

THE GOVERNMENT OF UNITED REPUBLIC OF TANZANIA



MINISTRY OF WATER

**WATER SECTOR DEVELOPMENT PROGRAMME
(WSDP)**

PROGRAMME IMPLEMENTATION MANUAL

ANNEX 17

**CAPACITY BUILDING AND TRAINING
REQUIREMENTS**

March 2006

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ACRONYMS & ABBREVIATIONS

COM	Community Ownership and Management
DC	District Council
DED	District Executive Director
DCDO	District Community Development Officer
DHO	District Health Officer
DOM	District Operational Manual
DRA	Demand Responsive Approach
DWE	District Water Engineer
DWSP	District Water and Sanitation Plan
DWST	District Water and Sanitation Team
FSP	Facilitation Service Provider
H&S&A	Hygiene, Sanitation, and AIDS
LGRP	Local Government Reform Programme
M&E	Monitoring and Evaluation
MIS	Management Information System
MoW	Ministry of Water
MOH	Ministry of Health
PMORALG	Prime Ministers Office Regional Administration and Local Government
NAWAPO	National Water Policy
NRWSSP	National Rural Water Supply and Sanitation Programme
O&M	Operation and Maintenance
PHAST	Participatory Hygiene and Sanitation Transformation
RS	Regional Secretariat
RWSD	Rural Water Supply Division
RWSS	Rural Water Supply and Sanitation
RWSSP	Rural Water Supply and Sanitation Project
SP	Service Provider
TC	Trainer-Coach
TOR	Terms of Reference
TSP	Technical Service Provider
WATSAN	Water and Sanitation
W&S	Water and Sanitation
WUG	Water User Group
WUE	Water User Entities

NATIONAL RURAL WATER SUPPLY AND SANITATION PROGRAMME CAPACITY BUILDING AND TRAINING REQUIREMENT

1.0 INTRODUCTION

Over the last four decades there have been many initiatives by government in various regions of the country to improve rural water supply and sanitation services, with the assistance of External Support Agencies. These initiatives often used different approaches and lacked a common overall guiding approach.

With the present government reforms, management of water supply projects is supposed to be carried out by the communities at district and village level. The Local Government Authorities (LGAs) have a leading function in the implementation of National Rural Water Supply and Sanitation Programme (NRWSSP). However the LGAs have limited financial resources and facilities to enable them implement the programme. Although there are a good number of personnel in the LGAs, they need to be oriented and strengthened. All these, need to be addressed through Capacity building and Training.

In order to achieve this, a strategy for capacity development to all implementers of water supply and sanitation has been prepared as part of the National Rural Water Supply and Sanitation Programme (NRWSSP) document. The capacity development programme will define which capacity is to be developed, by whom, in what skills, using what systems, through what activities and with what output and indicators. It will also analyse the training needs of stakeholders, assess existing arrangements for training these stakeholders, facilities to be used by key players, systems in place and propose strategies for addressing the capacity development needs.

2.0 OBJECTIVE

The overall goal of the capacity building and training (CB&T) programme is to strengthen the individual and institutional capacities of all stakeholders being at National, Regional, District and Community levels, to carry out their tasks in supporting the development of community managed water and sanitation services.

Under this broad goal, the capacity building and training programme will aim to achieve a number of specific objectives like:-

- To orient existing players (e.g. RWSD staff) and other players like Regional, District and Community staff to their new roles strategies and approaches in the provision of rural water supply and sanitation services to the communities.
- To develop the knowledge, skills, and attitudes needed by players at all levels to carry out their respective roles;
- To learn the roles of other players and develop strategies and approaches for inter-agency collaboration;
- To develop the organisational capacity of key institutions at National, Regional, District level and Community Level in their leadership, management and financial

systems, strategic plans, and operational systems to plan and manage rural water supply activities;

- To assist new Service Providers to develop the business and organisational skills needed to operate in the private sector;
- To facilitate the development of training and coaching skills at different levels so that players at each level can assist with the training and coaching of those below them in the system;
- To use training events as a means to strengthen rural water supply and sanitation methodology through analysing operational problems identified by stakeholders and redesigning approaches and methods;
- To build a common understanding on rural water supply and sanitation principles and strategies and build consensus on common approaches among stakeholders in different parts of the country;
- To provide opportunities for professional development so that people grow in their professions and become eligible for promotion and more challenging tasks; and
- To provide certification for certain skills (e.g. training) as part of a system of ensuring quality control over the services delivered.
- To provide sufficient facilities to capacitate the LGAs in implementation of the programme

3.0 STRATEGIES

The NRWSSP strategy for capacity development will be based on a “systems approach”. This will include the development of:-

- **Individual capacities** which will include skills, knowledge, attitudes, confidence, and teamwork at National, Regional, District and Community Levels through training.
- **Organisational capacities** at National, Regional, District and Community Level by providing facilities and system development.
- **Operational systems**; to carry out various activities in the rural water supply and sanitation systems using materials/guidelines to describe the systems e.g. installation of MIS soft and hard wares for managing data, producing district W&S plan, project appraisal, contract management, capacity building, M&E, etc.
- **Institutional networks** well defined partnerships and linkages between different players/ institutions in an interdependent system shall be adopted.

The capacity development and training programme will be defining beforehand those whose capacities are to be developed, with what skills, through what processes, aimed at what outputs, and measured by what indicators. Stakeholders at different level will be involved in identifying capacity development needs and a capacity development and training plan will be drawn.

Capacity development activities will be designed for different target groups at different levels. The target groups have different yet often overlapping roles in community water and sanitation development. The training modules, therefore, will consist of core training modules (applicable to all categories) and specialized modules (applicable to specific categories). The programme will mainly focus on the three priority target audience; communities (including Watsan, user groups, care takers), Service Providers and District Councils. Training will be conducted by using a participatory approach and it will be given in a series of courses over a period of time, rather than in a single course. This approach will allow trainees to learn in a gradual, step-by-step way and avoid information overload. Capacity building will not be limited to a certain period, assessment on the performance of different players but will be done periodically and capacity development and training will be done whenever it is necessary, to fill the gaps.

