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DANIDA/DDF "COMMUNITY BASED HANDPUMP REHABILITATION & MAINTENANCE PROGRAMME"

MANUAL FOR INSTRUCTORS ON COMMUNITY PARTICIPATION

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MANUAL ON COMMUNITY PARTICIPATION IN THE DANIDA/DDF HANDPUMP REHABILITATION AND MAINTENANCE PROGRAMME

FOREWORD

Without water there is no life. Adequate, clean and safe water can only be got by developing and rehabilitating new and existing water points respectively. That development, be it drilling boreholes; sinking deep or shallow wells; fitting, repair and maintenance of handpumps, etc, is a product of people; of their struggle to improve their quality of life. Their participation through a decentralised structure of local institutions and systems is imperative to the attainment of those development goals.

Through this participation, people develop qualities of self-reliance and the motivation and ability to effect social and environmental change in their communities; they develop a pride in their environment and a sense of community awareness and civil responsibility which help to create a stable society and the maintenance of law and order.

The people to be effected by decisions taken should be able to influence the course of events directly or through their representatives. Where the people who utilise a local service or an amenity are given direct responsibility for its management, through their representatives, they will usually ensure that it is efficiently administered and that the type of service provided is appropriate to their needs. Decisions taken when good relationships and communication have been well established at every level, will bring optimum benefits to the community.

The quality of life for the majority people, mainly the rural communal ones, cannot be significantly improved without the people themselves becoming involved in sustained self-help programmes such as community participation in the DANIDA/DDF Handpump Rehabilitation and Maintenance Programme, due to limited resources available to Government.

In addition to water and sanitation development, the socio-economic development of a district or town can be greatly accelerated where lower-tier structures have been established and co-operate on a co-ordinated basis with all other agencies in a joint development effort. It is through the lower-tier structure that the needs of the people can be more accurately assessed and planned for, an effective participation secured for the implementation of the plans. Lower-tier authorities can serve as training grounds for service on higher authorities by both lay representatives and executive staff.

This Manual presents, in a simple, and understandable form with drawings for illustration where appropriate, the community mobilisation process involving all levels of local authorities and political bodies; the importance of women in community-based water projects and maintenance structure; training of committees and sub-committees; co-ordination with LGPO's of the Ministry of Local Government, Rural and Urban Development, DCDO's (Ministry of Community and Co-operative Development and Women's Affairs) and HI's of Ministry of Health; the DDF three-tier operations and maintenance structure under which community participation in the DANIDA/DDF Handpump Rehabilitation and Maintenance Programme falls; the construction of Headworks and maintenance thereof; handpump fitting, repair and maintenance; and a Voluntary Agreement (in English, Shona and Ndebele) concerning project input and community input, etc.

I am deeply grateful to Ms Birgit Madsen, Community Participation Adviser, for her tremendous efforts and credibility in producing this useful Manual which I recommend to those involved in community participation in the Handpump Rehabilitation and Maintenance Programme including sanitation. Indeed the Manual is also of significant value to other agencies involved in community based projects.

E S Ndoro
DIRECTOR, DISTRICT DEVELOPMENT FUND

INTRODUCTION

The purpose of this manual on community participation in the DANIDA/DDF "Community Based Handpump Rehabilitation and Maintenance Programme" is to provide district project facilitators with guidelines and tools for enhancing community participation in project implementation. (See Appendix I).

The first part of this manual describes benefits of community participation in rural water supply programmes in general, and outlines the respective project components.

An Appendix to part one entails the guidelines and tools which have been developed, used and evaluated for community participation.

The second part entails major components from a workshop held for district project facilitators in community participation methodology.

PART 1

I COMMUNITY PARTICIPATION IN RURAL WATER SUPPLY PROGRAMMES

The National Master Plan for Rural Water Supply and Sanitation (re: Social Studies Vol 4²) recommends that community participation should be the implementation strategy in Rural Water and Sanitation Programmes. Thus, all project planning units e.g. DDF, should develop an orientation towards community based projects.

As a follow up to these recommendations the Operations and Maintenance Section in DDF's Water Division is in the process of creating/establishing a community level maintenance structure, a so called three tier maintenance structure.

Before elaborating on community participation in this three tier maintenance structure, it might however, be useful to define the concept of community participation as well as clarify why this approach is considered essential for the success of rural water supply projects.

Community participation in rural water supply projects implies that the target group, the beneficiaries of the respective projects participates on all levels of project identification, planning, design, implementation, maintenance and supervision.

Community participation as a strategy has according to the Master Plan proved advantages like:-

- (1) "Reduced capital and recurrent costs.
- (2) A first tier maintenance capacity amongst users.
- (3) Better care of facilities.
- (4) Where appropriate, the development of an improved system of fee collection.
- (5) Strengthening of community organisations."

Or as explained in a basic calculation like:-

$$\begin{array}{r} \text{Rural Water Supply Projects} \\ + \\ \text{People's Involvement} \\ = \text{Better Health for all, less Cost} \\ \text{More Local Control and Self-Reliance} \end{array}$$

(The Tribune, 3rd Quarter 82)

I.2 Women's Participation

Women are the primary drawers, carriers, users and managers of water and for these reasons, they have a particular interest in securing safe and adequate water.

The evidence shows that by including women in the planning, design, operation and maintenance, water projects can achieve their objectives more efficiently.

Accordingly, the Master Plan is emphasizing that "women should be the principal focus of water, sanitation and related educational programmes."

I.3 Community Based Maintenance Structure

The Operation and Maintenance Section in DDF's Water Division is currently implementing a Handpump Rehabilitation and Maintenance Project, in selected districts in Midlands and Matabeleland North Provinces, which is based on the three tier maintenance structure.

In implementing this project a systematic approach to community participation is followed as outlined below.

II DANIDA/DDF COMMUNITY BASED HANDPUMP REHABILITATION AND MAINTENANCE PROGRAMME

The long term objective of the project is to improve the quality of life, including the basis for better health, by making sustainable improvements in the operation and maintenance of existing malfunctioning handpump installations.

The immediate objectives are to rehabilitate (repair) 1800 damaged or broken handpumps, including construction of proper sanitary headworks (pump platform, drain, washing slab and cattle trough). While doing so a community based handpump maintenance structure should be established involving training of and support to communities involved i.e. Handpump Sub-Committee, and district level DDF repair gangs.

II.1 IMMEDIATE OBJECTIVES

The immediate objectives are as follows:

1. establish a community based handpump maintenance structure
2. strengthen the district handpump repair teams
3. rehabilitation of 1 800 handpumps in 8 districts
4. provide proper and sanitary headworks for the 1 800 repaired handpumps
5. promote close co-operation at district level between MOH, DDF and MCCDWA.

Handpump rehabilitation and maintenance activities should be based on prior district level surveys of handpumps, executed in co-ordination with the water planning activities.

II.2 Activities

The activities foreseen are listed in relation to the immediate objectives as follows:

2.1. Community Based Maintenance Structure:

Given the fact that women are the primary drawers of water it is essential that they are involved. Accordingly, women will be members (3F/1M) of the Handpump Sub-Committee and a female sub-committee member will be chosen as caretaker - one for each pump.

The Handpump Sub-Committee will organize the users of the pump to assist the DDF repair gang in the rehabilitation of the handpump and the builder in construction of the headworks.

It is essential that the users (i.e. women) are participating in all processes of construction of headworks since they in the future will be responsible for repair.

The councillor will via the VIDCO Chairman and with guidance and assistance from the LGPO's and DCDO be responsible for the setting up of the Handpump Sub-Committees with constitution and voluntary agreement. (See Appendix II and III).

In order to ensure that the roles of the community (users), sub-committee, caretaker and VIDCO are properly defined, a constitution will be drawn up in both english, shona and ndebele.

Furthermore a voluntary agreement (English, Shona, Ndebele) concerning project input and community input will also be drawn up between the Handpump Sub-Committee and the project.

The voluntary agreement will be specific as to how much materials e.g. cement is needed per headwork.

During all types of community training sessions these two documents will be carefully explained and discussed.

2.2. Strengthening of the District Handpumps Repair Teams

The project is based under the Operations and Maintenance Section in DDF's Water Division. The O & M strategy is to set up a nation wide decentralized three tier maintenance structure. On district level already 53 field officers for water have been recruited and posted. And water supply supervisors (operations) have been appointed.

The Supervisor is responsible for the organisation and supervision of the pumpminders. (See Appendix IV).

2.3. Rehabilitation of 1 800 Handpumps and Headwork Construction

The handpump rehabilitation and maintenance activities are based on prior district level surveys of handpumps where the situation of existing boreholes are recorded and the location mapped, as well as data concerning the socio-economic situation in the respective communities (VIDCO's) are also collected and a small report for each district covered is prepared. (See Appendix V).

Immediately following the survey in each district both training of technical staff DDF supervisor for water, pumpminders and builders as well as training for community participation takes place. Rehabilitation of the pumps and headworks construction starts as soon as the community based organizational structure with sub-committee and caretaker has been established and trained.

