

**Oromia Water Mineral and Energy
Resources Development Bureau**

**Management Manual for
Community Participation
In the activities of
Oromia Rural Water Supply and Sanitation
Projects**

**MAY, 1998
FINFINNE
OROMIA**

205.1 - 17446

Table of Content

No.	Topic	Page
1.	Introduction	1
2.	The objectives of the manuals	1
3.	Definition	1
4.	Water committee formation & services period	2
5.	Water committees training and their duties	2
6.	Duties and responsibilities of rural water committees members	4
7.	Responsibilities of Zonal Water Department	6
8.	The relations and cooperation	6
9.	Water tariff	8
10.	Rural water committee employees duties & responsibilities	8
11.	Amending manuals	10
12.	Penalty	10

INTRODUCTION

OWMERDB has given a top priority for water resources development in general and OROMIA RURAL WATER SUPPLY AND SANITATION PROJECTS in particular. In order to promote community participation in the activities of rural water supply and sanitation projects water committee should be formed and organized in a coordinated manner.

OWMERDB, having the responsibilities of organizing and training in this regard must carefully recruit, train and send organizers and educators of water committee to all branch offices thereby strengthening community participation services at Bureau and zonal level. To enable the masses to understand more about the use of water supply and sanitation projects, the relationship between water, health and self-help activities, etc . . . OWMERDB is looking forward to join hand in hand with the representatives of FUNDING AGENCIES, NGOs and other individual volunteers who will assist and promote the COMMUNITY PARTICIPATION ACTIVITIES in OROMIA rural water supply and sanitation projects.

It gives pleasure and happiness to teach and lead our rural communities to a better way of doing and accessing to safe drinking water with respect to their occupational and daily life. Moreover OWMERDB wishes to stand side by side with Funding Agencies, NGOS and individual volunteers in the efforts to promote community participation activities of OROMIA rural water supply projects.

It is with these understandings, that the management of RWSS guidelines for community participation activities in water and sanitation projects has been formulated.

1. THE OBJECTIVE OF THE MANUALS

To enable the beneficiary rural communities to carryout the responsibilities of managing their own rural water supply schemes.

2. DEFINITION

In this manual: -

- 2.1 A management manual means the working procedure or guidance of the target village communities, Governmental Organizations, Non-Governmental Organization (NGOs) or/and individual volunteers in the activities of OROMIA rural water supply and sanitation projects.
- 2.2 OWMERDB means OROMIA WATER, MINERAL AND ENERGY RESOURCES DEVELOPMENT BUREAU is the responsible Government Organization for the overall development and utilization of water resources in OROMIA.
- 2.3 WATER Department means department that are formed at Zonal level which are facilitating the promotion of community participation in the activities of rural water supply and sanitation projects.
- 2.4 Rural water schemes means village water services registered and recognized by water department and administered by the beneficiary communities.

- 2.5 "Community" means people living at specific area having common interests and aspirations for example getting access to water scheme as mentioned above on No. 2.4.
- 2.6 Rural Water Committee are those persons who are democratically elected by the beneficiary rural communities to manage that specified rural water scheme.

3. WATER COMMITTEE FORMATION AND COMMITTEE'S SERVICE PERIOD

- 3.1 A rural village water supply scheme shall have water committee, which will be formed by democratically election of those specific target beneficiary communities. OWMERDB's community participation promotion agents (CPPAs) or funding agencies or/and NGOs and/or individual volunteers who took initiation and provided assistance in the construction of that specific water scheme have the responsibilities in organizing and encouraging the formation of such water committee. The number of the committee members should be 5-7 composing at least 2 or more women members. It is advisable to include health officers or sanitary workers and teachers for the sake of professional contributions.
- 3.2 The working period of this committee shall be two years. Committee members can be reelected by the target beneficiary communities of that specific water scheme wish to do so. If the elected water committee member couldn't function his or her duties according to the will and wish of the communities at any time even before the completion of his or her election period of two years people have right to expel him or her and can substitute by election.

