system for inspection, repairs and rehabilitation of water supply facilities corresponding to their scale and type 3-4 Building of capacity for facilities operation of technical staff selected by the Japanese grant aid project at the Project sites 3-5 Strengthening of organizational management capacity of staff of water user committees formed in Japanese grant aid project at the Project sites		Preconditions - Political stability and reconciliation in Rwanda are maintained. - Construction and rehabilitation of 16 schemes by Japanese grant aid project are implemented as scheduled. - Water supply facilities constructed and rehabilitated by Japanese grant aid project are being used.
4-1 Survey on present state of sanitation activities at Project sites 4-2 Capacity building of hygiene and sanitation staff selected by Japanese grant aid project 4-3 Based on 4-1 and 4-2 above, improvement of sanitation promotion activities in the target area 4-4 Promotion of collaboration between hygiene/sanitation staff, local administration, schools and health centers under supervision of Districts 4-5 Survey on degree of sanitation improvement		- WUCs are formed at each site by Japanese grant aid project.

Project Design Matrix (PDM) Version 3.0

Project Title: Project for Improvement of Water Supply and Sanitation in Southern Part of Eastern Province in Republic of Rwanda

Project Period: April 2007 to September 2010

Project Area: <Target Area for Water Supply and Sanitation Improvements> 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) in Eastern Province

Project Area: <Pilot Sites> Within the 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) in Eastern Province, 2 sites selected in Activity 1-6

Executing Agency: Eastern Province, 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) of Eastern Province, Ministry of Infrastructure (MININFRA)

Target Group: <Direct Target Group> Residents of Project Area (about 23,000 persons) and local administration staff of 4 target districts (about 100 persons)

20 June 2008

Version 3.0

Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumptions
Overall Goal The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved in the 4 target Districts	<ol style="list-style-type: none"> The number of financially sound water supply service providers in the 4 target Districts is increased. The percentage of residents in the 4 target Districts without improved sanitary behaviours (such as washing hands with clean water at appropriate times) decreases by 15%. 	<ul style="list-style-type: none"> District Development Plan District Budget Report Baseline Survey Report Impact Survey Report 	
Project Purpose The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved at the Project sites	<ol style="list-style-type: none"> The improved system maintains a stable supply of water throughout the year from the water supply schemes of the pilot sites. The percentage of residents in the Project area without improved sanitary behaviours (such as washing hands with clean water at appropriate times) is reduced by half. 	<ul style="list-style-type: none"> Project Report Management Records of Water Supply Baseline Survey Report Impact Survey Report 	<ul style="list-style-type: none"> Basic policies and organization for operation and maintenance of governmental rural water supply services do not change
Outputs			
1 Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.	<ol style="list-style-type: none"> Permit system for water supply management from local administration (including procedures such as selection and Comités de superviseur are formed at the 4 target Districts and are properly functioning. Periodic inspections by local administration following the administrative support manual (revised version) are conducted x Evaluation and advisory instructions are given whenever periodic reports are submitted by water supply service providers 	<ul style="list-style-type: none"> Project Report Management Permit/Selection Supervisory Board Member List Inspection Check List Report on Evaluation Results, Advisory Instructions 	<ul style="list-style-type: none"> Decentralization is realized without delay Roles of Districts and Secteurs concerning improvement of water and sanitation do not change
2 Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents as well as use of the private sector .	<ol style="list-style-type: none"> Water supply service providers carry out periodic reporting (including record of repairs and financial balance), in accordance with management reports and contracts, continuously once a month to local administration. Operation and maintenance system suitable for the facilities type and social environment is selected. (i.e., use of private operators) The operation and maintenance capacities of water supply service providers are identified and compiled by the local administration, and their activities such as repairs are supervised. The management capacities of water supply service providers are identified and compiled by the local administration, and their activities are supervised for continuous execution of proper water fee collection and expenditure management. Water quality inspections are conducted continuously once every 3 months for each water source at each of the pilot sites under the management of the local administration. Water source protection activities are conducted continuously once a month for each water source at each of the pilot sites under the management of the local administration. 	<ul style="list-style-type: none"> Project Report Reports and Minutes Contracts with Water Supply Service Providers Report on Use of Private Operators Revised Version of Administrative Support Manual Revised Version of Administrative Support Manual Water Quality Results, Facilities Operation Records Facilities Operation Records 	<ul style="list-style-type: none"> Water source continues to be safe and flows continuously
3 Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened.	<ol style="list-style-type: none"> Practices related to sanitation of target site residents are improved. Sanitation promotion activities of local administration/schools/health centers are improved. Local administration/schools/health centers/local residents collaborate to carry out activities. 	<ul style="list-style-type: none"> Project Report Project Report Revised Version of Administrative Support Manual Project Report Information Sharing Flow Chart 	

Activities	Inputs	Important Assumptions
1-1 Confirmation of national policies for water supply	<Japanese Side>	<Rwandan Side>
1-2 Compilation of results of survey on present conditions and management situation of water supply facilities in the target area and other related information; and identification of improvement issues	<u>Dispatch of Experts (4)</u> * Chief Advisor/Capacity Building 1	<u>Allocation of 13 Counterparts</u>
1-3 Commencement of activities of "Comité de superviseur" by local administration staff		<u>Participation in Training</u>
1-4 Improvement of advisory affairs (such as issuing management permits) of local administrations which manage rural water supply services using private operators	* Deputy Chief Advisor/Water Supply Facilities/ Capacity Building 2	Staff of Districts and Secteurs Target Residents
1-5 Establishment of monitoring system for water supply facilities operations (such as activities evaluation and improvement of reporting system) by local administration staff	* Management/Operation and Maintenance	<u>Provision of Office Space for Japanese Experts</u>
1-6 Selection of pilot sites for technical cooperation from the 16 Japanese grant aid	* Sanitation Education/IEC	
	<u>Cost for Activities in Rwanda</u>	<u>Maintenance Cost for Project Office</u>
2-1 Confirmation on policy and execution status of rural water supply projects being promoted under decentralization and privatization	<u>Procurement of Equipment</u>	
2-2 Identification of responsibilities and powers of operators for rural water supply services	* Equipment for Operation and Maintenance of Water Supply Facilities	
2-3 Identification of capacities of private maintenance contractors (candidates), and preparation of their inventory		
2-4 Identification of present state of rural water supply management system using private operators, and compilation of candidate operators	* Equipment for Community Activities on Sanitation Improvement	
2-5 Establishment of an operation and maintenance system for inspection, repairs and rehabilitation of water supply facilities corresponding to the scheme scale and type		
2-6 Strengthening of scheme operation capacities of technical staff of water supply service providers of the pilot sites	<u>Counterpart Training in Rwanda or Third Country</u>	
2-7 Continuous management of water sources and water quality for each type of water source at the pilot sites		
2-8 Through the above activities 2-1 through 2-3, establishment of an operation and maintenance system which can further develop rural water supply services, and revision of the administrative support manual to strengthen capacity of local administration staff		
3-1 Survey on sanitation conditions in the target area, and confirmation on national policies and activities related to water/sanitation and regional health		
3-2 Revision of administrative support manual to strengthen capacities of hygiene and sanitation facilitators in the target area		
3-3 Through sanitation promotion activities (such as HAMS/PHAST to communal society with activities centered at schools and sanitation improvement promotion activities to residents) at the pilot sites, promotion of a system for collaboration between local administration, schools, health centers and target residents under		
3-4 Based on above activities 3-1 through 3-3, improvement of sanitation promotion activities in the target area		
3-5 Survey on degree of sanitation improvement at the pilot sites		

JAPAN TECHNO

Project Title: Project for Improvement of Water Supply and Sanitation in Southern Part of Eastern Province in Republic of Rwanda
 Project Period: April 2007 to September 2010

Project Area: 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) in Eastern Province
 Pilot Sites: One site each selected from the 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) in Eastern Province,
 Executing Agency: Ministry of Infrastructure (MININFRA), Eastern Province, 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) of Eastern Province
 Target Group: Local administration staff in charge of water supply services and sanitation promotion from 4 target districts; water service providers (water users' association, cooperative) of pilot sites; water users of Project Area

Ver.4.0

Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumptions
<p><Overall Goal> The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved in the 4 target Districts</p>	<ol style="list-style-type: none"> The number of financially sound (such as not in the red) water supply service providers in the 4 target Districts is increased. The percentage of residents in the 4 target Districts without improved sanitary behaviours (such as washing hands with clean water at appropriate times) decreases by 15%. 	<ol style="list-style-type: none"> District Development Plan/ District Budget Report District Development Plan 	<ul style="list-style-type: none"> Basic policies and organization for operation and maintenance of governmental rural water supply services do not change
<p><Project Purpose> The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved at the Project sites</p>	<ol style="list-style-type: none"> Non-operational periods of water supply facilities in the pilot sites do not last more than a week. The number of residents in the pilot sites with improved sanitary behaviors (such as washing hands with clean water at appropriate times) is increased. The number of persons not using water from water supply schemes of the pilot sites decreases. The number of sanitation promotion activities by the districts increases in the project area. 	<ol style="list-style-type: none"> Monthly Report Management Record of Water Service Provider &3. Baseline Survey Report/ Impact Survey Report Sanitation Promotion Activities Report 	<ul style="list-style-type: none"> Decentralization is realized without delay Roles of Districts and Secteurs concerning improvement of water and sanitation do not change Water source continues to be safe and flows continuously
<p><Outputs> 1. Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.</p>	<ol style="list-style-type: none"> The contents (items) and procedures for supervision by the districts are documented. Operational and financial status of water supply schemes in the pilot sites are monitored by districts through monthly reports and proper supervisory guidance to water service providers is conducted. The district governments prepare training programs for technicians of water service providers. The district governments examine the appropriateness of construction and rehabilitation plans of water supply facilities Good model cases at pilot sites are disseminated by the districts to other areas within the districts (through seminars, workshops, etc.) 	<ol style="list-style-type: none"> Revised Administrative Support Manual Project Report Guidance Supervision Note Training Report Judgment Report on Construction/ Rehabilitation Plan Minutes of Seminar/ Workshop 	<ul style="list-style-type: none"> Decentralization is realized without delay Roles of Districts and Secteurs concerning improvement of water and sanitation do not change Water source continues to be safe and flows continuously
<p>2. Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents as well as use of the private sector.</p>	<ol style="list-style-type: none"> Water service providers continuously submit monthly reports to local administration. Based on the operation and maintenance guideline to be prepared according to the type of water supply scheme, technicians handle and maintain water supply facilities (pumps, pipelines, handpumps, etc.) Based on the revised operation and maintenance manual (accounting edition), water service providers properly conduct daily accounting. Based on the water quality testing manual, water quality analysis of water sources and public taps in the pilot sites are carried out continuously once every 3 months. A system for smooth and proper utilization of spare parts is established. 	<ol style="list-style-type: none"> Monthly Report Project Report O&M Guideline Project Report O&M Manual Project Report Water Quality Testing Manual Guidance Record 	<ul style="list-style-type: none"> Decentralization is realized without delay Roles of Districts and Secteurs concerning improvement of water and sanitation do not change Water source continues to be safe and flows continuously
<p>3. Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened.</p>	<ol style="list-style-type: none"> The district governments prepare plans for awareness raising and execute them. At the pilot sites, number of residents who participated in awareness raising has increased. Based on the school sanitation promotion activities manual and educational tools to be prepared, the activities on hygiene and sanitation by pupils and teachers are continuously conducted 1 time/month. 	<ol style="list-style-type: none"> Sanitation Promotion Activities Plan Sanitation Promotion Activities Report Sanitation Promotion Activities Plan/ Sanitation Promotion Activities Manual/Educational Tools 	<ul style="list-style-type: none"> Decentralization is realized without delay Roles of Districts and Secteurs concerning improvement of water and sanitation do not change Water source continues to be safe and flows continuously

Activities	Inputs	Important Assumptions
<p>1-1 A system for activities supervision based on periodic reporting from water service providers is created.</p> <p>1-2 The districts conduct training to strengthen technicians of water service providers</p> <p>1-3 Training to district staffs on examining appropriateness of construction and rehabilitation plans of water supply facilities is conducted.</p> <p>1-4 The results of above activities 1-1 to 1-3 are reflected in the revision of the administrative support manual.</p> <p>1-5 Good model cases at pilot sites are disseminated to other water service providers in other areas within the districts.</p> <p>2-1 The system for reporting and communication with districts through submission and discussions of monthly reports based on the operation and maintenance manual (management edition) is strengthened.</p> <p>2-2 Using the operation and maintenance manual, capacities of technicians of water service providers of pilot sites for operation and maintenance of water supply schemes are strengthened.</p> <p>2-3 Capacities for accounting of water service providers of pilot sites are strengthened.</p> <p>2-4 Capacities of districts and water service providers on water quality management at pilot sites are strengthened.</p> <p>2-5 Using the spare parts management documents prepared by the Japanese grant aid project, systems for procurement and use of spare parts are established.</p> <p>3-1 The present situation on sanitation awareness and behaviors of residents and school teachers/children of additional pilot sites is analyzed,</p> <p>3-2 Sanitation promotion activities program for pilot sites is prepared by the districts.</p> <p>3-3 Sanitation facilitators to handle sanitation promotion activities at pilot sites are trained.</p> <p>3-4 The system for school sanitation education activities using educational manuals and tools is improved at the pilot sites.</p> <p>3-5 The degree of sanitation improvement at the pilot sites is surveyed.</p> <p>3-6 Based on analysis of survey results, dissemination of the system for sanitation education and sanitation promotion activities in the districts is proposed</p>	<p>< Japanese Side ></p> <p><u>Dispatch of Experts (4)</u></p> <p>* Chief Advisor/Capacity Building 1</p> <p>* Deputy Chief Advisor/Water Supply Facilities/Capacity Building 2</p> <p>* Management/Operation and Maintenance</p> <p>* Sanitation Education/IEC</p> <p>* Organizational Management Strengthening</p> <p>* Sanitation Education 2/Project Coordination</p> <p><u>Cost for Activities in Rwanda</u></p> <p><u>Procurement of Equipment</u></p> <p>* Equipment for Operation and Maintenance of Water Supply Facilities</p> <p>* Equipment for Community Activities on Sanitation Improvement</p> <p><u>Counterpart Training in Rwanda or Third Country</u></p> <p>< Rwandan Side ></p> <p><u>Allocation of 12 Counterparts</u></p> <p><u>Participation in Training</u></p> <p><u>Provision of Office Space for Japanese Experts</u></p> <p><u>Maintenance Cost for Project Office</u></p>	<p>- Local administration staffs such as District and Secteur staffs whose capacities were strengthened through this Project continue to work in their same positions.</p> <p>- Cooperation is received from residents</p> <p>Preconditions</p> <p>- Political stability and reconciliation in Rwanda are maintained.</p> <p>- Residents have started using the water supply facilities constructed and rehabilitated by Japanese grant aid project</p>

PDM Version 5.0

Project Title: Project for Improvement of Water Supply and Sanitation in Southern Part of Eastern Province in Republic of Rwanda
 Project Period: April 2007 to September 2010
 Project Area: 4 Districts (Rwamagana, Kayonza, Ngoma, Kirehe) in Eastern Province
 Pilot Sites : One site each selected from the 4 Districts (Rwamagana, Kayonza, Ngoma, Kirehe) in Eastern Province,
 Executing Agency: Ministry of Infrastructure (MININFRA), Eastern Province, 4 Districts (Rwamagana, Kayonza, Ngoma, Kirehe) of Eastern Province
 Target Group: Local administration staff in charge of water supply services and sanitation promotion from 4 target districts; water service providers (water users' association, cooperative) of pilot sites; water users of Project Area

