

**TARA Direct Action
VL0M Hand Pump Project
MANUAL FOR TRAINERS**

A GUIDE ON

Project Implementation

Social Mobilization

Formation of WATSAN Team

Training Programme

Monitoring

232.2-17616

CONTENTS

1. INTRODUCTION	1
2. TARA DIRECT ACTION VLOM HP PROJECT	2
3. COMMUNITY ORGANISATION PROCESS	3
4. VLOM TEAM	4
5. FUNCTIONING OF THE VLOM	5
6. VILLAGE CONTACT DRIVE	6
7. TRAINING OF SELECTED FUNCTIONARIES	10
8. THE WATSAN COMMITTEE	14
Formation of WATSAN Committee	
Selection and Role of Committee Members	
Training Programme	
Form of Certificate	
Post-Training Feedback from Trainees	
9. THE VILLAGE MECHANIC	24
Selection and Role of Village Mechanic	
Training Programme	
Form of Certificate	
Post-Training Feedback from Trainees	
10. ABBREVIATIONS	33

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INTRODUCTION

The Rural Water Supply Programme has achieved significant progress in the coverage of rural populations for the supply of safe water through provision of handpumps. The TARA Direct Action Hand Pump is yet another contribution of the national programme for providing safe potable water, especially in the coastal areas.

Studies conducted so far indicate the following:

The existing centralised handpump (HP) maintenance system has high overhead costs.

Efficiency of the maintenance team deteriorates with increase in the number of HPs over a large area in a District.

The community is not involved in planning, implementation and maintenance to create a sense of ownership.

To resolve the above-mentioned issues, the TARA Hand Pump, which has all the VLOM (Village Level Operation and Maintenance) features suitable for drawing water from low to median lifts (upto 15 metres), has been installed in some of the coastal areas. To introduce the concept of Village Level Operation and Maintenance, a Plan of Action was developed, which has been simplified in the form of a manual, "Village Level Operation and Maintenance of Direct Action TARA Hand Pump".

A VLOM team, the WATSAN (Water and Sanitation) Committee, will be established in each Panchayat as the village level mechanism for maintenance of the water supply system.

To establish a village-based maintenance system, the community — especially the women — need to be mobilised to participate in all stages of the water supply system including site selection, installation, operation and maintenance of the HPs. The task of mobilization will be entrusted to a well-established NGO (non-government organisation) in the district. This group will conduct motivational campaigns in the project area to mobilise the community for collective action, thereby initiating the formation of WATSAN committees in each Panchayat, and help them to identify the women mechanics. The identified village level functionaries will be given systematic training to carry out the VLOM task effectively.

This manual is specially designed for the Training Team, for ready reference. Guidelines have been suggested for the conduct of social mobilization activities, selection of VLOM teams, training of selected candidates, and monitoring and evaluation of the activities of the trainees. The suggested guidelines are subject to changes based on the field situation.

TARA DIRECT ACTION VLOM HANDPUMP PROJECT

DRD/TWAD/UNICEF have introduced the TARA Direct Action VLOM Handpump Project in your District.

This project has two objectives:

- To convert the existing centralised system of maintenance of handpumps to a village-based maintenance system through community participation.
- To establish viable mechanisms at village level (WATSAN Committee) for planning, execution and maintenance of TARA Handpumps.

PARTICIPATION IN PROJECT IMPLEMENTATION

- | | |
|---|---------------------------------|
| 1. Tamil Nadu Water and Drainage Board (TWAD)
Directorate of Rural Development (DRD) | Implementing agencies |
| 2. Non-Government Organisation (NGO) | Software & Mobilization Support |
| 3. United Nations International Children's Fund (UNICEF) | Technical & Material Support |

COMMUNITY ORGANISATION PROCESS

for TARA Direct Action VLOM Handpump Project

PRE-PROJECT PLANNING

1. Plan of Action
2. Responsibility Chart
3. Work Schedule
4. Supply of equipments and materials
5. Development of Communication Action Plan / Materials
6. Minimum operating standards / procedures

STAGE 1 WORKSHOP

Orientation of Government officials and NGOs.

STAGE 2 VILLAGE CONTACT DRIVE

Meetings with leaders, village members: Discussion on project information, roles and responsibilities of the project and the community.

Formation of WATSAN Committee with more women representatives.

Selection of the Village Mechanic.

Registration of WATSAN Committee as Self-Help Group.

Site selection for new source.

Land agreement for new source, improvement of drainage, other sanitation facilities.

WATSAN Committee, its commitment.

STAGE 3 TRAINING PROGRAMME

Training for WATSAN Committee members;

On-site training for Village Mechanics cum Motivators.

STAGE 4 Trainees and project staff select well or borehole, install pump and construct platform.

STAGE 5 Handpump, with Certificate, handed over to WATSAN Committee at a public function.