Below is the physical target for the project in terms of handpumps repaired and headworks constructed in the period 1987 - 1989.

	Possible	1987	1988		1989	
	Total	Completed	1st Half	2nd Half	1st Half	2nd Half
Hwange	162	16	36	40	40	30
Shurugwi	71	40	16	15	—	—
Chikomba	105	30	26	34	15	—
Mvuma	110	12	31	44	23	—
Gokwe	600	—	63	187	200	150
Zvishavane	150	—	3	50	50	47
Mberengwa	150	—	—	50	50	50
Binga	150	—	—	25	50	75
	1498	98	175	445	428	352

II.3 TRAINING OF COMMUNITIES

Besides the technical training of field officers and supervisors on central levels, and of handpump operatives and pumpminders on district level, the project is, in order to ensure local project facilitators and to create awareness amongst the beneficiary group, - operating with the following 4 types of community training workshop an sessions.

1. A 3-4 days training workshop for district project facilitators i.e. LGPO's, DCDO's and Hi's from the respective Ministries of MLGRUD, MCDWA, MOH.

The main objective of this workshop is to give the facilitators some skills in participatory methodology as well as the opportunity to work with it through group exercises and field trip to project sites. Thus in order to convey the project ideas re community participation in a more participatory way through the following training courses.

The training course is run by the Community Participation Adviser.

2. A 1 day training session for councillors and Chiefs including both technical and organisational aspects of the project.

The training will be run by project staff, the DDF field officer and LGPO's.

3. A series of 1 day training sessions on ward level for VIDCO members, Party Chairman, Women's League Chairwomen, Kraalheads and Community Extension Workers on technical and organisational aspects of the project.

The training will be organized and run by the LGPO's with assistance from the DDF field officer and the project staff.

4. A series of 1 day training sessions on Ward level i.e. at handpump site for handpump sub-committee members and caretakers, on technical and organisational aspects of the project.

The training will be organized and run by the LGPO's and the DDF field officer and repair gang with assistance from community extension workers and the project staff.

The caretaker will be given 2 spanners and a certificate. (See Appendix VI)

The LGPO's will be responsible for training of the communities. In this effort it is extremely important that they liaise closely with the DCDO and involve the WCC in the user education. Thus living with the local people the WCC will take into account local practices of water sources and water use.

Other objectives of these training courses are to establish co-ordination with other similar projects (e.g. MOH, well digging project and handpump installation) and to ensure that the right target groups are chosen for the respective tasks like caretaker and sub-committee member.

Through these training courses communication between planners and community should be improved substantially, and thus minimize problems in project implementation caused by either lack of understanding the specific needs and problems as well as local beliefs and customs of a particular community, and /or by lack of commitment from the community.

The training courses should furthermore be based on the participants active involvement in the learning process with emphasis on dialogue and discussion rather than lectures. (See Appendix VI).

When planning for community training it is advised that the LGPO in charge not only prepares a programme but also indicates name of ward to be trained, venue, date, number of participants

as well as cost. e.g. as shown in this example from Gokwe District.

1st Group: East Region

Ward	Venue	Date	Participants	Est. Cost
Njelele I II III	Sengwa School	15/2/88	300	1 200,00

II.4 Educational Materials

In order to facilitate the training the project plan is to develop manuals and handouts as follows:-

4.1. A Manual on the Bush Pump

The manual should contain detailed instructions regarding installation of the pump, and the use of the tools provided.

The manual is primarily meant for the handpump operatives and pumpminders.

4.2. Manual on Headworks

The manual should contain detailed instructions regarding the construction and maintenance of the respective headworks such as washing slab, cattle trough, apron, drain and fencing.

The manual is primarily meant for the builders.

Handouts for the community i.e. caretaker, sub-committee members and community extension workers will be extracted from the manuals and distributed accordingly.

4.3. A Manual on Community Participation

The manual will contain general information on the project components, and guidelines and tools for enhancing community participation in a participatory way.

The manual is primarily meant for district project facilitators i.e. LGPO's.

4.4. Drawings and Posters

Besides the manuals and handouts, serialized posters and other drawings are being developed and used in the community oriented training programmes. Thus in order to emphasize the participatory approach. (See Appendix VII).

II.5. Supervision and Monitoring

5.1 Supervision

When the local project facilitators (LGPO's) are running the sub-committee and caretaker training sessions, the pumpminder for the respective ward is participating, thus mainly to ensure that the initial contact and communication is established, again for the overall purpose of strengthening the community based supervision of the maintenance structure.

5.2 Monitoring

During and after construction of headworks a follow-up survey LGPO progress report No. 1, on rehabilitation is carried out by the LGPO in order to determine whether the sub-committee and caretaker has been established and chosen as planned, and whether the facilities have been completed as planned with community participation and are functioning and being used as intended.

The report will be in duplicate, one for the district office and one forwarded to the community participation adviser for interpretation of the data.

Approximately one year after rehabilitation another LGPO progress report No.2 on maintenance will be completed thus in order to evaluate sustainability of the community based maintenance structure. (See Appendix IX)

5.3 Benefits

It is anticipated that community participation in the project will enhance project benefits in many ways.

Because of the direct community involvement in construction and maintenance a stronger community responsibility should be created, and therefore better care of the bushpump and headworks is expected.

Secondly, the DDF transport cost should be reduced considerably due to the community based maintenance structure. And finally by involving the community themselves in choosing headworks it is ensured that provision of the respective headworks are culturally acceptable and locally appropriate.

**APPENDIX
TO PART I**

TERMS OF REFERENCE FOR LGPO

TERMS OF REFERENCE FOR LGPO

Terms of reference for LGPO assistance in community participation within DDF's handpump rehabilitation and maintenance project.

The LGPO will:

1. Assist the DDF Field Officer (Water) and headquarter staff in carrying out the inventory i.e. mapping and recording of existing boreholes as well as filling in questionnaires concerning the socio-economic situation in the respective communities (VIDCO's) and assist in preparing a small community report.
2. Together with other district project facilitators like DCDO (MCCDWA) and HI (MOH) participate in a 3-4 days training workshop in training methodology and techniques for community participation in the project. The workshop is organised by the DDF community participation adviser.
3. Together with the DDF Field Officer (Water), the DCDO and the project team organise a one day training session explaining the technical and organisational components of the project to Councillors, Chiefs and Party Chairmen.
4. Assist in the training of Pumpminders.
5. Assist in the training of Builders.
6. Together with the DDF Field Officer (Water) and the DCDO organise:
 - (a) A series of one day training sessions at ward level for VIDCO Chairmen, Party Chairmen, Women's League Chairwomen, Kraal heads and Community Extension staff from the respective Ministries (i.e. HA, VDW, WCC and Agritex workers).
 - (b) A series of one day training sessions at ward level for Handpump Sub-committees, Caretakers and Pumpminders at ward level.
7. Monitor project progress and forward progress reports (format) for each rehabilitated pump to the community participation adviser at DDF Headquarters.
8. Liaise with other district extension staff re, back-up support to the project e.g. with Agritex Officer, in order to ensure provision of seeds for gardens, HA & WCC in order to organise training sessions, management & care of pump at pump sites. e.g. Hygiene education.

CONSTITUTION

THIS CONSTITUTION SETS OUT THE DUTIES AND OBLIGATIONS OF VIDCO MEMBERS, HANDPUMP SUBCOMMITTEE MEMBERS AND VILLAGERS WITH REGARD TO THE WATER SOURCE

THE NAME OF THIS HANDPUMP SUB-COMMITTEE IS _____

1. **AIM**

The aim of the Sub-Committee with regard to the Community Water Source will be to organise and manage local contributions towards the construction, care and maintenance of the handpump and its surrounds, and to organise community members to obtain maximum use and benefit from their water source.

2. **MEMBERSHIP**

All households which are to benefit from the water source must be represented by the Handpump Sub-Committees which may however have to report to more than one VIDCO.

3. **RESPONSIBILITIES**

The right of any member to draw from the handpump will be determined by the following:-

- (a) Members contribute their full share of labour towards the care and maintenance of the water source and its surroundings and construction of headworks. The Committee will decide upon and organise each member's work.
- (b) The VIDCO shall decide how to discipline those members of the Community who do not contribute labour without good reason.
- (c) New households should be informed of their responsibilities prior to usage.

4. **ELECTIONS**

Election of Handpump Sub-Committees should be in accordance with election of VIDCO's. Once every 2 years a general meeting of all household representatives (users) shall elect a committee which will serve for 2 years and consist of at least 4 people one of whom will be the Pump Caretaker. The Pump Caretaker should be a woman. Three of the members should be women. The Village Health Worker shall be accepted onto the committee in an advisory role. The presiding officer for the election shall be the WARDCO Chairman or VIDCO Chairman assisted by the Village Health Worker.

The old committee members shall show their successors how to carry out their duties, and help whenever necessary. All resolutions of a general meeting must be passed by a majority of those present. Each adult present shall have one vote.