February

Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumptions
<p><Overall Goal> The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved in the 4 target Districts</p>	<ol style="list-style-type: none"> The number of financially sound (such as not in the red) water supply service providers in the 4 target Districts is increased. The percentage of residents in the 4 target Districts without improved sanitary behaviors (such as washing hands with clean water at appropriate times) decreases by 15%. 	<ol style="list-style-type: none"> Balance Reports of Water Service Providers Impact Survey 	<ul style="list-style-type: none"> Basic policies and organization for operation and maintenance of governmental rural water supply services do not change
<p><Project Purpose> The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved at the Project sites</p>	<ol style="list-style-type: none"> Non-operational periods of water supply facilities in the pilot sites do not last more than a week. The number of residents in the pilot sites with improved sanitary behaviors (such as washing hands with clean water at appropriate times) is increased. The number of persons using water from water supply schemes of the pilot sites increases. The number of sanitation promotion activities by the districts increases in the project area. 	<ol style="list-style-type: none"> Pump Operational Records Impact Survey Sales Records of Water Schemes Sanitation Promotion Activities Records 	
<p><Outputs> 1. Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.</p>	<ol style="list-style-type: none"> The contents (items) and procedures for supervision by the districts are documented. Operational and financial status of water supply schemes in the pilot sites are monitored by districts through monthly reports and proper supervisory guidance to water service providers is conducted. The district governments prepare training programs for technicians of water service providers. The district governments examine the appropriateness of construction and rehabilitation plans of water supply facilities Good model cases at pilot sites are disseminated by the districts to other areas within the districts (through seminars, workshops, etc.) 	<ol style="list-style-type: none"> Revised Administrative Support Manual Regular Meeting Minutes, Monthly Reports District Annual Plan Report on Examination of Construction/ Rehabilitation Plans Project Activities Records/ Minutes 	<ul style="list-style-type: none"> Decentralization is realized without delay Roles of Districts and Secteurs concerning improvement of water and sanitation do not change Water source continues to be safe and flows continuously
<p>2. Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents as well as use of the private sector.</p>	<ol style="list-style-type: none"> Water service providers continuously submit monthly reports to local administration. Based on the operation and maintenance guideline to be prepared according to the type of water supply scheme, technicians handle and maintain water supply facilities (pumps, pipelines, handpumps, etc.) Based on the revised operation and maintenance manual (accounting edition), water service providers properly conduct daily accounting. Based on the water quality testing manual, water quality analysis of water sources and public taps in the pilot sites are carried out continuously once every 3 months. A system for smooth and proper utilization of spare parts is established. 	<ol style="list-style-type: none"> Monthly Reports Pump Operational Records, O&M Activities Records Accounting Documents List, Auditing Records Water Quality Testing Records Spare Parts Management Ledger, Spare Parts Stock Inventory Records 	
<p>3. Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened.</p>	<ol style="list-style-type: none"> The district governments prepare plans for awareness raising and execute them. At the pilot sites, number of residents who participated in awareness raising has increased. Based on the school sanitation promotion activities manual and educational tools to be prepared, the activities on hygiene and sanitation 	<ol style="list-style-type: none"> District Annual Plan Impact Survey, Sanitation Promotion Activities Records Monitoring Sheets of HAMS Club Activities 	

PDM Version 5.0

by pupils and teachers are continuously conducted 1 time/month.		Inputs	Important Assumptions
Activities			
1-1	A system for activities supervision based on periodic reporting from water service providers is created.	< Japanese Side >	- Local administration staffs such as District and Secteur staffs whose capacities were strengthened through this Project continue to work in their same positions.
1-2	The districts conduct training to strengthen technicians of water service providers	<u>Dispatch of Experts (4)</u> * Chief Advisor/Capacity Building 1	
1-3	Training to district staffs on examining appropriateness of construction and rehabilitation plans of water supply facilities is conducted.	* Deputy Chief Advisor/Water Supply Facilities/Capacity Building 2 * Management/Operation and Maintenance Sanitation Education/IEC	
1-4	The results of above activities 1-1 to 1-3 are reflected in the revision of the administrative support manual.	* Organizational Management Strengthening * Sanitation Education 2/Project Coordination	
1-5	Good model cases at pilot sites are disseminated to other water service providers in other areas within the districts.	<u>Cost for Activities in Rwanda</u>	- Cooperation is received from residents
2-1	The system for reporting and communication with districts through submission and discussions of monthly reports based on the operation and maintenance manual (management edition) is strengthened.	<u>Procurement of Equipment</u> * Equipment for Operation and Maintenance of Water Supply Facilities * Equipment for Community Activities on Sanitation Improvement	
2-2	Using the operation and maintenance manual, capacities of technicians of water service providers of pilot sites for operation and maintenance of water supply schemes are strengthened.	<u>Counterpart Training in Rwanda or Third Country</u>	
2-3	Capacities for accounting of water service providers of pilot sites are strengthened.		
2-4	Capacities of districts and water service providers on water quality management at pilot sites are strengthened.		
2-5	Using the spare parts management documents prepared by the Japanese grant aid project, systems for procurement and use of spare parts are established.		
3-1	The present situation on sanitation awareness and behaviors of residents and school teachers/children of additional pilot sites is analyzed.		
3-2	Sanitation promotion activities program for pilot sites is prepared by the districts.		
3-3	Sanitation facilitators to handle sanitation promotion activities at pilot sites are trained.		
3-4	The system for school sanitation education activities using educational manuals and tools is improved at the pilot sites.		
3-5	The degree of sanitation improvement at the pilot sites is surveyed.		
3-6	Based on analysis of survey results, dissemination of the system for sanitation education and sanitation promotion activities in the districts is proposed		
		< Rwandan Side > <u>Allocation of 12 Counterparts</u> <u>Participation in Training</u> <u>Provision of Office Space for Japanese Experts</u> <u>Maintenance Cost for Project Office</u>	
			Preconditions
			- Political stability and reconciliation in Rwanda are maintained. - Residents have started using the water supply facilities constructed and rehabilitated by Japanese grant aid project

PDM Version 6.0

Project Title: Project for Improvement of Water Supply and Sanitation in Southern Part of Eastern Province in Republic of Rwanda
 Project Period: April 2007 to September 2010

Project Area: 4 Districts (Rwamagana, Kayonza, Ngoma, Kirehe) in Eastern Province

Pilot Sites : One site each selected from the 4 Districts (Rwamagana, Kayonza, Ngoma, Kirehe) in Eastern Province,

Executing Agency: Ministry of Infrastructure (MININFRA), Eastern Province, 4 Districts (Rwamagana, Kayonza, Ngoma, Kirehe) of Eastern Province
 Target Group: Local administration staff in charge of water supply services and sanitation promotion from 4 target districts; water service providers (water users' association, cooperative) of pilot sites; water users of Project Area

August 2010

Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumptions
<p><Overall Goal> The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved in the 4 target Districts</p>	<ol style="list-style-type: none"> The number of financially sound (such as not in the red) water supply service providers in the 4 target Districts is increased. The percentage of residents in the 4 target Districts without improved sanitary behaviours (such as washing hands with clean water at appropriate times) decreases by 15%. 	<ol style="list-style-type: none"> Balance Reports of Water Service Providers Impact Survey 	<ul style="list-style-type: none"> Basic policies and organization for operation and maintenance of governmental rural water supply services do not change
<p><Project Purpose> The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved at the Project sites</p>	<ol style="list-style-type: none"> Non-operational periods of water supply facilities in the pilot sites do not last more than a week. The number of residents in the pilot sites with improved sanitary behaviors (such as washing hands with clean water at appropriate times) is increased. The sales of water supply schemes of the pilot sites increases. The number of sanitation promotion activities by the districts increases in the project area. 	<ol style="list-style-type: none"> Pump Operational Records Impact Survey. Sales Records of Water Schemes Sanitation Promotion Activities Records 	<ul style="list-style-type: none"> Decentralization is realized without delay Roles of Districts and Secteurs concerning improvement of water and sanitation do not change Water source continues to be safe and flows continuously
<p><Outputs> 1. Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.</p>	<ol style="list-style-type: none"> The contents (items) and procedures for supervision by the districts are documented. Operational and financial status of water supply schemes in the pilot sites are monitored by districts through monthly reports and proper supervisory guidance to water service providers is conducted. The district governments prepare training programs for technicians of water service providers. The district governments examine the appropriateness of construction and rehabilitation plans of water supply facilities Good model cases at pilot sites are disseminated by the districts to other areas within the districts (through seminars, workshops, etc.) 	<ol style="list-style-type: none"> Revised Administrative Support Manual Monthly Meeting Minutes, Monthly Reports District Annual Plan Report on Examination of Construction/ Rehabilitation Plans Project Activities Records/ Minutes 	
<p>2. Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents as well as use of the private sector.</p>	<ol style="list-style-type: none"> Water service providers continuously submit monthly reports to local administration. Based on the operation and maintenance guideline to be prepared according to the type of water supply scheme, technicians handle and maintain water supply facilities (pumps, pipelines, handpumps, etc.) Based on the revised operation and maintenance manual (accounting edition), water service providers properly conduct daily accounting. Based on the water quality testing manual, water quality analysis of water sources and public taps in the pilot sites are carried out continuously once every 3 months. A system for smooth and proper utilization of spare parts is established. 	<ol style="list-style-type: none"> Monthly Report Pump Operational Records, O&M Activities Records Accounting Documents List, Auditing Records Water Quality Testing Records Spare Parts Management Ledger, Spare Parts Stock Inventory Records 	
<p>3. Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened.</p>	<ol style="list-style-type: none"> The district governments prepare plans for awareness raising and execute them. At the pilot sites, number of residents who participated in awareness raising has increased. Based on the school sanitation promotion activities manual and educational tools to be prepared, the activities on hygiene and sanitation by pupils and teachers are continuously conducted 1 time/month. 	<ol style="list-style-type: none"> District Annual Plan Impact Survey, Sanitation Promotion Activities Records Monitoring Sheets of HAMS Club Activities 	

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Activities	Inputs	Important Assumptions
1-1 A system for activities supervision based on periodic reporting from water service providers is created.	< Japanese Side >	- Local administration staffs such as District and Secteur staffs whose capacities were strengthened through this Project continue to work in their same positions.
1-2 The districts conduct training to strengthen technicians of water service providers	Dispatch of Experts (8)	
1-3 Training to district staffs on examining appropriateness of construction and rehabilitation plans of water supply facilities is conducted.	* Chief Advisor/Capacity Building 1 * Deputy Chief Advisor/Water Supply Facilities 2/ Capacity Building 2	- Cooperation is received from residents
1-4 The results of above activities 1-1 to 1-3 are reflected in the revision of the administrative support manual.	* Water Supply Facilities * Management/Operation and Maintenance * Sanitation Education/IEC	
1-5 Good model cases at pilot sites are disseminated to other water service providers in other areas within the districts.	* Organizational Management Strengthening * Community Sensitization/Operation and Maintenance 2	
2-1 The system for reporting and communication with districts through submission and discussions of monthly reports based on the operation and maintenance manual (management edition) is strengthened.	* Water Supply Facilities Management/ Water Quality Management <u>Cost for Activities in Rwanda</u>	
2-2 Using the operation and maintenance manual, capacities of technicians of water service providers of pilot sites for operation and maintenance of water supply schemes are strengthened.	<u>Procurement of Equipment</u> * Equipment for Operation and Maintenance of Water Supply Facilities * Equipment for Community Activities on Sanitation Improvement	
2-3 Capacities for accounting of water service providers of pilot sites are strengthened.	<u>Counterpart Training in Rwanda or Third Country</u>	
2-4 Capacities of districts and water service providers on water quality management at pilot sites are strengthened.		
2-5 Using the spare parts management documents prepared by the Japanese grant aid project, systems for procurement and use of spare parts are established.		
2-6 Tariff collection at public tap stands of pilot sites is properly conducted.		
3-1 The present situation on sanitation awareness and behaviors of residents and school teachers/children of additional pilot sites is analyzed.		
3-2 Sanitation promotion activities program for pilot sites is prepared by the districts.		
3-3 Sanitation facilitators to handle sanitation promotion activities at pilot sites are trained.		
3-4 The system for school sanitation education activities using educational manuals and tools is improved at the pilot sites.		
3-5 The degree of sanitation improvement at the pilot sites is surveyed.		
3-6 Support is provided for disseminating sanitation education and sanitation promotion activities in the districts and monitoring of its progress.		
Preconditions		
- Political stability and reconciliation in Rwanda are maintained.		
- Residents have started using the water supply facilities constructed and rehabilitated by Japanese grant aid project		

	M/M		I (FY 2007)				II (FY 2008)				III (FY 2009)				IV (FY 2010)			
	In Japan	In Rwanda	1st Fiscal Year	2nd Fiscal Year	3rd Fiscal Year	4th Fiscal Year	1st Fiscal Year	2nd Fiscal Year	3rd Fiscal Year	4th Fiscal Year	1st Fiscal Year	2nd Fiscal Year	3rd Fiscal Year	4th Fiscal Year	1st Fiscal Year	2nd Fiscal Year	3rd Fiscal Year	4th Fiscal Year
Total	62.5	2.0	16.5	17.0	17.0	18.0	16.5	17.0	17.0	18.0	16.5	17.0	17.0	18.0	16.5	17.0	17.0	18.0
1. Shoji Fuji	10.7	0.7	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
2. Jun Yoshikawa	15.3	0.3	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0
3. Toshiaki Hosoda	18.5	0.0	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5	18.5
4. Chieko Yoshikawa	18.0	1.0	17.0	17.0	17.0	18.0	17.0	17.0	17.0	18.0	17.0	17.0	17.0	18.0	17.0	17.0	17.0	18.0

- Chief Advisor/Capacity Building 1
- Deputy Chief Advisor/Water Supply Facilities/Capacity Building 2
- Management/Operation and Maintenance
- Sanitation Education/IEC

	Phase 1				Phase 2				Activities Execution Period	Completion
	1	2	3	4	1	2	3	4		
◎ : Main										
○ : Sub-Rol										

Output 1: Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.

1-1 Confirmation of national policy for water supply	◎	○	○	○														
1) Confirmation on progress of national programs in the rural water supply sector (EDPRS/Vision 2020/MDC)	◎	○	○	○														
2) Confirmation on state of establishment of the water and sanitation agency as well as water and sanitation technical support units in each District	◎	○	○	○														
1-2 Commencement of activities of "Comité de superviseur" by local administration staff	◎	○	○	○														
1) Confirmation on allocation of staff/budget of 4 target Districts, and confirmation of Project counterparts	◎	○	○	○														
2) Survey on establishment situation of existing Comités de superviseur in non-target areas	◎	○	○	○														
3) Confirmation on method of approval/authorization of water supply management representatives of existing Comités de superviseur in non-target areas	◎	○	○	○														
4) Preparation of an authority proposal for Comités de superviseur in target Districts	◎	○	○	○														
5) Establishment of Comités de superviseur in target Districts	◎	○	○	○														
6) Execution of approval and management activities by Comité de superviseur	◎	○	○	○														
1-3 Improvement of advisory affairs (such as issuing management permits) of local administrations which manage rural water supply services using private contractors	◎	○	○	○														
1) Survey on differences in guidance by local administration between water user committee type and privatized type of management	◎	○	○	○														
2) Whenever necessary, revision of administration support manual prepared by the Japanese grant aid project	◎	○	○	○														
1-4 Establishment of monitoring system for water supply facilities operations (such as activities evaluation and improvement of recording system) by local administration staff	◎	○	○	○														
1) Improvement of system for reporting from water supply providers in the target sites	◎	○	○	○														
2) Analysis and evaluation of reports from water supply service providers	◎	○	○	○														
3) Execution of monitoring activities at the target sites	◎	○	○	○														
4) Confirmation and necessary revision of administration support plan (manual, training program) to be formulated in the Japanese grant aid project	◎	○	○	○														

Output 2: Operation and maintenance system of water supply services in the project area is improved through collaboration between local administration and residents/community as well as use of the private sector.