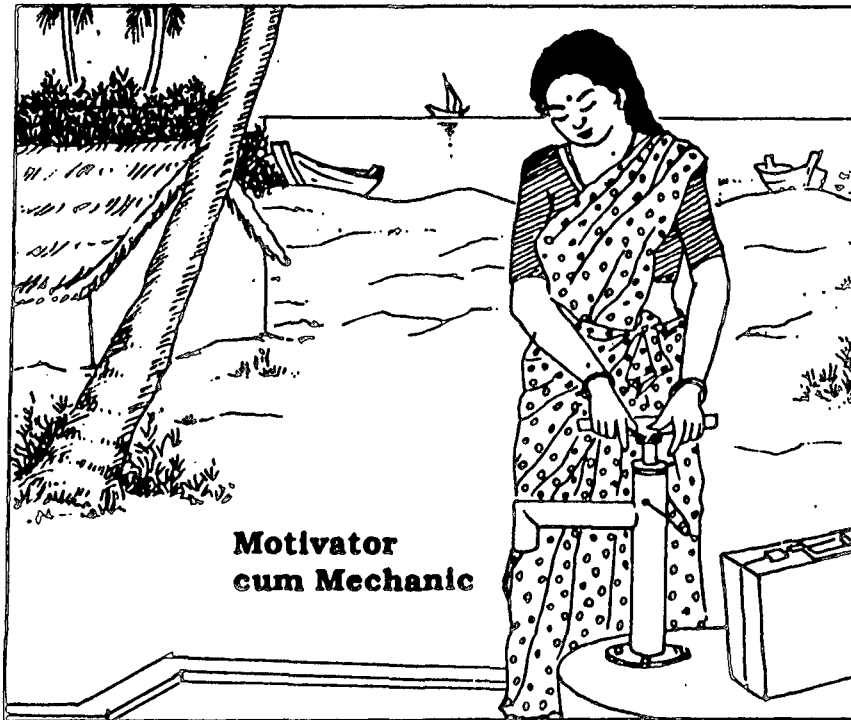
STAGE 6 WATSAN Committee operates and maintains the water system.

STAGE 7 Monitoring and evaluation of the activities of the VLOM Team by the Training Team.

