



VILLAGE PROFILE PREPARATION AND VILLAGE ACTION PLANNING

A FACILITATOR'S MANUAL



WPP Community Management Process, Manual 3

WATSAN PARTNERSHIP PROJECT

March, 2000

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DASCOH

DASCOH is a non-profit organisation mandated by Swiss Red Cross to support SRC funded non-governmental partner organisations, other like minded development organisations and international agencies. Its headquarters are in Switzerland.

DASCOH seeks to promote a self-help oriented participatory development process through training courses and workshops, implementation of pilot projects, material production, research, and systemic process consultancy. Close collaboration with organisations from Bangladesh and other countries is maintained to facilitate sharing of experience and expertise.

DASCOH was registered in Bangladesh as an international NGO on May 17, 1995. The organisation has a permanent staff and works with foreign consultants and associates from Bangladeshi partner organisations.

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WATSAN PARTNERSHIP PROJECT

Village Profile Preparation and Village Action Planning A Facilitator's Manual

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Village Profile Preparation And Village Action Planning

A Facilitator's Manual

This manual is part of a series of training and learning materials for the WATSAN PARTNERSHIP PROJECT.

The WATSAN PARTNERSHIP PROJECT is an innovative project to improve sustainable access and use of affordable water and sanitation facilities in the project areas of North Western Bangladesh. The people in the low water table areas of Rajshahi and Nawabganj district suffer from water and sanitation related conditions that further deteriorate through arsenic pollution. The strategic mission of the project is to promote community management through village development committees, improvement of hygiene behaviour practice of communities, facilitating people to develop arsenic mitigation options in the contaminated areas, and development and marketing of affordable technology for water and sanitation.

The project draws strength from partnerships. Local partner NGOs are working as facilitating organisations. Villagers identify and address their problems through village development committees. They are supported by the partner NGOs. The partner NGOs are in turn supported by a partnership of international NGOs that each contribute their own specific area of expertise. CARE for hygiene education and behavioural change, DASCOH for community management, and IDE for appropriate water and sanitation technology. Currently the project is active in 640 villages in partnership with 15 local partner NGOs.

DASCOH develops the following training and learning materials for use in the WATSAN PARTNERSHIP PROJECT (other materials may be added as the need arises):

Community Management Process

1. Approach setting for the Community Management Component
2. Formation of Village Development Committees
3. Village profile preparation and village action planning
4. Participatory process and impact monitoring

Additional Manuals

5. Rural leadership development
6. Resource mobilisation
7. Financial management
8. Arsenic issues

Abbreviations and acronyms

BAMWSP	Bangladesh Arsenic Mitigation Water Supply Project
CBO	Community Based Organization
CARE	Cooperation for Assistance and Relief Everywhere
DASCOH	Development Association for Self-reliance, Communication and Health
GO	Government Organization
IDE	International Development Enterprises
KP	Key Person
NGO	Non Government Organization
OHP	Overhead Projector
PMU	Project Management Unit
PNGO	Partner NGO
PRA	Participatory Rural Appraisal
RP	Resource Person
SDC	Swiss Agency for Development and Cooperation
SRC	Swiss Red Cross
TOF	Training of Facilitator
UNDP	United Nations Development Programme
VDC	Village Development Committee
WB	World Bank
WPP	WATSAN Partnership Project
WATSAN	Water and Sanitation

Acknowledgments

The development of this manual has gone through a several years evolutionary process. DASCOH as a Swiss Red Cross mandated organization has brought in many lessons regarding promotion of self-help and community management from the praxis of the partner NGOs of SRC. We are grateful to the community leaders and staff members of the Swiss Red Cross Partner NGOs in Bangladesh.

The first draft of this manual was written in the month of October 1998. The manual was tested in several workshops. We acknowledge the support and feedback provided by the VDC members, Field Trainers, Field facilitators and other staff members of DASCOH, CARE and IDE as well as partner NGOs of WATSAN PARTNERSHIP PROJECT through organizing these workshops at staff and village level when this manual was field-tested.

This manual has also benefited from comments, direction, support and encouragement received from many people, in particular: Claude A. Ribaux, Abdul Motaleb, Rabiul Islam, Haroon Ur Rashid, staff of SKAT-Switzerland and Dr. Walter Meyer. Many thanks are extended to the all steering committee members of WPP and Regional Water Sanitation Group of the World Bank/UNDP for reviewing and providing suggestions for the improvement of this manual.

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Introduction

1. General

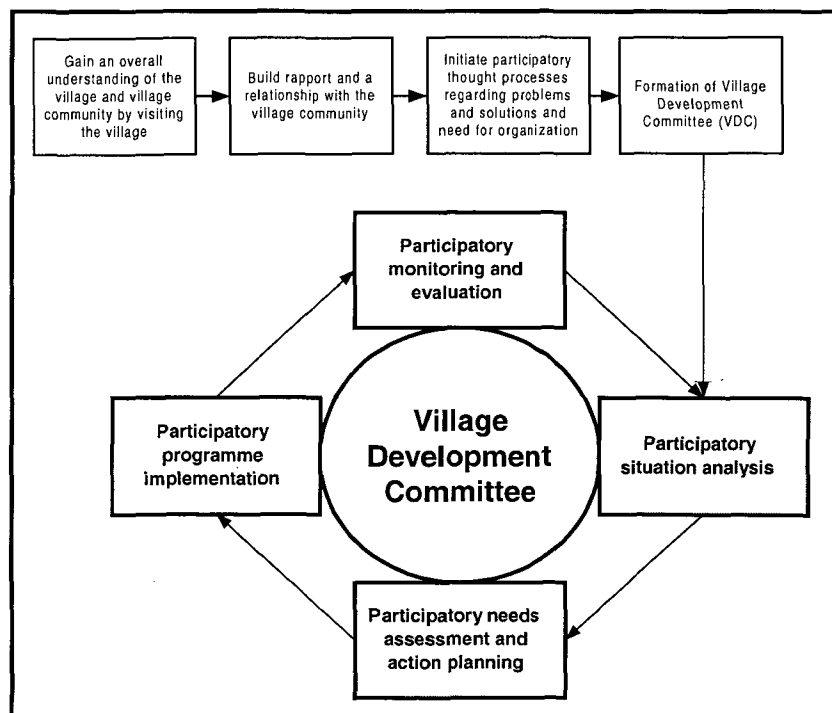
This manual is the third of 4 core modules in a series of training and learning materials for the WATSAN Partnership Project (WPP). The manual **Village Profile Preparation and Village Action Planning** is a facilitator's manual for staff members and executives of the WPP partner NGOs of the WATSAN Partnership Project who are working with Village Development Committees (VDCs) to prepare village profiles and action plans.