2-1 Confirmation on policy and execution status of rural water supply projects being promoted under decentralization and privatization	◎	○	○	○														
1) Confirmation on state of execution and progress of decentralization policy	◎	○	○	○														
2) Confirmation on progress of national water and sanitation program (PNEAR)	◎	○	○	○														
3) Confirmation on implementation projects and trends of other donors/fundings/NGOs active in the water and sanitation sector	◎	○	○	○														
2-2 Identification of responsibilities and powers of water user committee organizations for rural water supply	◎	○	○	○														
1) Water supply service survey-1): Survey to identify establishment situation of water user committees	◎	○	○	○														
2) Water supply service survey-2): Survey on contracting/permit application situation of water user committees	◎	○	○	○														
3) Confirmation on roles of each tier for operation and maintenance of existing water supply facilities in the target area	◎	○	○	○														
4) Confirmation on relationship between water user committees formed for Japanese grant aid project schemes in the target sites, and higher level water user committees having jurisdiction over these	◎	○	○	○														
2-3 Identification of capacities of private maintenance contractors (candidates), and preparation of their inventory	◎	○	○	○														
1) Water supply service survey-3): Survey to identify capacity of private contractors as technical service providers (including surrounding countries and non-target areas)	◎	○	○	○														
2) Water supply service survey-4): Survey to identify capacity of candidate contractors in the target area	◎	○	○	○														
3) Consideration on possibilities for use of private maintenance contractors in the water supply facilities operation and maintenance system of the target area	◎	○	○	○														
4) Preparation of list of surveyed private maintenance contractors	◎	○	○	○														

MM	I (FY 2007)		II (FY 2008)					III (FY 2009)					IV (FY 2010)																																		
	1st Fiscal Year		Second Fiscal Year					Third Fiscal Year					Fourth Fiscal Year																																		
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
2-4	Identification of present state of rural water supply management system using private contractors, and completion of candidate contractors.																																														
1)	Water supply service survey-5): Survey to identify capacity of private contractors as water supply service providers, including non-target areas).																																														
2)	Water supply service survey-6): Survey to identify capacity of public organizations in the target area.																																														
3)	Consideration on possibilities for private contracting of water supply facilities management in the target area.																																														
4)	Preparation of list of surveyed contractors and submission to local administration.																																														
2-5	Continuous management of water sources and water quality for each type of water source																																														
1)	Confirmation on regulation to related management of water sources and water quality in the target sites (fencing, water quality analyses, etc.)																																														
2)	Confirmation of staff arrangement and budget of local administration																																														
3)	Decision of methods for management of water source and water quality appropriate for each facilities type, and revision of regulation and administration support manual																																														
4)	Guidance to water supply service providers based on water source conservation regulation in the target sites.																																														
2-6	Through the above activities, establishment of an operation and maintenance system which can further develop water supply services at each target site.																																														
1)	Based on results of 2-2 through 2-4 above and actual management experiences, hold discussions and make considerations with Districts on operation and maintenance system, appropriate for each facilities.																																														
2)	Selection of water supply service management system in the target sites, and receive consent from Districts and other stakeholders.																																														

Output 3: Management capacity of community-based water supply services in the project area is strengthened.																												
Completion of results of survey on present conditions and management situation of water supply facilities in the target area and other related information, and identification of improvement issues																												
3-1	Confirmation of contents of water supply facilities inventory to be surveyed by PNEAR																											
1)	Identification of present situation, problems and needed improvements of existing water supply facilities, and provision of information related to above confirmation to PNEAR.																											
2)	Selection of Project sites for technical cooperation from Japanese grant aid sites																											
3-2	Selection of 5 sites from Phase 1 sites implemented by Japanese grant aid project																											
1)	Selection of 5 sites from Phase 1 sites implemented by Japanese grant aid project																											
2)	Selection of 3 sites from Phase 2 sites implemented by Japanese grant aid project																											
3)	Other than above selections, whenever additional selection is possible																											
3-3	Establishment of an operation and maintenance system for inspection, repairs and rehabilitation of water supply facilities corresponding to their scale and type																											
1)	Examination of contents of facilities maintenance manual prepared by the Japanese grant aid project																											
2)	Survey on distribution routes of equipment and materials such as spare parts and fuel																											
3)	Study on expected large scale repairs and necessary expansions																											
4)	Based on above activities, revision of water user committee management manual prepared by the Japanese grant aid project																											
5)	Execution of inspections, repairs and rehabilitation works by water user committees of the target sites																											
3-4	Building of capacity for facilities operation of technical staff selected by the Japanese grant aid project at the Project sites.																											
1)	Examination of technical operator training tools, training program and operation manual prepared by the Japanese grant aid project																											
2)	Examination of operation activities of technical staff																											
3)	Revision of operators selected by the Japanese grant aid project through routine OJT on activities revised above																											
4)	Guidance through routine OJT on program revised above to operators selected by Japanese grant aid project																											
3-5	Strengthening of organizational management capacity of staff of water user committees formed in Japanese grant aid project at Project sites.																											
1)	Examination of water user committee training tools and training program prepared by the Japanese grant aid project																											
2)	Examination of water user committee management manual prepared by the Japanese grant aid project																											
3)	Examination of water user committee agreement prepared by the Japanese grant aid project																											
4)	Examination of organizational management activities of water user committees																											
5)	Based on above activities, identification of needed improvements in training method for management and water supply service provision																											
6)	Revision of water user committee management manual (portion related to organizational management), training tools and training program prepared by the Japanese grant aid project																											
7)	Guidance to water user committee staff on activities revised above (such as work plan, accounting and water fee revision) through OJT																											

Total	In Japan		M/M				I (FY 2007)				II (FY 2008)				III (FY 2009)				IV (FY 2010)																															
	62.5	2.0	1-1	1-2	2	3	4	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43
	62.5	2.0	60.5	60.0	59.5	17.0	16.5	15.5	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Output 4: Sanitation education and awareness activities to residents are strengthened by the 4 target districts and water user committees.																																																		
4-1 Survey on present state of sanitation activities at Project sites																																																		
1) Confirmation on state of application of PHAST and HAMS in the target area and in the country																																																		
2) Identification of efforts for sanitation improvement at the District level																																																		
3) Identification of present activities for sanitation promotion at schools and health centers																																																		
4-2 Capacity building of hygiene and sanitation staff selected by Japanese grant aid project																																																		
1) Confirmation on support activities related to sanitation formulated and/or executed in the Japanese grant aid project																																																		
2) Revision of support activities program based on 4-1 above																																																		
3) Training to hygiene/sanitation staff according to revised activities program																																																		
4-3 Based on 4-1 and 4-2 above, improvement of sanitation promotion activities in the target area																																																		
1) Improvement of sanitation promotion activities of local administration staff																																																		
2) Improvement of sanitation promotion activities of persons in charge at schools and health centers																																																		
3) Execution of sanitation promotion activities of hygiene and sanitation staff selected in the Japanese grant aid project																																																		
4-4 Promotion of collaboration between hygiene/sanitation staff, local administration, schools and health centers under supervision of Districts																																																		
4-5 Survey on degree of sanitation improvement																																																		
Joint Coordination Committee (JCC) Meeting																																																		
Consultation Mission																																																		
Interim Evaluation Mission																																																		
Completion Mission																																																		
Inception Report (Δ Draft/▲ Final)																																																		
Report on Phase 2 Activities Plan (Δ Draft/▲ Final)																																																		
Progress Report																																																		
Project Completion Report																																																		

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Task	MM		I (FY 2007)				II (FY 2008)				III (FY 2009)				IV (FY 2010)									
	Total	In Rwanda	First FY Term 1				Second Fiscal Year				Third Fiscal Year				Fourth Fiscal Year									
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4						
	In	1-1	1-2	2	3	4	1 <td>2<td>3<td>4 <td>1<td>2<td>3<td>4</td> <td>1<td>2<td>3<td>4</td> <td>1<td>2<td>3<td>4</td> </td></td></td></td></td></td></td></td></td></td></td></td>	2 <td>3<td>4 <td>1<td>2<td>3<td>4</td> <td>1<td>2<td>3<td>4</td> <td>1<td>2<td>3<td>4</td> </td></td></td></td></td></td></td></td></td></td></td>	3 <td>4 <td>1<td>2<td>3<td>4</td> <td>1<td>2<td>3<td>4</td> <td>1<td>2<td>3<td>4</td> </td></td></td></td></td></td></td></td></td></td>	4 <td>1<td>2<td>3<td>4</td> <td>1<td>2<td>3<td>4</td> <td>1<td>2<td>3<td>4</td> </td></td></td></td></td></td></td></td></td>	1 <td>2<td>3<td>4</td> <td>1<td>2<td>3<td>4</td> <td>1<td>2<td>3<td>4</td> </td></td></td></td></td></td></td></td>	2 <td>3<td>4</td> <td>1<td>2<td>3<td>4</td> <td>1<td>2<td>3<td>4</td> </td></td></td></td></td></td></td>	3 <td>4</td> <td>1<td>2<td>3<td>4</td> <td>1<td>2<td>3<td>4</td> </td></td></td></td></td></td>	4	1 <td>2<td>3<td>4</td> <td>1<td>2<td>3<td>4</td> </td></td></td></td></td>	2 <td>3<td>4</td> <td>1<td>2<td>3<td>4</td> </td></td></td></td>	3 <td>4</td> <td>1<td>2<td>3<td>4</td> </td></td></td>	4	1 <td>2<td>3<td>4</td> </td></td>	2 <td>3<td>4</td> </td>	3 <td>4</td>	4		
	Jpn	49.0	9.0	8.5	13.0	10.5	8.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0	20.0	21.0	22.0	23.0	24.0		
	Total	51.0	2.0	49.0	9.0	8.5	13.0	10.5	8.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0	17.0	18.0	19.0	20.0	21.0	22.0	23.0	24.0
1	Shoji Fujii	10.2	0.7	9.5	1.0	1.5	3.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
2	Jun Yoshikawa	12.8	0.3	12.5	3.0	2.0	3.0	2.5	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
3	Toshiaki Hosoda	13.5	0.0	13.5	2.5	2.5	3.5	3.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
4	Chiesko Yoshikawa	14.5	1.0	13.5	2.5	2.5	3.5	3.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0

Task	Work Assignment				Phase 1				Phase 2				Completion	
	1	2	3	4	1	2	3	4	1	2	3	4		
○ Main														
○ Sub														

Output 1: Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.

- Confirmation of national policies for water supply
- Confirmation on progress of national programs in the rural water supply sector (EDPRS-/Vision 2020-/MDG)
- Confirmation on state of establishment of the water and sanitation agency as well as water and sanitation technical support units in each District
- Completion of results of survey on present conditions and management situation of water supply facilities in the target area and other related information, and identification of improvement issues
- Confirmation on contents of water supply facilities inventory to be surveyed by PNEAR
- Identification of present situation, problems and needed improvements of existing water supply facilities, and provision of information related to above confirmation to PNEAR
- Commencement of activities of "Comité de superviseur" by local administration staff
 - Confirmation on allocation of staff/budget of 4 target Districts, and confirmation of Project counterparts
 - Survey on establishment situation of existing Comités de superviseur in non-target areas
 - Confirmation on method of approval/authorization of water supply management representatives of existing Comités de superviseur in non-target areas
 - Preparation of an authority proposal for Comités de superviseur in target Districts
 - Establishment of Comités de superviseur in target Districts
 - Execution of approval and management activities by Comité de superviseur
- Improvement of advisory affairs (such as issuing management permits) of local administration which manage rural water supply services using private operators
 - Survey on differences in guidance by local administration between water user committee type and privatized type of management
 - Where necessary, revision of administration support manual prepared by the Japanese grant aid project (reporting system) by local administration staff
 - Improvement of system for reporting from water supply service providers in the target sites
 - Analysis and evaluation of reports from water supply service providers
 - Execution of monitoring activities at the target sites
 - Confirmation and necessary revision of administration support plan (manual, training program) to be formulated in the Japanese grant aid project
- Selection of pilot sites for technical cooperation from the 16 Japanese grant aid sites
 - Selection 1): Selection of 5 sites from Phase 1 sites implemented by Japanese grant aid project
 - Selection 2): Selection of 2 sites as pilot from above 5 sites

Output 2: Operation and maintenance system for water supply services in the project area is improved through collaboration between privatization

- Confirmation on policy and execution status of rural water supply projects being promoted under decentralization and privatization
 - Confirmation on state of execution and progress of decentralization policy
 - Confirmation on progress of national water and sanitation program (PNEAR)
 - Confirmation on implementation projects and trends of other donors/funds/NGOs active in the water and sanitation
- Identification of responsibilities and powers of operators for rural water services
 - Water supply service survey-1): Survey to identify establishment situation of water supply service providers
 - Water supply service survey-2): Survey on contracting/permit application situation of water supply service providers
 - Confirmation on roles of each tier for operation and maintenance of existing water supply facilities in the target area
 - Confirmation on relationship between water supply service providers formed for Japanese grant aid project schemes (including surrounding countries and non-target areas)
- Identification of capacities of private maintenance contractors (candidates), and preparation of their inventory
 - Water supply service survey-3): Survey to identify capacity of private contractors as technical service providers (including surrounding countries and non-target areas)
 - Water supply service survey-4): Survey to identify capacity of candidate contractors in the target area
 - Consideration on possibilities for use of private maintenance contractors in the water supply facilities operation and maintenance system of the target area
 - Preparation of list of surveyed private maintenance contractors

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FY	Third Fiscal Year												Fourth Fiscal Year						
	Mon	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Output 1: Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.																			
1-1	A system for activities supervision based on periodic reporting from water service providers is created.																		
	1) Forms for monthly reports are prepared and decision to use this form is made.																		
	2) Procedures for monthly reporting using the prepared report forms are agreed with the water service providers.																		
	3) Meetings on monthly reporting based on the reports are held.																		
	4) Results of analysis and evaluation of submitted monthly reports are feedback to water service providers.																		
1-2	The districts conduct training to strengthen technicians of water service providers																		
	Capacities and training needs of technicians of target water service providers are identified and a training program is prepared.																		
	Operation and maintenance guidelines (procedures) for water supply schemes of pilot sites to be used by operators during facilities operation are prepared.																		
	3) Training of district staff on training of technicians using the operation and maintenance guidelines.																		
1-3	Training to district staffs on examining appropriateness of construction and rehabilitation plans of water supply facilities is conducted.																		
	Present procedures for examining construction and rehabilitation plans for water supply schemes by the districts are analyzed.																		
	2) Training materials for examining construction and rehabilitation plans for water supply schemes are prepared.																		
	3) Training to district staffs is conducted.																		
1-4	The results of above activities 1-1 to 1-3 are reflected in the revision of the administrative support manual.																		
	1) A draft of the revised administrative support manual is prepared.																		
	2) Based on results of activities, the final version is prepared.																		
1-5	Good model cases at pilot sites are disseminated to other water service providers in other areas within the districts.																		
	1) Good model cases in the pilot sites are identified and compiled.																		
	2) Seminar-workshops are held to present the good model cases.																		

Output 2: Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents/community as well as use of the private sector.																			
2-1	The system for reporting and communication with districts through submission and discussions of monthly reports based on the operation and maintenance manual (management edition) is strengthened.																		
	Using the form for monthly reports prepared in activity 1-1 above, water service providers prepare monthly reports.																		
	2) Based on the feedbacks from the districts on the monthly reports, water services are improved.																		
2-2	Using the operation and maintenance manual, capacities of technicians of water service providers of pilot sites for operation and maintenance of water supply schemes are strengthened.																		
	1) Using the operation and maintenance guidelines, training to water service providers of pilot sites is held.																		
	2) The operation and maintenance manual (operation and maintenance edition) is revised in consideration of the characteristics of pilot site water schemes.																		
	3) Using the revised operation and maintenance manual (operation and maintenance edition), guidance is given to technicians on operation and maintenance through OJT.																		
	4) The situation of facilities operation and maintenance by technicians at pilot sites is monitored.																		
	5) Guidance is given to technicians of pilot sites on handling large scale repairs.																		
	6) Technical guidance on operation and maintenance to technicians of pilot sites is carried out through OJT.																		
2-3	Capacities for accounting of water service providers of pilot sites are strengthened.																		
	1) The operation and maintenance manual (accounting edition) is revised.																		
	2) Using the revised operation and maintenance manual (accounting edition), training is held on accounting practices to water service providers of pilot sites through OJT.																		

PO (Plan of Operation) Version 4.0

FY	Third Fiscal Year												Fourth Fiscal Year						
	Mon	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
2-4	Capacities of districts and water service providers on water quality management at pilot sites are strengthened.																		
	1) The water quality testing manual is prepared.																		
	2) Using the water quality testing manual, guidance on execution of water quality testing is conducted through																		
2-5	Using the spare parts management documents prepared by the Japanese grant aid project, systems for procurement and use of spare parts are established.																		
	1) A system for procurement and use of spare parts is proposed.																		
	2) The proposed system for procurement and use of spare parts is agreed by stakeholders.																		
	3) A guideline for spare parts stock management is prepared by the districts.																		
	4) Guidance is given to spare parts managers on spare parts stock management following the spare parts stock management guideline.																		
	5) Procedures for spare parts stock management is explained to users of spare parts.																		
Output 3: Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened.																			
3-1	The present situation on sanitation awareness and behaviors of residents and school teachers/children of additional pilot sites is analyzed.																		
	1) Simplified baseline survey for additional pilot sites is conducted.																		
	3) Results of the simplified baseline survey for additional pilot sites are analyzed.																		
3-2	Sanitation promotion activities program for pilot sites is prepared by the districts.																		
3-3	Sanitation facilitators to handle sanitation promotion activities at pilot sites are trained.																		
	1) At 3 districts other than Kayonza district, a guideline for selection and training of sanitation facilitators is prepared.																		
	2) At 3 districts other than Kayonza district, sanitation facilitators are selected to carry out activities centered around water points (public water stands and handpumps).																		
	3) A group training to sanitation facilitators selected in 2) above on sanitation promotion is conducted.																		
	4) Existing sanitation facilitators of COVOMEKA of Kayonza District are retained.																		
	5) Sanitation facilitators conduct periodic sanitation promotion activities to households served by the water scheme.																		
	6) District staffs in charge of sanitation conduct monitoring of activities of facilitators and give guidance on needed improvements.																		
3-4	The system for school sanitation education activities using educational manuals and tools is improved at the pilot sites.																		
	1) Hygiene and sanitation councils in schools are established and consent on activities monitoring sheets is received.																		
	2) Guideline for hygiene and sanitation activities in schools (HAMS program) is prepared.																		
	3) School sanitation activities manual and educational tools for teachers are prepared.																		
	4) The district and HAMS committee monitors the progress of the HAMS program.																		
3-5	The degree of sanitation improvement at the pilot sites is surveyed.																		
3-6	Based on analysis of survey results, dissemination of the system for sanitation education and sanitation promotion activities in the districts is proposed.																		
Joint Coordination Committee (JCC) Meeting																			
Terminal Evaluation																			
Interim Report																			
Progress Report																			
Project Completion Report																			

PO (Plan of Operation) Version 5.0

FY	Third Fiscal Year												Fourth Fiscal Year							
	Mon	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	#
Output 1 : Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.																				
1-1	A system for activities supervision based on periodic reporting from water service providers is created.																			
	1) Forms for monthly reports are prepared and decision to use this form is made.																			
	2) Procedures for monthly reporting using the prepared report forms are agreed with the water service providers.																			
	3) Meetings on monthly reporting based on the reports are held.																			
	4) Results of analysis and evaluation of submitted monthly reports are feedback to water service providers.																			
1-2	The districts conduct training to strengthen technicians of water service providers																			
	1) Capacities and training needs of technicians of target water service providers are identified and a training program is prepared.																			
	2) Operation and maintenance guidelines (procedures)for water supply schemes of pilot sites to be used by operators during facilities operation are prepared.																			
	3) Training of district staff on training of technicians using the operation and maintenance guidelines.																			
1-3	Training to district staffs on examining appropriateness of construction and rehabilitation plans of water supply facilities is conducted.																			
	1) Present procedures for examining construction and rehabilitation plans for water supply schemes by the districts are analyzed.																			
	2) Training materials for examining construction and rehabilitation plans for water supply schemes are prepared.																			
	3) Training to district staffs is conducted.																			
1-4	The results of above activities 1-1 to 1-3 are reflected in the revision of the administrative support manual.																			
	1) A draft of the revised administrative support manual is prepared.																			
	2) Based on results of activities, the final version is prepared.																			
1-5	Good model cases at pilot sites are disseminated to other water service providers in other areas within the districts.																			
	1) Good model cases in the pilot sites are identified and compiled.																			
	2) Seminar-workshops are held to present the good model cases.																			