5. **REMOVAL FROM OFFICE**

At any time during office, any committee member may be removed from office and replaced at a general meeting without prejudice to his/her use of the water source if:-

- (a) He/She is prevented from work by illness or absence.
- (b) He/She fails to attend three consecutive committee meetings without good reason.
- (c) He/She resigns.
- (d) The members are not satisfied with him/her and give good reason for his/her removal.

6. **MEETINGS**

The committee shall meet at least once every month when the appropriate committee members will report on the state of the water source.

Any committee member can call a committee meeting, but must give several days notice, except for urgent matters. All committee resolutions must be carried by a majority members vote.

7. **POWERS AND DUTIES OF THE HANDPUMP SUB-COMMITTEE**

- (a) To arrange for the members of the community to help build or repair the handpump surrounds as the committee may decide.
- (b) To report to the VIDCO, WARDCO or Police as appropriate, anyone found wilfully damaging the handpump or surrounds or interfering with the committees work.

- (c) To pass on any requests of the committee to the VIDCO.
- (d) To report to the VIDCO any disagreements which the committees are unable to resolve.
- (e) To organise regular roster of members responsibilities for cleaning and sweeping the handpump surrounds.
- (f) To be responsible when necessary for ensuring that members adhere to any water use restrictions imposed by the committee which may be necessary in time of drought.
- (g) To supervise the work of the volunteer pump caretaker and to arrange with the VIDCO for cash collections from the community members to compensate her for any expenses, e.g. busfares.
- (h) To arrange with the VIDCO for each collection from the community members to buy grease/cement or other items needed to maintain the pump and headworks.
- (i) To arrange for members of the community to assist DDF with handpump repairs.

8. **POWERS AND DUTIES OF THE PUMP CARETAKER**

- (a) To look after any tools supplied for maintenance of the handpump.
- (b) To maintain the handpump in good working order by tightening bolts and greasing as required.
- (c) To report damage, breakdown, reduced flow or unusual noise of the handpump to the DDF pumpminder. The Sub-committee should preferably cultivate, – for own use, – an orchard or vegetable garden using the waste water from the pump.
The Sub-committee should if needed construct and maintain a fence around the garden using local materials.

9. **LIABILITY**

Community members agree to participate in these activities entirely at their own risk. Neither the Government of Zimbabwe nor any of its employees will be liable for any injuries or accidents however caused and no compensation will be payable.

CHISUNGO

CHISUNGO ICHI CHINOTSANANGURA MABASA NEZVINOSUNGIRWA KUITWA NENHENGU DZEVIDCO, NHENGO DZEVIDCO DIKI INOONA NEZVEMVURA, UYEZVE NERUZHINJI RWEVANHU RUNOSHANDISA CHIBHORANI.

ZITA REVIDCO

1. CHINANGWA

Chinangwa chekomiti diki inoona nezve "tsime" chibhorani, chevanhu, kuronga vagari mumusha umu kuti vayamure pakuvakirirwa nekuchengetedzwa kwechibhorani nenzvimbo dzakachitenderedza, uyezve kuona kuti veruzhinji vawana chiyamuro nekushandisa mvura yepachibhorani zvizere.

2. NHENGO

Vanhu vese vanochera mvura pachibhorani, vanofanira kumiririrwa pazvido zvavo maererano nemvura nemakomiti madiki anoona nezvemvura, anova ndiwo achatakura zvichemo izvi kuVIDCO.

3. MABASA (Zvinosungirwa kuitwa neChisungo ichi)

Kodzero yekuchera mvura pachibhorani ichazadzikiswa nechido chenhengo yega yega yemumusha uno chekubata mabasa anotevera:-

- a) Munhu woga woga anochoera mvura pachibhorani chino, anosungirwa kushanda zvakakwana nevamwe pakuvakirirwa nekuchengetedzwa kwechibhorani nenzvimbo yakachitenderedza. Komiti (diki yemvura) ndiyo icharonga nekugovera mabasa anoitwa nevanhu vose vanoshandisa chibhorani.
- b) VIDCO ndiyo ichafunga nzira dzekuranga nadzo nhengo dzeruzhinji dzinoramba, pasina chikonzero chakasimba, kushanda nevamwe pachibhorani.
- c) Vanhu vese vasati vashandisa chibhorani, kunyanya vanhu vatsva mumusha; vanofanira kudzidziswa zvavanofanira kuita pamashandisirwo acho.

4. SARUDZO

Sarudzo yenhengo dzekomiti diki inoona nezvechibhorani yakangofanana nesarudzo yemaVIDCO. Vamiririri vedzimba dzose dzinoshandisa chibhorani vanosungirwa kugara pasi, kamwe chete pamakore maviri, kuti vasarudze komiti diki, iyo ichange line nhengo ina, (vanhukadzi vatatu nemunhurume mumwe chete). Pavanhukadzi vekomiti iyi, mumwe wavo achazova muchengeti wechibhorani, (Pump Caretaker). Mbuya kana sekuru utano vano bvumirwa kupinda mukomiti iyi semupi wemazano. Mubati wechigaro pasarudzo iyi akafanira kunge ari mubati wechigaro cheWARDCO (Wardco Chairman) kana kuti cheVIDCO (Vidco Chairman) vachibatsirwa nambuya kana sekuru utano.

Komiti inenge yabviswa pasarudzo iyi, inosungirwa kudzidzisa komiti itsva maitirwo ebaso, uyewo nekuvabatsira nguva ipi neipi zvayo kana vachida rubatsiro.

Zvibvumirano zvose zvinofanira kuitwa chete kana veruzhinji (majority) varipo pamusangano woga woga. Munhu woga woga abve zero (munhu apfuura 18 years) anobvumirwa kuvhota kamwe chete (one man one vote) pamunhu.

5. KUBVISWA PACHIGARO

Nhengo, iri ipi zvayo yekomiti, inogona kubviswa pachigaro kuchiiswa mumwe chero nguva.

Chero iri nguva, pakadaidzirwa musangano weruzhinji, vanhu vanogona kubvisa chero iri ipi zvayo nhengo yekomiti vachisarudza mumwe. Izvi hazvirevi kuti nhengo yabviswa inorasa kodzero yekushandisa chibhorani. Nhengo yekomiti inobviswa pachigaro chete kana:-

- a) Nhengo yavekutadza kuita basa pamusana peurwere.
- b) Nhengo ikatadza kuuya kumusangano mitatu inotevedzana pasina chikonzero chinonzwisika.
- c) Nhengo isingachadi basa.
- d) (Kana) dzimwe nhengo dzisingagutsikane nekushanda kweimwe nhengo uyezve vaine

chikonzero chakasimba chinotsigira kuti nhengo iyi ibviswe.

6. **MISANGANO YEKOMITI**

Nhengo dzekomiti dzinosungirwa kusangana kamwe chete pamwedzi, apo dzichatsanangurirana mamiriro ezvinhu zvese pachibhorani. (Izvi zvinosanganisira chinwiro chezvipfuyo, slab yekuwachira, waya nesimbi dzechibhorani - kuti zvichakasimba here - uyewo nemvura kuti yakachena here.)

Chero iri ipi nhengo yekomiti inogona kukokera musangano wekomiti pane ipi nguva zvayo asi inosungirwa kupa chiziviso chemazuva ane chitsama musangano uyu usati waitwa. Chiziviso ichi hachinabasa kana pachida kuitwa musangano wechimbichimbi (emergency meeting). Zvisungo zvekomiti zvichaitwa chete kana nhengo nhatu (majority vote) dzekomiti dzavhotera kuwirirana kana kupesana nechisungo.

7. **MASIMBA NEMABASA EKOMITI DIKI YEVIDCO INOONA NEZVECHIBHORANI**

- a) Kuronga veruzhinji kuti vabatsire mukuvakirirwa nekuchengetedzwa kwechibhorani nenzvimbo dzakachitenderedza dzigare kzakachena.
- b) Kumhangara kuVIDCO, WARDCO kana kuti kumapurisa uyo anoonekwa achikuvadza chibhorani zveutsinye kana kukanganisa basa rekomiti yechibhorani.
- c) Kutakura zvichemo zvese zveruzhinji kuVIDCO.
- d) Gakava rikaitika mukati mekomiti, rinosungirwa kupirwa kuVIDCO, ndokunge nhengo dzekomiti iyi dzatadza kurigadzirisa dzega.
- e) Kuona kuti ruzhinji rwagoverwa mabasa nemajanha okutsvaira nekuchengetedza nzvimbo yakatenderedza chibhorani yakachena.
- f) Kuona kuti ruzhinji rwatevera nzira dzokuchengetedza nadzo mvura zvingangove zvinoyamura munguva yekushaikwa kwemvura.
- g) Kuona kuti muchengeti wechibhorani ari kuita basa nemazvo, zve, kuronga ne VIDCO kuti ruzhinji ruunganidze mari yekudzorera muchengeti wechibhorani kana achinge ahandisa mari yake achigadzira chibhorani kana fenzi.
- h) Kuronga neVIDCO kuti povho zite kanzatu kemari yokutengesa girisi kana tumwe tusimbi tunodiwa kugadzirisa chibhorani.
- i) Kuronga povho kuti ibatsire vashandi veDDF pakugadzira chibhorani chinenge chafa.