The focus of the manual is:

- **How to facilitate a VDC in the preparation of a water and sanitation profile of a village**
- **How to facilitate a Village Action Planning workshop for the development of a yearly action plan to improve the water and sanitation situation in the village**

This manual is based on a systematic material development process and also makes use of experiences with community management in other projects. First a training needs assessment was conducted, followed by an inventory of existing experiences and materials on the topic. A draft version of this manual was field tested in 4 workshops with the staff members of partner NGOs and thereafter the trained PNGO staff members tested this manual through organizing activities and workshops with the VDCs in 640 villages in the WPP project area. Assessment of learning outcomes, feedback from participants and observation of subsequent practice were used to produce this latest version.

DASCOH training and learning materials for the WATSAN PARTNERSHIP PROJECT address various aspects of the community management process shown in the picture on this page. This manual "Village Profile Preparation and Village Action Planning" deals with the steps of participatory situation analysis and participatory needs assessment and action planning.



Facilitator's Manual

Although this manual was developed especially for the WATSAN PARTNERSHIP PROJECT, the community management component can also be useful and adapted to contexts other than water and sanitation and WPP.

The manual is organised in two sections:

The **first section** in the manual is the **Introduction**, which explains who the manual is for, the objectives and the methods that will be used with the VDC members during both the field and the workshop activities.

The **second section** of the manual contains the **Modules**. The modules outline the procedures for facilitating a VDC in the **preparation of a village water and sanitation profile** and for facilitating a **yearly village action-planning workshop**.

2. How to use the manual

Start by familiarising yourself with the manual and workshop by reading the introduction.

This manual was not written for self-study; the use of the manual will be most effective if you are trained to use it by a facilitator experienced with this manual and the WPP community management component. The workshop will train you to use the modules.

Each module consists of a number of sessions. Texts for handouts, overheads and flipcharts needed for the sessions are included in each session plan. The session plans specify objectives, preparation and procedures for each session and activity. More details are provided in section 5 of this introduction.

Each module and session follows a **participatory approach**. The central focus is to encourage active participation in order to generate learning and discover ways of problem solving. The sessions are designed to foster the participants' self-confidence and self-esteem, encourage their creativity in decision making by using their aspirations and experiences as the foundation for the session.

A brief explanation of the objectives for a session should be given at the beginning of each session.

It is important for the facilitator to use his/her own initiative throughout each session and adapt the contents to the participant's level of understanding. The facilitator could use suitable icebreakers and energisers to ensure interest remains high throughout each

3. Workshop outline

The manual is organized into a series of modules and sessions. The workshop specifications are:

Title of the manual:	Village Profile and Village Action Planning A Facilitator's Manual
The manual is for:	Facilitators who are engaged in promoting community management in water and sanitation and other related development sectors
Target Group:	The facilitator will use this manual in conducting activities and sessions with the VDC members and other village people
Duration:	4.5 days
Objectives:	By applying the procedures in the manual the facilitator will be able to: <ul style="list-style-type: none">▪ Facilitate VDCs in the preparation of a yearly village water and sanitation profile▪ Facilitate a yearly village action planning workshop for improving the water and sanitation situation
Content:	The manual will address the following issues: <ol style="list-style-type: none">1. Preparation of village water and sanitation profile2. Needs assessment3. Preparation of a village action plan
Methods:	The sessions in the manual utilize a variety of participatory methods, including: Group activities; presentation and analysis of PRA; participatory village survey; completion of handouts, etc.

4. Modules - overview

Module	1	Village profile preparation
Session	1.1	A village profile for village action planning, monitoring and evaluation
Session	1.2	A mapping exercise to gather information for the village profile
Session	1.3	Para-wise participatory survey by the VDC members for gathering information for the village profile
Session	1.4	Collating information and completion of the village profile
Module	2	Village Action Planning Workshop
Session	2.1	Identification and selection of needs to be addressed by the village action plan based on the findings of the village profile
Session	2.2	Why resources sharing? An exercise
Session	2.3	Identification of resources and opportunities for addressing the selected needs
Session	2.4	Identification, prioritization and selection of strategies for addressing the selected needs
Session	2.5	Preparation of a yearly action plan
Module	3	Workshop evaluation
Session	3.1	Review of the training and field practice learnings
Session	3.2	Evaluation of the workshop
		Closing session

5. Session plans

Each module is organized into a series of sessions that form the foundation for the next session. Each session contains the following components:

Title - identifies the main topic of the session

Objectives - describe what the participants will be able to do by the end of the session to demonstrate their increased knowledge, improved skills and attitudinal change

Duration of the session - indicates the approximate time the session will take, but the timing for each session must be flexible and not rigidly adhered to

Materials - lists all the materials, including handouts and overheads, that will be required for the session

Methods - lists the communication methods that will be used in the session

Venue and facilities - describes requirements for the facilities for the session. In most cases, the requirements are as per the following:

- a venue that will accommodate 20 to 25 participants sitting in a U shape
- the venue should provide an atmosphere that is conducive to a participatory working environment
- seating arrangements could include chairs or mats on the floor

Special preparation - indicates any arrangements that the facilitator needs to make prior to the session. If there are no special preparations required, this section is omitted

The session plan also includes the following:

Procedure - provides specific instructions to the facilitator on how to present the session through a step by step approach

Notes for the facilitator – provides examples of expected or possible responses from the participants, or other key points that the facilitator should try to elicit during the session. The notes are presented in a box, like this note.