PO (Plan of Operation) Version 5.0

FY	Third Fiscal Year												Fourth Fiscal Year						
	Mon	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Output 2: Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents/community as well as use of the private sector .																			
2-1	The system for reporting and communication with districts through submission and discussions of monthly reports based on the operation and maintenance manual (management edition) is strengthened.																		
	1)	Using the form for monthly reports prepared in activity 1-1 above, water service providers prepare monthly reports.																	
	2)	Based on the feedbacks from the districts on the monthly reports, water services are improved.																	
2-2	Using the operation and maintenance manual, capacities of technicians of water service providers of pilot sites for operation and maintenance of water supply schemes are strengthened.																		
	1)	Using the operation and maintenance guidelines, training to water service providers of pilot sites is held.																	
	2)	The operation and maintenance manual (operation and maintenance edition) is revised in consideration of the characteristics of pilot site water schemes.																	
	3)	Using the revised operation and maintenance manual (operation and maintenance edition), guidance is given to technicians on operation and maintenance through OJT.																	
	4)	The situation of facilities operation and maintenance by technicians at pilot sites is monitored.																	
	5)	Guidance is given to technicians of pilot sites on handling large scale repairs.																	
	6)	Technical guidance on operation and maintenance to technicians of pilot sites is carried out through OJT.																	
2-3	Capacities for accounting of water service providers of pilot sites are strengthened.																		
	1)	The operation and maintenance manual (accounting edition) is revised.																	
	2)	Using the revised operation and maintenance manual (accounting edition), training is held on accounting practices to water service providers of pilot sites through OJT.																	
2-4	Capacities of districts and water service providers on water quality management at pilot sites are strengthened.																		
	1)	The water quality testing manual is prepared.																	
	2)	Using the water quality testing manual, guidance on execution of water quality testing is conducted through OJT.																	
2-5	Using the spare parts management documents prepared by the Japanese grant aid project, systems for procurement and use of spare parts are established.																		
	1)	A system for procurement and use of spare parts is proposed.																	
	2)	The proposed system for procurement and use of spare parts is agreed by stakeholders.																	
	3)	A guideline for spare parts stock management is prepared by the districts.																	
	4)	Guidance is given to spare parts managers on spare parts stock management following the spare parts stock management guideline.																	
	5)	Procedures for spare parts stock management is explained to users of spare parts.																	

PO (Plan of Operation) Version 5.0

FY	Third Fiscal Year												Fourth Fiscal Year						
	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	#
Output 3: Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened.																			
3-1	The present situation on sanitation awareness and behaviors of residents and school teachers/children of additional pilot sites is analyzed.																		
	1) Simplified baseline survey for additional pilot sites is conducted.																		
	3) Results of the simplified baseline survey for additional pilot sites are analyzed.																		
3-2	Sanitation promotion activities program for pilot sites is prepared by the districts.																		
3-3	Sanitation facilitators to handle sanitation promotion activities at pilot sites are trained.																		
	1) At 3 districts other than Kayonza district, a guideline for selection and training of sanitation facilitators is prepared.																		
	2) At 3 districts other than Kayonza district, sanitation facilitators are selected to carry out activities centered around water points (public water stands and handpumps).																		
	3) A group training to sanitation facilitators selected in 2) above on sanitation promotion is conducted.																		
	4) Existing sanitation facilitators of COVOMEKA of Kayonza District are retrained.																		
	5) Sanitation facilitators conduct periodic sanitation promotion activities to households served by the water scheme.																		
	6) District staffs in charge of sanitation conduct monitoring of activities of facilitators and give guidance on needed improvements.																		
3-4	The system for school sanitation education activities using educational manuals and tools is improved at the pilot sites.																		
	1) Hygiene and sanitation councils in schools are established and consent on activities monitoring sheets is received.																		
	2) Guideline for hygiene and sanitation activities in schools (HAMS program) is prepared.																		
	3) School sanitation activities manual and educational tools for teachers are prepared.																		
	4) The district and HAMS committee monitors the progress of the HAMS program.																		
3-5	The degree of sanitation improvement at the pilot sites is surveyed.																		
3-6	Based on analysis of survey results, dissemination of the system for sanitation education and sanitation promotion activities in the districts is proposed																		

Joint Coordination Committee (JCC) Meeting	▲																			▲
Terminal Evaluation																				▲
Interim Report										△	▲									
Progress Report																				△
Project Completion Report																				△

FY	Original Cooperation Period												Extended Cooperation Period																			
	Third Fiscal Year				Fourth Fiscal Year				Fifth Fiscal Year				Fourth Fiscal Year		Fifth Fiscal Year		Fifth Fiscal Year		Fifth Fiscal Year													
	Mon	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
Output 1: Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.																																
1-1 A system for activities supervision based on periodic reporting from water service providers is created.																																
1) To develop forms of monthly reports and get them authorized by districts.																																
2) To agree on procedures for monthly reporting using the prepared report forms with the water service providers.																																
3) To hold meetings on monthly reporting.																																
4) To ensure results of analysis and evaluation of submitted monthly reports are feedback to water service providers																																
1-2 The districts conduct training to strengthen technicians of water service providers																																
1) To identify capacities and training needs of technicians of target water service providers and prepare a training program.																																
2) To develop operation and maintenance guidelines for water supply schemes of pilot sites.																																
3) To develop briefing document on pilot water supply schemes.																																
4) To conduct model trainings for technicians in water service providers.																																
5) To conduct annual training for current and new technicians in water service providers by districts																																
1-3 Training to district staff on examining appropriateness of construction and rehabilitation plans of water supply facilities is conducted.																																
1) To analyze present procedures for examining construction and rehabilitation plans for water supply schemes by the districts.																																
2) To develop training materials for examining construction and rehabilitation plans for water supply schemes.																																
3) To conduct trainings to district staff.																																
1-4 The results of above activities 1-1 to 1-3 are reflected in the revision of the administrative support manual.																																
1) To develop a draft of the revised administrative support manual.																																
2) To finalize the manual.																																
1-5 Good model cases at pilot sites are disseminated to other water service providers in other areas within the districts.																																
1) To identify and compile good model cases in the pilot sites.																																
2) To hold seminar and workshops to present the good model cases.																																

FY	Original Cooperation Period												Extended Cooperation Period									
	Third Fiscal Year												Fourth Fiscal Year					Fifth Fiscal Year				
	Mon	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10		
Output 2: Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents/community as well as use of the private sector .																						
2-1 The system for reporting and communication with districts through submission and discussions of monthly reports based on the operation and maintenance manual (management edition) is strengthened.																						
1) To assist water service providers to prepare monthly reports.																						
2) To assist water service providers to improve their service based on the feedback from districts.																						
2-2 Using the operation and maintenance manual, capacities of technicians of water service providers of pilot sites for operation and maintenance of water supply schemes are strengthened.																						
1) To conduct trainings to water service providers of pilot sites by the operation and maintenance guidelines																						
2) To conduct additional training to water service providers of pilot sites on chlorination																						
3) To revise the operation and maintenance manual (operation and maintenance edition) in consideration of the characteristics of pilot site water schemes.																						
4) To provide technicians of the pilot sites with On the Job Training(OJT)																						
5) To monitor the facilities operation and maintenance by technicians at pilot sites.																						
6) To provide technicians of pilot sites with guidance handling of large scale repairs.																						
2-3 Capacities for accounting of water service providers of pilot sites are strengthened.																						
1) To revise the operation and maintenance manual (accounting edition).																						
2) To train water service providers in pilot sites on accounting practice by using the revised operation and maintenance manual (accounting edition).																						
3) To finalize the manual																						
2-4 Capacities of districts and water service providers on water quality management at pilot sites are strengthened.																						
1) To develop a draft of water quality testing manual.																						
2) To establish a system for procuring chlorine by water service providers of piped schemes.																						
3) To provide guidance on execution of water quality testing through OJT.																						
4) To finalize the manual.																						
2-5 Using the spare parts management documents prepared by the Japanese grant aid project, systems for procurement and use of spare parts are established.																						
1) To propose a system for procurement and use of spare parts.																						
2) To agree on the proposed system for procurement and use of spare parts with stakeholders.																						
3) To revise a guideline for spare parts stock management.																						
4) To provide spare parts managers with guidance on spare parts stock management.																						
5) To train users of spare parts on procedures for spare parts stock management.																						
6) To finalize the manual.																						
2-6 Tariff collection at public tap stands of pilot sites is improved																						
1) To identify problems in terms of proper tariff collection.																						
2) To assist water service providers to improve their tariff collection at model public tap stands.																						
3) To disseminate improved tariff collection from model tap stands to other tap stands in the pilot sites.																						

	Original Cooperation Period												Extended Cooperation Period									
	Third Fiscal Year												Fourth Fiscal Year					Fifth Fiscal Year				
	FY	Mon	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	
Output 3: Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened.																						
3-1 The present situation on sanitation awareness and behaviors of residents and school teachers/children of additional pilot sites is analyzed.																						
1) To conduct simplified baseline survey for additional pilot sites.																						
3) To analyze results of the simplified baseline survey for additional pilot sites.																						
3-2 Sanitation promotion activities program for pilot sites is prepared by the districts.																						
3-3 Sanitation facilitators to handle sanitation promotion activities at pilot sites are trained.																						
To develop a guideline for selection and plan training of sanitation facilitators in 3 districts other than Kayonza district.																						
1) To select sanitation facilitators to carry out activities centered around water points (public water stands and handpumps) in 3 districts other than Kayonza district.																						
2) To conduct a group training for sanitation facilitators selected in 2) above on sanitation promotion.																						
3) To retrain existing sanitation facilitators in pilot site of Kayonza District.																						
4) To assist sanitation facilitators conducting periodic sanitation promotion activities to households served by the water scheme.																						
5) To assist district staffs in charge of sanitation conducting monitoring of activities of facilitators and giving guidance on needed improvements.																						
6) The system for school sanitation education activities using educational manuals and tools is improved at the pilot sites.																						
3-4																						
1) To establish hygiene and sanitation councils in schools and agree on activities monitoring sheets.																						
2) To develop a guideline for hygiene and sanitation activities in schools (HAMS program).																						
3) To develop school sanitation activities manual and educational tools for teachers.																						
4) To monitor the progress of the HAMS program.																						
3-5 The degree of sanitation improvement at the pilot sites is surveyed.																						
3-6 Support is provided for disseminating sanitation education and sanitation promotion activities in the districts and monitoring of its progress																						
Joint Coordination Committee (JCC) Meeting																						
Terminal Evaluation																						
Measuring project outputs																						
Interim Report																						
Progress Report																						
Project Completion Report																						

Annex-8
Minutes of Monthly Management Meetings

MINUTES OF MONTHLY MANAGEMENT MEETING

Date of Meeting 3rd September 2009 (Thursday)
Time of Meeting 9:30 to 12:30
Venue of Meeting Rwamagana District Conference Room
Minutes Prepared by MULISA Diane

Attendants

MAKOMBE JM Vianney, District Development Programs Coordinator, Eastern Province
KIMPAYE Nkusi Innocent, Director of Infrastructure Unit, Rwamagana District
NDAYISHIMIYE Nicoles, Acting Director of Infrastructure Unit, Kayonza District
MUTESI Francine, Accountant, Kayonza District Water Board
TUYISABE Augustin, I/C of Infrastructure, Ngoma District
UWAMAHORO Angelique, I/C of Health, Ngoma District
SEBUDANDI Alphonse, Director of Infrastructure Unit, Kirehe District
KAYIRANGA Jean Damascene, Director of Health Unit, Kirehe District
FUJII Shoji, PURA-SANI Chief Advisor
YOSHIKAWA Jun, PURA-SANI Deputy Chief Advisor
OHNO Yasuo, PURA-SANI Expert
HOSODA Toshiaki, PURA-SANI Expert
ANDO Toshifumi, JICA Technical Cooperation Monitoring Study Member
MULISA Diane, PURA-SANI Assistant
RUNEZERWA Roland, PURA-SANI Interpreter

Agenda

1. Opening Remarks by Mr. Makombe
2. Introduction of participants (self introduction by each participant)
3. Objectives of the meeting by Mr. Fujii
4. Explanation of JICA PURA-SANI Project by Mr. Fujii
5. District activities on water and sanitation by participants from 4 target districts
6. Monthly reporting arrangements and report format by Mr. Ohno
7. Roles and responsibilities of each stakeholder by Mr. Ohno
8. Explanation of operation and maintenance guideline by Mr. Yoshikawa
9. Explanation of accounting training by Mr. Hosoda
10. Explanation of HAMS activities by Mr. Fujii
11. Discussions on next meeting schedule and other issues by all participants

Minutes: Issues and Topics

Mr. Makombe started the meeting with an opening speech and welcomed the participants. Then, each participant introduced themselves.

Mr. Fujii presented the purpose of the monthly management meeting as the following.

- Project monitoring to confirm the progress and discuss issues
- Validation of project outputs
- Information sharing and collaborative initiatives

Then he made an explanation of the PURA-SANI Project and PDM Version 4. He also said that the monthly meeting should continue to be held every month, and therefore, a tentative schedule is made until the end of this fiscal year for the project which is February 2010.

For Rwamagana district, Mr. Innocent explained the available water sources (spring, groundwater, surface waters) and said some sources are supplying water to other districts such as Kayonza and Bugesera districts. He also said that Rwamagana district has 12 health centers and sanitation and health activities are being monitored.

Mr. Nicolas said that Kayonza district has 3 types of water systems (handpumps, gravity and pumped up systems) which are located around the whole district, but Murama sector has a serious problem of water supply.

For Ngoma district, Mr. Augustin said that Ngoma district also has 3 types of water systems (handpumps, gravity and pumped up systems). He said further that water schemes are rehabilitated but more rehabilitation is needed. Also, he mentioned that weekly and monthly meetings are needed to solve problems of water users associations.

Ms. Angelique in charge of health at Ngoma district said that instructions regarding sanitation and health are given to institutions such as restaurants and schools, and they have persons in charge of this matter. She also said that, at the sector level, the person in charge of social affairs has responsibilities for sanitation, and they visit residences, restaurants and schools to inspect hygienic conditions and if instructions are not obeyed by institutions, penalties are applied. She further explained that a public waste disposal is under construction and residents are asked to separate their waste into 2 components of compostables and others. Moreover, public ECOSAN toilets are being constructed along roadsides, and households are being sensitized for hygiene practices.

Conditions of Kirehe district was presented by Mr. Alphonse. He said that the district has lakes, streams and springs having good quality, but the district has insufficiency of water supply facilities. He also said the WUAs were decentralized to sector level and there are needs for improvement of the reporting system and capacities of WUAs. Mr. Damascene of Kirehe district explained that activities such as hygiene transformation, HAMS at schools and integration of community workers are being promoted in the district.

Mr. Ohno explained the monthly report format and added that regular reporting has big importance in developing activities of water service providers.

Mr. Ohno also presented the roles and responsibilities of each stakeholder in water service provision to clarify their functions. He requested explanations about water management; for example, in Kayonza district, water schemes are managed at district level but in Kirehe district, those are managed at sector level.

In response, Mr. Alphonse said that, before water fees were collected at sector level and deposited into the account at district level where the money from sectors working very well and sectors not working well is pooled together. Therefore, the money was most often used to pay for repairs at sectors which are not working well to eventually drain out the pooled budget. That is why the district transferred the responsibilities of water management to sectors so that they can take responsibilities for their own water supply facilities. According to him, this system is good because the sector can sense ownership of water supply facilities and they will try to make the facilities work better.