8. **MABASA NEMASIMBA EMUCHENGETI WECHIBHORANI**

- a) Kuchengetedza midziyo nematurusi anoshandiswa kugadzirisa chibhorani. (Izvi zvingangosanganisira semende, waya, mapango, zvipikiri, foroma etc).
- b) Kuchengetedza chibhorani chichishanda zvakanaka nekusungawo mabhaudhi anenge asununguka pamwe nekuisa girisi pachibhorani.
- c) Kumhangara kuKembu yeDDF iri pedyo kusashanda zvakanaka kwechibhorani nekunge mvura yechibhorani yaderera.

Komiti diki yechibhorani kana ichida inogona kurima bindu remichero kana muriwo, ichishandisa mvura yepachibhorani. Zvichava kune komiti diki yechibhorani kuona kuti yatsvaga mapango, waya kana masanzu ekukomberedza bindu iri.

9. **MUTORO WETSAONA**

Ruzhinji rwevanhu runokumbirwa kuzvipira kubatsira mumabasa anosungirwa kuitwa nechisungo chino. Zvakadaro Hurumende yeZimbabwe kana kuti vasevenzi vayo havazopihwa mhosva kana veruzhinji vakakuvara vachibata basa rechibhorani. Hurumende nevashandi vayo havasungirwe kubhadhara anenge akuvarira pabasa iri, rekuyamura mukuchengetedzwa kwechibhorani.

ICONSTITUTION

ICONSTITUTION LE ITSHENGISA IMISEBENZI OKUFANELE UKUTHI YENZIWE NGAMALUNGA EVIDCO, NGABE KOMITI ENCEDISAYO KANYE LABANTU BAKULESO SABELO NGOKUPHATHELENE LEMPOMPI ZAMANZI.

IBIZO LEKOMITI YEVIDCO ENCEDISAYO, EBONA NGEZAMANZI YI _____

1. INJONGO

Injongo yekomiti encedisayo ngokuphathelene lamanzi akulesosabelo izaba ngeyokuqoqa konke okungafunakala njalo kutholakala kuleyondawo, okungancedisa ekwakheni impompi yamanzi. Ikomiti izakhangela njalo ukuthi impompi lendawo ekuyo iphathwa kakuhle, lokuthi abantu bonke bathole uncedo kuleyompompi, ngokuzuza amanzi eneleyo.

2. UBULUNGA KUMBE UKUBA LILUNGA

Yonke imizi ezathola uncedo kuleyompompi kufanele imelwe yikomiti yeVIDCO. Ikomiti yeVIDCO izamele ukuthi iphe imbali yayo ebantwini beVIDCO abanengi, hatshi oyedwa.

3. IMISEBENZI YABO

Ilungelo lokusebenzisa impompi lizahamba kanje:-

- a) Amalungu kumele aqathise ekwakhiweni kwempompi. Abekomiti yibo abazaphawula okumele kwenziwe ngelinye lelinye ilunga.
- b) IVIDCO izaba lelungelo lokuyala amalunga angafuniyo ukuphathisa, kodwa engela sizatho esiqinileyo.
- c) Abatsha bazatshelwa eyabo imisebenzi, impompi ingakaze isetshenziswe.

4. UKUVOTA

Ukuvotelwa kwamabunga ekomiti yeVIDCO kufanele kuhambelane lokuvotela VIDCO. Ngemva kweminyaka emibili ngasosenke isikhathi abasebenzisa leyo mpompi bazakhetha ikomiti ezasebenza okweminyaka emibili. Izae ilamalungu amane omunye wabo engumlondolozazi weziphathelene lempompi. Umgcini wempompi uzabe engowesifazana. Abanye abathathu labo bazabebengabesintazana. Okhangela ngezempilo yokuhlala kahle laye uzabe engowekomiti, njengo muntu (owelulekayo) ozakhangela ngezokuvota ngumgcinisihlalo we WARDCO kumbe owe VIDCO encediswa ngokhangela ngezempilo, nhlakahle. Amalunga amadala azaphathisa amatsha ngendlela okumele kuqhutshwe ngayo umsebenzi. Umuntu ngamunye uzavota kanye.

5. UKUSUSA ILUNGU KUKOMITI

Amalunga angasuswa kukomiti nxa:-

- a) Engekho emsebenzini kumbe egula.
- b) Engabanga khona emihlanganweni yekomiti kathathu.
- c) Engasafuni ukusebenzela ikomiti.
- d) Amanye amalunga engamthakazeleli njalo elezizatho ezizathileyo.

6. IMIHLANGANO

Ikomiti izahlangana kanye ngenyanga phezu kwesimo samanzi. Ilunga lekomithi lingabiza umhlangano nxa lifuna. Kodwa kumele litshele abanye kuselamalanga athize. Konke okwenzakalayo kuphathelene lempompi kufanele kube kuvotelwe ngamalunga amanengi.

7. IMISEBENZI YEKOMITI YEVIDCO

- a) Ukuqoqa amalunga akuleso sabelo ukuthi aqathise ekwakheni lekulungiseni okuyabe konakele ngempompi.
- b) Ukubika kuVIDCO, WARDCO nxa kulomunye ophatha impompi ngendlela engafanelanga.
- c) Ukutshela iVIDCO ngezikhhalazo zekomiti.
- d) Ukubika kuVIDCO ukungezwani, ukungavumelani okungabakhona kwabekomiti.
- e) Ukuba lombhalo otshengisa okufanele kwenziwe ngelinye lelinye ilunga ngokuphathelene lokuhlalisa indawo lapho okulempompi khona ihlanzekile.
- f) Ukukhangela ukuthi amalunga ayalandela izimiso zokusebenzisa amanzi ikakhulu

ngesikhathi sendlala.

- g) Ukukhangela umsebenzi womlondolozhi, lokuqoqa imali abangamolika yona ezaphathisa ngezamanzi.
- h) Ukuphathisana leVIDCO ekuboneni ukuthi imali eqoqineyo ithenga igrisi, kumbe ezinye izinto eziphathelele lokugcinwa kwempompi isesimeni esihle.
- i) Ukubona ukuthi abantu bakuleso sabelo banceda abeDDF ekulungiseni impompi ngakubapha ezinye zempompi eziyabe zingasekho kumbe sezonakele.

8. **UMSEBENZI WOMLONDOLOZI WEMPOMPI**

- a) Ukugcina izinto ezisetshenziswayo ekulungiseni impompi.
- b) Ukuhlalisa impompi isesimeni esiqondileyo.
- c) Ukubika umonakalo ongabatchona empompini.

Umlondolozhi angenza isivande esebenzisa amanzi (agelezayo) kuleyo mpompi. Enze njalo lothango iwesivande esebenzisa izinto ezikuleso sabelo.

9. **ISIVUMELWANO**

Abantu bakuleso sabelo kumele bancedise ngokuzinukela. UHulumende weZimbabwe kumbe abaqatshi abasoze baphathise uma kulelunga elilimeleyo. Olimeleyo uzazibonela.

VOLUNTARY AGREEMENT

VOLUNTARY AGREEMENT

VOLUNTARY AGREEMENT BETWEEN THE COMMUNITY BASED HANDPUMP REHABILITATION AND MAINTENANCE PROJECT (CALLED "THE PROJECT") AND

THE VIDCO HANDPUMP SUB-COMMITTEE OF _____ COMMUNITY WHO REPRESENT THE INTERESTS OF THE HANDPUMP USERS IN THAT COMMUNITY (CALLED "THE COMMUNITY").

This Agreement defines the roles and responsibilities of the project and community with regard to pump installation and rehabilitation and maintenance of the pump.

THE PROJECT SHALL BE RESPONSIBLE FOR THE FOLLOWING:-

The DDF Field Officer for water will bring a team consisting of a DDF Handpump Mechanic or Pumpminder(s) and a concrete mason (builder) to the pump in order for them to carry out the following tasks with community assistance:-

1. Repair the handpump and replace all defective or worn parts. Handpumps will be standardised as far as possible;
2. Record all pump details for completion of the District Pump Record Card;
3. Repair erosion and place stone pitching;
4. Construct concrete apron (6 bags of cement) and cattle trough (6 bags of cement) as required;
5. Construct drain and/or soakaway;
6. Construct fence;
7. Construct washing slab (12 bags of cement)
8. Construct slabs for separate bathrooms if required by the community.

The project will provide materials needed such as handpump spares, 25 bags of cement, 26 fencing poles, 240m of barbed fencing wire, nails and 2 spanners and grease for the Caretaker.

The LGPO will, with assistance from the Pumpminder, train the sub-committee and Caretaker and provide her with the 2 spanners and a certificate.

THE COMMUNITY SHALL BE RESPONSIBLE FOR THE FOLLOWING:-

The community will provide where possible, any information which the project may require in planning the project.

The VIDCO Handpump Sub-Committee, which will consist of 3 women and 1 man, shall represent all handpump users and shall be responsible for the management of the handpump.

The Handpump Sub-Committee will elect one of the female members to be the volunteer Pump Caretaker.

