

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WATER



**NATIONAL RURAL WATER SUPPLY
AND SANITATION PROGRAMME**

PROGRAMME IMPLEMENTATION MANUAL

ANNEX 15

**IMPLEMENTATION AND
MANAGEMENT PLAN FOR
COMMUNITY FACILITIES**

FEBRUARY 2006

RURAL WATER SUPPLY AND SANITATION PROGRAMME

COMMUNITY FACILITIES AND MANAGEMENT PLAN

PART A: FACILITIES PLAN

PART A is a Facilities Plan giving a summary of the sub-project including the basic community data and a brief situation analysis related to water supply and sanitation in a selected community. It helps the user community to have a clear picture on the type and features including investment and estimated costs of the planned/selected technological options and the activities to be implemented during the planning and implementation stages of the facilities. Both FSP and TSP will be involved in assisting the community to fill in this part during the planning stage.

1. Sub- Project Summary

Project Number		
Project Title		
Implementing District		
Service Providers (Name & addresses)	FSP:	
	TSP:	
	Contractor(s):	
Date of Application		
Date of Approval		
Starting/Ending Date		
Duration		

2. Basic Community Data

Name of village / community			
Distance (km) from District Headquarters			
Names of Sub-Villages	1..... 2..... 3..... 4..... 5.....		
Population/Beneficiaries	Male:.....	Female:.....	Total:..... #Households:.....
Number of Institutions in village/community	Schools:..... Health Facilities.....		Others:.....

3. Existing Situation of Water Supply, Sanitation & Hygiene (not more than 10 sentences)

4. Description of Facility

Project Site	
Type of Facility (<i>selected technological options</i>)	
Required Works (<i>Tick whichever is applicable</i>)	1. New construction 2. Rehabilitation 3. Replacement
Service Level Selected	<ul style="list-style-type: none"> • No. of villages to be served:..... • No. of tap stands/water points:..... • No. of persons to be served per water point:.....

Attach a community map showing proposed facility location and technical drawings

5. Financing Arrangements: Investment Cost

	Source of Funding	Amount (TSHS)
1.	External Support Agency (<i>Specify</i>)	
2.	Local Government Authority	
3.	User Community	
4.	Others (<i>Specify</i>)	
	Total Investment Cost	

6. Estimated Monthly Operation & Maintenance Costs

Type of Technology	<i>O&M Costs (Running Costs)</i>				Replacement Costs		Total Cost incl. x% Depreciation
	Spares	Fuel	Wages	Transport	Economic Life Span (Years)	System Cost per month	

7. Community Plan in Sub-Project Implementation

<p>1.</p>	<p>Type of Management System to supervise sub project implementation <i>(Tick whichever applicable) Attach user community agreement or constitution and a copy of user entity registration certificate if any.</i></p>	<p>WATSAN COMMITTEE</p> <p>WATER USER GROUP</p> <p>WATER USER ASSOCIATION</p> <p>OTHERS <i>(specify)</i></p>
-----------	--	--

2. List of names and positions of management team				
	Name	Sex (F/M)	Position	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
3. Money Management				
	Account Name			
	Account Number			
	Bank Address			
	Amount in Bank as at(<i>state date</i>)			
	Signatories	1. 2. 3. 4.		

	Agreed Fund Raising Arrangements <i>(state method e.g. 1000/- monthly contribution per household/adult and amount)</i>	1. 2. 3. 4.	
	Person(s) responsible for collecting and managing money <i>(to be determined by community)</i>	1. Name:..... Title:..... 2. Name:..... Title:..... 3. Name:..... Title:.....	
4.	Community Tasks during Implementation of Water Supply Facility <i>(List community tasks and group/individual responsible)</i>		
	ACTIVITY	ROLES	RESPONSIBLE
	Selection, Contracting & Supervision of Service Providers	1. 2. 3.	
	Technical Feasibility Studies	1. 2. 3.	
	Construction of water supply facility	1. 2. 3.	