6. Training and action planning workshop schedules

A suggested schedule for Training of Facilitators

DAY	TIME	SESSION	ACTIVITIES
Day 1	09:00 - 09:30		Welcome address and introduction to the workshop
	09:30 - 11:00	1.1	Introduction to the Village Profile Preparation and Village Action Planning manual. Reading of manual to gain an overview
	11:00 - 11:30		MORNING TEA
	11:00 - 01:00	1.1	Discussion on the importance of a village water and sanitation profile and its use for village action planning, monitoring and evaluation. Discussion on the format of the profile
	01:00 - 02:00		LUNCH
	02:00 - 03:00	1.2	Discussion on the mapping exercise and practical application of the exercise in small groups
	03:00 - 03:30		AFTERNOON TEA
	03:30 - 05:00	1.2	Continued. Collation of information and completion of section on the village profile
Day 2	08:30 - 11:00	1.3	Discussion on the participatory survey to gather information for the village profile. Practical application of a participatory survey in small groups
	11:00 - 11:30		MORNING TEA
	11:30 - 01:00	1.4	Discussion on how to collate information from the survey and completion of the village profile form. Collating information and completion of profile in small groups
	01:00 - 02:00		LUNCH
	02:00 - 03:00		Introduction to Module 2. Reading of the module to gain an overview of the different sessions
	03:00 - 03:30		AFTERNOON TEA
	03:30 - 05:30	2.1	Discussion on identification and selection of needs. Practical application of needs identification and ranking in small groups
Day 3	08:30 - 09:30	2.2	Jigsaw Game and discussion on why resources need to be shared and how to mobilize resources
	09:30 - 11:00	2.3	Discussion on identification of resources/services, technological, marketing, cost options. Completion of Flip charts 2.3.1
	01:00 - 02:00		LUNCH
	02:00 - 03:00	2.4	Discussion on strategy selection and completion of Flip chart 2.4.1 in small groups
	03:00 - 03:30		AFTERNOON TEA
	03:30 - 05:30	2.5	Discussion on Yearly Action Plan and completion of action plan in small groups. Preparation for workshop
Day 4	As per Workshop schedule		Conducting a Village Action Planning workshop at the village level

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DAY	TIME	SESSION	ACTIVITIES
Day 5	08:30 - 09:30		Review of the experiences of the Village Action Planning workshop
	09:30 - 10:30	3.1	Review of the training and field practice learnings
	10:30 - 11:00		MORNING TEA
	11:00 - 12:00	3.2	Evaluation of the workshop
	12:00 - 12:30		Closing session

A suggested schedule for a Village Action Planning Workshop

Duration: one day

TIME	ACTIVITIES
08:00 - 08:15	Welcome address and introduction to the workshop
08:15 - 10:45	Identification and selection of needs to be addressed by the village action plan based on the findings of village profile
10:45 - 11:15	MORNING TEA
11:15 - 12:00	Why resource sharing? An exercise
12:00 - 01:00	Identification of resources and opportunities for addressing the selected needs
01:00 - 02:00	LUNCH
02:00 - 03:00	Identification, prioritization and selection of strategies for addressing the selected needs
03:00 - 03:30	AFTERNOON TEA
03:30 - 05:30	Preparation of a yearly action plan



Module 1	
Village profile preparation	
Session 1.1	A village profile: for village action planning, monitoring and evaluation
Session 1.2	A mapping exercise to gather information for the village profile
Session 1.3	Para-wise participatory survey by the VDC members for gathering information for the village profile
Session 1.4	Collating information and completion of the village profile



Session 1.1: A village profile: For village action planning, monitoring and evaluation

Objectives	By the end of this session, the VDC members will be able to understand: <ol style="list-style-type: none">1. That a village profile can be used for village action planning, monitoring and evaluation2. The format for the village profile3. The different terms used in the village profile
Duration	1 hour
Materials	Flip chart of 1.1.1 - Village profile form; display board
Methods	Brainstorming and discussion
Special preparation	Prepare a village profile form on a flip chart. Make sure that you are familiar with the terms used in the village profile

Procedure

How a village profile can assist with village planning

- Step 1** Welcome the participants to the session and explain that you are going to present a village profile and explain its purpose and format
- Step 2** Explain that a village profile will assist with planning to improve the water and sanitation situation in the village and that it can be used for monitoring and evaluation purposes also

Format of a village water and sanitation profile

- Step 1** Introduce the format for the village profile with the aid of the flip chart
- Step 2** Explain that the village profile will identify the present water and sanitation situation in the village
- Step 3** Discuss the different sections of the village profile, one section at a time. Do not go into details at this stage, as each section will be covered during a later session
- Step 4** Discuss the difference between ground water and surface water
- Step 5** Discuss the different types of tubewells - shallow, deep, irrigation, tara, super tara, rower and treadle
- Step 6** Discuss the different types of latrines mentioned on the form
- Step 7** Clarify any sections not understood, especially the terms that are used (refer to 'Notes for the facilitator' for an explanation of the different terms)

Notes for the facilitator

Before preparing an action plan it is essential to have information on the present situation in the village. This will ensure an appropriate action plan is developed and that the activities can be achieved. A village profile will provide this information and will also be used as base line data for the year for participatory monitoring and evaluation. The profile will also be used by the VDC during their yearly evaluation workshop. It will identify the changes in the water and sanitation situation that have occurred since the previous year's profile was undertaken.

Terms used on the village profile form for tubewells (TW), etc.