VLOM TEAM FOR TARA HANDPUMP PROJECT

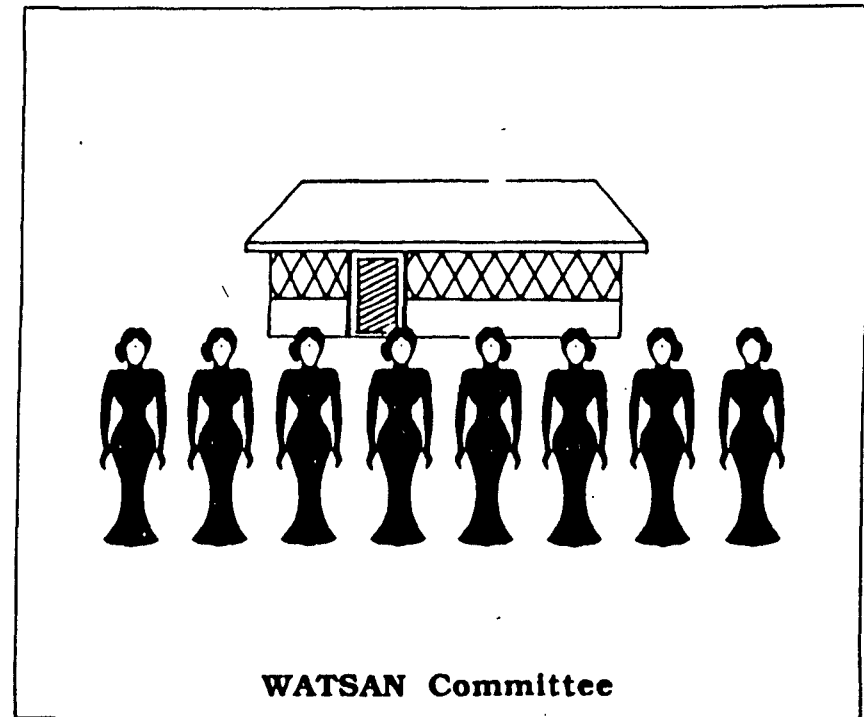
Village Level

- One Motivator cum Mechanic for each pump will be selected

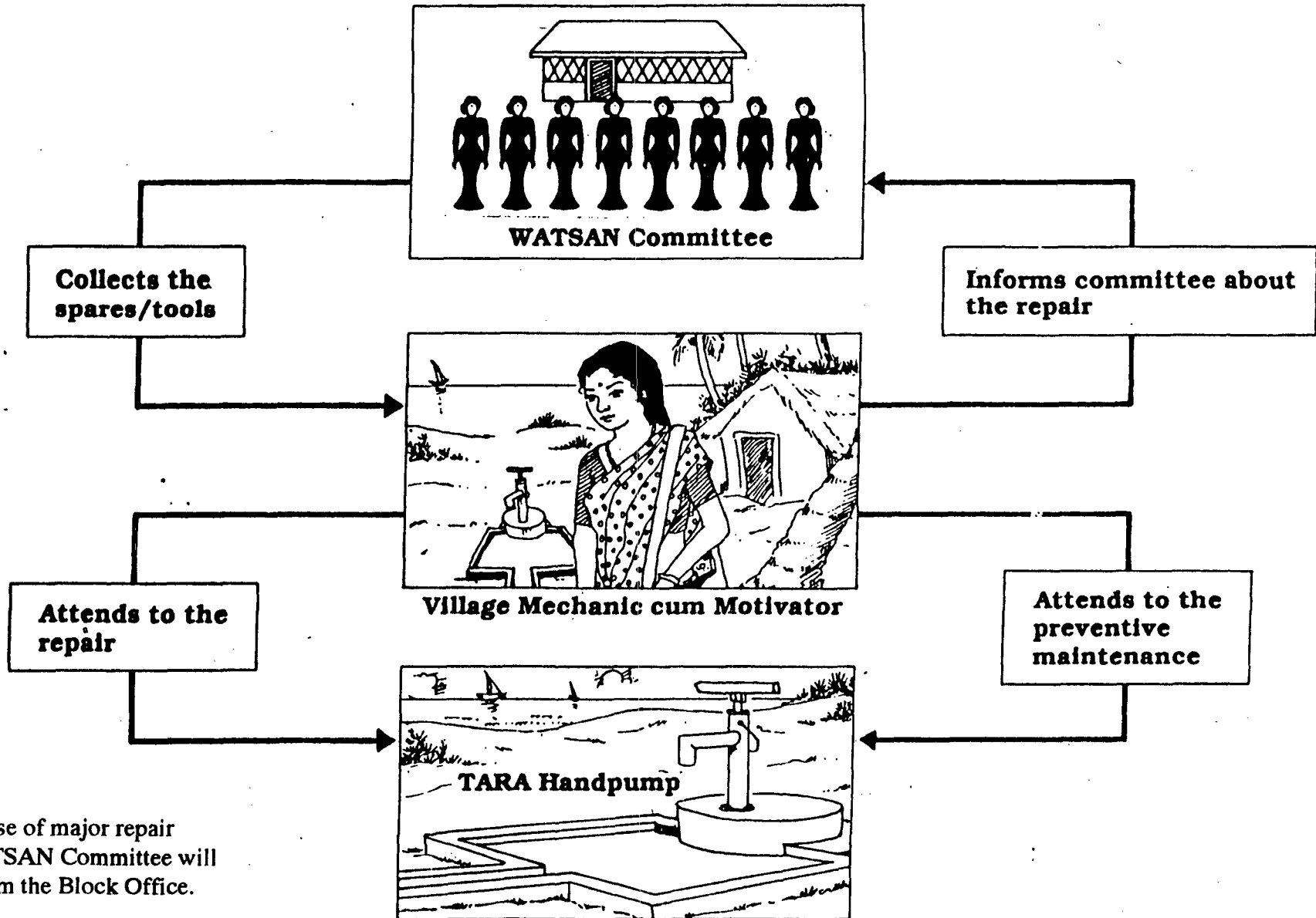


Panchayat Level

- One or two Representatives from each village (Preferably woman)



FUNCTIONING OF THE VLOM



VILLAGE CONTACT DRIVE

VILLAGE CONTACT DRIVE

NEED FOR VILLAGE CONTACT DRIVE

The process of *sensitizing the people in the community and mobilizing them for action* is achieved through a motivational campaign or village contact drive. This initiates the formation of the WATSAN Committee.

A village contact drive comprises of a planned series of activities at the village level, directed towards creating awareness, stimulating enquiry about the water supply programme and initiating action from within the community. It helps create a demand for community-based management and maintenance of the water supply facilities and promotes collective action and decision-making.

OBJECTIVES OF VILLAGE CONTACT DRIVE

- To create awareness in village community about safe water, handpump as a source of water, hygienic practices in water handling, importance of community participation in water supply and role of community in managing water systems.
- To collect baseline data on village infrastructure.
- To initiate contact between villagers and supporting agencies and develop participatory planning and implementation of activities.
- To create a demand for a community-based maintenance system.
- To initiate formation of the village WATSAN Committee for community-based maintenance.

PLANNING A VILLAGE CONTACT DRIVE

1. *Team selection:* Village contact drives require diverse inputs in terms of organisational, technical and motivational skills. Functionaries with different capabilities should be identified from within the implementing departments and NGOs to form a team. The team should include the following:

<i>Functionaries</i>	<i>Inputs</i>
TWAD board & DRD functionaries Functionaries from NGOs	Technical & organisational inputs Motivational inputs through grassroots functionaries
Functionaries from Block development department	• Organisation & follow-up

2. *Orientation and training of team:* Training on different aspects of the village contact drive may be conducted by functionaries of the implementing departments and NGOs. The training may be held at the district/block headquarters for a duration of two days. During training, the team can also plan the logistics for launching drives in the field. Content of the training, over seven sessions, will be the following:

<i>Session</i>	<i>Content</i>
I. Concept of a village contact drive	<ul style="list-style-type: none"> - community based maintenance system - need for a WATSAN Committee - need for a village contact drive - objectives of contact drive - activities in contact drive
II. Baseline survey conducted during a village contact drive	<ul style="list-style-type: none"> - need for a baseline survey - format/questionnaire for survey - how to conduct the survey
III. Activities for awareness creation	<ul style="list-style-type: none"> - rallies - wall paintings/slogans - use of folk media - village meetings - selection of WATSAN Committee members
IV. Participatory needs assessment	<ul style="list-style-type: none"> - need for participatory needs assessment - techniques - village mapping for assessment
V. Planning a village contact drive	<ul style="list-style-type: none"> - planning awareness creation activities - planning logistics - practice for field launch
VI. Launch of a mock contact drive	<ul style="list-style-type: none"> - field launch
VII. Monitoring and follow-up	<ul style="list-style-type: none"> - outcome of a contact drive - selection of WATSAN Committee members - reporting of a contact drive