4.0 CURRENT STATUS

4.1 Planning of Water Supply and Sanitation Programme:

All districts prepare their annual and three years rolling plans, develop their own budgets, implement their own programmes and monitor the implementation of their programme. Under the RWSSP, districts engaged Technical Service Providers whom, among other things support the districts to improve and prepare their water supply and sanitation plan. The District Water and Sanitation Team (DWST) established under the LGA plan and manage water and sanitation developments in the district.

4.2 Human Resources and Institutional Capacity

4.2.1 At National level

4.2.1.1 Level of Man power

The Rural Water Supply Division has an overall responsibility for water supply to the rural communities. Currently it consists of three sections namely: - Design and Supervision, Construction monitoring, and Operation and Maintenance monitoring. The Division has transformed its functions from direct implementation into supervision, monitoring, and quality control, which is in consistence with the National Water Policy (NAWAPO). There are 31 engineers and 7 technicians working under this division at the Ministry. There are also social development specialists, capacity development specialists and economist/ planners in other Ministry Divisions to support the districts.

4.2.1.2 Office accommodation.

The Rural Water Supply Division is situated at Ubungo Maji campus. There are 10 office rooms in the compound used by the staff of the division. One of the sections of the Division is temporarily housed in the centre of the city because offices are not enough to accommodate all staff of the Division at one place.

4.2.1.3 Office Equipments:

The Rural Water Supply Division at the headquarters has a total of 41 staff of different professions. They include engineers, accountants and secretaries who are using 18 desk top computers, 6 laptops, 3 photocopy machines, 3 fax machines and internet services in the three sections of the division.

4.2.1.4 Transport:

The division of Rural Water Supply has 10 vehicles out of which 4 are in good running condition. With the exception of 4 vehicles, the rest are more than 5 years old.

4.2.2 Regional level

4.2.2.1 Level of Man power

The new management structure of the Regional Administration office provides for only one water expert in the Regional Secretariat with a role of advising the Regional Administration Secretary (RAS) on water sector matters in the region.

4.2.2.2 Office accommodation The water expert in the Regional Secretariat has an office in the Regional Administration office. Prior to the reform, each region had a Regional Water Engineer's office with independent office accommodation. The offices that were formerly the Regional Water Engineer's offices have been handed over to the respective Basin water offices. The offices are still available and if rehabilitated, they can be used for programme implementation whenever it is necessary.

4.2.2.3 Office equipments

There are no specific facilities particularly set for the water advisor. Most of them are pooled in for share amongst the secretariat staff.

4.2.2.4 Transport

There are no vehicles specifically allocated for water and sanitation activities at regional level. Vehicles are usually in the pool used by all sectors.

4.2.3 District level

4.2.3.1 Level of Man power

At district level the head of water department is the District Water Engineer (DWE) who is supported by other technical and administration staffs. Out of 124 Local Government Authorities (LGAs) 50 LGAs have qualified Water Engineers. The other districts are headed by technicians whom, Some have the capacity for development through on the job or professional training, while others need replacement by engaging graduate engineers The status of manpower is as shown in annex 1(b).

4.2.3.2 Office accommodation

The status of office accommodation in the LGAs can be grouped into three categories: the first group is the 12 RWSSP districts, which were rehabilitated during the implementation of the project; the second group is the 68 LGAs, which have offices, constructed back in 1970s which have been inadequately furnished through different initiatives so they need rehabilitation. The third group is of 44 LGAs with no adequate offices for water department staff. They share the rooms in the District Executive Director's offices or with the district urban water authorities.

4.2.3.3 Office Furniture and Equipments

With the exception of the 12 RWSS project districts, which were fully furnished during the implementation of the project, the rest do not have such facilities. They use the facilities available in their District Executive Director's office.

4.2.3.4 Transport:

There is no transport specifically allocated for water and sanitation activities except for the 12 districts which are in the RWSSP. These districts have been provided with one vehicle and two motor cycles each.

4.3 Availability of Private Sector Support Services:

There are supporting agencies at National level. They support on training and on programmes related to the water Sector Reform. There are few Technical Service Providers (TSPs) available at the district level although most of the TSPs are stationed in Dar es Salaam and in some of the regions. For the NGOs, some are stationed at the district level. The on going process of procuring service providers to support the district in the implementation of the National Rural Water Supply and Sanitation programme has shown that there are more than 30 TSPs and 40 NGOs who expressed interest to facilitate the districts. The firms were ready to open offices at the district level, as it was a condition for the application of the job. There are other agencies at district level supporting both financially and in facilitation that are mostly project oriented.

In the implementation of RWSSP, supply chain has been established to ensure availability of spare parts and after sale services to projects in the districts. Three business centres have been being established in Singida, Dodoma and Morogoro; the suppliers in turn have established district outlets. The supplier continue stocking spare parts for the specified pumps and have appointed a certified technician for construction of hand pump platforms, installation of hand pumps, providing repair services and carrying out periodic inspections in each of the project district. Two Technical Service providers have been engaged for this work.

4.4 Training:

Training is mainly organised through training courses aimed at increasing the performance of individuals and organisations. The individuals are being trained on the basics of the computer, procurement, Management of water projects, etc. Organizations such as Water Authorities, water Boards, and DWSTs are trained on the Management of the water supply and sanitation projects. Further effort is needed to orient DWSTs from all districts on the NAWAPO key principles and NRWSSP strategies and approach. The Ministry of Water has established a data bank and is in the process of establishing a Management Information System.

4.5 Publicity:

Publicity on water supply activities is occasionally done through TV, Radio, and Newspapers and in some cases through fliers on occasions which are focused to water activities. Such occasions are; Maji Week, inaugurations of the projects, Annual Water Expert Conference etc. The implementation of the on going RWSSP includes publicity. The amount allocated to this activity is USD 100,000 which is enough for three months only. The purpose of the publicity in this project was to make the general public aware of the National Water Policy, its Strategy, the NRWSSP strategies and approaches and understand their roles and responsibilities in the Capacity building and training requirements

implementation of rural water supply and sanitation project. The publicity component is in its final stage of the procurement of firms, and it is expected to start the activities in the end of April 2006. Publicity will be through three media; TV, Radio and Fliers/ Newspapers. Radio media will be more predominant because it covers a big number of audiences.