Mr. Nicoles said that the water schemes are managed at district level because some times one source coming from one sector serves many sectors and some people living far from the distribution tank were complaining that they are receiving less water. That is the reason the district decided to select cooperatives to be in charge of water management so that they can coordinate and resolve those problems and distribute water equally.

Mr. Augustin said that Ngoma district plans to recruit technicians to make reporting to the district.

About this issue, Mr. Makombe said that there must be someone in charge of water supply at sector and cell levels in all districts. That person must be a technician who will play 3 roles: reporting, maintenance and monitoring.

In the Kirehe system, each sector has its own budget and technicians are needed at each sector.

In Kayonza district, the water board is dealing with all water problems and the board is receiving 15% of the profit as contribution which is deposited into the account of the water fund to be used for major repairs, but sometimes this 15% is not enough for those major repairs.

Mr. Yoshikawa made a presentation of the Operation and Maintenance guidelines and said he will visit all target districts to discuss with concerned persons to receive validation on the guidelines.

Mr. Hosoda presented the accounting training activities held in Kirehe district, and explained that during this month, further training is scheduled. He asked which districts would like to receive the training this month, and Rwamagana and Kayonza districts responded. So, he said that arrangements will be made.

Mr. Fujii said that Ms. Yoshikawa could not attend the meeting to make explanations on HAMS activities because she is in the field. However, Mr. Fujii made brief explanations on the progress of HAMS activities and said further explanations will be presented in future meetings.

Concerning future meetings, all participants agreed on a rotation of the meetings and requested field trips after the meetings. Then, all participants agreed to hold the next meeting at Kayonza district on the first Friday of October from 9:00. Mr. Makombe said he will be in charge of the venue of the meeting and he will make all arrangements. He also informed participants that, next Tuesday, there will be a security meeting and they will put in place a task force for sanitation at province and district levels.

The meeting ended by Mr. Makombe thanking the participants for attending the meeting, with special thanks to JICA and the government of Japan for their assistance. He promised the participants that he is going to collaborate better than before because now he has enough skills about water management from his training in Japan.

MINUTES OF MONTHLY MANAGEMENT MEETING

Date of Meeting 2nd October 2009 (Friday)
Time of Meeting 11:00 to 13:00
Venue of Meeting Kayonza District Conference Room
Minutes Prepared by MULISA Diane

Attendants

NDAYISHIMIYE Nicoles, Acting Director of Infrastructure Unit, Kayonza District
MUTESI Francine, Accountant, Kayonza District Water Board
GATETE John, I/C of Health, Kayonza District
NGABONZIZA Deodatus, I/C of Infrastructure, Rwamagana District
TUYISABE Augustin, I/C of Infrastructure, Ngoma District
GAKUNZI Emmanuel, I/C of Infrastructure, Kirehe District
FUJII Shoji, PURA-SANI Chief Advisor
HOSODA Toshiaki, PURA-SANI Expert
MUNYURANGABO Jean, PURA-SANI Interpreter
MULISA Diane, PURA-SANI Assistant

Agenda

1. Review of previous meeting
2. Report on progress of regular district meeting
3. Monthly report format
4. Roles and responsibilities of each stakeholder
5. Accounting training
6. Toilet construction at primary schools of pilot sites
7. Water quality analysis
8. Discussion session
9. Next meeting schedule

Minutes: Issues and Topics

1. Review of previous meeting

Mr. Fujii explained the minutes of the last monthly meeting, and he said that the minutes were prepared by the JICA project and he wants it to be prepared by Rwandan side next time. All participants agreed on the minutes.

2. Report on progress of regular district meeting

a. Rwamagana district

Mr. Deodatus explained some points of last meeting with water service providers:

Ubuzima bwiza WUA is working in 3 sectors of Mwurile, Kigabiro and Munyaga, and the association has many problems such as the price of diesel which is increasing, water meters are broken etc. MKM had 6 technicians but now there are only 3.

The association will have a meeting next Sunday in order to discuss about their problems, and the Director of infrastructure unit of Rwamagana district will attend that meeting.

COGIEP is working in Karengye sector. The cooperative had bad management before and the water tariff is very low. But in general the cooperative is working well

COGERWA is working in Muyumbu sector. A large portion of the pumped water is going to Kigali. Members of COGERWA came from COGIEP.

b. Ngoma District

Ngoma district has 7 WUAs: Rukira, Karembo, Sake, Zaza, Mutendeli, Gashanda and Murama. In Ngoma district, water schemes are not yet privatized. Most of the WUAs are not working well. For example, Zaza WUA has a debt of 2,500,000Frw to 3,000,000Frw to Electrogaz. Mutendeli scheme has broken pipes which need to be replaced but the generator is working now. The district is planning to employ someone to maintain the water facilities and report to the district.

c. Kirehe District

Kirehe district has 10 WUAs. Some people refuse to pay and fetch water from lakes instead of paying water fees. Some Sector Executive Secretaries are also presidents of WUAs and this is not good because they are very too busy with sector work. In many sectors, residents cut pipes in order to get water and some schools refused to pay water fees. However, some WUAs are working well, they have even finished paying debts of former regies.

d. Kayonza district

The secretary of the district water board said that after they noticed that regies were in losses, Kayonza district decided to privatize the water facilities.

Kayonza district has 6 water cooperatives:

- KOGEPRENA
- EHC
- KMC
- VOMAMEZA

- DIECO
- COGETEKA

Among those cooperatives, 4 cooperatives (KOGEPRENA, EHC, KMC and VOMAMEZA) are working and 2 cooperatives (DIECO and COGEPRENA) are not working.

Those 4 cooperatives which are working well are still paying debts of former regies.

The account of the district water board is only around 1,500,000Frw. Cooperatives have paid more than 20,000,000Frw for former regie debts.

In general, cooperatives are working well; they make repairs of facilities when necessary.

The water district board has found that privatization is good, but they will revise contracts with water service providers accordingly.

3. Monthly report format

- Rwamagana district handed monthly report formats to WUAs, and in the next meeting they will decide on whether they agree on the format or not.
- Ngoma district feels that the format of monthly report is okay but it is up to the WUAs to decide, because they are the ones who will use the forms.
- Kirehe district handed the formats to WUAs, and they are waiting for the feedback from WUAs
- Kayonza district has approved the format

4. Roles and responsibilities of each stakeholder

Mr. Fujii said that the project will prepare an administrative support manual according to the sheet of roles and responsibilities of stakeholders.

5. Accounting training

Mr. Hosoda said that they have finished training in Kirehe and Kayonza Districts, and during this month they plan to have trainings in Rwamagana and Ngoma Districts.

He also said that a district officer is to be a facilitator of the training and so those districts need to decide on who will be the facilitator and also the date and persons who will participate in training.

6. Toilet construction

Construction works for toilets and hand washing facilities at two sites (Nkondo 2 Primary School in Kayonza District and Curazo Primary School in Kirehe District) are scheduled to start in October.

7. Water quality analysis

Mr. Hosoda said that he is preparing a manual on water quality analysis.

8. Discussion session

- Mr. Augustin said that the water quality test training was good and it was simple to test water quality, and also the site tour was important. He requested JICA to provide water quality test equipment to districts and sectors. Mr. Hosoda said that these equipment will be provided by grant aid project during the second phase, may be next year.

- Kayonza district thanked JICA for water analysis equipment given to them. They were just storing these equipment because they did not know how to use them, but now they know and they will test water quality themselves.

9. Next meeting schedule

The next meeting is scheduled for 6 November 2009 at Ngoma district.

Mr. Fujii closed the meeting and said the participants can give any further comments and suggestions anytime.

MINUTES OF FOURTH MONTHLY MANAGEMENT MEETING

Date of Meeting 4th December 2009 (Friday)
Time of Meeting 10:30 to 13:00
Venue of Meeting Kirehe District Conference Room
Minutes Prepared by MULISA Diane

Attendants

1. MUGABO Frank, E/S of Kirehe district
2. SEBUDANDI Alphonse, I/C of infrastructure, Kirehe district
3. KAYIRANGA Jean Damascene, I/C of health, Kirehe district
4. MUHUNDE Narcisse Senkobwa, Vice-president, Gatore II WUA
5. NKURUNZIZA Valier, Accountant, Gatore II WU A
6. UWIRINGIYE Emmanuel, President of MKM WUA
7. MBARUSHIMANA Jean Paul, I/C of infrastructure, Kayonza district
8. RUDASINGWA Edgard, I/C of regies, Ngoma district
9. MUKAKALISA Beatrice, Water/Hygiene advisor, SNV
10. YOSHIKAWA Jun, PURA-SANI Expert
11. HOSODA Toshiaki, O/M Expert, PURA-SANI
12. HABYARIMANA Lazare, O/M assistant, PURA-SANI
13. MULISA Diane, Assistant, PURA-SANI
14. SAFALI Gaspard, Interpretor, PURA-SANI

Agenda

1. Review of previous meeting
2. Report on progress of regular district meeting
3. Introduction of O/M guideline for Water Supply Facility
4. Introduction of Water Quality Analysis Manual and Procurement Guideline
5. Monthly report progress
6. Administrative support Manual
7. Discussion session

Minutes: Issues and Topics

The Executive Secretary of Kirehe District, Mr. MUGABO Frank, welcomed participants and opened the meeting officially. He thanked JICA for this Project because there is a big problem of water supply in Kirehe and they are ready to contribute to the success of this project.

1. Review of previous meeting

Mr. Hosoda reviewed the agenda of the previous meeting; the main issues were the training for sanitation facilitators and HAMS.

2. Report on progress of regular district meeting

a. Rwamagana district

In Rwamagana District, there are many water schemes including MKM scheme which covers 3 sectors: Kigabiro, Mwurile and Munyaga. This scheme is using pumping system with diesel but now they have installed commercial power.

About hygiene, they have been trained on hygiene and sanitation. Water is the source of good health but it can be also the source of death when it is not used properly, and that is why they are grouping people at the cell and umudugudu levels to be in charge of hygiene and sanitation

b. Kayonza district

Water facilities have been managed by regies but now they are privatized and managed by cooperatives. Those cooperatives signed a contract of one year; that is why District Water Board is auditing those cooperatives to check their progress and after that they will sign a contract of 5 years.

In Kayonza district there are 3 types of systems:

- Hand pump system
- Piped water system and gravity system
- Protected springs

Kayonza district has 6 water cooperatives: KOGEPRENA, EHC, KMC, VOMAMEZA, DIECO and COGETEKA.

Water tariff is 20F/Jerrican, 680F/m³ for pumped system, 340F/m³ for gravity system and 300F/month/household for hand pump system and protected spring.

c. Ngoma District

Ngoma district has 7 regies : Rukira, Murama, Sake, Zaza, Mutendeli, Gashanda and Karemba . Rukira regie has a debt to Electrogaz and some customers have also debts for regies (for example the health center has unpaid invoices of 778,000Frw). In

general, water users do not pay the water fees correctly and this causes malfunction of regies such as lack of ability for O&M

About hygiene, there are 5 ECOSANs in Ngoma district. The I/C of health wrote a letter to Secteur offices so that they can take care of water stands (to clean and put fences around water stands).

d. Kirehe District

Water regies are working well, but gravity system is much better compared to pumped water system because water pumps become broken many times.

Vice-president of Gatore II explained the current situation of pump repairs. He said that the pump becomes broken many times, and this is the 4th time. There is no coordination because the president is a very busy person, and he has other responsibilities. The accountant is collecting money from tap managers and deposits it to the bank. Water tariff is 40F/jerrican, the tap manager take 5F/jerrican as his salary. About diesel consumption, 20 liters of diesel pumps 20m³ of water. Gatore II covers 3 cells: Muganza, Miryango and Cyunuzi.

About hygiene, they requested to local authority to arrange 2 community workers to clean sources and to put fences around water taps. They are planning to put in place hygiene and sanitation committees in each cell.

3. Introduction of O/M guideline for Water Supply Facility

Mr. Yoshikawa said that guidelines and manuals for Nyankora and MKM are already. He visited Nyankora to explain the contents of the manual and he is planning to visit MKM for the same purpose.

4. Introduction of Water Quality Analysis Manual and Procurement Guideline

Mr. Hosoda said that he has made a manual for water quality analysis and procurement guideline. He provided the draft copy to participants and requested them to submit their comments to be sent to JICA for finalizing the manual.

5. Monthly report progress

The progress of monthly WUA meetings were reported by districts. Each district will confirm the schedule of the WUA meeting.

6. Administrative Support Manual

The aim of the administrative support manual is to clarify the responsibilities of Districts, Secteur and cells, and responsibilities of each stakeholder. Mr. Hosoda requested participants to read it and submit their comments.

SNV representative distributed 3 forms on management of water so that WUAs can manage water facilities as professionals and requested the participants to give their opinions about those forms; they can freely change or add something to those forms. She requested PURA-SANI to include this point in the agenda of the next meeting to remind the participants.

7. Discussion session

Impressions on the meeting:

- Rwamagana: Thank you for this meeting. It was important because I learned the management of other WUAs, and we can learn from their experiences. We also heard opinions from different people.
- Kayonza: Thank you for this meeting. I can meet new people because I am a new staff. I heard that some regies are working well, but in Kayonza district regies were doing bad and it reminds me to think about it, which is a kind of a lesson.
- Ngoma: I learned a lot from others' experiences.
- SNV: I am happy because today there were participants from WUA who explained themselves the current situation of their WUA. PURA-SANI brought all materials necessary such as manuals and guidelines.
- Gatore II: Thank you for this meeting, it was a good platform. Everybody has expressed his/her opinion.

8. Next meeting schedule

The next meeting is scheduled to take place at Rwamagana District on 5th February 2009.

MINUTES OF FIFTH MONTHLY MANAGEMENT MEETING

Date of Meeting 8th February 2010 (Monday)
Time of Meeting 11:30 to 14:00
Venue of Meeting Rwamagana District Conference Room
Minutes Prepared by DUSABE Esthelyne

Attendants

1. MAKOMBE Jean Marie Vianney, District Development Programs Coordinator, Eastern Province
2. NGABONZIZA Deodatus, I/C of infrastructure, Rwamagana district
3. MUTESI Francine, Water board, Kayonza district
4. GATETE John, I/C of health, Kayonza district
5. TUYISABE Augustin, I/C of Infrastructure, Ngoma district
6. RUDASINGWA Edgard, I/C of WUAs, Ngoma district
7. KAYIRANGA Jean Damascene, I/C of health, Kirehe district
8. FUJII Shoji, Chief Advisor of PURA-SANI
9. MIYAUCHI Ryotaro, Deputy Chief Advisor of PURA-SANI
10. HOSODA Toshiaki, O/M Expert of PURA-SANI
11. TACHIBANA Shunsuke, Expert of PURA-SANI
12. MUNYURANGABO Jean, Interpreter, PURA-SANI
13. HABYARIMANA Lazare, O/M assistant, PURA-SANI
14. DUSABE Esthelyne, Assistant, PURA-SANI

Agenda

1. Review of previous meeting
2. Report on progress of monthly meetings between district and water service providers
3. Report on progress of sanitation promotion activities in districts
4. Technician training program and spare parts inventory and procurement training
5. Training program on examination of construction/rehabilitation plans of water schemes
6. Coming Activities
7. Discussion session
8. Next meeting schedule

Minutes: Issues and Topics

Before the meeting, all participants visited Rwakibogo source of MKM water scheme.

Rwakibogo Water source visit

All participants joined to visit Rwakibogo source. The visit was started by the opening word of Mr. Hosoda and the pump technician Mr. Napoleon had explained the function of the Rwakibogo water source intake system. He said that the generator consumes about 8.5 liters per hour, and since the generator consumes so much fuel and commercial power was extended recently, they now use electricity to pump up water and they use diesel when there is a shortage of power. Then, the inside of the pump house was shown and the pumping system was explained. Mr. Napoleon explained that a drain pump is used to pump out water after cleaning the receiving tank.

A question was raised by Mr Kayiranga Jean Damascène of Kirehe district: he asked how many time they clean the tank? Mr Napoléon answered that they cleaned it once last year.

A suggestion was made by Mr. Kayiranga that a water quality testing laboratory should be provided at the source for periodic testing before water is supplied.

The site visit started at 10:10 am and finished at 11:07am and after that the participants moved to the meeting at the conference room in Rwamagana District.

The meeting started at 11h30 am. The District Development Program Coordinator of Eastern Province, Mr. MAKOMBE Jean Marie Vianney, welcomed participants and wished the participants a happy New Year 2010 and officially opened the meeting.

1. Review of previous meeting

Mr. Fujii reviewed the agenda of the previous meeting which included issues from districts, the operation and maintenance guideline, water quality testing manual and administrative support manual. He then asked each district if the recommended format for monthly reporting by water service providers (WSPs) were already distributed to and if those were submitted from WSPs to districts. Mr. Fujii also asked if counterparts have any problems with the format given to WSPs. Then a new, simplified format was handed out for consideration if the previous format is difficult to fill in by WSPs.