3. **Activities in a village contact drive:** Activities during village contact drives are part of social mobilization and are directed to culminate in the formation of a village WATSAN Committee for community-based maintenance. There are three broad categories of such activities.

i. **COLLECTION OF BASELINE DATA**

A house to house survey, using a standard format, is conducted by some members of the village contact team; women, influential leaders of the village and village level functionaries are interviewed.

ii. **AWARENESS CREATION**

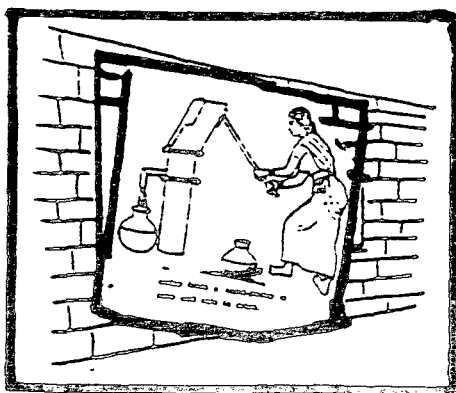
This is the thrust of the motivational campaign and includes the following activities:



Rallies and meetings. Slogans about safe water and hygienic practices can be raised during a rally through the village. Children should be drawn to participate in the rally.



At village corner/mohalla meetings, films and other visual aids explaining the link between sanitation, water and diseases are shown. Discussions are initiated and it is important to involve women in these.



Wall paintings. Messages and visual representations about safe water are painted on walls all over the villages. Posters are pasted at vantage points.



Folk motivational aids. Plays, puppet shows, bhajan mandalis, etc, are organized, with the involvement of local people, to motivate the community.

Identification of WATSAN Committee members. Following motivation, meetings are held for formation of the WATSAN Committee through selection of members proposed by the community.

iii. PARTICIPATORY NEEDS ASSESSMENT

This is an assessment of the needs of the community with regard to water supply and sanitation, carried out with the participation of community members, who are involved as investigators, analysts and consultants in the planning process. A typical assessment exercise includes an understanding of the layout of the village, infrastructure available, patterns of livelihood, changing trends and lifestyles; village mapping with the villagers identifying local resources and sanitation hazard points; and a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis.

4. *Outcome of a village contact drive:* At the end of the drive the community should have been mobilized to undertake management and maintenance of the water supply facility.

TRAINING OF SELECTED FUNCTIONARIES

TRAINING OF SELECTED FUNCTIONARIES

(WATSAN Committee Members / Village Mechanics) for the TARA Direct Action VLOM HP Project

The Training Programme is an important cog in the wheel of the maintenance system. To ensure an efficient and result-oriented training schedule, a separate training team will be formed in the project area.

METHODOLOGY

After the successful completion of the Village Contact Drive in each village panchayat, the list of selected WATSAN Committee members and Village Mechanics will be sent by the NGO to the Block Office and AEE/PPM cell. The Block Development Officer will send the list to the Divisional Development Officer.

On receiving the list, the AE of the Divisional Mobile Team will finalise the dates of the Training Programme in consultation with the BDO and the AEE/PPM cell collectorate.

An intimation card should be posted to all trainees and NGOs well in advance.

The NGO, along with the RWOs and panchayat clerks, will be responsible for bringing the trainees to the Training Programme.

DUTIES OF OFFICIALS/STAFF INVOLVED IN THE TRAINING PROGRAMME

EE: Overall supervision of the programme

AEE/PPM Cell: In charge of providing training materials and monitoring

AE, MO, NGO, Fitter: Resource persons

BDO: In charge of Training Programme arrangements

MATERIALS TO BE KEPT READY BY THE BDO IN THE TRAINING HALL

- (a) Chairs for trainees
- (b) Platform for the trainer
- (c) Blackboard, chalk
- (d) Model handpump
- (e) TV/VCR
- (f) Name badges for trainees, attendance registers
- (g) Coffee, snacks and lunch for all those involved in the programme

TRAINING MATERIALS

Materials required for conducting the different training programmes should be sent to the BDO by the AEE at least two or three days before the training programme. These materials can be grouped into two categories, A and B.

- A. *The Trainer's Kit*: Materials to be used by the trainer during the training programme
- B. *The Trainee's Kit*: Materials to be given to the trainees

The following are the materials to be provided:

	<i>Category A</i> (Trainer's kit)	<i>Category B</i> (Trainee's kit)
<i>Training of WATSAN Committee members</i>	<ul style="list-style-type: none"> Video cassettes Slide projectors Slides Cloth banner HP model TARA 	<ul style="list-style-type: none"> Sign board Guide book on preventive maintenance & repairs Badges Notebook/pen Tool kit & spare parts Register Receipt book Certificate
<i>Training of Village Mechanics</i>	<ul style="list-style-type: none"> Video cassettes Slide projector Slides Cloth banner HP model TARA Tool kits: 5 sets 	<ul style="list-style-type: none"> Sign board Badges Notebook/pen Certificate Guide book on repairing HPs 2 spanners Log sheet

TRAINING PROCEDURES

All the Training Programmes should be conducted well before the installation of the pumps, so that a well-trained team is available at the village level to help the installation team during installation, in every village.

The training should be conducted in the following order: first, WATSAN Committee members; second, Village Mechanics. The curriculum and syllabus for the different training programmes are given in this manual.