4.6 Management Information System (MIS)

Currently the method of receiving and disseminating information between the Ministry, Regions and districts is through quarterly reports, midterm and annual reports prepared in hardcopies at Districts and Regions offices and sent to the ministry through posts and Fax.

In the effort of computerizing its activities, the Rural Water Supply Division launched a Rural Water Supply Database to assist monitoring and evaluation of Rural Water Supply Schemes.

The on going effort by the division has developed a Management Information System (MIS) at the National Level linked with one District (Mpwapwa District) to assist in tracking down implementation of the Rural Water Supply and Sanitation Sub Projects at the District level.

Implementation of the Management Information System (MIS) Component was expanded from one District to a total number of 12 districts. In this financial year the division is aimed at networking the Ministry of Water and the 12 districts namely Mpwapwa, Rufiji, Kiteto, Kondo, Kongwa, Kilosa, Morogoro, Manyoni, Singida, Handeni, Iramba and Igunga.

5.0 PLANS FOR CAPACITY BUILDING AND TRAINING

5.1 Planning of Water Supply and Sanitation Programme:

Under the National Rural Water Supply and Sanitation Programme (NRWSSP), all districts have established a District Water Supply and Sanitation Team within the Council Management Structure. The members of the team are; The District Executive Director (DED), District Planning Officer (DPLO), District Water Engineer (DWE), District Health Officer (DHO), District Community Development Officer (DCDO) and District Treasurer (DT). Each district is engaging Service Providers to carry out facilitation work in the district. The service providers are; Technical Service Provider (TSP) who will facilitate the district on Provision for carrying out scoping study, Preparation of District Water Supply and Sanitation Plans, Preparing designs, Cost estimates and Tender documents, and Supervision of Construction works. The TSPs will assist the districts to improve the prepared District Water and Sanitation Plans. The NGOs will facilitate the communities in community planning and management of water supply and sanitation projects. However the first year of implementation of the NRWSSP will be for quick wins while the districts with the assistance of the TSPs shall prepare District Water and Sanitation Plans, designs, cost estimates and tender documents for implementation in the following year. Studies, designs and tender documents prepared in the previous year shall be implemented in the succeeding year.

5.2 Target groups for Capacity Building and Training

The target groups can be divided into five major categories: - National Institutions (RWSD and other line ministry departments), Regional, LGAs, Service Providers, and communities.). At the regional level, the Technical Support Unit will be established as the volume of work in the districts increases, and the need arises. These institutions are the building blocks for the new community managed water and sanitation system. The aim of the capacity building

programme is to strengthen each of these structures so that they can exercise leadership at the levels at which they operate.

The major target groups for capacity building are as follows:-

- At National Level:
Rural Water Supply Division staff and staff from line Ministry Departments
- At Regional Level:
Regional Water and Sanitation Team
- At District Level:
Staff at District Water Engineers' offices, DWSTs, District Councilors, District Council Field Staff and strategic Political leaders
- Service Providers:
Facilitation Service Providers, Technical Service Providers, Contractors, Suppliers, Operators and Trainer Coaches.
- At Community Level:
Water user Groups, Village leaders, WATSAN Committee, Water User Entities, Caretakers, Piped Scheme Operators, and Health volunteers

5.3 Human Resources and Institutional Capacity

5.3.1 National level

5.3.1.1 Level of Man power

The Rural Water Supply Division (RWSD) will be restructured to make it better able to fulfil its new roles under NRWSSP, which is that of promoter, facilitator, regulator and coordinator. In its new role the RWSD will share some of its current responsibilities with Local Government Authorities, use communities and private sector. The division will consist of three sections namely: Technical support services, Community management support services and Operational planning support services. The requirement of the staff in this arrangement will be 31 engineers, 4 sociologists, 1 Public Health educator 2 IT/MIS specialists, 3 Capacity Building and Training specialist, 1 Quantity surveyor/Architect, 2 Communication and Education Officer, 2 Information Officers, 2 Accountants and 1 Procurement specialist. There will be a need to employ some new specialized personnel that are currently not in place to meet the new requirements of RWSD

5.3.1.2 Office accommodation

The Rural Water Supply Division is planning to construct offices within the Maji Ubungo campus, which will accommodate the Rural Water division staff. The site has been identified and the design and drawings of the building prepared.

5.3.1.3 Furniture and Office Equipment:

The additional requirements at the Rural Water Supply Department is to have; 20 desk computers, 20 laptops, 10 printers, 4 scanners, 4 binding machines, 4 Camera, 7 Portable Printers, 2 GPS, 5 photocopy machines, 5 fax machines, and a connection to internet services. The distribution of of the equipments is shown in annex 2.

5.3.1.4 Transport

The requirement of vehicles at the RWSD is to have 14 vehicles for the division. A total number of 4 vehicles will be available and in good running condition during the commencement of the programme. Therefore the remaining 10 vehicles will be procured for the division. The distribution of these vehicles is shown in annex 2.

5.3.2 Regional level

5.3.2.1 Level of Man power

In order to enable Regional Secretariat (RS) to discharge its responsibilities with regard to NRWSSP, a Regional Water Sanitation Team (RWST) will be established within the RS organisation , and its members appointed by RAS. The RWST will be the Regional equivalent of the DWST. It will be made of four professionals: - Water engineer, economist, community development officer, and health officer. The team will be multi – disciplinary and it will receive direct technical support from MoW. As the volume of work increases, and the need arises, the MoW shall establish a Technical Support Unit (TSU) in each region to support the districts on technical matters.

5.3.2.2 Office accommodation

Normally Regional Secretariat personnel are accommodated at the Regional Secretariat Offices. These offices are not adequate to accommodate the extra tasks of the programme such as Drawing Offices, MIS Offices, Conference Rooms etc. It may be necessary to rehabilitate some of the offices in the buildings of the former Regional Water Engineer's offices in all regions to be used by TSU

5.3.2.3 Furniture and Office Equipment:

The requirement at the Regional level is to have; one desk computer, one laptop, one fax machine, one printer, one photocopy machine and an internet connection for RWST. In total the requirement is; 21 desk top computers, 21 printers, 21 photocopy machines, 21 fax machines and 21 laptops and a connection to internet services.

