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10-STEPS FOR VILLAGE PARTICIPATION IN
WATER SCHEMES - RUKWA REGION

INTERNATIONAL REFERENCE CENTRE
FOR COMMUNITY WATER SUPPLY AND
SANITATION (IRC)

STEP 1: PREPARATORY MEETING WITHIN MAJ

- Participants
- Staff from P.P&P (responsible for meeting)
 - Staff from Construction and O & M (concerning the implementers)
 - RWE/Coordinator
 - DWE
- Purpose
- To coordinate CPHE tasks with the tasks of technical departments
 - To brief CPHE staff about the scheme: plans, timeschedules, costs, village inputs expected etc.
- Documentation
- Technical description of the water scheme (P.P&P)
 - Minutes from discussion (CPHE)

STEP 2: VISIT TO THE SCHEME VILLAGE(S)

- Participants
- CPHE team
- Purpose
- To inform village leaders about the scheme
 - To fix dates for meeting with the village leaders, Village Council, all balozis, CCM, Vijana, UWT, teachers, health staff, Maendeleo staff and traditional healers and traditional birth attendants. (NB! a date that is suitable for the village).
 - To fix time for women meeting
 - Fill in Form 2 (Village Information)
 - Get names of Maendeleo and Afya staff concerned with village.
- Documentation
- Fill Form 2 and brief report (CPHE)

STEP 3: MEETINGS IN THE VILLAGE (Spend 1-2 days in each village)

A: Meeting with the VC, all balozis etc.

- Participants
- All members of Village Council
 - All balozis
 - All UWT leaders and other leaders of women groups
 - All leaders of party organisations (CCM, Vijana)

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- All govt. employees in the village (teachers, health staff etc.)
- Traditional healers and traditional birth attendants
- CPHE team
- Technical supervisors (Constr. & O&M)
- Site foreman (Construction)

Purpose

- Inform the village about all aspects of the scheme; including health education campaign.
- Present plans and tentative workschedules
- Present for the villagers what inputs are expected from them and what will Maji do
- Encourage the village leaders to arrange a mass meeting to inform as many villagers as possible about the scheme.
- Leave behind a proposal for agreement for construction and O & M for WS to be signed between the village and Maji about the scheme construction, operation and maintenance (Form 3)
- Fix a date for next meeting with the village council for possible signing of the agreement. (Leave at least 10-14 days for the village to evaluate and make their advice).

Documentation

- Minutes to be taken
- Names and positions of all participants

B: Meeting with Women of the Village

Participants

- UWT leaders
- Leaders of all women groups
- At least 2 women from each ten cell unit
- CPHE team
- Technical Supervisors
- Site foreman
- Traditional Birth Attendants
- Government staff

Purpose

- To inform the women about the scheme
- To encourage the women to be active in the decisionmaking about DP location, appointment of scheme/ tap attendants etc.
- To inform about health education campaign to be launched later
- To elect 5 women to represent them at step 4, and inform the meeting about future VWC.

Documentation - Brief report

STEP 4: DISCUSSION ABOUT THE SCHEME WITH THE VILLAGERS AND SIGNING OF AGREEMENT (1 DAY)

Participants

- All members of Village Council
- All balozis
- Leaders of party organisations (UWT, Vijana)
- All government employees
- DWE
- CPHE team
- Technical Supervisors
- Site foreman
- Women representatives (5)

Purpose

- To learn how the villagers consider the project, their objections to plans etc.
- To compromise if there are important disagreements to the plans etc.
- To sign the agreement (Form 3) if the villagers accept the proposal.
- To encourage the villagers to select a Village Water Committee (the village assembly should select the committee). (Leave behind the terms of reference for VWC - Form 4)

Documentation

- Minutes of discussion
- Agreement signed
- Fix a date for meeting with VWC after appr. 14 days.