THE ROLE OF THE HANDPUMP SUB-COMMITTEE IS TO ORGANISE THE COMMUNITY TO CARRY OUT THE FOLLOWING:-

1. Repair erosion around the handpump;
2. Collect stones for stone pitching to reduce subsequent erosion;
3.
 - a) Before the builders arrive to the pump site; Collect sand and aggregate if available locally for concrete;
 - b) Mould bricks for construction of headworks;

LOCAL MATERIALS:

WASHING SLAB:

500 bricks
 18 full wheelbarrows of coarse sand
 3 full wheelbarrows of fine pit sand
 27 full wheelbarrows of coarse aggregate

CATTLE TROUGH:

6 full wheelbarrows of coarse sand
 12 full wheelbarrows of aggregate

APRON:

180 ℓ of water
5 full wheelbarrows of sand
10 full wheelbarrows of coarse aggregate
150 ℓ of water

5. Assist the builder in construction of headworks;
6. Construct separate bathrooms if required by the community;
7. Construct and maintain a fence around the handpump using barbed or meshed wire provided by the project;
8. Assist the DDF Pumpminders during repairs, rehabilitation and subsequent repairs;
9. Generally maintain the pump surroundings in a clean and healthy condition;
10. Ensure that people especially children use the pump properly and with care.

THE ROLE OF THE VOLUNTEER CARETAKER WILL BE AS FOLLOWS:

1. Keep a record of households using the borehole;
2. Be responsible for a simple tool kit, (i.e. 2 spanners and grease);
3. Carryout minor maintenance such as bolt tightening and greasing;
4. Ensure that any problems such as low discharge, unusual noises, or breakdowns are reported to the Pumpminder as soon as possible;
5. Keep a record of the Pumpminder's visits to the pump.

The Sub-Committee and/or community should preferably cultivate, – an orchard or vegetable garden using the waste water from the pump. The garden should be fenced using local materials.

The community undertakes to keep the pump and headworks clean and in good working order and to repair any damage (from cattle, misuse, erosion etc) to headworks or fence, and to report damage or breakages of the pump to the Pumpminder and/or DDF maintenance team stationed at _____

CHIBVUMIRANO CHEKUZIPIRA

ZITA REVIDCO:

Ichi ndicho chibvumirano pakati peProject inoona nezvekugadziridzwa nekuchengetedzwa kwezvibhorani, neKomiti diki inomirira zvido zveruzhinji runoshandisa chibhorani kana kuti mugodhi. Chibvumirano ichi chinotsanangura mabasa anofanirwa kuitwa nemapato maviri, anoti Project, neveruzhinji, ari muchibvumirano ichi, maererano nekugadzirwa nekuchengetedzwa kwechibhorani.

BASA REPROJECT RICHANGE RIRI REKUONA KUTI:

Field Officer weDDF, anoona nezvemvura muDistrict, achaenda pachibhorani nevanhu vake vanogadzira chibhorani pamwe nabhiridha. Vachibatsirwa neveruzhinji runoshandisa chibhorani, vanoza mabasa anotevera.

1. Kugadzira zvibhorani zvinenge zvisisasevenzi, nekubvisa ma "parts" ezvibhorani anenge apera kana anenge asisanyatsoshanda zvakanaka vachiisa matsva.
2. Kuronga matombo panzvimbo yakatenderedza chibhorani kuti ivhu repo risakukurwe nemvura.
3. Kunyora pasi zvese zvinenge zvagadzirwa pachibhorani pamakadhi eDistrict.
4. Kuvakirira nekongiri nzvimbo yakatenderedza chibhorani (apa panoshandiswa 6 bags dzesemende) pamwe nechimwiro chezvijpfuyo (apa panoshandiswa 6 bags dzesemende).
5. Kuvaka mugero unonorasa mvura mugomba.
6. Kutenderedza chibhorani newaya kuti zvijpfuyo zvisanyangadze nzvimbo iyi.
7. Kuvaka nzvimbo yekugezera mbatya, (Apa panoshandiswa 12 bags dzesemende.)
8. Kuvaka nzvimbo yokugezera muviri kana veruzhinji vachida.

Pachibhorani chega chega, Project ichapa kuvanhu pachena zvinhu zvinotevera; simbi dzekugadzirisa chibhorani, masaga 25 esemende, mapango 26 ekukakisa waya, waya yeminzwa yakareba mamita 240, zvikipiri, zvipanera zviviri negirisi zvinogara mumaoko emuchengeti wechibhorani (caretaker).

Komiti diki inoona nezvemvura pamwe nemuchengeti wechibhorani vachadzidziswa basa rekuchengetedza chibhorani na LGPO achibatsirana naPumpminder. Zvaperi izvi muchengeti wechibhorani achazopiwa zvipanera zviviri nechitupa chinoratidza kuti apedza zvidzidzo zvake.

RUZHINJI RWEVANHU RUCHAITA MABASA ANOTEVERA:

Ruzhinji rwevanhu ruchabatsira napose parunogona kupa ruzivo nerubatsiro kuproject kuti zvigobatsira mukuronga budiro yeProject.

Komiti diki yeVIDCO, iyo ichange ine vanhukadzi vatatu, nemunhurume mumwechete ichamirira vashandisi vechibhorani, zvakare ichaona nezvemashandisirwo akanaka echibhorani.

Komiti diki yeVIDCO inoona nezvemvura ichasarudza munhukadzi mumwechete achazvipira kushandira veruzhinji ari muchengeti wechibhorani, (caretaker).

BASA REKOMITI DIKI YEVIDCO INOONA NEZVEMVURA NDIREKURONGA RUZHINJI KUTI RWUBATE NEMAZVO MABASA ANOTEVERA:-

1. Kugadzira makuronga (erosion) angangoitika pachibhorani.
2. Kuronga matombo panzvimbo yakatenderedza chibhorani kuti ivhu repo risakukurwe nemvura.
3. Mabhiridha asati atanga basa pachibhorani;
 - a) Veruzhinji vanofanirwa kututa jecha netumatombo tudiki tweekongiri zvinodiwa pakuvaka.
 - b) Kukanya nekupisa zvidhinha zvinozoshandiswa kuvakirira zvinodiwa pachibhorani.

Hezvino zvinodiwa pakuvakirirwa kwechibhorani:-

Chivakwa

- a) Sirabhu yekugezera mbatya (Washing Slab)

Zvinodiwa

- i) Zvidhinha 500
- ii) Mabhara (akazara) ejecha 18
- iii) Mabhara (akazara) epit sand 3

- | | |
|--|--|
| b) Chinwiro Chezvipfuyo
(Cattle Trough) | iv) Mabhara etumatombo tweekongiri 24.
i) Mabhara (azere) ejecha 6
ii) Mabhara (azere) tumatombo
tweekongiri 12 |
| c) Epuroni Yechibhorani
(Apron) | iii) Mvura 180 litres.
i) Mabhara (azere) ejecha 5
ii) Mabhara (azere) etumatombo 10
iii) Mvura 150 litres. |

4. Kubatsira muvaki pakuvakirira zvinodiwa pachibhorani.
5. Kuvaka dzimba dzekugezera kana dzichidiwa neveruzhinji. (Apa Project hapana zvainobatsira nazvo).
6. Kukaka uyezve nekuzochengetedza waya inenge yakatenderedza chibhorani.
7. Kubatsira DDF Pumpminder apo anenge achigadzira chibhorani.
8. Kuchengetedza nzvimbo yakatenderedza chibhorani kuti igare yakachena uyezve iine utsanana hwemandorokwati.
9. Kuona kuti vanhu, kunyanya vana, vanoshandisa chibhorani zvakanaka here.

MUCHEGETI WECHIBHORANI ACHABATSIRA MABASA ANOTEVERA:-

1. Kuchengeta record yehuwandu hwedzimba dzakasiyanasiyana dzinoshandisa chibhorani.
2. Achachengetedza zvipanera zviviri negirisi rezvibhorani.
3. Achachengetedza chibhorani, kusunga mabhaudhi anenge asununguka uyezve nekuisa girisi pachibhorani.
4. Achaona iye kuti kusanyatsoshanda kwechibhorani nekusaburitsa mvura yakakwana, nekufa kwechibhorani zvamhangarwa kuna Pumpminder nekuchimbida.
5. Achachengeta record yekuuya kwaPumpminder kuzogadzira chibhorani nekunyora pasi zvese zvinenge zvagadzirwa pachibhorani apa.
Koiti diki yeVIDCO zvichisanganisira veruzhinji kana vachida vangango rima muriwo kana michero vachishandisa mvura yepachibhorani. Zviri kuKomiti diki kana kuti veruzhinji kuti vazvitsvagire waya nemapango zvekuchengetedza gadheni kana orchadhi yavo.