Deep TW for drinking - a hand pump that is used to pump drinking water from low water table areas

Tara TW for drinking - a hand pump that is operated by an up/down motion that is used to pump drinking water from low water table areas

Super Tara TW for drinking - a hand pump that is operated by a strong up/down motion that is used to pump drinking water from very low water table areas

Rower pump for drinking - is a suction mode pump that is used to pump drinking water from shallow water table areas

Treadle pump for drinking and irrigation - is a side delivery manual pump that is used to pump water for domestic and irrigation use

Shallow TW for irrigation - is a mechanized irrigation pump for shallow water table areas

Deep TW for irrigation - is a deep set mechanized irrigation pump for very low water table areas

Rower pump for irrigation - is a suction mode pump that is used for irrigation purposes in shallow water table areas

CBOs - organizations that are not included in NGO organized groups in the village, e.g. clubs, mosque committee, bazaar committee, school committee, etc.

Flip chart/Overhead/Handout 1.1.1

WATSAN PARTNERSHIP PROJECT

VILLAGE PROFILE For the year:.....

DATE OF PREPARATION: / /

1. LOCATION

Name of Village:
Union:
Thana:
District:

2. VDC AND POPULATION

Male VDC		Female VDC	
Name of Chairman:		Name of Chairman:	
Occupation:		Occupation:	
No. of Members:		No. of Members:	
Households and population of the village			
Total No. of Households	Total No. of Population	Male	Female

3. WATER RESOURCES IN THE VILLAGE

3.1 Ground Water

Water Source	Total	Present condition				Ownership			Maintenance by			Arsenic			
		Platform		Functioning	Non Functioning		Self	N G O	G O B	Self	G O B	Com	Not Tested	Tested	
		With	With out		Mech. Prob.	Water not Avail								Contaminated	Not contaminated
T.W. No. 6															
DEEP T.W															
JIBAN															
TARA															
SUPER TARA															
ROWER															
TREADLE (S.D.)															
DEEP (C.P.)															
OTHERS (if any)															
IRRI GATI ON T.W.	DEEP														
	SHALLOW														
	ROWER														
	TREADLE														
	OTHERS														

3.2 Surface Water

Water Source	Total	Water		Ownership		
		Available	Not Available	Private	NGO	GOB
WELL/RING WELL						
POND						
DITCH						
MARSH						
CANAL/RIVER						
OTHERS (if any)						

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4. WATER RESOURCES IN THE VILLAGE (Number of Households)

Source	Drinking only	Drinking and washing	Irrigation

5. TOILET STATUS OF THE VILLAGE

Type of Toilet	Non Sanitary			Sanitary		
	None	Hanging Latrine	Ring and Slab drain to surface	Hole closed/Pit (no drain to surface)	Ring and Slab (no drain to surface)	Others Specify
No. of Households						

6. SUPPORT ORGANIZATION / NGOs

Name of NGOs working in the village	Group exists (Number))		Hygiene and Water sanitation services	Other activities
	Male	Female		

7. CBOs

Name of CBOs	Members	Activity

8. GOB. SERVICE PROVIDER RELATED WITH HEALTH AND WATSAN IN THE VILLAGE

No.	Name of service provider	Designation	Department

9. RELATED HUMAN AND MATERIAL RESOURCES

Name of T.W. Mechanic	Name of skilled person for Sanitary Hardware (SH)	No. of S. H. Centre

Representative of VDC: Name:..... Signature.....

Name of FF:.....
Signature.....

Name of the NGO:.....

Session 1.2: A mapping exercise to gather information for the village profile

Objectives	By the end of this session, the VDC members will be able to: <ol style="list-style-type: none">1. Identify the water resources in their village2. Collate the information for the village profile
Duration	3 hours
Materials	Large sheets of drawing paper; different coloured markers; a Village Profile form
Methods	Drawing of a village map with surface and ground water resources Discussion
Special preparation	The facilitator should keep the village profile form with the participants, because the information generated by the mapping exercise will feed into village profile form section 3.1. and 3.2

Procedure

Drawing of the village map (1 hour and 30 minutes)

- Step 1** Explain that the activity that they are going to do will provide information for the village profile
- Step 2** Ask the participants to draw a map of their village, including the boundary, roads, bridges, houses, rivers, canals, ponds, ditches, etc:
- Step 3** Discuss the types of symbols that could be used to indicate the different tubewells used for drinking water. Add these symbols to the legend in the box
- Step 4** Ask them to draw these symbols on the map
- Step 5** Discuss the symbols that could be used to indicate different types of irrigation used in the village. These symbols are to be drawn on the map and then added to the legend

Collating the information from the mapping exercise (1 hour and 30 minutes)

- Step 1** Explain that the information on the map will be used to complete sections of the village profile
- Step 2** Discuss the water resources on the map and ask the VDC members to count the different tubewells and types of irrigation identified
- Step 3** Complete the appropriate section of the village profile form with their assistance
- Step 4** Ask them to keep the village profile in a safe place because it will be used in another session. Thank them for their contributions

Session 1.3: Para-wise participatory survey by the VDC members for gathering information for the village profile

Objectives	By the end of this session, the VDC members will be able to: 1. Collect information from their allocated para/area of 20 to 40 households, using a questionnaire
Duration	2 hours
Materials	The village map from Session 1.2; Handout 1.3.1 (1 for each VDC member)
Methods	Allocation of para/area for the survey Explanation and discussion of the questionnaire
Special preparation	After the session - VDC members will organize a meeting with their para/area heads of households to complete the questionnaire. If a VDC member is unable to complete the questionnaire, make arrangements with him/her for someone to be with them when they conduct the survey.
Procedure	
Allocation of para/area to each VDC member (30 minutes)	
Step 1	Explain that the map will be used to allocate a para/area to each VDC member
Step 2	Use the map to identify the number of paras/areas in the village
Step 3	Explain that they will be gathering information for the village profile in these paras/areas over the next 2 to 3 days
Step 4	Allocate the paras/areas. Ensure all paras/areas are covered in the survey and that there is a consensus about the arrangements
Explanation and discussion on the questionnaire (1 hour and 30 minutes)	
Step 1	Explain that each VDC member will survey his/her allocated para/area with the aid of a questionnaire. Explain that they need to ask the heads of each household in their para/area to attend a meeting to provide information for the questionnaire
Step 2	Distribute the questionnaires and assist the members to write their names and the names of their para/area at the top
Step 3	Explain the questionnaire. Clarify any questions or concerns raised
Step 4	Explain that it is important for everyone to attend a meeting and to bring their completed questionnaires so that the village profile can be completed. Decide on a date for this meeting