5.3.2.4 Transport:

The Regional Secretariat Offices have vehicles for their administrative activities. The NRWSSP needs a specific vehicle for field work. Therefore, each region will be provided with one vehicle to be used for the Programme. 21 vehicles will be required for the whole country.

5.3 3 District level

5.3.3.1 Level of Man power

Out of 124 LGAs under the NRWSSP 51 have qualified graduate District Water Engineers and the rest are managed by Technicians. The districts without qualified district water engineer have been strongly advised to recruit qualified water engineers.

5.3.3.2 Office accommodation

Out of 124 LGAs under the programme, 68 have their DWEs Offices accommodated in the LGAs buildings with minimum facilities. Such Offices will be rehabilitated to suffice the need for accommodating the programme activities and personnel. The remaining 44 districts have no proper offices for implementing the programme. Under this programme 44 new offices for the DWEs will be constructed to provide adequate space and facilities for DWST and MIS activities. In the meantime the initial programme activities will be conducted within the existing offices. In this component, it is planned to rehabilitate 68 offices for the District Water Engineer's staff and construct new offices for 44 districts without proper working space. The offices will accommodate District Water Engineer's staff, DWST, and MIS equipments. The requirement of office accommodation is shown in annex 2.

5.3.3 3Office Equipment:

Out of 124 districts, 12 districts were facilitated with most of the office equipment during implementation of the RWSSP; therefore 112 districts will be covered under the NRWSSP. The requirement for the districts is to have; two desk top computer, one laptop, one fax machine, one printer, one photocopy machine and an internet services for each DWST. In total the requirement is; 224 desktop computers, 112 printers, 112-photocopy machine, 112-fax machine and 112 laptops and a connection to Internet services. Each district will be supplied with the essential working tools necessary for monitoring and backstopping of the programme at community level.

5.3.3 4Transport:

Out of 124 districts, 12 districts were facilitated with transport during implementation of RWSSP. The proposed requirement in each district is; one vehicle (Hard top) which will be used by DWST when travelling to the field for monitoring and evaluation and two motorcycles for supervision. A total number of 112 vehicles and 224 motorcycles will be required.

5.4 Availability of Private Sector Support services

In the implementation of NRWSSP, the Government intends to adopt a sector wide approach to planning (SWAP), based on community – demand orientation and decentralised management. Therefore it is anticipated that most of the supporting agencies will join this arrangement. However for service providers, each district under one region will engage one Technical service provider covering all districts. Similarly for NGOs, each district will engage one NGO and will establish an office in that district. Other service providers to be engaged are, suppliers, operators

and caretakers. For suppliers, supply chain will be established to other parts of the country to ensure availability of spare parts and after sale services to the districts. Business centres will be established in regional headquarters and the suppliers in turn will be required to establish district outlets. It will be the duty of the supplier to continue stocking spare parts for various pumps in use in the respective location, appoint a certified technician for construction of hand pump platforms, installation of hand pumps, providing repair services and carrying out periodic inspections in each of the project district.

5.5 Training:

Before the commencement of the NRWSSP, orientation workshops will be held for strategic Political leaders, councillors, DWST, TSP and FSP so that they acquire the concept of Ownership and Management of water supply and sanitation services. Training of key stakeholders will be conducted in order to know the concept of NRWSSP and their roles and responsibilities. The training will be in two parts; the starter activities, which will take about twelve months and it, will be carried out to all stakeholders, and a continuous process, which will include monitoring and evaluation. It will also consist of core training and specialized training (applicable for specific category.)

Training needs at each level is shown in the table below

PLAYER	TRAINING NEEDS
DWST	<ul style="list-style-type: none"> • Results based management - tasks, outputs, and indicators; • Collection, storage, analysis, and reporting on water & sanitation data; • Promotion and demand creation. Vetting community applications and FMPs; • Planning – DWSP, implementation and procurement planning; • Procurement and contract management; • Hygiene, Sanitation, HIV/AIDS, gender, and poverty reduction; • Supervision, monitoring and evaluation, and reporting; • Coordination and monitoring activities of Service Providers; and • Legal issues – Watsan registration, land & water rights, conflict resolution.
D/Councillors & Field Workers	<ul style="list-style-type: none"> • Promotion/demand creation. Verification/appraisal. Community Selection; • Community mobilization and participatory planning methodologies; and • Monitoring Service Providers and follow-up support to communities.
FSP	<ul style="list-style-type: none"> • Participatory facilitation skills and methods; • How to form and strengthen Watsan committees and user entities; • Participatory planning - PRA tools, technical options, service levels, and siting; • Hygiene, sanitation, HIV/AIDS, and gender; • Formation and training of Watsan Committee and user entities; and • Legal issues – Watsan registration, land & water rights, conflict resolution.
TSP	<ul style="list-style-type: none"> • RWSS technologies, Survey, supervision & quality control; • Participatory facilitation skills and their use in participatory planning; and • Training skills for training caretakers and operators.
Watsan Committee and Watsan User Entities	<ul style="list-style-type: none"> • Organization, roles, and meetings; and working with the community; • Participatory planning and development of FMP; • Technical – technical options, service levels, siting, construction, and O&M; • Collection and management of Funds (including book-keeping); • Hygiene, sanitation, HIV/AIDS, and gender; • Managing construction. Quality control; and • O&M - how to maintain facilities, spare parts, and warranty.

PLAYER	TRAINING NEEDS
Health Volunteers	<ul style="list-style-type: none"> • Orientation on: Hygiene, Sanitation, HIV/AIDS, gender; • Facilitation skills and participatory methods and tools; • Participatory monitoring and evaluation; and • Basic skills in latrine construction e.g. sanplats.
Caretakers	<ul style="list-style-type: none"> • Pump parts, names & functions, assembly & disassembly; • Fast wearing parts and how to replace them; • Pump problems, causes, and how to repair; • Inspection tests; proper use of pump; pumpsite cleaning/maintenance; • Keeping records – spare parts and repairs; and • Relations with community and Watsan User Group.
Operators	<ul style="list-style-type: none"> • Operating procedures of equipment (engine, pump, tank, pipes); • Routine and preventive maintenance; • Water quality surveillance and record keeping; • Problem solving, trouble shooting, and monitoring; and • Relations with community and Watsan Committee;

Training needs at National and Region level will be in according with the roles and responsibilities which are shown below

Levels	Players	Roles
National	Capacity Building Unit CBU /RWSD	Managers of NRWSSP capacity building programme: Overall planning and coordination; Training needs assessment; Curriculum development and course design; Hire trainers and organise training of trainers; Plan schedules and organise logistics for training; Prepare and distribute training materials; and Monitor, evaluate and report on CB&T activities. Eng consultants to the CBU – Help CBU to implement all of the above tasks; Design and test training courses and materials; and Train Trainer-Coaches and RWSTs
Regional	Trainee Trainer-Coaches	Train and coach DWSTs, FSPs, TSPs, DC field staff, and District pillars within their respective region.