VERUZHINJI NGAVAZVIPIRE KUITA MABASA AYA ANOTEVERA:-

1. Itai zvese zvakakodzera kuti chibhorani chenyu chigare chichishanda zvakanaka nguva dzose.
2. Nzvimbo yakatenderedza chibhorani ngaigare yakachena uye iine utsanana chaihwo.
3. Gadzirai waya kana yadempera.
4. Wonai kuti zvakwa zvese zvepachibhorani zvagadzirwa kana zvapazwa nezvipfuyo.
5. Gadzirai makoronga anokonzerwa nemvura panzvimbo iyi.
Munosungirwa kumhangara kutyoka kwesimbi dzechibhorani kana chipi zvacho chinenge chakanganisika kuna Pumpminder kana kuti kuvagadziri vezvibhorani veDDF vari padyo nemi ku _____.

ISIVUMELWANO SOKUZIKHETHELA

Isivumelwano sokuzinikela phakathi kwenhlanganiso ebona ngezempompi zezandla lokulungiswa kwazo, lekomiti eyeVidco ebona ngezempompi zezandla kuVidco ye

emela okufunwa ngabantu bakuleso sabelo abasebenzisa impompi lezi.

Isivumelwano lesi sitshengisa imisebenzi emele yenziwe lokuqondane lalabo abenza lowomsebenzi kanye labantu bakuleso sabelo, ngokwakhiwa lokulondolozwa kwezimpompi zamanzi.

Inhlanganiso (Project) izabona ngokulandelayo:-

UDDF (Field Officer) uzakuza leqembu elizabe lilomakanika wempompi yezandla lomakhi; ukwenzela ukuthi benze okulandelayo bencediswa yizakhamizi zaleyo ndawo:-

- a) Ukulungisa impompi, babuyisele lokho okungasekho ezimpompini. Izimpompi zizalungisiswa okwenzilisekayo.
- b) Balobe konke okumayelana lezimpompi okuzanceda ekuqedisweni kwezingwalo (amakhadhi) zempompi zakuleso sabelo.
- c) Bavikele ukukhukhuleka kumbe ukugugudeka komhlabathi babuye bakuvikele ngokufaka amatshe.
- d) Ukwakhiwa lesemende indawo eyigombolezele impompi (amasaka esamende ayisithupha) lezilebhe zezinkomo (amasaka esamende ayisithupha).
- e) Kwakhiwe umgelo ozahamba amanzi.
- f) Kwakhiwe ucingo olugombolozelayo.
- g) Kwakhiwe isilebhe (slab) sokugezisela impahla.
- h) Kwakhiwe ezindlini zokugezela nxa abantu bakuleso sabelo befuna.

Uhlelo luzakhupha izinto ezinjengamasipeya (spares) empompi zezandla, amasaka esamende angamatshumi amabili lanhlanu, izigodo zokubilya ezingamatshumi amabili lesithupha, ucingo lokubiyo olulamera (barbed) olungamakhulu amabili alamatshumi amane, izipikili lezipanela ezimbili lamagcobo (grease) kumuntu okhangelayo.

Ngoncedo oluvela ku"Pumpminder", (kolungisa izimpompi) uLGPO uzafundisa ikomiti encedisayo, lomuntu okhangelela ngezempompi, (caretaker) ozabuya anikwe izipanela ezimbili lesithupha, (Certificate).

Izakhamizi zizakwenza okulandelayo:-

Ukupha uncedo lapho oludingeka khona, ekuhleleni lolu hlelo.

Ikomiti encedisayo ngokubona ngempompi yezandla eyeVidco, egoqela omama abathathu lobaba oyedwa, izamela bonke abasebenzisa impompi yezandla, njalo izaba lomlandu wokukhangelela impompi lezo.

Ikomiti le izakhetha omunye wabomama ozakhangelela impompi.

Umsebenzi wekomiti ngowokukhangelela abantu, kumbe ukubahlela ekwenzeni okulandelayo.

1. Ukulungisa ukugugudeka komhlabathi eduzane lempompi.
2. Ukubuthelela amatshe ukuvikela ukugugudeka komhlabathi.
3. a) Abakhi bengakafiki endaweni yokugxumeka impompi; kumele kubuthelelwe inhlabathi uma itholakala eduzane eyokwenza isisekelo sempompi.
- b) Kutshaiwe izithiwa zekwakha.

Izinto Ezifunakalayo:

Isilebhe (Washing Slab)

- a) Izitina ezingamakhulu amahlanu (500)
- b) Amabhara alitshumi letshiyangalo mbili etshebetshebe
- c) Amabhara amatatu enhlabati ecolekileyo
- d) Amabhara angamatshumi amabili lane okhethe, (Course aggregate).

Umkolo Wezinkomo:

- a) Amabhara ayisithupa etshebetshebe
- b) Amabhara alitshumi lambili okhethe
- c) Inkulu elilamatshumi ayisitshi yangalombili amanzi (180 litres water).

Isamende ehanqele (egombezelele) isibhorani (Apron):

- a) Amabhara amahlanu etshebetshebe
- b) Amabhara alitshumi okhete
- c) Inkulu elilamatshumi amahlanu amanzi (150 litres water).
5. Ukuncedisa umakhi ekwakheni.
6. Ukwakha izindlu zokugezela ezehlukeneyo nxa abantu bezifuna.
7. Ukwenza ucingo olugombolozela impompi kusetshenziswa ucingo olulameva (barbed wire), evela kuhlelo.
8. Ukuncedisa oDDF "Pumpminders" nxa sebelungisa okonakeleyo.
9. Ukuhlalisa indawo lapho okulempompi khona ihlanzekile.
10. Ukunanzelela ukuthi abantu, ikakhulu abantwana basebenzisa impompi ngendlela eqondileyo njalo ngonanzelelo.

Umsebenzi walowo ozinikeleyo okukhangeleni ezempompi uphathelane lalokhu:-

1. Ukuba lephepha eliphawula abasebenzisa lesosokotsho
2. Abengokhangela isixhuku segirisi (grease).
3. Enze imisebenzi emincane enjengokuqinisa isikotsho ngokufaka igirisi (grease).
4. Akhangela ukuthi uhlupho olunjengokuphumisa amanzi kancane, lemisindwana, kumbe ukufa kwempompi uyakubika ku"Pumpminder", ngokuphangisa.
5. Agcine irekodi (record) yokuthi u"Pumpminder" umvakatshela kangaki. Abekomiti encane kumbe izakhamizi kumele balime izithelo kumbe imibhida besebenzisa amanzi asuka empompi. Isivande kumele sibiyelwe, ngezinto ezitholakala kuleyondawo. Izakhamizi kufanele zihlalise isikotsho sihlanzekile njalo sisebenza kakuhle. Kumele kulungiswe wonke umonakalo ongalwa zinkomo, yikungasebenzisi kuhle impompi, kumbe yikugugudeka komhlabathi, babike wonke umonakalo ku"Pumpminder" kumbe kukomiti yeDDF ekhangela ngezempompi.

CRITERIA FOR SELECTION OF PUMPMASTER AND JOB DESCRIPTION

The pumpminders are local people selected by the community at WARDCO meetings for job-interview with the DDF Field Officer and Supervisor, who finally will select suitable candidates.

THE CRITERIA FOR SELECTION OF PUMPMINDERS ARE AS FOLLOWS, THE CANDIDATE MUST:

1. Be able to read and write
2. Be experienced with pumps
3. Be teachable
4. Be resident of the area
5. Be cooperative
6. Be knowledgeable of the area
7. Be physically fit to use a bicycle.

JOB DESCRIPTION

- (a) Operating from home, under the guidance of the Water Supply Operative – Handpumps, carry out regular maintenance inspection of all the handpumps for which he/she has been made responsible.
- (b) Carry out necessary repairs to handpumps with assistance from the community.
- (c) Assist with training and supervision of the volunteer Handpump Caretakers and VIDCO Handpump Sub-Committees.
- (d) Report difficult repairs to the DDF Water Supply Operative - Handpumps.
- (e) Record in an exercise book all work done and spares used.
- (f) Maintain a bicycle provided under agreement that if the Pump Minder leaves before 5 years the bicycle will be returned to DDF.
- (g) Look after tools provided which remain the property of DDF.