A semi-structured survey questionnaire

Name of the person conducting the survey:

Description of para/area surveyed:

	Questionnaire to survey numbers in each para	Total Number
1	Households	
2	Males over 5 years	
3	Females over 5 years	
4	Children under 5 years	
5	Households using tubewell water only for drinking	
6	Households using tubewell water for drinking and washing	
7	Households using tubewell water for drinking, washing and bathing	
8	Households using tubewell water for irrigation	
9	Households using pond water only for drinking	
10	Households using pond water for drinking and washing	
11	Households using pond water for drinking, washing and bathing	
12	Households using pond water for irrigation	
13	Households using canal/river water only for drinking	
14	Households using canal/river water for drinking and washing	
15	Households using canal/river water for drinking, washing and bathing	
16	Households using canal/river water for irrigation	
17	Households using well water only for drinking	
18	Households using well water for and washing	
19	Households using well water for drinking, washing and bathing	
20	Households using well water for irrigation	
21	Households who do not have a latrine	
22	Households who have a non-sanitary hanging latrine	
23	Households who have a non-sanitary ring and slab latrine with drain to surface	
24	Households who have a sanitary hole closed/pit latrine (no drain to surface)	
25	Households who have a sanitary ring and slab latrine and no drain to surface	
26	Households who have pacca latrine with safety tank	

Session 1.4: Collating information and completion of the village profile

Objectives	By the end of this session, the VDC members will be able to: Collate and discuss the information from the survey and complete the appropriate sections of the Village Profile format
Duration	3 hours
Materials	The Village Profile form with Sections 3.1 and 3.2 already completed All the completed questionnaires and one extra copy for compilation Previous village PRA session outcomes
Methods	Aggregate total of all the survey questionnaires Discussion Completion of the appropriate section on the Village Profile form
Special preparation	Remind the VDC members about the meeting and to bring their completed questionnaires

Procedure

Aggregate para survey questionnaire (30 minutes)

- Step 1** Explain that the totals on each questionnaire will be collated
- Step 2** Read out the questions one at a time. Record the total of each questionnaire and then work out the aggregate. Record this number on the extra survey form

Completing the appropriate sections on the village profile

- Step 1** Complete Section 1 with the assistance of the VDC members
- Step 2** Discuss Section 2 on the profile and use the VDC register to obtain the information to complete this section. For the number of households and the population of the village use the total of the results from the survey - Questions 1 to 4 (recorded on the extra survey form)
- Step 3** Section 3 was completed in Session 1.2. Check that the information is correct
- Step 4** Discuss Section 4 on the profile and total the results from the survey - Questions 5 to 20
- Step 5** Discuss Section 5 on the profile and total the results from the survey - Questions 21 to 26
- Step 6** Discuss Section 6, 7, 8 and 9 and with the participant's assistance complete these sections on the profile
- Step 7** Present the completed profile to the VDC members and thank them for their cooperation in obtaining and collating the information



Module 2	
Village Action Planning Workshop	
Session 2.1	Identification and selection of needs to be addressed by the village action plan based on the findings of village profile
Session 2.2	Why resource sharing? An exercise
Session 2.3	Identification of resources and opportunities for addressing the selected needs
Session 2.4	Identification, prioritization and selection of strategies for addressing the selected needs
Session 2.5	Preparation of a Yearly Action Plan



Session 2.1: Identification and selection of needs to be addressed by the village action plan based on the findings of village profile

Objectives	By the end of this session, the VDC members will be able to: <ol style="list-style-type: none"> 1. Identify the present water and sanitation situation by analyzing PRA outcomes and the village profile 2. Identify the gap between the present situation and the aspired for situation and the needs to be addressed to bridge the gap 3. Prioritize and select needs for the village action plan
Duration	2 hours and 30 minutes
Materials	The village water and sanitation profile Flip chart 2.1.1 and 2.1.2 1x copy of each flip chart; display board; paper; markers
Methods	Discussion and analysis of previous PRA outcomes Needs identification Ranking

Procedure

Identifying present water and sanitation situation through analysis of PRA outcomes and village profile (1 hour)

- Step 1** Explain the objectives of the session
- Step 2** Present and discuss the village profile and make a list of the present water and sanitation situation of the village on the flip chart.

Identifying water and sanitation needs (1 hour)

- Step 1** Attach Flip chart 2.1.1 to the board and explain the columns
- Step 2** Transfer the final list of the present situation to Column 1
- Step 3** Brainstorm the desired water and sanitation situation and write these aspirations in Column 4 against each present situation
- Step 4** Discuss the barriers that block these aspirations
- Step 5** Discuss what is needed to bridge the gap and list these in Column 3

Prioritizing and selecting needs for the village action plan (30 minutes)

- Step 1** Attach the Flip chart 2.1.2 to the board and write the needs from 2.1.1 in the first column
- Step 2** Score these needs according to the criteria, total the scores and rank them according to their priority. List the finally selected needs will be addressed by the VDC
- Step 3** Record the information on flip charts 2.1.1 and 2.1.2 for your records

Needs identification (an example)

1	2	3	4
Present water and sanitation situation	Barriers to reach the aspired situation	How to bridge the gap - the needs	Aspired water and sanitation situation
<p>Only 50 families among 300 families in the village use water sealed latrine</p>	<ul style="list-style-type: none"> ▪ Villagers are not aware about benefit of using sanitary latrines ▪ Poor families can not afford the purchase and installation of latrines 	<ul style="list-style-type: none"> ▪ Water and sanitation awareness campaign ▪ Free distribution of latrines among the poor families ▪ Credit support for the poor families 	<p>Sanitary latrines used by all (300) families</p>
	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	
	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	
	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	
	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	