Advantages of conducting training in the above order

- The WATSAN Committee members, who have been trained first, help in sending the Village Mechanics who have been selected from their panchayat, for the training programmes.
- The Village Mechanic's training is taken up last so that the installation can be undertaken along with their practical training schedule.

CLOSING CEREMONY

All the trainees will assemble in the Hall.

The AE will briefly summarise the roles of the different functionaries in the community.

The Chief Guest (BDO, MLA, etc) will speak for a few minutes to enthuse the trainees.

The Certificates will be distributed to all the trainees by the Chief Guest. (The sample formats for the Certificates for WATSAN Committee members and Village Mechanics are provided on pages 21 and 30 respectively.)

MONITORING AND EVALUATION OF THE ACTIVITIES OF THE TRAINEES

Monitoring & Evaluation of the performance of each functionary involved in VLOM project will help towards:

- improving the performance of the functionaries;
- providing guidance for timely course correction;
- assessing improvement in the availability of water supply and sanitation facilities;
- improvement in knowledge, attitude and practice in respect of water-use, cleanliness and personal hygiene practices;
- support received by functionaries from among themselves and from the community;
- impact of this programme.

Monitoring

The questionnaires have been designed for the different functionaries, namely, the WATSAN Committee and Village Mechanics. The model questionnaires are given in this manual.

The questionnaires should be administered following the training, after a certain time-lag which is to be determined by the trainers.

Copies of the questionnaires may be given to the NGOs.

The Coordinator/Supervisor from the NGO can have informal discussion with the trainees and then fill up the format. Trainees' doubts can be clarified on the spot. The duly-filled formats can be compiled and sent to the AEE/PPM cell along with the investigator's comments.

Feedback on the outcome of monitoring will be sent to the NGOs by the AEE/PPM cell.

Based on the feedback, the NGO will undertake follow-up action suggested by the AEE.

Evaluation

Two evaluation studies should be conducted, one at mid-term and the other at the end of the programme.

Results of the mid-term study will be used for course correction.

Evaluation at the end of the programme will be used to assess the impact/outcome of the project. The result of this study will be helpful in preparing a future plan of action for further implementation of the project.

THE WATSAN COMMITTEE

THE WATSAN COMMITTEE

The objective of establishing a WATSAN Committee at the panchayat level is to operationalise the concept of community ownership which is essential for the maintenance of the water supply system in the villages.

Women are encouraged to play an active role in the implementation of village level maintenance. This will lead to improvement of their status in society.

FORMATION OF WATSAN COMMITTEE

The formation of the WATSAN Committee may vary from panchayat to panchayat, depending upon geographical factors like size and on the number of pumps.

Criteria for forming a WATSAN Committee

The panchayat may be classified into three categories:

- i. *The compact small panchayat* consists of three or four villages clustered together. It will have one WATSAN Committee and two Mechanics per pump.
- ii. *The compact bigger panchayat* consists of four or more villages, with one or two villages isolated from the main village. It may have two WATSAN Committees per pump. The habitation selected for the establishment of the Committee should be a central place, easily accessible to everyone. The Mechanics selected from habitations isolated from the main village will be provided with some spare parts, for the use of which they are accountable to the WATSAN Committee, through the Committee member representing the village.
- iii. *The scattered/problem area* consists of an area where all villages are scattered and/or where there is a communal problem. Such a panchayat will have its WATSAN Committee located at a place which is central to all the villages. All WATSAN Committee representatives will be given spare parts and tool kits and will be accountable to the Committee for their use.

SELECTION OF WATSAN COMMITTEE MEMBERS

It is important to select the members of the WATSAN Committee carefully. Villagers should propose the names of the members.

Criteria for selection

- Must be a resident of the habitation
- Should be willing to serve the community voluntarily
- Preferably a woman from the user community
- Should be able to read and write
- Should have leadership qualities
- Should be willing to undergo training

Role of the WATSAN Committee member

- To promote safe water disposal
- To take part in installation
- To monitor activities of Mechanic
- To provide tools and spares
- To maintain records of HP repair
- To refer major replacement needs to the back-up mobile team at Block office
- To collect community contributions for pump repairs
- To organise health meeting, “clean village drive” and village level health exhibition
- To participate in other developmental activities

WATSAN COMMITTEE MEMBERS TRAINING PROGRAMME

OBJECTIVES OF TRAINING

To orient the WATSAN Committee members on different aspects of community-based maintenance of the water supply system.

THE TRAINERS

1. Assistant Executive Engineer, PPM cell — Collectorate/TWAD
2. Assistant Engineer — Divisional Development Office
3. Fitter — Block Office
4. Medical Officer, Health Inspector or Block Extension Educator — Primary Health Centre
5. Coordinator/Supervisor — Non Government Organisation

Duration of training:	one day
Number of trainees per camp:	30 (approximately)
Methods of training:	lectures, practical demonstration, exercise
Training aids:	slide shows, video cassettes, handpump model
Venue:	Block office
Day:	any working day (other than local shandy or festival days)
Time:	9.30 a.m. to 5.30 p.m.

TRAINING PROCEDURE

The trainees can all be trained at the same time.

Lectures should be accompanied or closely followed by slide shows to reinforce what has been said.

All questions should be answered and doubts clarified, through discussion, immediately.