5.6 Publicity:

The Ministry of Water through the NRWSSP is intending to continue with the publicity programme which is done through the three media; TV, Radio and Fliers/Newspaper. The publicity programme will be a continuous activity during the NRWSSP as it will address the experiences, the success and shortfalls during the implementation of the programme. Its main objective is to make the general public aware and understand their roles and responsibilities in the rural water sub-sector. As specific objective is to make awareness of the community to access and own water supply and sanitation services, to make the community plan, implement and manage their own water supply and sanitation services and to coordinate among stakeholders on facilitating water supply and sanitation services. However, the MoW is discussing with the Water and Sanitation Program-Africa (WSP- Africa) to provide strategic communication input in guiding development and implementation of the planned public awareness campaign.

5.7 Management Information System (MIS)

From July 2006 in the National Rural Water Supply and Sanitation Programme (NRWSSP), the establishment of MIS will expand from the current 12 Districts to all 124 districts in the mainland. Therefore a total number of 124 Districts will be covered at the end of implementation of the NRWSSP.

In line with establishment of MIS at district level, under NRWSSP, all 21 regional offices will also be supplied with MIS facilities.

6.0 PLANS AND BUDGETS

6.1 OPERATION AND PLANNING							
S. No.	ACTIVITY	COST (USD)	2006/07	2007/08	2008/09	2009/10	REMARKS
6.1.1.	<u>AT NATIONAL Human Resources Development</u> Training in:- 1. project management. Cost: 30ppts @ 300USD 2. VPN and Server Management 3. MIS Training (Engineers) 4. MIS Library training Cost 81,000USD	90,000	90,000				
	<u>Facilities</u> i) Procurement of: 10 vehicle, 20 desk top computers, 20 laptops, 4 fax machine 7portable printers, 2 GPS, 10 printers, 4 photocopy machine, and connection to the internet services	1,220,000	1,220,000				
	ii) Construction of RWSD offices	3,000,000		2,000,000	1,000,000		

	<u>System Development</u> 1. Procurement, Establishment and Development of MIS (Renovation of Library office, Procurement of furniture, equipment, hard wares and soft wares and System maintenance) 2. System Technical support @ 59,000USD 3.Consultancy services @ 39,000USD	498,000		268,500	229,500						
SUB TOTAL NATIONAL 6.1.1.		4,808,000									

S. No.	ACTIVITY	COST (USD)	2006/07	2007/08	2008/09	2009/10	REMARKS
6.1.2. (a)	<u>AT REGIONAL Human Resources</u> 1.Training in project management 21 regions 4 ppts @ 300 USD x 21regions 2. MIS Training of RWST in 21 regions @ 46,000USD	71200		71200			

(b)	<u>Facilities</u> Procurement of :21 vehicle, 21 computer, 21 printer, 21 fax machine 21 laptop and connection to internet services for Region Secretariat (21 regions) 88,500 USDx21 regions	1,858,500		1,429,250		429,250					
©	<u>System Development</u> 1. Procurement, Establishment and Development of MIS(Renovation of MIS rooms, Procurement of furniture, equipment, hard wares and soft wares, installation of hard wares, soft wares. System maintenance) 2. System Technical support for 21 regions @ 272,000USD 3. Consultancy services @ 38,000USD	730,000		338,000		392,000					
SUB TOTAL – REGION 6.1.2.		2,659,700									

S. No.	ACTIVITY	COST (USD)	2006/07	2007/08	2008/09	2009/10	REMARKS
6.1.3. (a)	AT DISTRICT <u>Human Resources</u> i) Training in project management 4 ppts @ 300 x112 districts	134,400		134,400			
	ii) Training of DWSTs and WEO on installation of MIS 24pptsx112x300 USD iii) MIS Training 112 districts @ 346,000USD	1,120,000		800,000	200,000	120,000	
	iii) Training of DWSTs on procurement and contract management, Vetting community applications and Facility and management Plans (FMPs) 4ppts x 112 districts x 300 USD	134,400	44,800	44,800	44,800		
	<u>Facilities</u> i) 1 vehicle, 2 motor cycle, 1 computer, 1 printer, 1 fax machine 1 lap top and E-mail facility for District Water and Sanitation Team. 70,600x112districts	7,907,000		5,000,000	2,907,000		

	ii) Establishment and provision of facilities and furniture for MIS rooms at District level 6,000x112= 672,000	672,000		250,000		250,000		172,000			
	iii) Office accommodation -Rehabilitation (Distr. Offices) - 68 x 10,000 =680,000 44 New offices (district HQ) - 44 x 40,000 = 1,760,000	2,440,000		2,000,000		200,000		240,000			
(c)	<u>System Development</u> Renovation of MIS rooms, Procurement of furniture, equipment, hard wares and soft wares, installation of hard wares and soft wares. System maintenance (Installation of MIS hard wares and soft wares in 112 districts Equip: 3700x112=414,400 labour: 1,000x112= 112,000 Consultancy: 4,500x112 = 504,000)	1,030,400		530,400		500,000					
SUB TOTAL DISTRICT 6.1.3		13,438,200									
TOTAL 6.1		20,905,900									

6.2 IMPLEMENTATION AND MANAGEMENT											
S. No.	ACTIVITY	COST	2006/07		2007/08		2008/09		2009/10		/REMARKS
6.2.1.	AT NATIONAL <u>Human Resources</u> Training on: a) O &M/management of water schemes, b) Contract management, c) Computer applications, d) Training in procurement; 4 courses @ 20,000	80,000		80,000							
SUB TOTAL NATIONAL – 6.2.1		80,000									
6.2.2.	AT REGIONAL <u>Human Resources</u> Training on: a) O &M/management of water schemes, b) Contract management, c) Computer applications, d) Training in procurement; 4 courses x20,000	80,000		80,000							
SUB TOTAL REGIONAL 6.2.2		80,000									