Needs ranking and selection (an example)

Needs	Score: 1-10			Total score	Priority rank
	Relative importance	VDC's Capacity to address needs	External opportunity		
WATSAN awareness creation	10	4	9	23	1
Free distribution of latrines among poor families	8	0	1	9	3
Credit support for poor families	8	1	5	14	2

Finally selected needs

1. WATSAN awareness creation among the community
2. etc. etc. according to final discussions among VDC members

Notes for the facilitator

Flip chart 2.1.1 and **2.1.2** are examples only. The VDC members will determine the criteria for each column. Keep a copy of each flip chart for your records

Flip chart 2.1.1

- Start from Column 1 and assist the participants to complete this column.
- After Column 1 is completed, complete Column 4 and then the remaining columns.
- Column 3 is the list of needs for promoting the aspired for water and sanitation situation in the village
- On completion of the exercise, facilitate participants (VDC members) to decide and finalize the list of needs which they will address by their village action plan through in-depth analysis

Session 2.2: Why resource sharing? An exercise

Objectives	By the end of this session, the VDC members will be able to: Understand the importance of sharing resources between each other and the need for collective resource mobilization for addressing needs
Duration	45 minutes
Materials	Large Jigsaw of a tubewell - 16 pieces (4x pieces for 4 groups). Please see the note for the facilitator for the jigsaw pieces.
Methods	Discussion Game

Procedure

Game: Jigsaw (15 minutes)

- Step 1** Introduce the game and explain that they will be divided into 4 groups to play the game. Explain the rules, as per the following:
- Each group will be given 4 pieces of a jigsaw to make a complete picture of a tubewell
 - If they encounter a problem, then they are to decide on a solution
 - No group will be able to make a complete picture unless they join together and share each group's pieces with each other and finally they will do that (*don't disclose this point to the participants*)

Discussion on why there is a need for resource sharing (15 minutes)

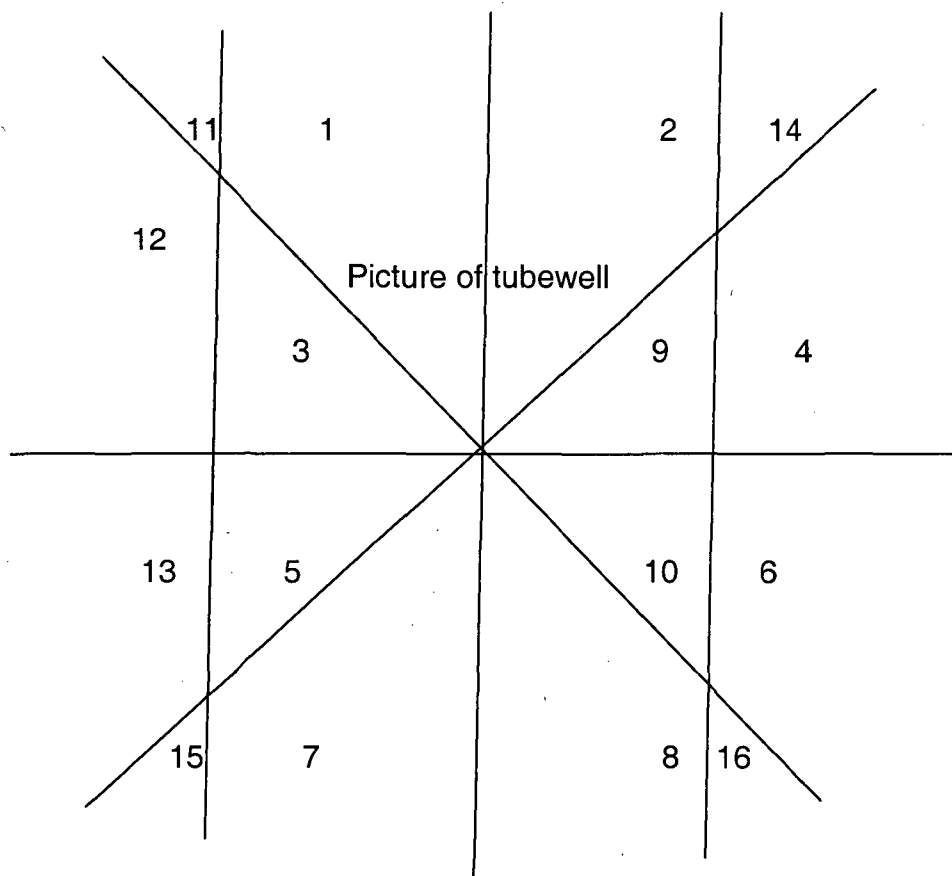
- Step 1** Discuss what happened during the game and the importance of sharing resources with each other for addressing the needs of the group
- Step 2** Discuss the importance of having resources and sharing the resources in order to achieve the identified needs

Discussion on sharing and mobilizing resources (15 minutes)

- Step 1** Discuss the ranking outcomes from Session 2.1
- Step 2** Discuss the importance of collective resource mobilization to address the identified needs
- Step 3** Discuss the benefits having one organization or contact person to provide these resources

Note for the facilitator

(Picture showing how to prepare a large jigsaw of tubewell)



Instruction: Cut this picture of tubewell by which you have a total of 16 pieces. Don't write number on the cut-piece

Session 2.3: Identification of resources and opportunities for addressing the selected needs

Objectives	By the end of this session, the VDC members will be able to: <ol style="list-style-type: none">1. Identify what are the services and resources they could mobilize from the local area, e.g. the WATSAN Partnership Project/PNGOs, related government agencies and other NGOs2. Identify the different options, including technology and cost
Duration	1 hour
Materials	Flip chart 2.3.1 Paper for flip charts; 1x copy of each flip chart; markers; display board
Methods	Discussion and identification of services and resources
Special preparation	Prepare large copies of the flip charts before the session

Procedure

Discussion on resources to meet needs

- Step 1** Clarify the objectives of the session
- Step 2** Introduce Flip chart 2.3.1
- Step 3** Ask the VDC members to complete each column of the flip chart
- Step 4** Summarize the session outcome by clarifying we have picture of services and resources we can mobilize for addressing the selected need. For addressing one selected needs we can choose various strategies depending the opportunities we have. Keep the session outcome for using in next session

Identification of resources and opportunities for addressing the selected needs

No	Selected need	Needed resources	Opportunity (services resources can be mobilized)			
			Govt.	NGO	Community	Others

Notes for the facilitator

Village people have information about what resources and services they can mobilize from where. But some times they lack information about services options which can be provided by the government departments and what are the technological options have been developed in recent time related with their selected needs. The information gap about available government services and recently developed technologies prohibit people to take appropriate decisions. For facilitating this session a facilitator need to have and provide following information:

Government services available for water and sanitation:

- What are the services?
- Which department provides?
- How to obtain the service?