EXISTING IMPROVED WATER SOURCE SHEET: F-3

NOTE: One sheet for each source - tick in boxes where appropriate, put? If uncertain. Compiled by Inventory team

GENERAL INFORMATION:-

LOCATION:

Province: Council: Comm.Land:
 District: Ward: VIDCO:
 Map No: Grid ref: Code index:

OWNERSHIP: Private: Communal: Pump Caretaker: Yes: Male:
 No: Female

WATER SOURCE AND USAGE INFORMATION:

Type of source: Well: Spring: Borehole: Hand augered
 Dam: Sand abstraction Machine drilled.
 Water Quality: Drinkable: Not drinkable:
 Water Use: Domestic: Cattle: Irrigation/gardening
 School: Clinic Dip tank
 Yield: Adequate: Inadequate: Grossly inadequate:
 Continuity of supply: Perennial: Seasonal:

Dams: Dam construction: Soil: Concrete: Masonary:
 Height of dam:m Length of dam:m Fetch of water:m

POWER: Hand: Fuel: Electric: Wind: Solar Animal:

TECHNICAL DETAILS:

Pump:	Headworks:	O&M	Dam O&M:
		G F R	
Bush	<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/>
Blair	<input type="checkbox"/> Concrete block	<input type="checkbox"/>	Good <input type="checkbox"/>
Nsimbi	<input type="checkbox"/> Concrete apron	<input type="checkbox"/>	Needs repair <input type="checkbox"/>
Maldev	<input type="checkbox"/> Fence	<input type="checkbox"/>	
Mono	<input type="checkbox"/> Drain	<input type="checkbox"/>	
National	<input type="checkbox"/> Cattle trough	<input type="checkbox"/>	
DWI	<input type="checkbox"/> Bathroom	<input type="checkbox"/>	
Bucket pump	<input type="checkbox"/> Soakaway	<input type="checkbox"/>	
Bucket and windlass	<input type="checkbox"/> Storage	<input type="checkbox"/>	
Other	<input type="checkbox"/> Washing slab	<input type="checkbox"/>	
Engine: type:	Available	Condition: G = good	Dia.: Well/boreh.: ..
Working well		F = fair	(casing): ..
With difficulty		R = Needs repair mm
Not working			

Report By:
 Name Date
 Designation Team leader

SURVEY QUESTIONNAIRE

COMMUNITY QUESTIONNAIRE

(Attached to survey sheet: Existing improved water source sheet: F-3)

Name and position of person interviewed:

.....

Is there a VIDCO in the Village?

Members:

M	F

Name of VIDCO Chairman:

Name of Councillor:

Are there any VIDCO Sub-committees? If yes, specify which ones:

- A) Agriculture No.of Members
- B) Conservation No.of Members
- C) Water and Sanitation No.of Members
- D) Women No.of Members
- E) Other No.of Members

M	F

Does any of the Sub-Committees have a constitution?

If yes, by whom and how was it formulated?

.....

.....

How often does the VIDCO meet?

When did it last meet?

What was the subject?

How often does the VIDCO conduct community meetings?

.....

When was the last meeting?

What was the subject?

Are there any Extension Workers posted in the Village? If yes, specify which ones:

- A) MOH
- B) MCCDWA
- C) Min. of Agriculture
- D) Other

Has there ever been conducted training courses in the Village?

If yes, specify subject and duration:

- A)
- B)
- C)

Are there any co-operative income-generating projects in the Village?

If yes, specify which ones, and if they are women projects:

- A)
- B)
- C)

Are there any NGO's working in the Village?

If yes, specify organization(s) and subject:

- A)
- B)

Are there any ongoing self-help projects in the Village?

If yes, specify which ones and under which Agency/Ministry it is implemented:

.....

Has there been any Health Demonstration Sessions/Health Education in the Village or on Ward level?

If yes, specify

.....

Has there ever been any outbreak of waterborne diseases at Village/Ward level?

If yes, specify

.....

Is there a mother/child clinic in the Village?

Is there a school in the Village?

How many latrines are there in the Village?

- A) Blair Vip
- B) Unvented
- C) Other

Where do the villagers usually wash themselves at the

House			River			Stream			Other		
M	F	C	M	F	C	M	F	C	M	F	C

Where do the women usually wash the clothes	House	River	Stream	Pump	Other

Do the women heat the water before washing clothes

No	Sometimes	Often
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Why do the women heat the water for washing?

.....

Do the women store the water in an:

outside vessel with/without lid?

inside vessel with/without lid?

Are there any people with technical skills staying in the Village?

Specify:

A) Name:

B) Name:

Are there any raw materials (e.g.sand, stones, wood) available in or around the Village?

If yes, specify

.....

REMARKS:

.....

.....

.....

.....

Date:

Signature:

CARETAKER CERTIFICATE

CARETAKER CERTIFICATE

District:

Ward:

VIDCO:

Borehole Name:

Grid Ref:

Map No.

NAME:

I D N:

is a trained volunteer handpump caretaker engaged in duties such as carrying out minor maintenance (bolt tightening and greasing) as well as ensuring that problems like low discharge, unusual noises, or breakdowns are reported to the pumpminder and/or DDF as soon as possible.

The caretaker is responsible for a simple tool kit.

Signed: Date:

DDF FIELD OFFICER (WATER)

TRAINING SESSION FOR COUNCILLORS & CHIEFS

- 8.00
1. **Opening Introductions**
 - A) Presenting the training programme
 - B) Introducing the participants

 2. **Overview of the Handpump Rehabilitation and Maintenance Project**
 - A) Project Objectives
 - B) 3 Tier Maintenance Structure
- Tea Break
3. **Community Participation**
 - A) General on Community Participation
 - B) Organizational Structure for Community Participation
 - 1) Constitution
 - 2) Voluntary Agreement

 4. **Field Trip to Handpump Site**
 - A) Technical briefing in repair of pump and construction of Headworks, pump maintenance and care of pump surrounds.
- 1330 Lunch Break
- 1730
5. **Action Plan**
 - A) Time schedule of training programme for communities
 - B) Identification of pump minder areas and pumpminders.
- Conclusion and recapitulation of key actions

VOTE OF THANKS

TRAINING SESSION FOR VIDCO'S ETC & SUB-COMMITTEE & CARETAKERS

800

1. **OPENING INTRODUCTIONS**

- A) Presenting the training programme
- B) Introducing the participants

2. **Overview of the Handpump Rehabilitation & Maintenance Project**

- A) General briefing on the project objectives
- B) Constitution
- C) Voluntary Agreement
- D) Story-with-a gap

Tea Break

3. **Field Trip to Handpump Site**

- A) Technical briefing in repair of pump and construction of headworks, pump maintenance and care of pump surrounds.

Lunch

Conclusion and recapitulation of key actions

STORY-WITH-A-GAP

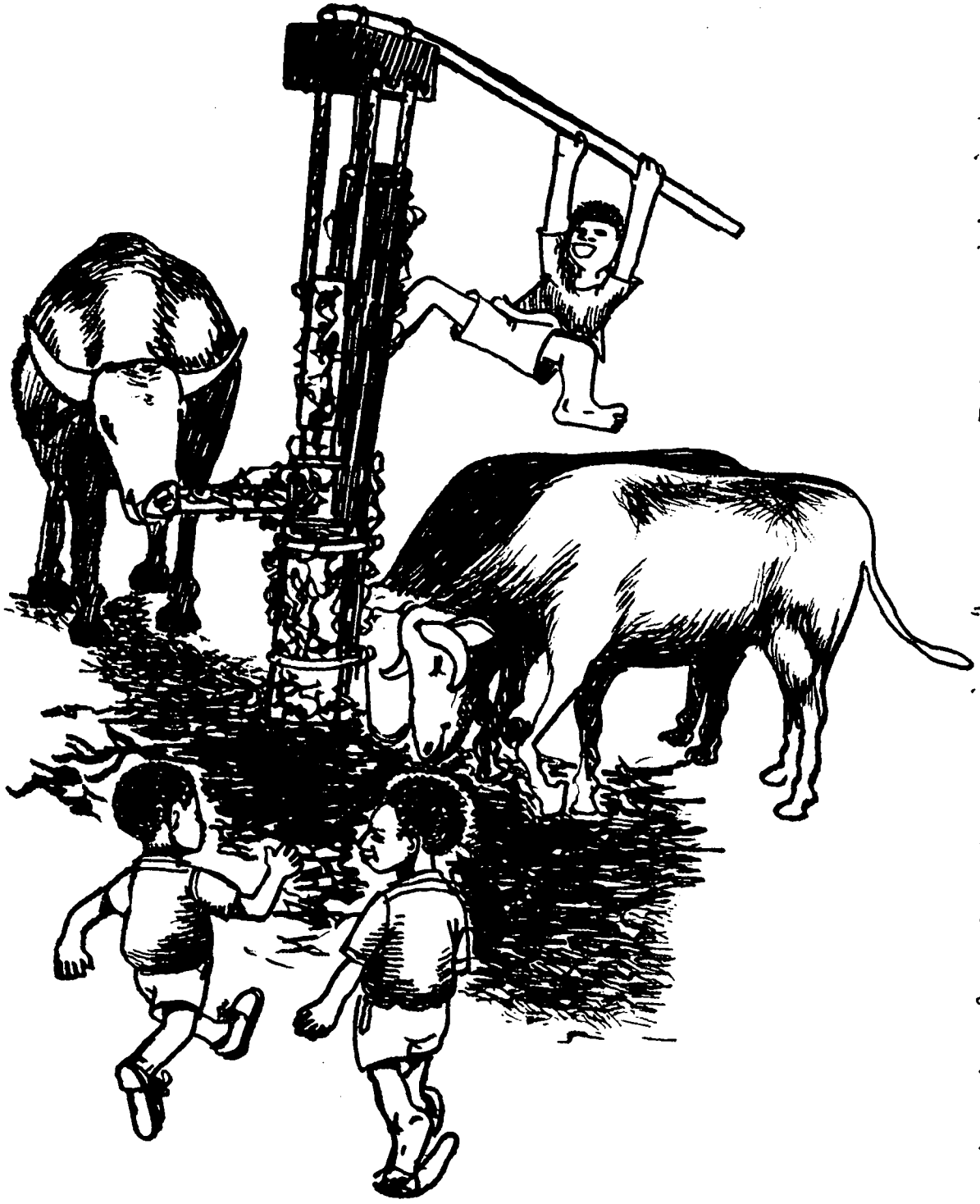
**STORY WITH A GAP:
Instruction for Trainers:**

1. The participants are grouped in 4 groups of 5.
2. Each group get a mixed set of 10 pictures/drawings.
3. Each group are asked to tell a story with the 10 pictures starting with 2 contrasting pictures:

Before Picture	10 pictures with an	After Picture
(1)		(12)
Picture		Picture

4. The groups are asked to illustrate the voluntary agreement, i.e.:-
 - a) in what way do you expect DDF to help you?
 - b) what should DDF do?
 - c) what should the community do?
 - d) what kind of headworks do you prefer?
5. The 4 groups will present their stories in plenary session.
6. The trainer will initiate discussion and summarize on:-
 - a) what is similar in the 4 group presentations?
 - b) what is different in the 4 group presentations?
 - c) what can **all** groups agree upon?
 - d) what does the voluntary agreement say?