4. WATER COMMITTEES TRAINING AND THEIR DUTIES

- 4.1 Rural village or town water committee shall be formed as a legal body representing the beneficiary communities of that water scheme and the Bureau.
- 4.1.1 The committee can make an agreement by its name.
- 4.1.2 It can accuse and can be accused.
- 4.1.3 It has the right to assemble and draft its internal rules and regulations.
- 4.2 Representing the beneficiary communities who elect the committee, they can communicate the Zonal Water Department and other related organizations.
- 4.3 The committee can perform its duties in collaboration with the local Governmental and NGOs or other concerned bodies.
- 4.4 It shall work with the local health officers or sanitation and CPPAs to teach communities about water, health and hygienic education.
- 4.5 When the water scheme is maintained and evaluated the committee shall insist and encourage the community to take part in maintenance and evaluation activities.
- 4.6 The committee shall do all effort to implement the objective of rural water supply and all possible duties in encouraging people to use that safe and clean water.
- 4.7 The committee shall look after the fence of water scheme and motor house and the sanitary conditions of the scheme.

- 4.8 The committee shall follow-up, monitor and evaluate the day to day water fee collection and confirm the proper utilization of the water income.
- 4.9 The committee shall decide and administer the expenses of the water scheme such as salaries of workers, fuel, lubricants, electrical cost, fencing, maintenance costs, daily expenses, transportation cost, stationary and other similar expenses.
- 4.10 If the water scheme breaks and can't give service, as it should be, the committee shall maintain or report to the concerned water office.
- 4.11 The committee shall confirm the availability of enough fuel, lubricants, spare parts and the requiring tools and materials and should provide them to motor operator, and /or caretaker.
- 4.12 It approves the purchase requisition presented by the chairperson by signing on a minutes.
- 4.13 It safeguards the materials, equipment and the scheme of the communities.
- 4.14 If labor force is required the committee shall ask the way and means of getting such manpower.
- 4.15 The water committee on the bases of temporary contract can employ persons for the water scheme by consulting zonal water department.
- 4.16 The committee shall take disciplinary action upon those employees who might be out of rules and regulations or harming the water scheme and shall report to Zonal Department by attaching all supporting documents.
- 4.17 By notifying the concerned zonal Water Department, the committee can substitute the worker by another.
- 4.18 The committee shall inspect the proper filing and recording forms that are send from Zonal Department about fuel, lubricant, electrical, chemical and other costs and expense that are utilized by the scheme. It also applies the guidelines of the Bureau.
- 4.19 The rural water scheme shall pay for the services that have been given by the Zonal Department.
- 4.20 The committee shall inspect that communities should not use water for their drinking from unsafe sources.
- 4.21 The water committee shall manage the financial, technical and administrative activities of the RWSS.
- 4.22 The committee shall keep petty cash for the purpose of fuel, lubricants, salary, stationary and reporting expenses. The utilized materials and expenses receipts shall be kept, according to financial regulations. The rest of all cash income of the scheme should be deposited at the bank by the committee in collaboration with the concerned Zonal Department.
- 4.23 The committee shall purchase materials and equipment by consulting the Zonal Water Department. This is to help the rural community not to misuse their cash for unwanted materials.
- 4.24 Unless it is certified by the Zonal Department the technical maintenance of water scheme shall not be done by any man. This is only because to avoid mis-handling and distracting the scheme by unskilled and non-professional ones. However, if it certified by Zonal Department it can be maintained according to the governmental rules and regulations and paid accordingly, leaving a legally accepted payment receipted for the work done.

- 4.25 When a member and/or a committee and/or any body by the order of the committee is send to any other place he/she shall be paid a perdiem of 20.00 Birr/day, it means 10% for break fast, 25% for lunch, 25% for dinner and 40% for bed and the transport cost shall be paid according to the receipt forwarded by the transportation authority or valid receipt accepted by the committee.
- 4.26 The committee shall produce and forward quarterly financial and technical report to the concerned Zonal Department and the beneficiary communities.
- 4.27 The committee shall meet once in every month and will call upon the member for emergency meeting as it is required, upon the arises of some unusual case or cases.
- 4.28 Based on the guidelines the Committee shall utilize the resources of the scheme and materials to be purchased to improve and expand the water supply system.
- 4.29 To withdraw cash from bank for the purpose agreed upon by the water committee and the Zonal Department has been informed the payment is approved and authorized by the signature of chairperson and cashier.