Types of wells and tubewells (specially newly developed), where to purchase them and their cost:

- Type of tubewell
- Where to purchase?
- Advantages and disadvantages
- Cost including material, installation, labour, transport etc.

Types of latrines (specially newly developed), where to purchase them and their cost:

- Type of latrine
- Where to purchase?
- Advantages and disadvantages
- Cost including material, installation, labour, transport etc.

The facilitator needs to be prepared with the above-mentioned information before conducting the session. For better preparation the facilitator can prepare information flip charts and use those if needed. Besides he/she can collect relevant posters from the relevant government department, NGOs for providing information.

Session 2.4: Identification, prioritization and selection of strategies for addressing the selected needs

Objectives	By the end of this session, the VDC members will be able to: Identify, prioritize and select strategies for addressing the needs they have selected
Duration	1 hour
Materials	Flip chart 2.1.2 - completed in Session 2.1 Flip chart 2.4.1 Paper for flip chart; 1x copy of flip chart; markers; display board
Methods	Discussion and selection of strategies
Special preparation	Prepare a large copy of the flip chart before the session

Procedure

Discussion on activity selection

- Step 1** Ask the VDC members whether selected needs can be achieved without selecting strategies
- Step 2** Introduce and discuss flip chart 2.4.1
- Step 3** Refer to Flip chart 2.1.2 for the needs that were selected
- Step 4** Discuss the strategies and complete Column 2 and rank these activities strategies according to importance, VDC's own capacity avail that strategy and availability of external support for availing that strategy

Selection of activities

- Step 1** After Column 1, 2 and 3 are completed, ask the VDC members to select the strategy that they would like to apply and place a tick next to them. Ensure that all the members agree to the selected strategy. Prepare a list of finally selected strategies.
- Step 2** Record the information for your records

Strategy selection

1	2	3			4
Selected Needs to be addressed	Strategy (various alternatives)	Scoring [1-10]			Rank for selection
		Importance	VDCs capacity to avail	External support for availing	

Session 2.5: Preparation of a Yearly Action Plan

Objectives	By the end of this session, the VDC members will be able to: 1. Prepare a yearly action plan for improving the water and sanitation situation in the village
Duration	2 hours
Materials	Flip chart 2.4.1 - completed in Session 2.4 Flip chart 2.5.1 Paper for flip chart; 1x copy of 2.5.1; markers; display board
Methods	Discussion
Special preparation	Prepare a large copy of the flip chart before the session
Procedure	
Discussion on activities selected	
Step 1	Discuss the activities selected in Session 2.4 and how they need to be planned to determine how, when and who will do the activities and who will use what resources.
Step 2	Discuss the importance of planning in order to implement these activities properly
Completion of an action plan	
Step 1	Introduce Flip chart 2.5.1 - Yearly Village Action Plan and discuss the different sections on the action plan
Step 2	Complete Column 1 with the activities selected in Session 2.4
Step 3	Discuss how many activities they would like to implement and include these activities in Column 2
Step 4	Discuss Columns 3 to 5 and complete them with the appropriate information
Step 5	Ask the VDC members what are the improvements/results they expect to achieve after the successful implementation of their action plan
Step 6	Record these expectations in Column 6
Step 7	Thank the VDC members for their contributions during the preparation of the action plan for their village
Step 8	Record the action plan for your records

Village Action Plan for the Year

Name of the Village:

Name of the VDC:

Starting Date:

Completion Date:

1	2	3	4	5	6
Selected strategy	Activities and target	Resources - manpower, money, materials and provider's name	Who will be responsible	When (time frame)	Expected results



Module 3	
Workshop evaluation	
Session 3.1	Review of training and field practice learnings
Session 3.2	Evaluation of the workshop



Session 3.1: Review of training and field practice learning

Objectives	By the end of this session, the participants will be able to: Summarize the learnings they have gained from the training and field practice
Duration	1 hour
Materials	Writing cards (two colours); markers; display board
Methods	Writing important learning points by pair on cards Card display and discussion

Procedure	
Learning from the training (30 minutes)	
Step 1	Divide participants into pairs
Step 2	Assign each pair to write 3 important learning on 3 separate cards <u>Rules for card writing:</u> <ul style="list-style-type: none">▪ Each pair sits separately and writes cards through discussion and agreement. Duration: 5 minutes. A pair is not allowed to discuss with other participants▪ One point will be written on one card by the marker pen maintaining a single colour code for the card
Step 3	Facilitate each pair to present their points through display their cards on the display board
Learning from the field practice (30 minutes)	
Step 1	On completion of the first round, facilitate participants to identify and discuss learning from the field practice following the similar rules
Step 2	Summarize the whole learnings. Thanks the participants and close the session.