6.2.3.	AT DISTRICT <u>Human Resources</u> Training on a) O &M/management of water schemes, b) Contract management, c) Computer applications, d) Training in procurement e) Training of Service Providers (Private Sector) on NRWSSP operational strategies, District W&S Planning, Project cycle, Players and roles, Coaching skills 5 courses x21 regions x20,000	2,100,000		1,050,000		525,000		525,000			
	<u>Facilities</u> Tracking down implementation of the programme and monitoring of the water entities.(1 vehicle, 2 motor cycle for each district) (1x112x30,000USD+2x112x8000 USD)	5,152,000		3,256,000		1,896,000					
	<u>System Development</u> Training and installation of a) Computerized accounts system 1 system x 5,000 x112 districts b) System Technical support @ 775,000USD for 112 districts c) Innovation window projects @ 1,000,000USD	3,805,000		1,000,000	1,275,000		1,000,000		530,000		
SUB TOTAL DISTRICT 6.2.3.		15,057,000,									
TOTAL 6.2		15,217,000									

6.3 MONITORING AND EVALUATION										
6.3.1.	AT NATIONAL <u>Human Resources</u> Training of staff on Monitoring and Evaluation Techniques 1 course (of 30 ppts)x : 30,000	30,000			30,000					
SUB TOTAL NATIONAL 6.3.1.		30,000								
6.3.2.	AT REGIONAL <u>Human Resources</u> Training of RWSTs on NRWSSP operational strategies, District W&S Planning, Project cycle, Players and roles, Coaching skills, Guidelines for District W&S conditional Grants 2 course of 42 ppts (2x25,000)	50,000			50,000					
SUB TOTAL REGIONAL 6.3.2.		50,000								
6.3.3. (a)	AT DISTRICT <u>Human Resources</u> (a) Training of key staff at DWE`s office, DWSTs, on monitoring and evaluation, work planning and reporting. 2 Trainings @ 20,000 USD x 4 zones	160,000			80,000	80,000				

	b) Training of DWSTs on District Water and Sanitation Planning, Guidelines for District W&S Conditional Grants. How to supervise/monitor service providers. Results based work planning and reporting. 2 Trainings @ 30,000 USD x 4 zones	240,000			120,000		120,000				
SUB TOTAL DISTRICT 6.3.3		400,000									
TOTAL 6.3		480,000									

6. 4 COMMUNITY MOBILIZATION											
6.4.1.	AT NATIONAL Human Resources 1. Training of Engineers on community and social services management 30 ppts x 300 2. Publicity on Implementation of NRWSSP through radio and television @ 36,000USD	45,000			45,000						
SUB TOTAL NATIONAL 6.4.1		45,000									

6.4.2.	AT REGIONAL <u>Human Resources</u> Training of RWSTs, on NRWSSP guides e.g. Guides for facilitating Communities establish Water User Entities, Guides for Training Watsan Committees, Guides for Facilitating Community Planning 94ppts x1000USD (2 courses)	94,000			47,000		47,000				
SUB TOTAL - REGIONAL 6.4.2		94,000									
6.4.3.	AT DISTRICT <u>Human Resources</u> i) Training of DWST on sanitation facilitation skills, Participatory Planning., - PRA tools, stting Trainer training for WATSAN Committees and uer groups, hygiene and sanitation, HIV/AIDS and Gender 20,000 UDS x21 regions	420,000		100,000		100,000		100,000		120,000	

ii) Training of Private Sector on RWSS technologies, Survey, Project preparation and design, Supervision and quality control. 1,500 UDS x274 ppts	411,000		102,750	280,000	280,000	102,750		102,750	102,750	
iii) Orientation of DCs, MPs, Councillors and Council field staff on NRWSSP goals & strategies, Project cycle, Building Community Ownership and Management, Players, Roles and Relationships, Facilitation skills, Promotion and verification, WATSAN Committee, User Groups Action plan. 5,000 USD x 112 districts	560,000									
SUB TOTAL DISTRICT – 6.4.3.	1,391,000									
TOTAL 6.4	1,530,000	12,370,300		13,851,300		7,038,550		872,750		
GRAND TOTAL	38,132,900									

ANNEX 1

MANPOWER STATUS/REQUIREMENTS

a) RURAL WATER SUPPLY DIVISION AT MINISTRY LEVEL

S/No	STAFF	REQUIREMENT	AVAILABLE	DEFFICIT
1	Civil Engineer	21	21	0
2	Mechanical Engineer	8	7	1
3	Electrical Engineer	3	3	0
4	Environ. Sanit. Engineer	2	0	2
5	Sociologist/CD specialist	3	0	3
6	Public Health educator	2	0	2
7	MIS specialist	2	1	1
8	C B & Training specialist	1	0	1
9	Quantity Surveyor	0	1	1
10	Information. Education. and Communication Officer	1	0	1
11	Information Officer	1	0	1
12	Accountants	3	2	1
13	Procurement Specialist	2	1	1
14	Economist/Planner	2	0	2
15	Environmentalist	1	0	1
	TOTAL	53	36	17

ANNEX 2
STATUS OF MANPOWER AT DISTRICT LEVEL

N O.	REGION	DISTRICT	GRADUATES			TECHNICIANS		
			REQUIREMENT	AVAILABLE	DEFICIENCY	REQUIREMENT	AVAILABLE	DEFICIENCY
A	B	C	D	E	F	M	N	Q
1	ARUSHA	ARUMERU	2	2	0	4	4	0
		KARATU	1	1	0	4	1	3
		MONDULI	1	1	0	4	0	4
		LONGIDO	1	0	1	4	0	4
		NGORONGORO	1	1	0	4	0	4
	SUB TOTAL	5	5	1	20	5	15	
2	DODOMA	KONDOA	1	0	1	4	3	1
		KONGWA	1	1	0	4	2	2
		MPWAPWA	1	1	0	4	1	3
		BAHI	1	0	1	4	1	3
		CHAMWINO	1	0	1	4	0	4
		SUB TOTAL	5	2	3	20	7	13
3	IRINGA	IRINGA (R)	1	1	0	4	4	0
		LUDEWA	1	1	0	4	1	3
		MAKETE	1	1	0	4	3	1
		NJOMBE	1	1	0	4	1	3
		MUFINDI	1	0	1	4	3	1
		KILOLO	1	0	1	4	0	4