	Commissioning of the facility	1. 2. 3.	
5.	Training & Capacity Building (<i>Mention critical areas requiring training</i>)		
	Topic	Who to be trained	
	1.		
	2.		
	3.		
	4.		
	5.		

8. Sanitation, Hygiene and HIV/AIDS Plan

1. Major hygiene & Sanitation Issues & planned mitigation measures		
S&H Issues	Mitigation Measures	Responsible person(s)
a. Safe human waste disposal	1. 2. 3.	1. 2. 3.
b. Personal hygiene including hand washing, body washing, cleaning of children, playing of objects and surrounding	1. 2. 3. 4.	1. 2. 3. 4.
c. Protection of water point sources	1. 2. 3.	1. 2. 3.
d. Safe disposal		

of liquid waste at HH level	1. 2. 3.	1. 2. 3.
e. Improved Sanitation at schools and/or health facilities	1. 2. 3.	1. 2. 3.
f. Prevention & Control of spread of HIV/AIDS at community level	1. 2. 3. 4.	1. 2. 3. 4.

E. DECLARATION

This Facilities Plan for water and sanitation sub-project was adopted at a meeting held on...../...../..... which was attended by.....(no.) residents ofvillage/hamlet. *(Attach minutes including a full list of community members who attended the meeting)*

The community members whose names appear on the attached minutes of the meeting accept and adopt this Facilities Plan and state that it reflects the wishes of the whole community.

We therefore:

- 1). Authorise the persons listed below to sign this document as a proof of the community’s consent to the terms and conditions of the RWSSP support.
- 2). Agree to contribute 5% in cash as part of capital cost of the water technology we have chosen before construction work starts.*(depending on the proposal to be made by the committee dealing with Community Contribution)*
- 3). Agree to bear the full operational and maintenance costs of the facilities.
- 4). Agree to participate in all activities as identified in the Facilities Plan

SIGNED ON BEHALF OF THE COMMUNITY ON
...../...../.....**BY:**

WATSAN
Committee Chairperson:.....

WATSAN
Committee Secretary:.....

In witness of:

Village
Government/Hamlet Chairperson:.....

Village
Executive Officer:.....

PART B: FACILITY MANAGEMENT PLAN

PART B describes the features of the completed/improved facility and how the user community shall be involved in operating and maintaining it. Users will be assisted by both the FSP and TSP to fill in this document as part of the preparation for the commissioning of the facilities to the users.

A. Description of Constructed Facilities

1. Type of Facility (<i>Tick whichever is applicable</i>)	a. Hand Dug Wells b. Hand Drilled Borehole c. Machine Drilled Borehole d. Gravity System e. Rainwater Harvesting
--	--

	f. Charco Dam
2. Project Location: including distribution network (<i>Attach a simple "As built drawings of the facility"</i>)	
3. Service Levels	<ol style="list-style-type: none"> 1. Number of hamlets served by the scheme: 2. Total number of users served:..... 3. Number of people served:..... 4. Number of users per tap stand/water point:..... 5. Mixed system: <ol style="list-style-type: none"> a. Public taps..... b. Individual connections:.....
3. Technical Details	<ol style="list-style-type: none"> 1. Hand Dug/Drilled Wells: <ul style="list-style-type: none"> ○ Depth:..... ○ Water level:..... ○ Width..... ○ Yield..... ○ Type of lining:..... ○ Type of H/pump:..... ○ Water Quality:..... 2. Machine drilled borehole: <ul style="list-style-type: none"> ○ Depth:..... ○ Water Level:..... ○ Yield..... ○ Yield (m³/h):..... ○ Type of lining:..... ○ Water Quality:..... ○ Water lifting device: <ul style="list-style-type: none"> - H/pump: - Mechanised:

	<p>3. Surface pumping</p> <ul style="list-style-type: none"> ○ Spring ○ River/Lake/Dam <p>4. Gravity system:</p> <ul style="list-style-type: none"> ○ Spring ○ River with Gravity <p>5. Rainwater Harvesting:</p> <ul style="list-style-type: none"> ○ Roof top ○ Ground Water ○ Water Quality:.....
	<p>6. Storage facility</p> <ul style="list-style-type: none"> ○ Tanks ○ BPTs <p>7. Pipeline</p> <ul style="list-style-type: none"> ○ Length ○ Type, size
<p>4. Total Investment Cost (In Tshs)</p>	
<p>5. Sub project financing (<i>mention how different stakeholders financed the sub project</i>)</p>	<p>1. ESA contribution:</p> <p>2. GOT contribution:.....</p> <p>3. LGA Contribution:.....</p> <p>4. User Contribution:.....</p>
<p>6. Date of commissioning of the facility (<i>Attach a copy of the specific agreements between user community and LGA</i>)</p>	

c.

Organisation & Management Arrangements

1. Type of Selected Management System <i>(Attach registration certificate or approved constitution)</i>		
2. Members of the Board/Committee		
Name	Sex (F/M)	Position
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
3. Operational Staff (e.g. Pump attendants, mechanics, caretakers etc)		
Name	Sex	Title
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

d. **Operation & Maintenance Management Plan**

1. Monthly Operation & Maintenance Costs

Type of Technology	O&M Costs (Running Costs)				Replacement Costs		Total Cost incl. x% Depreciation
	Spares	Fuel	Wages	Transport	Economic Life Span (Years)	System Cost per month	

2. Tariff System

<p>1. Agreed Methods for Collection of O&M revenue (list methods, water charges and periodicity e.g. monthly, annually, collection at tap e.g. 20/= per a 20-litre bucket or 1000/= per HH/month etc)</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>
<p>2. Exemptions/subsidy for vulnerable groups (20- litre per person/day)</p>	<p>1.</p> <p>2.</p> <p>3.</p>
<p>3. Agree rules for non-compliance/default</p>	<p>1.</p> <p>2.</p> <p>3.</p>

3. Money Management

<p>1. Persons Responsible for collecting & managing O&M money</p>	<p>Name:.....</p> <p>Title:.....</p> <p>Name:.....</p> <p>Title:.....</p> <p>Name:.....</p> <p>Title:.....</p>
<p>2. Bank Account Details</p>	<p><u>Name of the Bank:</u>.....</p> <p>Branch:.....</p> <p>Account Number:.....</p> <p>Amount as at.....(date)</p> <p>Tshs:.....</p> <p><u>Signatories:</u></p> <p>Name:.....</p> <p>Title:.....</p> <p>Name:.....</p> <p>Title:.....</p> <p>Name:.....</p> <p>Title:.....</p> <p>Name:.....</p> <p>Title:.....</p>

D. Repair & Maintenance Arrangements

1. Maintenance Plan

Level of Maintenance	Timing	Responsible Persons	Resources Required e.g. Guide
1. Preventive maintenance			
2. Minor Repairs			
3. Corrective Maintenance			
4. Minor/Major Breakdown			

2. Spares Parts & Consumables Supply Chain

Type of spares/Consumables	Sources	Responsible Persons

E. DECLARATION

This Facility Management Plan for the completed water and sanitation sub-project was adopted at a meeting held on...../...../..... which was attended by.....(no.) users ofvillage/hamlet. (*Attach minutes including a full list of community members who attended the meeting*)

The community members whose names appear on the attached minutes of the meeting accept and adopt this FMP and state that it reflects the way they have decided to operate and maintain the completed/improved water supply and sanitation facilities.

We therefore:

1. Authorise the persons listed below to sign this document as a proof of the community's consent to the terms and conditions of the RWSSP support.
2. Agree to bear the full operational and maintenance costs of the facilities.
3. Agree to participate in all activities as identified in the FMP.

SIGNED ON BEHALF OF THE COMMUNITY ON
...../...../.....**BY:**

Board Chairperson:.....

Board Secretary:.....

Village
Government/Hamlet Chairperson:.....
(Witness 1)

Village
Executive Officer:.....
(Witness 2)

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.