Demonstration and practical training should be held at a nearby handpump site, or by using a model HP set up for teaching purposes at the Block Office.

Intensive practical training must be given on maintenance of records.

SUGGESTED TIME SCHEDULE FOR WATSAN COMMITTEE MEMBERS' TRAINING

(Duration: 1 day)

<i>Time</i>	<i>Schedule</i>
9.30 – 10.00 a.m.	Registration
10.00 – 10.15 a.m.	Introduction
10.15 – 10.30 a.m.	Inauguration
10.30 – 11.00 a.m.	Importance of safe water Health and water
11.00 – 11.30 a.m.	Anatomy of HP and Village Level Operation & Maintenance
11.30 a.m. – 12.00 noon	Role of WATSAN Committee
12.00 noon – 12.30 p.m.	Role of village mechanics
12.30 – 1.00 p.m.	Maintenance of records
1.00 – 2.00 p.m.	Lunch
2.00 – 3.00 p.m.	Organising village meeting and village exhibition
3.00 – 3.30 p.m.	Parts of the HP and repairs
3.30 – 4.00 p.m.	Usage of tools and spare parts
4.00 – 4.30 p.m.	Maintenance of pump's surroundings
4.30 – 5.00 p.m.	Usage of materials given
5.00 – 5.30 p.m.	Evaluation of training programme & closing ceremony

TRAINING OF WATSAN COMMITTEE MEMBERS

I SOURCE OF WATER

Syllabus:

1. Pond, river, well, HP
2. Difficulties faced in collecting water
3. Contamination of water
4. Safe drinking water

Resource persons : NGO, AE, MO

Method of training/training aid : Lecture & slides

Assessment : Observation; questioning

II HEALTH AND WATER

Syllabus:

1. *Water-borne diseases*
 - a) Diarrhoea
 - b) Jaundice
 - c) Worm infestation (including guinea worm)

2. *Diseases caused by stagnation of water*
 - a) Brain fever
 - b) Malaria
 - c) Filaria

3. *Protection of drinking water*
 - a) Filtering, storage, handling
 - b) Personal hygiene & environmental hygiene
 - c) Washing hands; defecation away from house & water sources; one house, one latrine.
Control of diarrhoeal diseases, diarrhoea management, usage of ORS.
Fluids available at home, referral system.

Resource persons : MO, HI, BEE

Method of training/training aid : Lecture & slides

Assessment : Observation; questioning

III ANATOMY OF HANDPUMP

Syllabus:

1. Parts of the HP
2. Common causes of breakdown
3. How to identify necessary repairs
4. Replacement parts
5. Tools and their uses

Resource persons : AEE, AE, fitter

Method of training/training aid : Slides; practical demonstration

Assessment : Observation; questioning

IV MAINTENANCE OF RECORDS

Syllabus:

Spare parts, repairs and accounts register

Resource persons : AE

Method of training/training aid : Practical demonstration; exercise

V USAGE OF MATERIALS PROVIDED

Syllabus:

1. Signboard
2. One notebook/pen
3. Spare parts
4. One register
5. Receipt book
6. Certificate

Resource persons : AE, AEE

Method of training/training aid : Demonstration & practical training using materials

Assessment : Observation; questioning

VI VILLAGE LEVEL OPERATION & MAINTENANCE

Syllabus:

1. Organisational structure of VLOM
2. Role of mechanic
3. Role of mobile team

Resource persons : NGO, AE, AEE

Method of training/training aid : Slides & lectures

Assessment : Observation; questioning

VII ROLE OF WATSAN

Syllabus:

1. Providing spare parts & tool kit for village mechanic
2. Informing Block Office of major repairs required
3. Involvement in installation of HP
4. Monitoring activities of mechanic
5. Developing a proper drainage system
6. Collecting contributions from user community
7. Maintaining accounts for spare parts
8. Involvement in other development activities
9. Organising health meetings, clean village drive and other motivational programmes; organising village level exhibition

Resource persons : NGO

Method of training/training aid : Lectures; demonstration



CERTIFICATE

WATSAN Committee Member

Name of the Block:

Name of the village panchayat:

Date:

This is to certify that Thiru/Smt.D/o S/o Thiru.residing
at.has undergone the WATSAN Committee Member's Training Programme and will be a member of
the.....Village Committee.

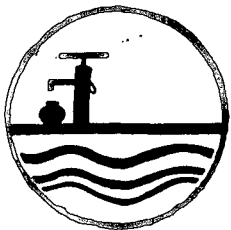
WATSAN Committee representing

.....

Block Development Officer

..... Block

District.....



Executive Engineer
Tamil Nadu Water & Drainage Board

POST-TRAINING FEEDBACK FROM TRAINEES (WATSAN Committee Members)

(To be administered by the NGOs some time after the training period, the time lag to be determined by the trainers.)