		SUB TOTAL	6	4	2	24	12	12
4	KAGERA	BUKOBA (R)	1	0	1	4	2	2
		BIHARAMULO	1	0	1	4	0	4
		KARAGWE	1	0	1	4	1	3
		NGARA	1	0	1	4	2	2
		MULEBA	1	0	1	4	1	3
		MISENYI	1	0	1	4	0	4
		SUB TOTAL	6	0	6	24	6	18
5	KIGOMA	KASULU	1	0	1	4	5	0
		KIBONDO	1	1	0	4	2	2
		KIGOMA (R)	1	1	0	4	2	2
		SUB TOTAL	3	2	1	12	9	4
6	KILIMANJARO	HAI	1	1	0	4	2	2
		MOSHI (R)	1	1	0	4	3	1
		MWANGA	1	0	1	4	0	4
		ROMBO	1	0	1	4	2	2
		SAME	1	2	1	4	1	3
		SANYA	1	0	1	4	0	4
		SUB TOTAL	6	4	3	24	8	16
7	LINDI	KILWA	1	0	1	4	2	2
		LINDI (R)	1	0	1	4	1	3
		LIWALE	1	1	0	4	1	3
		NACHINGWEA	1	1	0	4	1	3
		RUANGWA	1	0	1	4	2	2
		SUB TOTAL	5	2	3	20	7	13
	MARA	BUNDA	1	0	1	4	2	2
		MUSOMA (R)	1	1	0	4	2	2
		SERENGETI	1	1	0	4	2	2
		TARIME	1	0	1	4	1	3
		SUB TOTAL	4	2	2	16	7	9

9	MANYARA	KITETO	1	0	1	4	1	3
		BABATI	1	1	0	4	0	4
		HANAN'G	1	0	1	4	3	1
		MBULU	1	1	0	4	0	4
		SIMANJIRO	1	0	1	4	1	3
		SUB TOTAL	4	2	3	16	5	15
10	MOROGORO	KILOMBERO	1	1	0	4	0	4
		KILOSA	1	1	0	4	2	2
		MOROGORO (R)	1	0	1	4	2	2
		ULANGA	1	1	0	4	1	3
		MVOMERO	1	0	1	4	0	4
		SUB TOTAL	5	3	2	20	5	15
11	MBEYA	CHUNYA	1	0	1	4	1	3
		KYELA	1	0	1	4	4	0
		ILEJE	1	0	1	4	3	1
		MBARALI	1	0	1	4	1	3
		MBEYA (R)	1	0	1	4	1	3
		MBOZI	1	0	1	4	5	0
		RUNGWE	1	0	1	4	2	2
		SUB TOTAL	8	0	7	28	17	12
12	MTWARA	MASASI	1	1	0	4	2	2
		MTWARA (R)	1	1	0	4	3	1
		NEWALA	1	1	0	4	0	4
		TANDAHIMBA	1	1	0	4	0	4
		NANYUMBU	1	0	1	4	0	4
		SUB TOTAL	4	4	0	20	5	15
13	RUKWA	MPANDA	1	1	0	4	7	0
		NKASI	1	1	0	4	2	2
		SUMBAWANGA	1	0	1	4	5	0

		SUB TOTAL	3	2	1	12	14	2
14	MWANZA	KWIMBA	1	0	1	4	3	1
		GEITA	1	0	1	4	0	4
		ILEMELA	1	0	1	4	0	4
		MAGU	1	1	0	4	0	4
		UKEREWE	1	0	1	4	0	4
		MISSUNGWI	1	0	1	4	1	3
		SENGEREMA	1	1	0	4	0	4
		SUB TOTAL	7	2	5	28	4	24
15	COAST	BAGAMOYO	1	1	0	4	2	2
		KIBAHA	1	0	1	4	1	3
		KISARAWE	1	1	0	4	1	3
		MAFIA	1	0	1	4	1	3
		MKURANGA	1	0	1	4	1	3
		RUFIJI	1	2	0	4	1	3
		SUB TOTAL	6	4	3	24	7	17
16	RUVUMA	MBINGA	1	1	0	4	4	0
		NAMTUMBO	1	0	1	4	4	0
		SONGEA (R)	1	1	0	4	4	0
		TUNDURU	1	1	0	4	2	2
		SUB TOTAL	4	3	1	16	14	2
17	SHINYA NGA	BARIADI	1	1	0	4	0	4
		BUKOMBE	1	1	0	4	0	4
		KAHAMA	1	1	0	4	0	4
		MASWA	1	1	0	4	1	3
		SHINYANGA (R)	1	1	0	4	0	4
		MEATU	1	1	0	4	0	4
		KISHAPU	1	0	1	4	0	4
		SUB TOTAL	7	6	1	28	1	27

18	SINGIDA	IRAMBA	1	0	1	4	0	4
		MANYONI	1	0	1	4	1	3
		SINGIDA (R)	1	0	1	4	3	1
		SUB TOTAL	3	0	3	12	4	8
19	TABORA	IGUNGA	1	0	1	4	2	2
		NZEGA	1	0	1	4	2	2
		SIKONGE	1	0	1	4	1	3
		UYUI	1	0	1	4	1	3
		URAMBO	1	0	1	4	1	3
		SUB TOTAL	5	0	5	20	7	13
20	TANGA	KOROGWE	1	0	1	4	5	0
		HANDENI	1	1	0	4	1	3
		LUSHOTO	1	0	1	4	2	2
		MUHEZA	1	1	0	4	2	2
		PANGANI	1	1	0	4	3	1
		TANGA (R)	1	0	1	4	1	3
		KILINDI	1	0	1	4	0	4
		SUB TOTAL	7	3	4	28	14	15
21	DSM	TEMEKE	0	1	1	4	1	3
		ILALA	1	1	0	4	1	3
		KINONDONI	1	1	0	4	1	3
SUB TOTAL			7	3	4	12	3	9
GRAND TOTAL			106	53	52	424	170	274