STEP 5: MEETING WITH VILLAGE WATER COMMITTEE ABOUT THEIR TASKS AND LOCATION OF DPs (1 DAY)

- Participants
- All members of VWC
 - Village Chairman and Secretary
 - CPHE team
 - Technical Supervisor
 - Site Foreman

- Purpose
- To get to know the VWC and inform them about their tasks
 - To discuss about the task and character of a scheme attendant/caretaker
 - To encourage the VWC to arrange for selection of scheme attendants and negotiate the posho with them before an agreement is signed (Form 5).
 - To locate DPs in village, mark them in terrain and on map

STEP 6: TECHNICAL IMPLEMENTATION

- Participants
- Technical staff
 - Village Water Committee
 - Villagers etc.

Meetings and discussions done as needed. If problems arise or particular topics are to be discussed CPHE team can be called on.

STEP 7: PREPARATION FOR TRAINING OF VWC, SCHEME ATTENDANTS AND DP ATTENDANTS IN OPERATION AND MAINTENANCE TASKS (WITHIN MAJI)

- Participants
- Operation & Maintenance staff
 - Construction Supervisor
 - CPHE team (responsible to call for meeting)

- Purpose
- To make a timeschedule for the training for O&M and the handing over procedures.

- Documentation
- Brief minutes

STEP 8: MEETING WITH VWC TO DISCUSS ABOUT TRAINING FOR O&M AND SELECTION OF DP ATTENDANTS (1 DAY)

- Participants
- Construction Supervisor
 - O & M staff
 - CPHE team (responsible)
 - Village council member
 - Village Water Committee
- Purpose
- To plan a seminar for training of VWC members, caretakers and DP attendants on O & M
 - To urge the VWC to select DP attendants after discussing the criteria and task. Give out Form 8A or 8B
- Documentation
- Brief report

STEP 9: VILLAGE SEMINAR ON O&M (4 DAYS)

- Participants
- O&M staff (responsible)
 - CPHE team
 - Village Water Committee
 - Scheme Attendants
 - DP Attendants
 - Members of Village Council
- Purpose
- Train the villagers in operations and maintenance tasks
 - Propose an establishment of village by-laws for the use of the scheme. Cfr. Form 9.
- Documentation
- Brief report

STEP 10: FORMAL HANDING OVER OF THE WATER SCHEME

- Participants
- Village Council
 - Village Water Committee
 - DWE
 - Representative from DED
 - Representative from CCM
 - O&M staff
 - Construction staff
 - CPHE team

Purpose

- Reiterate the responsibilities of the village and of Maji
- Reiterate system of O&M
- Read the "Handing over certificate for Water Scheme" - Form 10
- Discuss the certificate
- Sign the certificate

Documentation

- Brief report
- Signed certificate

Remember to have a two way communication with the VWCW.

When you go for introducing a new topic, ask the women about traditional habits and beliefs connected to this topic. Ask for habits and possibilities in the village concerning this topic.

Go through the handbill by asking the women what they understand from the pictures, and explain them. Let the women retell the handbill for you.

Explain for the women that they should ask their audience about the pictures, in the same way that you are asking them. Write on the teaching aid form what kind of teaching aid you are giving out. Remember to write how many handbills.

Follow-up visits to VWCW

Find out whether they have problems, and what can be done to solve them. Ask how many handbills they have given out. Write on the teaching aid form how many handbills you add.

Ask the women about their teaching. Prepare some questions to ask them to find out whether they have understood the message in the last topic.

Listen carefully the comments and suggestions from the women, concerning the teaching aids or the teaching. Always include things like that in your report, and take it up for discussion in our staff meetings:

Sometimes you should go together with the women when they are teaching. Have an evaluation with the women after the teaching.

After having introduced 2 new topics you should go with the women to some of the houses where they have taught to see if they have received the handbills and if they can explain it or if they can explain something from the teaching they have heard.

If you spend the night in the village in some of your visits you can bring slides or filmstrips for the evening.