Session 3.2: Evaluation of the workshop

Objectives	By the end of this session, participants will be able to: 1. Identify the strengths and weaknesses of the workshop 2. Give recommendations for improvements to future workshops
Duration	1 hour
Materials	Flip chart (voting chart) 3.2.1; adhesive dot (24 per small group) for voting; display board
Methods	Group voting, presentation and discussion

Procedure

Voting (30 minutes)

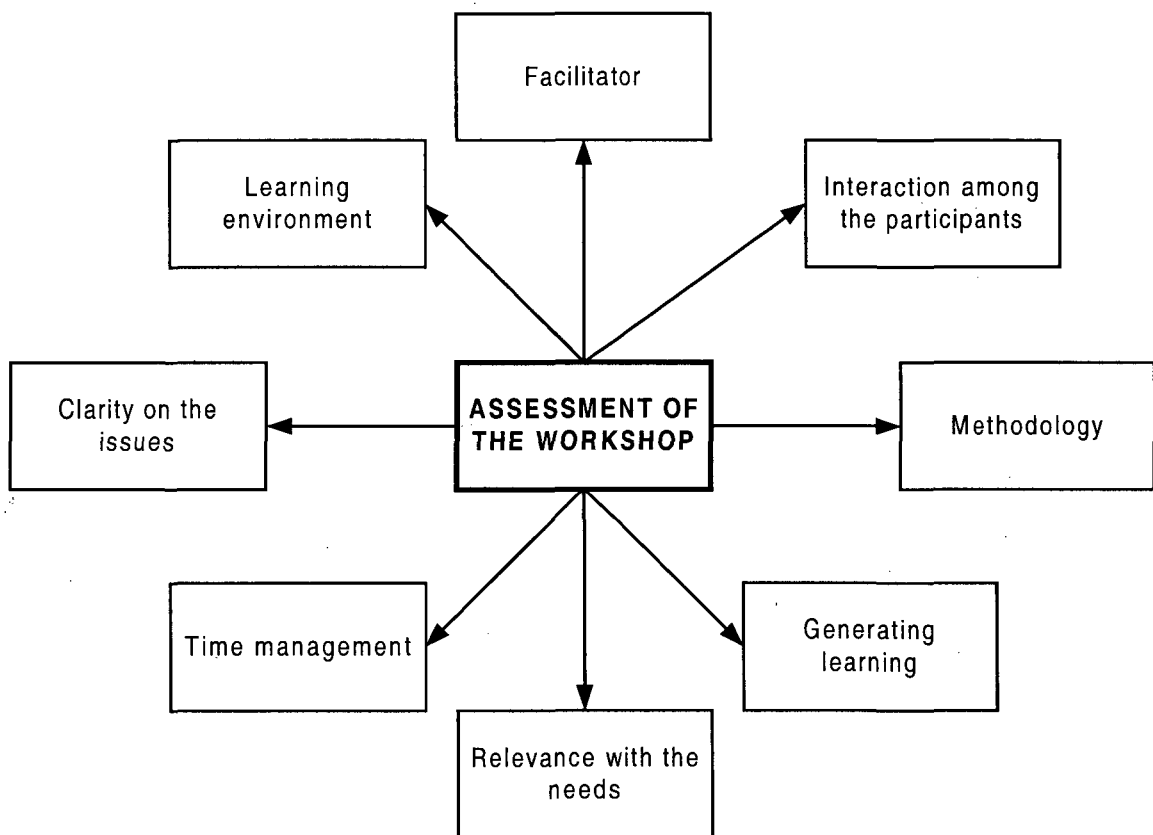
- Step 1** Explain the objectives of the session
- Step 2** Divide participants into 4/5 small groups (depending on the size of whole group)
- Step 3** Introduce voting chart (flipchart 3.2.1) to the participants and clarify the use as per instruction given on the flipchart. (The voting chart is needs to be kept in place by which every group can see that)
- Step 4** Assign each small group for voting maintaining following rules:
- Each group is given 24 dots (vote)
 - Each group will sit separately for taking decisions about number of votes the group will distribute in the eight boxes mentioned on the voting chart
 - After making decision in the small group, one group representative after another will come to the voting chart and distribute their 24 votes in the eight boxes.
- Step 5** Display the completed voting chart on the display board and count the result. Present the voting result with the participants

Recommendation for future improvements to the workshop (30 minutes)

- Step 1** Ask the participants for their suggestions on how to overcome the weaknesses for future workshops. Write these suggestions on a flip chart and discuss them if necessary
- Step 2** Thank the participants for their suggestions and close the session. Record the outcomes of the session in your own report

Voting chart for the workshop (prepare this on a flip chart)

(Please distribute your group's votes in the boxes according to the decision of your own group. The issues are written in the boxes, give maximum vote that you think strongest and minimum for weakest)



Rules:

- The voting tools will be kept in a open place in the training venue
- One group's representative will go once to the voting chart (where the tool is kept) and thereafter another one
- On completion of the voting the chart will be displayed then result will be counted and presented to the participants
- Give your honest judgement while voting

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The WATSAN PARTNERSHIP PROJECT (WPP) is an innovative partnership project in rural water supply and sanitation. WPP aims to improve users sustainable access to affordable water and sanitation facilities in the low water table area of Bangladesh. Swiss Agency for Development and Cooperation (SDC) has been working as the initiator and funding agency of the project. WPP works through a framework of collaborative partnerships among various stakeholders in the water sanitation sector: the international NGOs - CARE, DASCOH and IDE -, the private sector, governmental institutions, local Partner NGOs and villagers who are the ultimate users of WATSAN services. The strategic mission of the project is to promote community management through village development committees, improvement of hygiene behavior practice of communities, facilitating people to develop arsenic mitigation options in the contaminated areas and development and marketing of affordable technology for safe drinking water.

The manual **Village Profile Preparation and Village Action Planning** is a practical tool for staff members and executives of WPP Partner NGOs who are working with Village Development Committees (VDCs). This manual outlines how to facilitate a VDC in preparation of a water and sanitation profile of a village and to facilitate a Village Action Planning Workshop for development of a yearly action plan. This manual is based on a systematic material development process and also makes use of experiences with community management in other projects. This manual deals with the participatory situation analysis and participatory needs assessment and action planning. The manual contains two sections. The first section contains the use of manual, information on participants, contents and objectives of the workshop and the methodology of the workshop. The second section contains modules, which are organized into sessions.