ANNEX 3

STATUS OF OFFICE ACCOMODATION, OFFICE EQUIPMENT AND TRANSPORT AT DISTRICT LEVEL

S/No.	REGION	DISRICT	OFFICE ACCOMODATION	OFFICE EQUIPMENT	TRANSPORT FACILITIES
1.	ARUSHA	Arumeru	√x	x ¹	x
		Karatu	xx	x ¹	x
		Monduli	√x	x ¹	x
		Ngorongoro	xx	x ¹	x
		Longido	xx	x ¹	x
2	DODOMA	Kondoa	√	√	√
		Dodoma (M)	xx	x ¹	x
		Kongwa	√	√	√
		Mpwapwa	√	√	√
		Bahi	√x	x ¹	x
		Chamwino	xx	x ¹	x
3	IRINGA	Iringa (R)	xx	x ¹	x
		Iringa (M)	xx	x ¹	x
		Ludewa	√x	x ¹	x
		Makete	√x	x ¹	x
		Njombe	xx	x ¹	x
		Ilula	xx	x ¹	x
		Mufindi	√x	x ¹	x
4	KAGERA	Bukoba (R)	√x	x ¹	x
		Bukoba (M)	xx	x ¹	x
		Biharamulo	√x	x ¹	x
		Chato	xx	x ¹	x
		Karagwe	√x	x ¹	x
		Muleba	√x	x ¹	x
		Ngara	√x	x ¹	x

5	KIGOMA	Kasulu	√x	x ¹	x
		Kibondo	√x	x ¹	x
		Kigoma (R)	xx	x ¹	x
6	KILIMANJARO	Hai	√x	x ¹	x
		Moshi (R)	xx	x ¹	x
		Mwanga	√x	x ¹	x
		Rombo	√x	x ¹	x
		Same	√x	x ¹	x
		Sanya	xx	x ¹	x
7	LINDI	Kilwa	√x	x ¹	x
		Lindi (M)	xx	x ¹	x
		Lindi (R)	√x	x ¹	x
		Liwale	√x	x ¹	x
		Nachingwea	√x	x ¹	x
		Ruangwa	xx	x ¹	x
8	MARA	Bunda	√x	x ¹	x
		Musoma (M)	xx	x ¹	x
		Musoma (R)	xx	x ¹	x
		Serengeti	xx	x ¹	x
		Tarime	√x	x ¹	x
9	MANYARA	Kiteto	√	√	√
		Babati (R)	xx	x ¹	x
		Babati (M)	xx	x ¹	x
		Hanang	xx	x ¹	x
		Mbulu	xx	x ¹	x
		Simanjiro	√x	x ¹	x
10	MOROGORO	Kilombero	xx	x ¹	x
		Kilosa	√	√	√
		Morogoro (M)	√x	x ¹	x
		Morogoro (R)	√x	x ¹	x

		Mvomero	xx	x ¹	x		
		Ulanga	√x	x ¹	x		
11	MBEYA	Chunya	xx	x ¹	x		
		Mbeya (M)	xx	x ¹	x		
		Kyela	√x	x ¹	x		
		Ileje	xx	x ¹	x		
		Mbarali	√x	x ¹	x		
		Mbeya (R)	√x	x ¹	x		
		Mbozi	√x	x ¹	x		
		Rungwe	√x	x ¹	x		
		12	MTWARA	Masasi	√x	x ¹	x
				Mtwara (R)	√x	x ¹	x
Mtwara (M)	xx			x ¹	x		
Newala	xx			x ¹	x		
Tandahimba	xx			x ¹	x		
Nanyumbu	xx			x ¹	x		
13	RUKWA	Mpanda	xx	x ¹	x		
		Nkasi	√x	x ¹	x		
		Sumbawanga (M)	xx	x ¹	x		
		Sumbawanga	xx	x ¹	x		
14	MWANZA	Kwimba	√x	x ¹	x		
		Geita	√x	x ¹	x		
		Ilemela	xx	x ¹	x		
		Magu	√x	x ¹	x		
		Ukerewe	√x	x ¹	x		
		Missungwi	xx	x ¹	x		
		Sengerema	xx	x ¹	x		
		15	COAST	Bagamoyo	xx	x ¹	x
Kibaha	xx			x ¹	x		
Kisarawe	xx			x ¹	x		

		Mafia	xx	x ¹	x
		Mkuranga	xx	x ¹	x
		Rufiji	√	√	√
16	RUVUMA	Mbinga	√x	x ¹	x
		Namtumbo	xx	x ¹	x
		Songea (R)	xx	x ¹	x
		Songea (M)	xx	x ¹	x
		Tunduru	√x	x ¹	x
17	SHINYANGA	Bariadi	√x	x ¹	x
		Bukombe	√x	x ¹	x
		Kahama	√x	x ¹	x
		Maswa	√x	x ¹	x
		Shinyanga (R)	√x	x ¹	x
		Shinyanga (M)	xx	x ¹	x
		Meatu	xx	x ¹	x
		Kishapu	√x	x ¹	x
18	SINGIDA	Iramba	√	√	√
		Singida (M)	xx	x ¹	x
		Manyoni	√	√	√
		Singida (R)	√	√	√
19	TABORA	Igunga	√	√	√
		Nzega	√x	x ¹	x
		Tabora (M)	xx	x ¹	x
		Sikonge	xx	x ¹	x
		Uyui	xx	x ¹	x
		Urambo	√x	x ¹	x
20	TANGA	Korogwe	xx	x ¹	x
		Handeni	√	√	√
		Lushoto	xx	x ¹	x
		Muheza	√x	x ¹	x

		Pangani	xx	x ¹	x
		Kilindi	xx	x ¹	x
		Tanga (M)	xx	x ¹	x
		Tanga (R)	xx	x ¹	x
21	DSM	Temeke (M)	√	x ¹	x
		Kinondoni (M)	√	x ¹	x
		ILala (M)	√	x ¹	x

- √ - Available
- √x - Available but needs rehabilitation
- xx - Not available needs new office construction
- x¹ - Not available needs new office equipment
- x - Not available needs one motor vehicles and 2 motor cycles

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