5 DUTIES AND RESPONSIBILITIES OF RURAL WATER COMMITTEE MEMBERS

5.1. The Chairperson of the Committee

- Is accountable to the beneficiary community and the Zonal Department
- Inspects the administration and proper usage of the Finance, Materials and other properties.
- Ensures the cashiers receive the income on the basis of receipts.
- Orders the purchase of the required materials, and equipment.
- Approves and/or rejects the receipts forwarded and inspect the appropriate utilization of the property/material or/and equipment.
- Reports the utilization of finance, properties, and materials etc of the committee to the general assembly and executive committee.
- Collects and pays the required job taxes and other different payment to the Government according to the Government rules and regulations.
- Follows-up and monitors the proper and due water fee collection.
- Inspects follow-up and monitors the water fee collection is accomplished as per the decided water tariff.
- Performs the over all activities related to the RWSS.

5.2. The Secretary and Finance Head of the Committee

- Writes and records the minutes of the executive of the committee and general assemble of the beneficiary communities.
- Records the reports of meeting.
- Coordinates and chairs the meetings of an executive committee and/or general meeting of the community at the absence of the chairperson.
- Prepares and supplies water bills for the customers and water fee collectors.
- Distributes water fee collection tickets for public fountains water sellers.
- Inspects cash collected from water sales and different incomes of the scheme.
- Prepares cash receipts and facilitates things to enable the cashier to receive the cash income.
- Prepares lists of employees on payroll for salary payment.

- Prepares payroll on the basis of water committee chairperson orders for the payment purpose.
- Handles and properly document income and expenses of the committee's financial receipts.
- Prepares the quarterly financial report of the water committees and presents to the executive committee for the approval and sends to the nearest urban water supply service, (UWSS) under which it is organized. Then the UWSS passes the report to the Zonal Department and follow-up and monitors the safety of the cash in facilitating the deposit at the bank and keeping limited amount for the running cost of water scheme.
- Keeps all the receipts and financial documents in the proper bookkeeping manners-and-safe-guard the fillings.
- The head of finance can't receive and keeps or/and purchase or conduct selling and purchasing purposes.
- With the chairperson, the head of finance can pass order for the payment of cash to the cashier.

5.3. The Cashier of the Committee

- Collects the cash with the prepared cash collecting receipts.
- When the head of finance orders and/or approves and prepares cash collecting and payment bills, the cashier performs accordingly.
- On the base of water committee resolution or/and decisions the cashier deposits the cash at the bank in collaboration with the nearest UWSS.
- He puts one copy with the water committee's file or documents and gives another copy to the UWSS for recording and reporting.
- Presents the cash receipt deposited at the bank to the head of finance for checking and recording purpose. Then he keeps and safely put in receipt documentation file.
- He/she shows and presents the water committee's cash in his hand for counting and recording for inspection and auditing purposes.

5.4 The Purchaser of the Committee

- He/she purchases fuel, oil and lubricants when he/she is ordered by the committee chairperson and head of finance.
- He/She gives the purchase receipt to the cashier and the purchased materials of equipment to the store-person after having a settlement voucher and the approval of the chairperson and head of finance.
- The committee shall utilize the property or the purchased materials or equipment according the working guidelines for the improvement or better functioning of water scheme.

5.5. The Store-person of the Committee

- He/She keeps the listed materials and equipment of the rural water schemes in documented forms in order.
- When the materials and equipment available is or are required he/she fills the supply forms and supply to the required person for water scheme purpose after he/she gets the approval of the committee chairperson for issuing the material or equipment.
- He proposes the purchase of the requiring materials and equipment before it gets out of stock.
- He follows up the purchase of the requiring materials and equipment.

5.6. The Inspector of Water Committee

- He/she inspects the proper implementations of financial administration and materials or equipment utilization.
- Inspects the cost and expenses of the purchased materials.
- Follows-up and monitors the situations and safeguard the collected cash and cash receipts.
- Inspects the proper functioning of public fountains and water meters of the customers when it is read and working.
- Checks monthly water usage and proper utilization.
- Follows-up and monitor if the unpaid cash is being paid and urges uncollected cash to be collected.
- Checks if the water meters are functioning correctly or not.
- Follows-up and monitors the water fees collection and the cash deposit at the bank as well as the proper handling and utilization of cash according to decisions of the committee.
- Checks the cashier when he/she takes the cash to the bank for deposit and he/she monitors his/her working relations with banks and UWSS in depositing and withdrawing the cash.
- He/She inspects the financial documents handled by the head of finance.
- Prepares report to water committee and Zonal Department (Bureau upon requirement and request) on financial and materials situations of the scheme and committee.