2. Report on progress of regular district meeting

a. Kayonza district

For Kayonza district, Ms. MUTESI said she was absent for the last meeting but concerning the report, they are making audit of all cooperatives. Reports are not yet submitted to the district, but the new format is clear.

b. Rwamagana district

For Rwamagana district, Mr. Deodatus said the previous format was complicated (not clear) and also they didn't have time to look through all of them and no report was submitted to the district, but the new format is clear and brief.

c. Ngoma district

For Ngoma district, Mr. Augustin said normally the reports should be submitted to the district between 5th and 10th of each month. So maybe after 10th February 2010 all WUAs will submit those reports. He explained that the previous format can be filled in by WUAs.

d. Kirehe district

For Kirehe district, the person in charge of health explained that the previous format to WUA was difficult so they will use the new format because it is clear and brief. He explained also the current situation of Kirehe district; the sectors are managing the present water schemes. There are problems with 3 regies of Gahara, Gahama and Nyamugali because of bad management, but through the intervention of the district they will try to solve the problem, and for Gatore 2 the water supply system has problems.

They are planning to hold a meeting in April 2010 but he plans to advance this meeting to the end of this month.

Mr. Fujii asked other districts when they are planning their meetings and asked for the date of the meetings so the PURA SANI Experts can participate.

-Rwamagana district: end of this month

-Ngoma district: 12th February

-Kayonza district: end of this month

Mr. Fujii suggested that since the accounting training was already carried out by Mr. Hosoda, if the monthly account can be made according to the form used in the training, then this should be attached to the now monthly report format.

3. Report on progress of sanitation promotion activities

Mr. Fujii said that sanitation promotion activities are going on at the pilot sites of PURA-SANI. Also, the PURA SANI project has constructed ECOSAN toilets in primary schools of the 4 target districts. HAMS activities are already conducted in Ngoma and Rwamagana districts and activities for Kirehe and Kayonza districts will be conducted this month. So, he asked each district to explain about the current situation of sanitation activities and what they know about the PURA-SANI sanitation promotion activities.

a. Rwamagana district

Mr. Deodatus said that at some schools, the students use jerricans to wash hands after using toilet.

b. Kirehe district

About sanitation activities at Curazo Primary School, they have ECOSAN toilets and students are taught to wash their hands after using the toilet and two teachers were taught on hygiene and sanitation.

c. Ngoma district

About sanitation activities at Sakara Primary School, they have ECOSAN toilets and training was given to HAMS club, and also the district is planning to construct a composting system in Ngoma town.

d. Kayonza district

In Kayonza, ECOSAN toilets are constructed in Nkondo 2 and students were trained on hygiene and sanitation. In Gahini Primary School, hand washing stations and toilets were constructed near the classroom and all children know the importance of washing hands after using toilets.

Mr. Kayiranga suggested that it will be better if the project extends these activities to many more schools.

4. Technician training program and spare parts inventory and procurement Training

Mr. Hosoda said that technicians can repair leakages and operate pumps but technicians have requested training on repairing pumps and other subjects. Therefore, training will be given according to the results of needs assessment of technicians.

Results of Needs Assessment:

1. Training on basic structure of pumps (including daily operation and maintenance)
2. Training on materials for water supply (Types of pipes, sockets, meters, etc.)

He explained the draft training plan for technicians of water service providers which has four purposes:

- To strengthen basic knowledge of materials for water supply equipment,
- To know the structure and mechanism of pumps,
- To know the structure of water supply facilities,
- To confirm and strengthen operation of pumps and other equipment

Mr. Hosoda asked each district to arrange the location and date of training and also to select trainees. He asked each district to give their comments on this training program.

-Ngoma district, Mr. Augustin asked who will pay the salary of trainees.

Mr. Hosoda answered that he will ask MININFRA.

-Rwamagana district, Mr. Deodatus said, he will make a plan and fix the date.

-Kayonza district wishes to have the training on 16th February, 2010

-Ngoma district would like to have the training on 15th February, 2010

-Kirehe district, Mr. Kayiranga said the target is Gatore 2, but he doesn't know if there is area for the training and if they have spare parts.

Also, a date needs to be determined to check the stock of spare parts especially in Rwamagana and Kayonza.

5. Training program on examination of construction/rehabilitation plans of water schemes

Mr. Miyauchi asked who is responsible for making the study, design, tender and supervision of construction and rehabilitation projects for water supply. The districts answered they usually contract out studies to design projects. The tender committee carries out the tender and evaluates tenders. Mr. Miyauchi handed out questionnaires on this matter to each district and requested them to answer those questions.

Mr. Makombe wanted to know the purpose of this questionnaire. Mr. Miyauchi

answered that the purpose is to identify the present responsibilities of each district so he can prepare a training program.

Mr. Fujii asked how districts are handling large scale repairs. As an example, the pump at Gatore 2 is broken and needs to be repaired or replaced. Before, Gatore sector has funded such repairs, but now they have no budget. Therefore, Mr. Fujii asked Kirehe district if they can help the water users association to buy another pump.

Mr. Damascene answered that the district has no fund but they have already started mobilization of beneficiaries of this water supply scheme to contribute so they can repair it themselves. And also the district can take up this problem in their plans and search for a fund from CDF.

Mr. Makombe suggested that the sector should make a report and submit it to the district; and the district should discuss the impact of this problem and help the sector to find a solution.

6. Coming activities

Mr. Fujii said that the PURA-SANI project is in the 3rd year, and the activities for this fiscal year are scheduled to end in February 2010. The project will end in September 2010. So, the JCC meeting is scheduled for 23rd February 2010 to present the activities of the 3rd year. Also, he requested each district to prepare materials on present conditions of water supply and sanitation promotion activities so that they can present them at the JCC meeting. Mr. Makombe suggested that mayors or vice-mayors from each district should make the presentations.

Mr. Makombe asked who will be invited and Mr. Fujii answered that, through the invitation of MININFRA, Eastern Province and PURA-SANI, the following will be invited.

- Mayors
- I/C of infrastructure
- I/C of health
- Presidents of WUA/Cooperative
- Headmasters of pilot schools
- Executive secretaries of target sectors
- JICA Rwanda Office

Mr. Fujii said also the terminal evaluation of this project is scheduled for April 2010. During this evaluation, the JICA evaluation mission is planning to visit project concerns such as the districts and pilot sites. Therefore, he requested the participants to give their cooperation to the evaluation mission and the participants agreed.

7. Discussion session

-Rwamagana: Thank you for this meeting. It was very good.

-Kayonza: Thank you for this meeting. Everybody should arrive in time.

-Ngoma: Thank you for this meeting. I learned a lot from others' experiences like management of existing water supply scheme.

-Kirehe: The meeting was good because everybody has shared his/her opinions.

As closing words by Mr. Makombe, he said the meeting was nice and he told the districts to keep statistics on water supply, such as how many % of villagers have water and % of people who do not have water. And also he requested the districts to make regular and clear reports to show the conditions of water supply. He then thanked JICA and all PURA SANI Experts for this project and all participants in this meeting.

8. Next meeting schedule

The next meeting is scheduled to take place at Kayonza District on 16th March 2010. After this meeting, another meeting is scheduled to take place at Ngoma District on 20th April 2010.

The meeting ended at 2h30' pm.

MINUTES OF SIXTH MONTHLY MANAGEMENT MEETING

Date of Meeting 13th May 2010 (Thursday)
Time of Meeting 14:00 to 17:00
Venue of Meeting AVEGA Conference Room, Rwamagana
Minutes Prepared by DUSABE Esthelyne

Attendants

1. UWONKUNDA Bruce, Water Supply Expert, MININFRA
2. UWIRINGIYE Emmanuel, President MKM of Rwamagana
3. MUTESI Francine, District water board, Kayonza District
4. GATETE John, I/C of health, Kayonza district
5. RUDASINGWA Edgard, I/C of Water Users Association (Regies des eaux)
6. MUTABARUKA Sylvain, I/C of Environment, Water and Forestry, Kirehe district
7. FUJII Shoji, PURA-SANI, Chief Advisor
8. MIYAUCHI Ryotaro, PURA SANI Deputy Chief Advisor,
9. TACHIBANA Shursuke, PURA SANI Expert
10. MULISA Diane, PURA-SANI Assistant
11. DUSABE Esthelyne, PURA-SANI Assistant

Agenda

1. Review of previous meeting and JCC meeting
2. Discussions on Administrative Support Manual
3. Progress of meetings between districts and water service providers and monthly reporting
4. Activities for remaining period of project
5. Discussion session
6. Schedule for next meeting

Minutes: Issues and Topics

1. Review of previous meeting and JCC meeting

Previous meeting

Mr. Fujii reviewed the previous meeting. He requested the participants to read through the minutes of previous monthly management meeting. He said that the district should decide on who will be trained what training they need. An expert of PURA-SANI, Mr. Hosoda, is scheduled to come in June and he is planning to organize the trainings.

Mr. Emmanuel suggested that the trainings should be separated for each district because water schemes are different at each pilot site. Mr. Fujii requested them to decide on the dates of the trainings.

JCC meeting

In general, all participants said that they had only a short time to make the presentations. Mr. Bruce said that for Rwamagana, the presentation on sanitation issues was lacking. For MKM, 9 public taps are not working because water meters are broken and the president of MKM WUA said that the association is in the process of installing new water meters.

Mr. Fujii asked Mr. Emmanuel about his presentation in the JCC meeting. He questioned the served population of 3.328 persons while the design population is 20.600 persons. Mr. Bruce said that MKM WUA has to increase this number of 3.328. Mr. Emmanuel said that, if they had electricity for all 3 pumps, they can reduce the water tariff because now, only one of three pumps is connected to a commercial power line. The price of diesel is increasing to cause increment in water prices.

Concerning sanitation, some trainings were provided to hygiene and sanitation facilitators, and they are submitting monthly reports to the district. MKM WUA requested some spare parts to the district, but the district doesn't have the budget.

For Kayonza district, Mr. Gatete said they have a district water board and they wish to have training. Mr. Fujii asked them to prepare the program including who will be trained and request the district to include the training program in their district action plan. He also said that the Project will help them to train trainers.

About spare parts, when there are spare parts which cannot be procured by the WUA,

they can make a request to MININFRA. Mr. Bruce told the participants that they can collaborate with RECO-RWASCO about spare parts to procure them easily.

Mr. Miyauchi went to Kigali with a district officer and WUA technician to survey spare parts. The agent provided them a price list and now, Mr. Edgard is considering keeping a stock at the district.

Mr. Bruce suggested Ngoma district to request more pilot sites (primary schools) but Mr. Fujii said that the Project is supporting only one primary school in each district as pilot sites.

Mr. Fujii asked if MININFRA is able to budget a pump for Gatore 2 and Mr. Bruce said that is it not possible for this year because the budget is already passed. However, during the last JCC meeting, Mr. Sano said that it is possible to get budget from MININFRA.

Mr. Fujii asked for cooperation and participation from MININFRA and districts so that the project can end successfully.

The officer in charge of water from Kirehe district asked why the report did mention about using rainwater. Mr. Fujii replied that rainwater is not targeted in this project because it is not recommended for drinking directly.

2. Discussions and validation of administrative support manual

Mr. Fujii requested any comments from districts about the administrative support manual. However, there was no comment from districts. Mr. Bruce said that since he was not involved in this Project before, this is the first time to see this manual. So, he said that he will read through the manual and give comments at a later time.

3. Progress of meetings between districts and water service providers and monthly reporting

a. Rwamagana district

Mr. Emmanuel said that MKM WUA had a meeting with the district last Sunday to discuss their activities and association problems. Normally, the association has a meeting every month. Some technicians who we trained by the Project left their job, and so now, the WUA is requesting training for new technicians.

b. Kayonza District

There was a monthly meeting in March 2010. Contracts with water service providers have ended and new contracts have to be made. Kayonza district has 5 WSPs.

Since the meeting in March, there was no meeting and they are planning to meet at the end of this month. Mr. Bruce asked them to meet as soon as possible.

c. Ngoma District

The last meeting was in March, but now they are planning to meet on 28th May 2010.

d. Kirehe District

We had a meeting on 25th March 2010 and we have decided to do monthly meetings at the district level. Mr. Bruce told them to have a meeting during this month as soon as possible because they didn't meet last month.

4. Activities for remaining period of project

Mr. Fujii requested districts to initiate the activities and PURA-SANI will support them.

5. Discussion session

Mr. Emmanuel requested Mr. Bruce if MININFRA can budget power extension to provide electricity to other pumping stations because 2 pumps are still using diesel.

6. Next meeting schedule

All participants agreed that the next meeting will take place on 10th June 2010 at Kayonza district.

MINUTES OF SEVENTH MONTHLY MANAGEMENT MEETING

Date of Meeting 18th June 2010 (Friday)
Time of Meeting 10:00 to 12:30
Venue of Meeting Kayonza District Conference Room
Minutes Prepared by MULISA Diane

Attendants

1. Mr. MBARUSHIMANA Jean Paul, I/C of Infrastructure, Kayonza District
2. Ms. MUTESI Francine, District water board, Kayonza District
3. Mr. GATETE John, I/C of health, Kayonza district
4. Mrs. UWAMAHORO Angelique, I/C of Health, Ngoma District
5. Mr. DUKUZEYEZU Diogène, I/C of Health, Kirehe district
6. Mr. MUNAKATA Atsushi, JOCV (Kabarondo Secteur)
7. Mr. YOSHIKAWA Jun, PURA SANI Expert
8. Mrs. YOSHIKAWA Chieko, PURA SANI Expert
9. Mr. HOSODA Toshiaki, PURA SANI Expert
10. Mr. MUNYURANGABO Jean, PURA SANI Interpreter
11. Ms. MULISA Diane, PURA SANI Assistant

Agenda

1. Review of previous meeting
2. Report on progress of regular district meeting
3. Training Program and Schedule
4. Monthly reporting from WSPs
5. Implementation of Water Quality Analysis Manual and Procurement Guideline
6. Report on follow-up seminar for Community Health Workers and Facilitator of WSPs
7. Training seminar for technicians
8. Discussion session
9. Next meeting schedule

Minutes: Issues and Topics

Before the meeting, there was a site visit. Participants visited the stockyard in Mukarange, where Mr. Hosoda explained the proposed procedure for procurement of spare parts.

After that, the meeting was held at Kayonza district office; Mr. MBARUSHIMANA J. Paul gave opening remarks and welcomed participants on behalf of Kayonza District.

1. Review of previous meeting

The minutes of the 6th monthly management meeting which took place at Rwamagana District on 13th May 2010 was confirmed.

2. Report on progress of regular district meeting

a. Rwamagana district

Rwamagana District was not presented.

b. Kayonza district

The I/C of infrastructure in Kayonza district said that they didn't have a meeting with WSPs because of the delay of the audit report by the District. They were waiting for audit report to be finished.

He said that they are planning to make new contracts with WSPs because the old contacts were terminated. He said that according to the audit report, Vomameza cooperative didn't work well and that is why they want to give the management of water facilities to KOGEPRENA which did well comparing to other six cooperatives. Kayonza district wrote a letter to Vomameza for termination of the contract and the handover will take place on 21st June 2010.

About hygiene and sanitation, Mr. Gatete John said that they visited Nkondo primary school to check the hygiene. They are also planning to do a hygiene campaign, where they will visit schools and households to check hygiene and sanitation conditions. The name of that campaign is "Hygiene and sanitation campaign".

c. Ngoma District

The I/C of infrastructure didn't come because there was another meeting with water regies and regie committees on district level, and therefore, water issues were not presented. About hygiene and sanitation, Mrs. Angelique emphasized on hygiene activities of water points like putting fences around water points. She also said that Community Health Workers, who were trained before, are sensitizing people in collaboration with facilitators from water regies, and they are supervised by I/C of

health on sector level/ health center.

About the evaluation of hygiene in households, health centers and sector offices submit monthly reports to the district. In Kibungo city, they visit restaurants and other places once in two months to check hygiene conditions, and they submit reports to Eastern Province.

About the progress of CBEHPP, she said that it is the program of MINISANTE based on participation of rural peoples in hygiene through hygiene clubs. This program will start in July. This program will be implemented in 4 districts only, but after 3 years it will be extended to all districts of the whole country. She said that the first meeting for this program was held on 24th May 2010, and the next meeting will be held at the end of this month, and they are planning to invite JICA. Mrs. Yoshikawa requested her to address the invitation letter to JICA in Kigali.

d. Kirehe District

I/C of infrastructure was absent. About hygiene and sanitation, Mr. Diogene said that he has not enough information because he is new, but even if he is new, he has participated in the field visit for hygiene program in February, and at that time they sensitized about malaria, malnutrition, family planning, hygiene, diarrhea, etc. **The targets for this sensitization were E/S of cells, I/C of social affairs at sector level, women and religious organization representatives.**

3. Training program and schedule.

This point was explained at the end.

4. Monthly Reporting from WSPs

This was reported by Kayonza district. I/C of infrastructure of other districts didn't participate in the meeting.