1. What was the trainee's immediate reaction after the training was conducted?

2. How many members are there in the Committee as on date?
Men: Women:
Any drop outs/replacements?
If yes, reasons:

3. Whether meetings were convened with:
 - a) Committee members
 - b) Mechanics
Number of persons attending:
Minutes of the meeting, if available:

4. How many meetings have been conducted so far?

5. Was the committee able to transfer the members' learning to their work environment?
If yes, in which areas:
 - a) Curative maintenance
 - b) Collecting community contribution
 - c) Maintaining the area surrounding the handpump in a clean condition
 - d) Safe waste water disposal practice
 - e) Involvement in the implementation of other developmental activities
 - f) Maintenance of records
 - g) Organising meetings in their areas and organising "clean village drive"

If no, reasons:

6. The methodology adopted by the committee in monitoring the activities of the Mechanic:

7. Who refers for repairs? How?

8. How many complaints have been registered so far?

9. How many were attended to by the village mechanic?

10. How many were referred to the Block Office?

Time taken by the Block Office to attend to the repair:

11. How is the flow of spare parts maintained?

12. Whether any acceptable contributory system has been developed:

If yes, details:

If no, reasons:

13. Is the Mechanic being paid?

If yes, how much?

If no, reasons:

14. Were any activities other than handpump maintenance undertaken by the committee?

If yes, the details and role played by the WATSAN Committee:

Name of WATSAN Committee :

Name of Panchayat :

WATSAN Committee Address :

Signature of interviewer

Date :

Place of training :

THE VILLAGE MECHANIC

THE VILLAGE MECHANIC

To reduce the handpump downtime and maintenance cost, two Village Mechanics per pump will be selected by the WATSAN Committee to undertake repairs of all TARA Handpumps installed in the panchayat.

SELECTION OF VILLAGE MECHANICS

The WATSAN Committee, in consultation with the user community, will select two mechanics per pump to undertake preventive and curative maintenance.

Criteria for selection

A Village Mechanic should be

- A woman from the user community
- A permanent resident of the area
- Able to read and write
- Inclined to undertake the maintenance activity
- Willing to undergo training

(A bicycle mechanic or any other mechanic may also be selected.)

Role of Village Mechanic

- To attend to preventive maintenance
- To attend to repairs of handpumps assigned to her/him
- To maintain a register of all repairs done
- To account to WATSAN Committee for all spares used in repairs
- To educate the community on water, health and sanitation.

VILLAGE MECHANICS TRAINING PROGRAMME

OBJECTIVE OF TRAINING

To develop the skills of village mechanics to enable them to undertake preventive and curative maintenance and to report on necessary major replacements for the handpump, in order to reduce the downtime and maintenance cost.

THE TRAINERS

1. Assistant Executive Engineer PPM Cell — Collectorate/TWAD
2. Assistant Engineer — Divisional Development Office
3. Fitter — Block Office
4. Medical Officer, Health Inspector or Block Extension Educator — Primary Health Centre
5. Coordinator/Supervisor — Non Government Organisation

Duration of training :	One week
No of trainees per camp :	20 (maximum)
Method of training :	Lectures / discussions/ practical demonstration / exercise / field visits
Training aids :	Slides / video cassettes / HP model
Venue :	Lectures & discussions at the Panchayat Union Council Hall — 2 days Field Level Training — 4 days
Days :	Working days (except shandy/festival days)
Time :	Lectures & discussion 10.30 a.m.-5.00 p.m Field level training 8.30 a.m.-3.30 p.m.

TRAINING PROCEDURE

The training programme is to be divided into two parts:

- A. Lectures and slide shows
- B. Demonstration and practical training

There will be 2 days of theory sessions, as well as practical demonstration and exercise using a dummy pump in the Block Office, at the beginning of the programme. The next 4 days will consist of demonstration and practical training at a nearby pump site or where the installation of the pump has been carried out. The concluding day will have a "Brainstorming Session".

A certificate will be given to all the trainees.

SUGGESTED TIME SCHEDULE FOR VILLAGE MECHANICS' TRAINING

(Duration: One week)

Day 1

<i>Time</i>	<i>Schedule</i>
10.00 – 10.30 a.m.	Registration
10.30 – 10.45 a.m.	Introduction
10.45 – 11.15 a.m.	Inauguration
11.15 – 11.45 a.m.	Importance of safe drinking water
11.45 a.m. – 12.15 p.m.	Anatomy of HP and VLOM
12.15 – 12.45 p.m.	Role of the Village Mechanic
12.45 – 1.15 p.m.	Role of WATSAN Committee
1.15 – 2.15 p.m.	Lunch
2.15 – 2.45 p.m.	Maintenance of records
2.45 – 3.30 p.m.	Preventive maintenance
3.30 – 4.00 p.m.	Usage of material provided

Day 2

10.00 – 11.15 a.m.	Tools, spare parts and their usage
11.15 a.m. – 12.00 noon	Identification of repairs
12 noon – 1.00 p.m.	Problem, cause and remedy
1.00 – 2.00 p.m.	Lunch
2.00 – 5.00 p.m.	Field visit

Days 3 to 6

Practical demonstration and exercise
Evaluation of Training Programme

TRAINING OF VILLAGE MECHANICS

I SOURCE OF WATER

Syllabus:

1. Pond, river, well, HP
2. Difficulties faced in collecting water
3. Contamination of water
4. Safe drinking water

Resource persons : NGO, AEE, MO

Method of training/training aid : Lecture & slides

Assessment : Observation; questioning

II HEALTH AND WATER

Syllabus:

1. *Water-borne diseases*
 - a) Diarrhoea
 - b) Cholera
 - c) Jaundice
 - d) Worm infestation (including guinea worm)
2. *Diseases caused by stagnation of water*
 - a) Brain fever
 - b) Malaria
 - c) Filaria
3. *Protection of drinking water*
 - a) Filtering, storage, handling
 - b) Personal hygiene & environmental hygiene
 - c) Washing hands; defecation away from house & water sources.
 - d) Diarrhoea prevention and management