6. RESPONSIBILITIES OF ZONAL WATER DEPARTMENT

- The legal authority given to the Zonal water Department shall be respected.
- Trains pump attendants who shall be elected from and among the community by the beneficiary villagers.
- Gives advise on the requirements and proper utilization of fuel, oil and lubricants and provides guidance how to use for the water scheme operation.
- Monitors and evaluates the functioning of the committee from time to time and provide a corrective and improving educational advises and services.
- Strengthens the weaker committee and substitutes those who might be missed from the membership of the committee due to some other reasons.
- Follows-up, monitors and evaluates how the committee financial management's is handled, provides guidance to record and file financial documents according to rules and regulations.
- Monitors the quality and sanitary conditions of the water scheme.
- Provides all necessary assistance to enable all rural water schemes to open bank account number and encourages the committees to safe bank for the proper utilization of their schemes maintenance, repair, replacement and other requiring expenses when the need arises.

7. The Relations and Co-operation between urban water supply services and rural water schemes/committees

7.1. Urban water supply services (UWSS)

- 7.1.1. Follow up and monitor activities of RWSS/committees and provides the required advise, also opens files at the archive for performance records of the above mentioned activities.
- 7.1.2. When the community participation promotion agents (CPPAs) are forming/or strengthening rural water Committees the Head of UWSS or his/her representative shall be present and registers the members of the formed or strengthen water committee.

- 7.1.3. Guides and facilitates the committees to purchase the requiring rural water schemes materials in providing them the lists of equipment, water bills and working stationers.
- 7.1.4. Helps in training how to works with the financial receipts, stationary, water equipment and materials in collaboration with UWSS staffs and zonal CPPAs prepares training program.
- 7.1.5. Prepares reports and conducts minor maintenance. If it is beyond the capability of UWSS he will inform to the Zonal Department and urge for maintenance as soon as possible.
- 7.1.6. Prepares and sends the quarterly report to Zonal Department and expenses as well as problems encountered and the measure taken to solve with the supplementary views and ideas.
- 7.1.7. Provides an evidence paper or certificate to those water committee members who stayed and spend working day or days at Zonal Department or UWSS.
- 7.1.8. Follows-up and monitors the budget and running costs of rural water schemes and encourages the committee to save and deposit the remaining cash in the bank. Similarly inspects the usage and handling of fuel, oil, lubricants and finished goods (materials).
- 7.1.9. Provides necessary assistance upon request, for the purchase of fuel, oil, lubricant and finished goods.
- 7.1.9. Provides report to zonal water office on the proper application of the working guidelines + manuals by the rural water committee or the members of committee.
- 7.1.10. Provides report to zonal water office when a disciplinary action has been taken against the employees of rural water scheme.
- 7.1.11. Passes the application or applications of rural water scheme employee to the zonal water office and relays the solution or the measure or decision of zonal office by implementing in action.
- 7.1.12. Relays the request of the customers through water committee for pipeline construction to Zonal Water Department.

7.2. RURAL WATER COMMITTEE

- 7.2.1. This water committee can communicate UWSS or Zonal Water Department.
- 7.2.2. Prepares and reports the quarterly rural water committees activities, incomes, expenses and the encountered problems as well as the possible solutions taken with proposed resolutions, ideas and views to the UWSS or Zonal Department.
- 7.2.3. Presents and facilitates the documentary files, cash receipts, scheme facilities, materials and equipment for the purpose of inspection from UWSS and/or CPPAs from Zonal Department.
- 7.2.4. Prepares purchase request for that rural water scheme requiring materials to the Zonal Department or UWSS.

- 7.2.5. Deposit the remaining cash from running cost and purchasing materials of the scheme, and provide one copy of a bank deposit receipt to the UWSS and another to the water committee finance head.
- 7.2.6. Presents reports to the Zonal or UWSS on the setback or deficiency of water committee or/and water scheme and wait for the response actions.
- 7.2.7. Purchases the requiring documents and water bills form Zonal Department or UWSS and acquires the necessary training on how to work with the purchased documents and water bills.
- 7.2.8. Presents the request of customers for water pipelines to the UWSS and wait until it is approved from Zonal Department.
- 7.2.9. When a member of rural water committee goes to UWSS or zonal water office, he/she shall present evidence paper that tells the duration and reasons of his/her stay at UWSS or Zonal Department.
- 7.2.10. Requests the assistance of UWSS for the purchase of fuel, oil, lubricant and other finished goods.
- 7.2.11. Waits the responses to the appeal of rural water schemes employee passes by the UWSS to Zonal Department office, until it is decided and replayed.
- 7.2.12. The disciplinary measure or measures taken against the employee shall be informed to the Zonal Water Department or UWSS.