5. Implementation of Water Quality Analysis Manual and Procurement Guideline

Mr. Yoshikawa and Mr. Hosoda are preparing the manual and it will be translated into Kinyarwanda. Next week they will start to train technicians, especially technicians of MKM scheme because there have three new technicians who do not know operation and maintenance very well. Therefore, training for them is very urgent. PURA-SANI will start training from MKM and then Kayonza, Ngoma and Kirehe. About the pump technician of Nyankora pumping station, Mr. Jean Paul said that he will ask KOGEPRENA but he thinks that KOGEPRENA will keep the technician of Vomameza

because he is the one who was trained and he knows very well the operation and maintenance of that pump.

About the Water Quality Analysis, this must be done periodically. Mr. Hosoda said that this was proposed by the evaluation team, and it is a proposal but they want to implement this system to district and WSP, and the results should be submitted to the district level. Rwamagana and Kayonza have equipment for water quality analysis, but otherwise they can take samples and bring them to RECO-RWASCO. Water quality should meet guideline values of WHO.

About the quality of water from boreholes, Mr. Hosoda said that normally water of handpumps is safe, and whenever a borehole is drilled, they test water quality and when it is bad, they close the borehole. A participant asked whether the water quality of boreholes change by time, and Mr. Yoshikawa answered that generally it varies with environmental changes such as cultivations, contamination from fertilizers and so on.

Regarding the spare-parts distribution system, Mr. Hosoda explained that they made a flow chart including roles and responsibilities of WSPs and Districts concerned. He wants to discuss further with the districts and WSPs to be effective.

6. Report on Follow-up Seminar for Community Health Workers and Facilitators of WSPs

Mrs. Yoshikawa explained the follow-up seminar for Community Health Workers and Facilitators of WSPs who were trained in November last year. She said that the results of this follow-up seminar were successful. During the event, she found that Community Health Workers are not accustomed to didactic materials. She will make a report of this follow-up seminar at the end of this month.

7. Training Seminar for Technicians

Mr. Hosoda said that he wants to train technicians but the date and venue are not yet decided. Training will take place in the last week of this month.

8. Discussion session

Impressions on the meeting:

- Kayonza: Mr. Gatete said that the meeting is good. It reminds them to evaluate themselves. He appreciates the fact that JICA is always visiting and following up, and he said that they cannot spend one week without seeing somebody from JICA.
- Ngoma: Mrs. Angelique said that the meeting is good. She requested two

things to JICA; they need recommendations from JICA side. She also requested to have a mass sensitization in Murama sector. (with Mrs. Yoshikawa, Angelique, sector officer);

- Kirehe: Mr. Diogène reminded about management and technical trainings to WSPs
- Mr. Munakata: He said that in Kabarondo sector, they face a problem of transportation. Transport of materials from stockyard to the site because the WSP buys spare parts from Kigali. About hygiene and sanitation, he said that he visited the health center and he found that there are skin diseases and diseases caused by parasites. He is supposing that these diseases are caused by water.

9. Next meeting schedule

The next meeting will take place at Ngoma District on 16th July 2010.

MINUTES OF EIGHTH MONTHLY MANAGEMENT MEETING

Date of Meeting 16th July 2010 (Friday)
Time of Meeting 9:50 to 12:00
Venue of Meeting Ngoma District Conference Room
Minutes Prepared by MULISA Diane

Attendants

1. Mr. TUYISABE Augustin, I/C of Infrastructure, Ngoma District
2. Mrs. UWAMAHORO Angelique, I/C of Health, Ngoma District
3. Mr. RURANGIRWA Theogene, I/C of Infrastructure, Kayonza District
4. Ms. MUTESI Francine, District water board, Kayonza District
5. Mr. MUTABARUKA Sylvain, I/C of Infrastructure, Kirehe district
6. Mr. DUKUZEYEZU Diogène, I/C of Health, Kirehe district
7. Mr. TACHIBANA Shunsuke, PURA SANI Expert
8. Mr. MUNYURANGABO Jean, PURA SANI Interpreter
9. Ms. MULISA Diane, PURA SANI Assistant

Agenda

1. Review of previous meeting
2. Report on progress of regular district meetings
3. Monthly reporting from WSPs
4. Feedback on training seminar for technicians
5. Introduction of procured water quality testing equipments
6. Discussion session
7. Next meeting schedule

Minutes: Issues and Topics

The meeting was held at Ngoma district office. Mr. TUYISABE Augustin gave opening remarks and welcomed participants to Ngoma district.

1. Review of previous meeting

The minutes of the 7th monthly management meeting which took place at Kayonza District on 18th June 2010 was reviewed.

2. Report on progress of regular district meetings

a. Ngoma district

The I/C of infrastructure said that water regies submit monthly reports, but monthly meetings were not held because the I/C of water regies is sick since two months ago. He said that Karemba regie has a problem of bad management and the accountant was arrested after the audit was carried out by the district. Some regies such as Gashanda, Rukira and Sangaza regies are working well. Kazo and Mutendeli regies have generator problems and so the district tendered for generators for those two systems. Sake regie is also in mismanagement and that is why the district wants to replace that regie. The district can receives these information through monthly reports. Rehabilitation of 18 water sources funded by PAREF and construction of a new system of 12km by CDF are on-going. PAREF is under the Ministry of forest and mines. Mr. Tachibana said that he heard about the privatization of water regies in Ngoma district and Augustin replied that it is not yet realized but they are proposing to give Sake water system to RECO-RWASCO because this system uses electricity provided by RECO-RWASCO and it covers three sectors. But this is not yet decided.

About health, the I/C of health talked about the program CBEHPP of MINISANTE, The meeting was supposed to be held last month but it will take place on 20th July 2010 in Ngoma district and on 30th July 2010 on a national level where all 4 districts concerned by this program will be presented by 5 persons and JICA office will also be invited. About hygiene, she said that there is a cooperative in Kibungo city which is planting trees along the roads and cleaning the roads. That GIRISUKU cooperative has a contract with the district since April 2010. There are also public dustbins which are collecting degradable and non degradable garbage but machines for transforming that garbage are not yet available. She also said that, a program of sensitization has started at Sakara primary school and surrounding areas in collaboration with parents and community health workers.

b. Kirehe district

A meeting was held between Kigarama and Nyamugali regies which share the same water system. Mr. Sylvain as district representative decided that money must be collected in the sector where water kiosks are located. Also, Mr. Sylvain went to MININFRA to follow up on the letter requesting a new pump for Gatore II, but MININFRA told him that there is no budget for it. He also said that in Kirehe district there are 3 new water systems being constructed; 2 systems are located in Kigarama and Gahara sectors which are constructed through MININFRA and another system is located in Mahama sector which is funded by CDF. He ended by saying that they are waiting for the JICA project for water supply scheme construction in September 2010.

About health, the I/C of health said that there were hygiene sensitization meetings during last month and target people were E/S of cells, social affairs at sector level, women and religious organization representatives. They couldn't invite WSPs because of the limited budget. They organized meetings by sectors and some closely located sectors were combined. Six meetings were held in June and 2 meetings in July. For the next meeting they are planning to visit households to check the progress. About the letter for facilitating community health workers, the letter was already submitted to Kirehe health center.

c. Kayonza District

The I/C of water in Kayonza district said that water facilities are managed by cooperatives because regies were unable to manage them well. She said that they made an evaluation (audit) for all WSPs and COVOMEKA was replaced by COGEPRENA. Same as other cooperatives, COGEPRENA signed a new contract for 5 years with the district on 26th June 2010; technicians who were trained by JICA project are still working and only administrative staffs of COVOMEKA were changed. Nyankora staffs are continuing to work with the new cooperative. But for Mukarange scheme, the contract was undetermined because the district is planning to give it to RECO-RWASCO. About monthly meetings, she said that there was a meeting on 13th July and there will be another one on 21 July 2010 to check the progress and this meeting will take place in the field in order to hear the voices of beneficiaries, in Nyamurama sector at Gatara water source. For capacity building of new WSPs, PDRCIU, the program funded by IFAD, will distribute the fund to train them, and the consultant for training WSPs was already selected. The training will take place on 26th July 2010 for one week.

d. Rwamagana District

Rwamagana district was not represented again.

3. Monthly reporting from WSPs

This was reported by Ngoma district, they said that monthly reports are submitted regularly.

4. Feedback on training seminar for technicians.

Sylvain said that he participated in the training and acquired knowledge, but there is no place to put in practice what he learnt in training since Gatore II is not working.

Augustin said that they don't have water quality analysis equipment and spare parts. He didn't put in practice yet what he learnt in training. He said that the training was useful but they need to practice.

Mutesi said that she went to Kazabazana and Nyankora pumps and practiced with technicians by using manuals. About water quality, she called a staff from RECO-RWASCO and they tested water together.

5. Introduction of procured water quality testing equipments

Mr. Tachibana introduced water quality testing equipments which will be provided to Rwamagana, Kayonza, Ngoma and Kirehe districts. The equipments to check pH and Electrical Conductivity will be distributed to Ngoma and Kirehe districts while the device to evaluate residual chlorine will be delivered to all 4 districts. He said that Mr. Hosoda or other experts will teach them how to use those equipments. The equipments will be provided to those districts next week.

6. Discussion session

Mr. Sylvain asked why Rwamagana district is not participating in the meetings. Mr. Tachibana said that staffs were attending seminars and that is why they couldn't join the meeting.

Mr. Augustin asked if PURA-SANI will be extended or not and if the district can participate in the action plan of this project. Mr. Tachibana replied that he think that the project will be extended but this is not yet officially announced. About participation in the action plan of this project, he said that in October there will be a JCC meeting for project design.

7. Next meeting schedule

The next meeting is scheduled to take place at Kirehe District on 17th September 2010. The meeting in August will be postponed because of Presidential elections in August.

MINUTES OF NINTH MONTHLY MANAGEMENT MEETING

Date of Meeting 17th September 2010

Time of Meeting 11:30 to 13:30

Venue of Meeting Gatore Secteur Office, Kirehe District

Minutes Prepared by MULISA Diane

Attendants

1. Mr. Toshiaki HOSODA, O/M Expert, PURA-SANI
2. Mr. YOSHIKAWA Jun, PURA-SANI Expert
3. Mr. MUTABARUKA Sylvain, I/C of Water & Environment, Kirehe district
4. Mr. MUHUNDE Narcisse Senkobwa, President of Gatore II WUA
5. Ms. MUTESI Francine, I/C of water, Kayonza district
6. Mr. MUVANDIMWE Mbonigaba Laurent, I/C of Good Governance, Ngoma district
7. Mr. RUDASINGWA Edgard, I/C of water regies, Ngoma district
8. Mr. SAFARI Gaspard, Facilitator, ARDR
9. Ms. MULISA Diane, PURA-SANI Assistant

Agenda

1. Review of previous meeting
2. Report on progress of regular district meeting
3. Extension of PURA-SANI Project (Draft)
4. Training of Water Quality Analysis and Procurement Guideline
5. Discussion session
6. Next meeting schedule

Minutes: Issues and Topics

The Executive Secretary of Kirehe District, Mr. MUGABO Frank, welcomed participants to Kirehe.

Before the meeting, there was a site visit. Participants visited Gahezi water source of Gatore II water scheme where Mr. Hosoda explained the structure of the pumping system. This scheme is not functioning since January of this year because the pump is broken. Gatore II WUA has been trying to repair it several times but without success.

After the site visit, the meeting was held at Gatore sector office. Mr. Sylvain gave opening remarks and welcomed participants to Kirehe District.

1. Review of previous meeting

Confirmation on the minutes of the 8th monthly management meeting which took place at Ngoma District on 16th July 2010. At that time the I/C of water users association (WUA) of Ngoma District was sick, but he is now recovered and he is planning to meet with WUAs next month.

2. Report on progress of regular district meeting

a. Rwamagana district

Rwamagana District was not represented.

b. Kayonza district

The I/C of water of Kayonza district said that COGEPRENA is a cooperative which replaced VOMAMEZA and it has been managing 3 water schemes: Murama, Ndego and Kabare. After the audit, COGEPRENA proved to be financially sound and that is the reason it was able to receive other schemes: Mukarange, Nyankora and Cyatokwe. RECO-RWASCO gave many conditions to manage Cyatokwe and Kazabazana schemes. The district will hold a legal tender after three months because they are still repairing Cyatokwe pumping system. There is another source at Mukarange near by the existing water source with high content of iron and now water is being treated and therefore, water is not used until then. Regular meetings with WSPs are being held at the sector level in order to reach problems locally.

c. Ngoma District

The schedule of Ngoma district concerning privatization of WUAs is still under process and a meeting is scheduled for next month to discuss this issue.

d. Kirehe District

The I/C of water and environment said that he had meetings with WUAs on 28/07/2010 and 14/09/2010. During the 28/07/2010 meeting, a consultant from World Bank explained about privatization on how the management can be transferred from WUAs to cooperatives. After the meeting they requested existing WUAs to become cooperatives for legal registration. They opened a bank account as the district water fund and cooperatives will pay 15% of their income and 100,000F as caution money before starting their activities. After signing agreements, bank accounts of WUAs at sector level will be closed and money will be transferred to the water district fund. The aim of 14/09/2010 meeting was to defend this issue, and Vice-Mayor of economic affairs, agronomists and technicians met with WUAs and agreed on the decisions of the 1st meeting.

3. Extension of PURA-SANI Project (Draft)

The project was scheduled to be completed within this October, but it was extended for one year. Mr. Hosoda explained the activities to be done during the extension period such as to developing briefing document on pilot water supply schemes, to conduct model training for technicians of WSPs, to conduct annual training for current and new technicians of WSPs by districts, to finalize manuals, to assist WSPs to prepare monthly reports, to assist WSPs to improve its service based on feedbacks from districts, to conduct additional training to WSPs of pilot sites, to monitor the facilities O&M by technicians at pilot sites, to provide technicians of pilot sites with guidance on handling large scale repairs, to revise the O&M manual (accounting edition), to train WSPs in pilot sites on accounting practice by using the revised O&M manual (accounting edition), to propose a system for procurement and use of spare parts, to agree on the proposed system for procurement and use of spare parts with stakeholders, to identify problems in terms of proper tariff collection, to assist WSPs to improve their tariff collection in model water taps and to disseminate improved tariff collection from model water taps to other water taps in the pilot sites. Concerning hygiene and sanitation promotion, the activities will be resumed, but monitoring of activities will be made.

4. Training using Water Quality Analysis Manual and Procurement Guideline

During last July, Mr. Tachibana handed over water quality test equipments to districts. Those equipments were given to pilot sites of Gatore II in Kirehe district, Murama in Ngoma district, Nyankora in Kayonza district and MKM in Rwamagana district. However, Ms. Mutesi doesn't agree with this because she thinks that those materials should be kept by the district to be used by all

WSPs operating in the district. She said it is better to keep those materials at the district so that they can be used by all because there is a person in charge who will analyze water quality. Mr. Hosoda said that there will be training on the use of those equipments, so each district should choose appropriate persons to be trained. He will call I/C of infrastructures to confirm date of training in each district.

5. Discussion session

The I/C of water and environment of Kirehe district said that WUAs want study tours to water cooperatives so that they can learn about their management procedures, and Kirehe district requests support to carry out these study tours. Mr. Hosoda replied that he will discuss this with other members, but he cannot make any promises.

About the impression of Gatore II scheme on how it can be repaired:

- Mutesi: They must remind MININFRA about the letter they submitted and she asked if the Japanese Government can support and construct another water scheme by using that water source because the source has a lot of water.

- Sylvain: District will follow-up on the water scheme since the people received that water scheme with used equipments.

- Muvandimwe from Ngoma district: There is a water supply project and he thinks that the project can be implemented as soon as possible because water is needed in Kirehe area. He said that Cyatokwe source can be repaired.

- Muhunde from Gatore II WUA: Gatore II scheme is used by 2,314 households or around 12,000 people so this is a big problem for them, and he thinks that the project can do at least something simple to help people to get water while waiting for the 2nd phase project.

- Edgard: Kirehe district should find a consultant who can make a study of that scheme and confirm if the design was proper, and check to see if the engine has enough capacity to operate the pump. Sylvain said that it is not a design problem because at the beginning, the pump was pumping 31m³/hour and this has decreased to 12 m³/hour.

6. Next meeting schedule

The next monthly management meeting is scheduled to take place at the same time with the JCC meeting during next month but the date is not yet fixed.