HEALTH EDUCATION PROGRAMME

PARAMAWE/MTENGA/MASHETE/MWAI

1. Workshop - Clean environment
2. VWCW follow-up - clean environment
Give cassette player, cassette and handbills
3. VWCW - New topic: Hygienic latrines
Give handbills and cassette
4. VWCW - Follow-up: Hygienic latrines
Give more handbills
5. VWCW - New topic: Keep your water source clean, storage
of water, use more water
Give handbills and cassette
6. VWCW - Follow-up Keep your water source clean, storage
of water, use more water
Give more handbills
7. VWCW - New topic: Handwashing, bathing of children
Give cassette and handbills
8. VWCW - Follow-up: Handwashing, bathing of children
Give more handbills
9. Womens Workshop - Child care
Give handbills
10. VWCW - Follow-up child care
Give cassette and more handbills
11. VWCW - New topic - Diarrhoea treatment
give cassette and handbills
Demonstration of oral rehydration solution
12. VWCW - Follow-up: Diarrhoea treatment
Give more handbills
13. VWCW - New topic: Nutrition
Give cassette and handbills
14. VWCW - Follow-up: Nutrition
Give more handbills

WOMEN'S WORKSHOP ON CHILD CARE

- 8.00 Opening
- 9.00 - Prayer
- Introduction of CPHE members, personnel from the Ward, VWC members and other participants
- Read out the programme of the workshop which is:-
- To do health education on child care - to discuss ways of improving the health of children by using things which are available in the village. CPHE have no special programme for child care but can help villagers to use what is available in the village to improve the conditions of children.
- Divide in discussion groups to discuss:-
1. List 3 main problems of child care in the village.
 2. Explain how women can solve these problems in their homes.
 3. What do Traditional Birth Attendants do to pregnant mothers and children?
 4. What services is given by the dispensary to pregnant mothers and children?
- 10.00 Plenary Session
- 11.00 Break
- 11.10 To play a cassette which talks about the problems of taking care of children
- 11.15 Health Education Session - Child Care (Pictures to be used)
- 11.35 Demonstrations on how to prepare baby's food and rehydration solution.
- 12.30 Divide in Media groups
1. Picture group
 2. Cassette/Interview group
 3. Songs group
 4. Picture group
- 1.00 Lunch
- 2.00 Media groups to start working
- 9.30 Groups performance to participants
- 4.30 Evaluation of workshop

11.00 Closing of workshop

11.15 Evaluation of workshop (interview individuals)

11.30 Meeting with VWCW to arrange a meeting with them.
Leave with them a cassette player and cassette.

CLEAN HOME WORKSHOPS

8.30 - Opening

- Prayer

9.30 Introduction of visiting team and participants

Purpose of the workshop

Introduction of workshop programme - ask for objections to the programme.

10.00 Divide in discussion groups

(The VWC members should be groupleaders - and in each group there should be one from CPHE or Sanitation as supervisor/referent - members of groups shall not take minutes during discussion)

Discussion topics:

1. Why should one have a latrine?
2. Why is it necessary to clean a latrine?
3. Why do some people do not care to build a latrine?
4. Very often drinking water is contaminated while it is in one's home. Why?

11.00 Plenary session

- summarizing of group discussion
- each group leader refers from his group

11.30 Demonstration of double-vault latrine, improveable pit latrine and if possible a condemnable latrine, and a bath shelter. Recommend for a rubbish pit, stand for handwashing and rack for kitchen utensils.

12.30 Session about clean home by using the Clean Home flipchart. (Remember the two way communication)

13.00 Divide in Media-groups

1. Song group
2. Cassette/interview group
3. Story group
4. Drama group
5. Picture group

Work in media groups $1\frac{1}{2}$ hour altogether. The VWC should also be group leaders here. CPHE/Sanitation should act as advisors, to look after that the group is arranging themselves and be sure they understand their task. Let the participants make the programme, but look after that they put the message correctly.

13.30 Lunch

14.30 Media groups - continue

15.30 Performance from Media groups

16.30 Evaluation

Thanks and closing of workshop

- After closing of the workshop following should be arranged:

- Meeting with VWC about follow-up after the workshop

- Make appointment with Village Water Committee Women (VWCW) for health education visit

- Leave handbills and cassette player/cassette with VWCW.