Resource persons : MO/HI from the PHC, BEE

Method of training/training aid : Lecture & slides

Assessment : Observation; questioning

III ANATOMY AND MAINTENANCE OF HP

Syllabus:

1. Parts of the HP
2. Common causes of breakdown
3. How to identify needed repairs and carry out the repairs
4. Dismantling the pump
5. Replacement of parts
6. Tools and their uses
7. Familiarity with spare parts

Resource persons : AEE, PPM/TWAD, AE, Fitter

Method of training/training aid : Practical training and demonstration; slides

Assessment : Observation; questioning

IV MAINTENANCE OF THE RECORD

Syllabus:

Repair register

Resource persons : AE

Method of training/training aid : Practical demonstration; exercise

Assessment : Observation

V USAGE OF MATERIALS GIVEN

Syllabus:

1. Signboard
2. Guidebook
3. Badges
4. One notebook / pen
5. Register
6. Certificate

Resource persons : AE, NGO

Method of training/training aid : Lectures/demonstration of use of material

Assessment : Observation; questioning

VI VILLAGE LEVEL OPERATION & MAINTENANCE (VL0M)

Syllabus:

1. Organisational structure
2. Role of WATSAN Committee and of Block Fitter

Resource persons : NGO, AEE, AE

Method of training/training aid : Lecture & slides

Assessment : Role play; observation; questioning

VII FUNCTIONING OF VILLAGE MECHANIC

Syllabus:

1. Preventive maintenance: Check whether
 - bolts and nuts are tight
 - the handle is easy to operate
 - water discharge is satisfactory
 - the pump pedestal is on its base
 - surroundings are kept clean
2. Attending to HP repairs
3. Informing WATSAN Committee of major replacements
4. Maintaining accounts for spare parts
5. Filling log book
6. Maintaining register

Resource persons : NGO, AEE, AE

Method of training/training aid : Lecture & slides

Assessment : Observation; questioning



CERTIFICATE

VILLAGE MECHANIC

Name of the Block:

Name of the village panchayat:

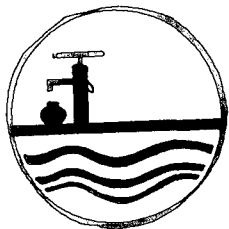
Date:

This is to certify that Thiru/Smt.D/o S/o Thiru.....residing
at.....has undergone the Village Mechanic Training and is hereby authorised to take care of the maintenance
of the TARA HPs installed at.....Village Panchayat.

.....
Block Development Officer
..... Block

District

Executive Engineer
Tamil Nadu Water & Drainage Board



POST-TRAINING FEEDBACK FROM TRAINEES (VILLAGE MECHANICS)

(To be administered by the NGOs some time after the training period, the time lag to be determined by the trainers.)

1. What was the trainee's immediate reaction after the training was conducted?
2. Were the trainees able to transfer their learning to their work environment? Yes/No

If yes, in which area?

- a) Preventive maintenance of the handpump
- b) Curative maintenance
- c) Maintenance of registers
- d) Handpump spare parts accounting
- e) Referral system
- f) Educating the community in health, sanitation and HP maintenance

If no, reasons:

3. How many handpumps are under her/his care?
4. Has she/he drawn up a time schedule for routine check up?
5. How many handpumps were under repair after she/he took charge?
6. How many were attended to by her/him and how many referred to the WATSAN Committee?
7. What was the down time for each handpump under repair?
 - a) the date of repair
 - b) the date of complaint
 - c) the date of rectification
8. Types of repairs attended to by her/him and spare parts replaced.

9. How many repairs were reported to the Block Office?
 - a) the date of repair
 - b) the date of complaint
 - c) the date of rectification
10. What was the system adopted for accounting of spare parts?
11. Have all the columns in the registers been filled up? Yes/No
If no, the reason:
12. Were there any problems in the use of tools?
If yes, give details.
13. Which are the activities she/he finds difficult to implement?

Give reasons.
14. Have any monetary benefits been received by her/him so far?
If yes,
 - a) how much?
 - b) who pays?
 - c) Have any receipts been obtained from her/him for the payments?
15. Does she/he receive the support of the WATSAN Committee?
16. Any other comments/suggestions about the VL0M system.

Name:

Address:

Panchayat:

Date of training:

Place of training:

Date:

Signature of the interviewer

ABBREVIATIONS

AE	Assistant Engineer
AEE	Assistant Executive Engineer
AEE (PPM)	Assistant Executive Engineer, Power Pump Maintenance
BDO	Block Development Officer
BEE	Block Extension Educator
DRD	Directorate of Rural Development
EE	Executive Engineer
HI	Health Inspector
HP	Hand Pump
MO	Medical Officer
NGO	Non Government Organisation
ORS	Oral Rehydration Salt
PHC	Primary Health Centre
POA	Plan of Action
RWO	Rural Welfare Officer
SWOT	Strengths, Weaknesses, Opportunities & Threats
TV	Television
TWAD	Tamil Nadu Water & Drainage Board
UNICEF	United Nations International Children's Fund
VCR	Video Cassette Recorder
VLOM	Village Level Operation and Maintenance
WATSAN	Water and Sanitation