MINUTES OF TENTH MONTHLY MANAGEMENT MEETING

Date of Meeting 27th October 2010 (Wednesday)
Time of Meeting 14:00 to 16:30
Venue of Meeting AVEGA Conference room in Rwamagana District
Minutes Prepared by DUSABE Esthelyne

Attendants

1. Mr. Makombe Jean-Marie Vianney, Coordinator of District Development Programs, Eastern Province
2. Mr. Furaha Pascal, JICA Program coordinator
3. Mr. Rwakayigamaba Emmanuel, I/C of water & environment, Rwamagana District
4. Mr. Mbonyumukiza Emmanuel, I/C of infrastructure, Kayonza District
5. Mr. Rudasingwa Edgard, I/C of WUAs, Ngoma District
6. Mr. Gakunzi Emmanuel, I/C of infrastructure, Kirehe District
7. Mr. Mutabaruka Sylvain, I/C of water & environment, Kirehe District
8. Ms. Nishijima Kohta, JOCV Kigabiro sector, Rwamagana District
9. Ms. Tsukada Kiyoko, JOCV Mukarange sector, Kayonza District
10. Mr. Fujii Shoji, Chief Advisor, PURA SANI
11. Mr. Ohno Yasuo, JICA Expert, PURA SANI
12. Mr. Tachibana Shunsuke, JICA Expert, PURA SANI
13. Mr. Habyarimana Lazare, PURA-SANI assistant
14. Ms. Dusabe Esthelyne, PURA –SANI assistant
15. Ms. Musiime Florence, PURA-SANI assistant
16. Mr. Safari Gaspard, Facilitator PURA-SANI

Agenda

1. Review of previous meeting
2. Report on progress of regular district meetings
3. Monthly reporting from WSPs
4. Confirmation on training program for WSP technicians
5. Discussion session
6. Next meeting schedule

Minutes: Issues and Topics

1. Review of previous meeting

Mr. Fujii reviewed the previous meeting and all participants agreed on the minutes of meeting.

2. Report on progress of regular district meeting

KAYONZA District:

Mr. Mbonyumukiza Emmanuel said that they had just one meeting with COGEPRENA; also they have the task of properly up-keeping water supply facilities.

Mr. Emmanuel said that COGEPRENA paid some amount of money to Kayonza District. The one problem is the pump of Cyatokwe which is not repaired until now.

Mr. Ohno asked if they didn't have any problems with management of money and how much they charged for a jerrican, and Mr. Emmanuel answered that they didn't have any problems about the management and for the price of a jerrican; he said that is 20Frw/jerrican.

KIREHE district

Mr. Mutabaruka Sylvain said that there are 7 WUAs in Kirehe district, but only 2 monthly reports are submitted to the District. They had one meeting between the District and WUA on 18 October 2010.

Mr. Sylvain had training in Rusizi and Nyamasheke District on privatisation of water supply schemes. After that he will start visiting all water supply schemes in the district. The purpose of this visit is to know the present conditions of water supply schemes before privatisation of those schemes. Before privatisation, WSPs should become cooperatives. The process of training WSPs on how they can become cooperatives is finished. A condition of a cooperative is to have some amount of money in their account and be able to pay the royalties to the District. In case of Gatore II, when a new pump is installed at Gahezi water source, then the WUA will also become a cooperative.

Mr. Ohno asked which WSPs you want to transfer to cooperatives and what is the advantage of the cooperative?

Mr. Sylvain answered that they are planning to transfer management of all water supply schemes of Kirehe district to cooperatives and for them to contract with the district. About the advantage of the cooperative, he said that the contract of the cooperative states that they should pay 15% for royalties to the account of district and keep 85%. Another advantage for cooperative is that they can improve their management of water supply schemes because as they have the shares and they can manage the activities better.

NGOMA district

Mr. Edgard said that they had a meeting on 1st October 2010 with the Mayor and E/S of Ngoma district and they discussed with WUAs to privatise all water supply schemes. In Ngoma district, all WUAs now have good incomes and the interest is very high as compared to the previous period because in December last year they had 8millions in their account, but now they have 18millions as income and interest. An exception is in Murama sector where villagers refuse to pay money, and to solve the problem they suggested to pay 100F/household/ month. The contributions were collected from Rukira, Karembo, Kazo and Sangaza water supply schemes. In October 2010, they should start to divide 50% of total interest with the district (after all expenses). The price of water depends on the system used by the water supply scheme, 5frw/jc for gravity systems and 25frw/jc for pumped water schemes. Now, Ngoma district has 12 water supply schemes and that of Sake Sector is now in full operation. Before, some villagers refused to pay money, but now they are starting to pay due to sensitization of villagers by the local government and they made a committee for each scheme composed by 2 members from the Sector and 3 members coming from the local villages. They decided to make an amendment to apply penalty to whoever refuses to pay money within the provided time.

RWAMAGANA district

Mr. Emmanuel said that they had only one meeting and the price of water is 30frw/jc, The price is high because of using fuel which is very expensive but they have a plan to transfer management by the water users association to RECO-RWASCO.

Mr. Emmanuel continued to say that there are many problems with the association because of mismanagement, and they didn't manage the problems. Because of the high price, the population didn't use the MKM facilities and since the association didn't repair the broken facilities, he planned to transfer the WUA to management by RECO-RWASCO.

Mr. Makombe said that the government is planning to transfer all activities of the WUA to RECO-RWASCO because of mismanagement, high price, etc. and the government is there to be advocacy of their population. Also, since 30fr/jerrican is high, maybe this can be decreased to 15fr/jerrican. Because of those problems we are planning to transfer all activities under RECO-RWASCO maybe in 2 months.

Mr. Ohno requested that if any changes in that issue arise, then they should inform PURA-SANI experts.

Mr. Makombe answered that is necessary to inform the PURA-SANI experts because they are our special partners in the activities.

3. Monthly reporting from WSPs

All WSPs are reporting monthly to the district.

4. Confirmation on training programme for WSP Technicians

Mr. Ohno said that each district has to prepare and carry out trainings for WSP Technicians by their own budget, but each district answered that now there is no budget for this training because the fiscal year started in July, but they can negotiate with the district to put this issue in the budget for next fiscal year 2011.

5. Discussion session

I/C of infrastructure or I/C of water & environment of each district should prepare an action plan of training and submit them at the next meeting.

Mr. Ohno asked if WUA of Ngoma need the transfer from association to cooperative. Mr. Edgard answered that they wanted to be a cooperative but not yet.

Mr. Sylvain requested that the meeting take place at the pilot site and not only at the district office.

Participants from each district suggested that the monthly management meeting should take quarterly (one meeting per 3 months) and not every month, and all participants agreed. However, the experts suggested that if is quarterly every representative of district should come with many ideas about the situation and the minute of management meeting will be prepared by the representative of district where the meeting is held and submit it to PURA SANI project.

6. Next meeting schedule

The next meeting was agreed to be held on 3rd December 2010 at Kayonza district but I/C of infrastructure will decide the place of the meeting.

Annex-9
List of Collected Information

Annex-9 Collected Information

Project: Project for Improvement of Water Supply and Sanitation in Eastern Province

Code	Name of Document	Publisher	Date	Lang.	Procured	Type	Original/Copy
Governmental Law, Development Plan, etc.							
GO-1	The Constitution of the Republic of Rwanda	GoR	2003/5/26	E	MININFRA	Data File	Data
GO-2	Economic Development and Poverty Reduction Strategy, 2008-2012	GoR	2007/9	E	MININFRA	Data File	Data
GO-3	National Decentralization Policy	MINALOC	2001/5	E	MININFRA	Data File	Data
GO-4	Vision 2020	MINECOFIN	2003/6	E	MININFRA	Data File	Data
GO-5	Rwanda Decentralization Strategic Framework, Towards a sector-wide approach to decentralization implementation	MINALOC	2007/9	E	MININFRA	Data File	Data
GO-6	The Vision 2020, MDGs, EDPRS and Imihigo Evaluations	MINECOFIN		E	Eastern Province	Power Point File	Data
GO-7	Official Gazette of the Republic of Rwanda, No. 17 du 27/04/2009, No. 62/2008 of 10/09/2008 Law putting in place the use, conservation, protection and management of water resources regulations	GoR	2009/4	EFK	MININFRA	PDF File	Data
GO-8	Fixing Rules of Use, Conservation, Protection and Management of Water Resources	MINITERE	2006/8	E	MININFRA	Data File	Data
GO-9	Poverty -Environment Indicators & Strategies for Monitoring them within the framework of the EDPRS, Final Report	REMA	2007/3	E	MININFRA	Document	Original
GO-10	Rwanda Guidelines for Mainstreaming Environment in the Economic Development and Poverty Reduction Strategy	REMA	2007	E	MININFRA	Document	Original
GO-11	Official Gazette No. 23 of 01/12/2008, No. 43/2008 of 09/09/2008, Law establishing Rwanda Water and Sanitation Corporation (RWASCO) and determining its responsibilities, organisation and functioning; No. 44/2008 of 09/09/2008, Law establishing Rwanda Electricity Corporation (RECO) and determining its responsibilities, organisation and functioning	GoR	2008/12	EFK	MININFRA	PDF File	Data
GO-12	Official Gazette No. 4bis of 21/01/2011, Law No. 43/2010 of 07/12/2010 Establishing Rwanda Energy, Water and Sanitation Authority (EWSA) and determining its Responsibilities, Organisation and Functioning	GoR	2011/1	EFK	MININFRA	PDF File	Data
Local Administration Documents							
LA-1	Official Gazette of the Republic of Rwanda, Law No. 01/2006 of 24/01/2006, Establishing the Organisation and Functioning of Province	GoR	2006/1	EFK	Eastern Province	Data File	Data
LA-2	Official Gazette of the Republic of Rwanda, Law No. 08/2006 of 24/02/2007, Determining the Organisation and Functioning of the District	GoR	2007/2	EFK	Eastern Province	Data File	Data
LA-3	Official Gazette of the Republic of Rwanda, Law No. 01/2006 of 24/01/2008, Determining the Responsibilities, Structure and Functioning of Village, Cell and Sector	GoR	2008/1	EFK	Eastern Province	Data File	Data
LA-4	Plan de développement du District de Kayonza 2008-2012	Kayonza District	2007/6	F	Kayonza District	Data File	Data
LA-5	Plan de développement du District du Rwamagana (2008-2012)	Rwamagana District	2007/7	F	Rwamagana District	Data File	Data
LA-6	Plan de développement du District de Ngoma 2008-2012	Ngoma District	2007	F	Ngoma District	Data File	Data
LA-7	Ngoma District Development Plan 2008-2012	Ngoma District	2007/11	E	Ngoma District	Data File	Data
LA-8	Plan de développement quinquennal (2008-2012) du District de Kirehe	Kirehe District	2007/6	F	Kirehe District	Data File	Data
LA-9	Report of Activities done by Eastern Province in 2007	Eastern Province	2008/1	EK	Eastern Province	Data File	Data
LA-10	No Title (Performance Contract)	Kayonza District	2009	E	Kayonza District	Data File	Data
LA-11	Ishyirwa mu Bikorwa Ry'imihigo 2008 & Imihigo 2009	Rwamagana District	2009	K	Rwamagana District	Data File	Data
LA-12	Imihigo Report 2008	Ngoma District	2009	E	Ngoma District	Data File	Data
LA-13	Ibikorwa By'ingenzi Byakozwe mu Mihigo	Kirehe District	2009	K	Kirehe District	Data File	Data
LA-14	Eastern Province Performance Contract 01st July 2009-30th June 2010	Eastern Province	2009/6	E	Eastern Province	Power Point File	Data

Annex-9 Collected Information

Project: Project for Improvement of Water Supply and Sanitation in Eastern Province

Code	Name of Document	Publisher	Date	Lang.	Procured	Type Document, Video, Map, etc.	Original/Copy
Water Supply Related Documents							
WS-1	National Policy and Strategy for Water Supply and Sanitation Services, Final	MININFRA	2010/2	E	MININFRA	PDF File	Data
WS-2	National Policy and Strategy for Water Supply and Sanitation Services, Draft	MININFRA	2010/1	E	MININFRA	Data File	Data
WS-3	National Policy for Water Supply and Sanitation Services, Draft Version	MININFRA	2009/11	E	MININFRA	Data File	Data
WS-4	National Policy for Water Supply and Sanitation Services, Working Documents for Strategic Action Planning, Draft	MININFRA	2009/11	E	MININFRA	Document	Copy
WS-5	Sectorial Policy on Water and Sanitation	MINITERE	2004/10	EFK	MININFRA	Data File	Data
WS-6	Rwanda Water and Sanitation Expenditure Review Report, 2007	GoR	2008/5	E	MININFRA	Data File	Data
WS-7	Rapport Final, Promotion et la Mise en Place de Partenariats Publics Privés (PPP) pour la Gestion des Systèmes AEP Ruraux: Mission d'Evaluation et de Programmation	Banque Mondiale/WSP	2007/8	F	World Bank	Data File	Data
WS-8	Tariff Study for Rural Water Supply in Rwanda, Draft Final Report	Hydroconseil		E	MININFRA	Data File	Data
WS-9	Rapport final, "Etude de développement des infrastructures d'alimentation en eau potable et d'assainissement en milieu rural"	PNEAR	2008/4	F	MININFRA	Document	Copy
WS-10	Rapport final, "Construction de l'adduction d'eau par pompage de Kirehe dans le district de Kirehe"	ECENER	2008/3	F	Kirehe District	Document	Copy
WS-11	Rapport définitive, "Etude technique détaillées du projet d'alimentation en eau potable de Rwamagana"	GEOTOP Sarl	2008/1	F	Rwamagana District	Document	Copy
WS-12	Dossier d'appel d'offres, "Projet d'extension de l'alimentation en eau potable de Rwamagana dans les districts de Rwamagana et de Kayonza dans la province de l'est"	Province de l'Est	2007/12	F	Rwamagana District	Document	Copy
WS-13	Rapport final, "Projet d'alimentation d'eau potable commune Kayonza Prefecture de Kibungo"	Association to Aid Refugees	1999/5	F	Kayonza District	Document	Copy
WS-14	Concept Note, RURA Water and Sanitation Sector consumer Council (Draft 3)	RURA	2009/4	E	MININFRA	Document	Copy
WS-15	Rwanda National Rural Drinking Water Supply and Sanitation Programme (PNEAR) Phase II: Second Sub-programme 2009-2012, Appraisal Report	African Development Bank Group	2009/2	E	MININFRA	PDF File	Data
WS-16	Republic of Rwanda, Rural Water Supply Project Basic Design Study Report	JICA	2006/6	JEF	JICA	PDF File	Data
WS-17	Rwanda: rural water systems delegated management to the private sector, Field Note	WSP-World Bank	2010/2	E	MININFRA	PDF File	Data
WS-18	Summary, WATSAN Sector Performance Report for the Joint Water Supply and Sanitation Sector Review 2009/10	MININFRA	2010/4	E	MININFRA	PDF File	Data
WS-19	WSP Rwanda, Promoting PPP in the Rural Water Supply Sector, Terms of Reference for the Consultant in charge of defining and implementing a program of trainings for RWS actors operating under PPP	WSP-World Bank	2010/3	E	MININFRA	PDF File	Data
WS-20	Guidelines on Required Minimum Service Level for Water Service Provision	RURA	2009/6	E	MININFRA	PDF File	Data
WS-21	Alimentation en Eau Potable de la Region Bugesera/Karengé, Progress Report October 2007	MINECOFIN	2007/12	E+F	MININFRA	Document	Copy
WS-22	Inventaire National Rwanda 1996, 'Alimentation in Eau Potable	MINERENA, DEA	1996	F	JICA	Document	Copy
WS-23	Inventaire National des Infrastructures de l'Alimentation in Eau Potable au Rwanda (1999)	MINERENA, DEA	1999	F	JICA	Document	Copy
WS-24	Inventaire National des Infrastructures de l'Alimentation in Eau Potable au Rwanda (2001)	MINERENA, DEA	2001	F	JICA	Document	Copy
WS-25	Inventaire National des Infrastructures de l'Alimentation in Eau Potable au Rwanda (2004)	MINECOFIN	2004	F	JICA	Document	Copy
WS-21	Alimentation en Eau Potable de la Region Bugesera/Karengé, Progress Report October 2007	MINECOFIN	2007/12	E+F	MININFRA	Document	Copy

Annex-9 Collected Information

Project: Project for Improvement of Water Supply and Sanitation in Eastern Province

Code	Name of Document	Publisher	Date	Lang.	Procured	Type	Original/Copy
Sanitation Related Documents							
SN-1	Rwanda Towards National Sustainable Sanitation Goals vs.MDGs, Country Sanitation Status-Rwanda 2007, Draft Document	World Bank/WSP	2008	E	World Bank	Data File	Data
SN-2	Rwanda Towards National Sustainable Sanitation Goals and MDG, Country Sanitation Status: Rwanda 2008, Final Version	World Bank/WSP	2008	E	World Bank	Data File	Data
SN-3	Environmental Health Policy	MINISANTE	2008/7	E		Data File	Data
SN-4	Health Sector Strategic Plan 2005-2009	GoR		E		Data File	Data
SN-5	Health Sector Policy	GoR	2004/9	E		Data File	Data
Others							
OT-1	The Study for Rural Development Program for Kibungo Province in the Republic of Rwanda, Final Report	JICA	2005/6	JEF	JICA	PDF File	Data
OT-2	Enquete Multisectorielle de Base dans le District de Kayonza, Rapport Final	UNICEF	2006	F	MINIFRA	Document	Copy
Lang. (Language) E: English, F: French, K: Kinyarwanda, J: Japanese							