8. WATER TARIFF

- The rate of water tariff shall be decided by the community with consultation of Zonal Department. The collection of water fee by water committee from the benefiting communities shall be collected according to the decided rate of water tariff. However, the water committee shall consider the living standard and affordable capabilities of the beneficiary communities and can forward a suggestion to Zonal Department for the improvement of water tariff & getting approval.
- The rate of water tariff for livestock shall be decided on the bases of consumption.
- Water committee shall collect water fee according to the tariff decided by beneficiary communities.

9. RURAL WATER COMMITTEE EMPLOYEE'S DUTIES AND RESPONSIBILITIES

9.1. Motor operator duties and responsibilities

He/she working the following duties under the administrative direction of rural water committee (accountable to committee)

- 9.1.1. Responsible for the smooth functioning and operation of that water scheme and prepares and presents report to the committee.

- 9.1.2. On the bases of Zonal Department guidelines about the working hours, used fuel, oil, lubricants, etc . . . he/she records and reports to committee, UWSS and Zonal Department.
- 9.1.3. Keeps the cleanness and sanitary well being of the water scheme, motor house, and water carrying materials, follows-up and monitors the cleanness or water as a whole.
- 9.1.4. Gives reports to water committee on motor and water supplying station. He safeguards the schemes as a whole from any misuse and vandalism.
- 9.1.5. Performs preventive maintenance on the basis of the working guidelines from Zonal Department.
- 9.1.6. Works according to working hours decided by water committee.
- 9.1.7. Performs all other works order of the committee.

9.2. Water Fee Collector Duties And Responsibilities

He/she is accountable to the rural water committee and performs the following duties under the administrative direction of the committee.

- 9.2.1. Collects water bill from the concerned committee member and work with it according to the rules and regulations of water fee collection.
- 9.2.2. At the end of the week he/she hands over the collected cash from sale to the cashier of the committee and receives the payment receipts.
- 9.2.3. Works according to the decided water selling hours/times by the water committee.
- 9.2.4. Respects and functional according to the order lines or queue of the customer or the beneficiary water consumers community.
- 9.2.5. Prepares and submits report on the difficulties, dangers or/and any encountered problems on the water fee collectors.
- 9.2.6. Submits report to the head of committee for suggesting the collection of water fee from the customers after reading and recording their water consumption.
- 9.2.7. Performs all other related works as he/she is ordered.

9.3 Guard duties and responsibilities

His accountability is to that rural water committee and responsible to carryout the following duties.

- 9.3.1. Safeguards motor, water pump, pump house, from any vandalism and robbery.
- 9.3.2. Safeguard all materials and equipment in the motor house and water scheme.
- 9.3.3. Takes care from mis-use and vandalisms of children and animals founded thereby.

- 9.3.4. Safeguards motor house, pump house and water piping station fence/fences by locking with reliable key/keys.
- 9.3.5. Performs his duties and responsibilities according to the decision of water committee's working hours.
- 9.3.6. Functions all other related works as ordered by the water committee.

10. AMENDING THESE MANUALS

- 10.1. The basic objective of these manuals is to develop and strengthen Rural Community Participation with the perspective of expanding water development activities. With this understanding, any necessary amendment of these guidelines may be made to the effect that such an amendment enables those bodies, which implement it to attain the intended goal in accordance with the "Self-help" motto.
- 10.2. Therefore, any amendment to be made to these manuals on the basis of the weak and strong features of the tested field experiences obtained shall be approved by the OWMERDB, who is accountable to the Council of Oromia, prior to its implementation.

11. PENALTY

Anybody who disqualify this guideline or become obstacle to implement shall be penalized by civil or criminal law of the Ethiopia.

These manuals should be revised after a period of two years in order to incorporate the experiences gained during implementation.