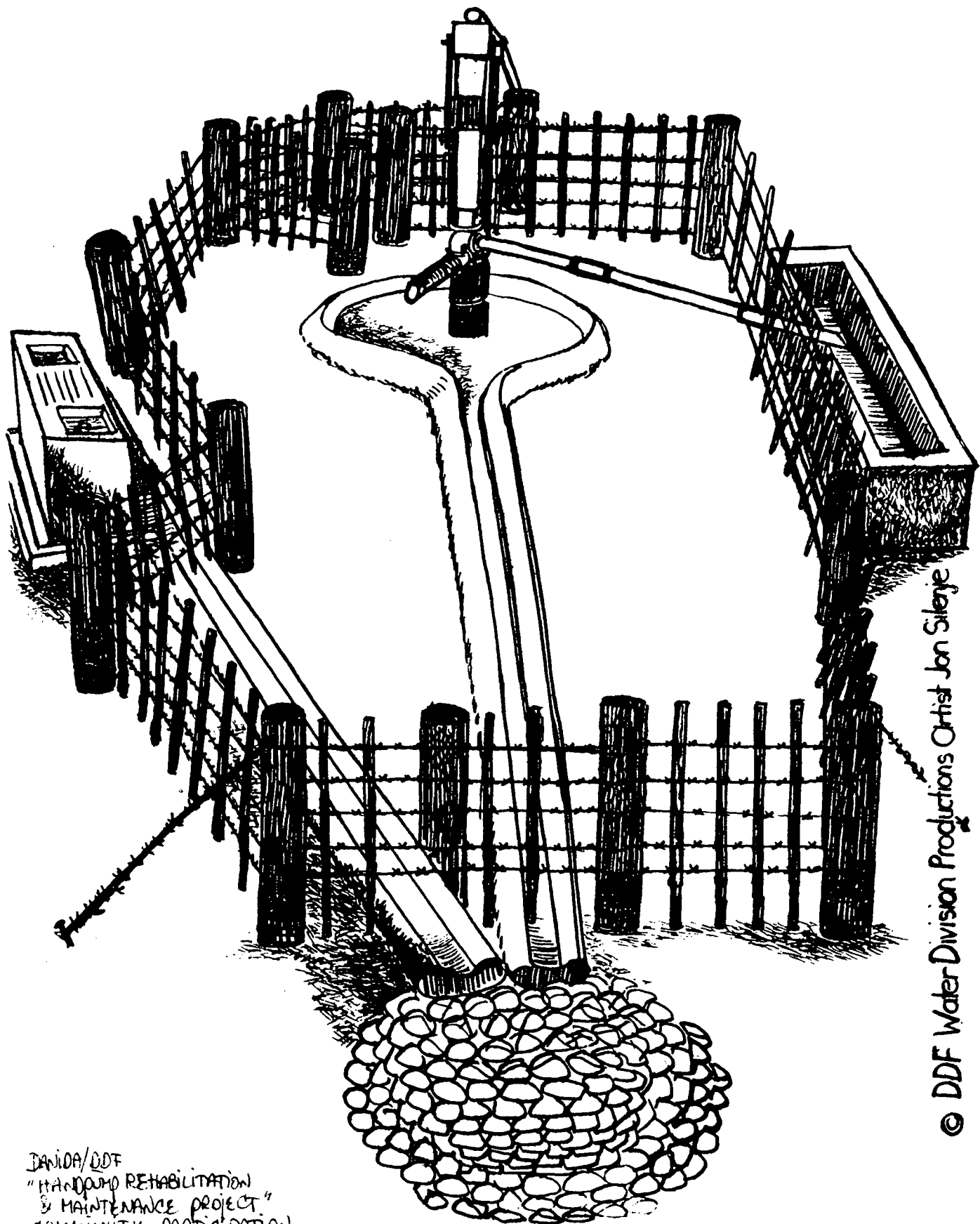
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DAVIDA / DDF

"HANDPUMP REHABILITATION & MAINTENANCE PROJECT",

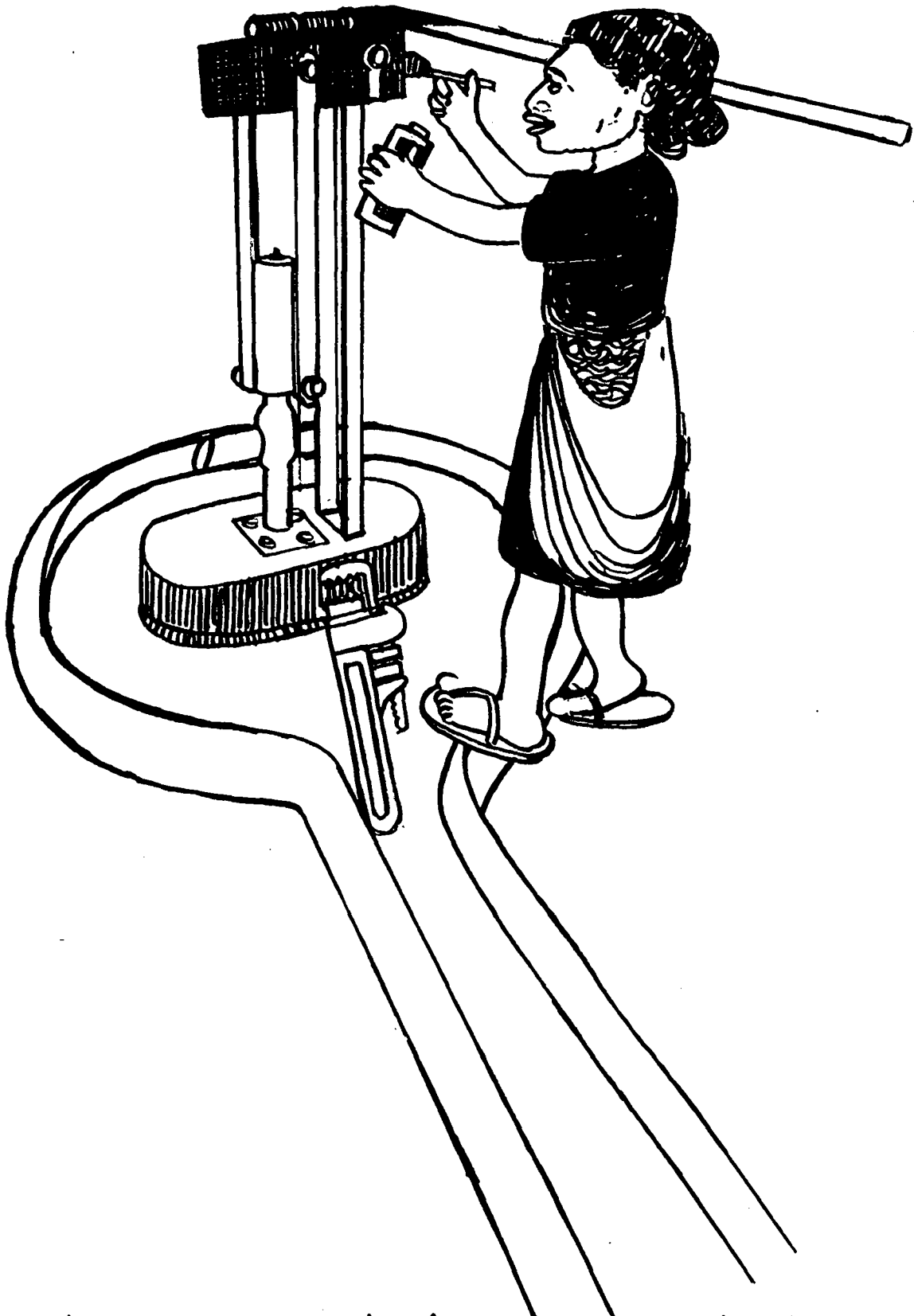
COMMUNITY PARTICIPATION



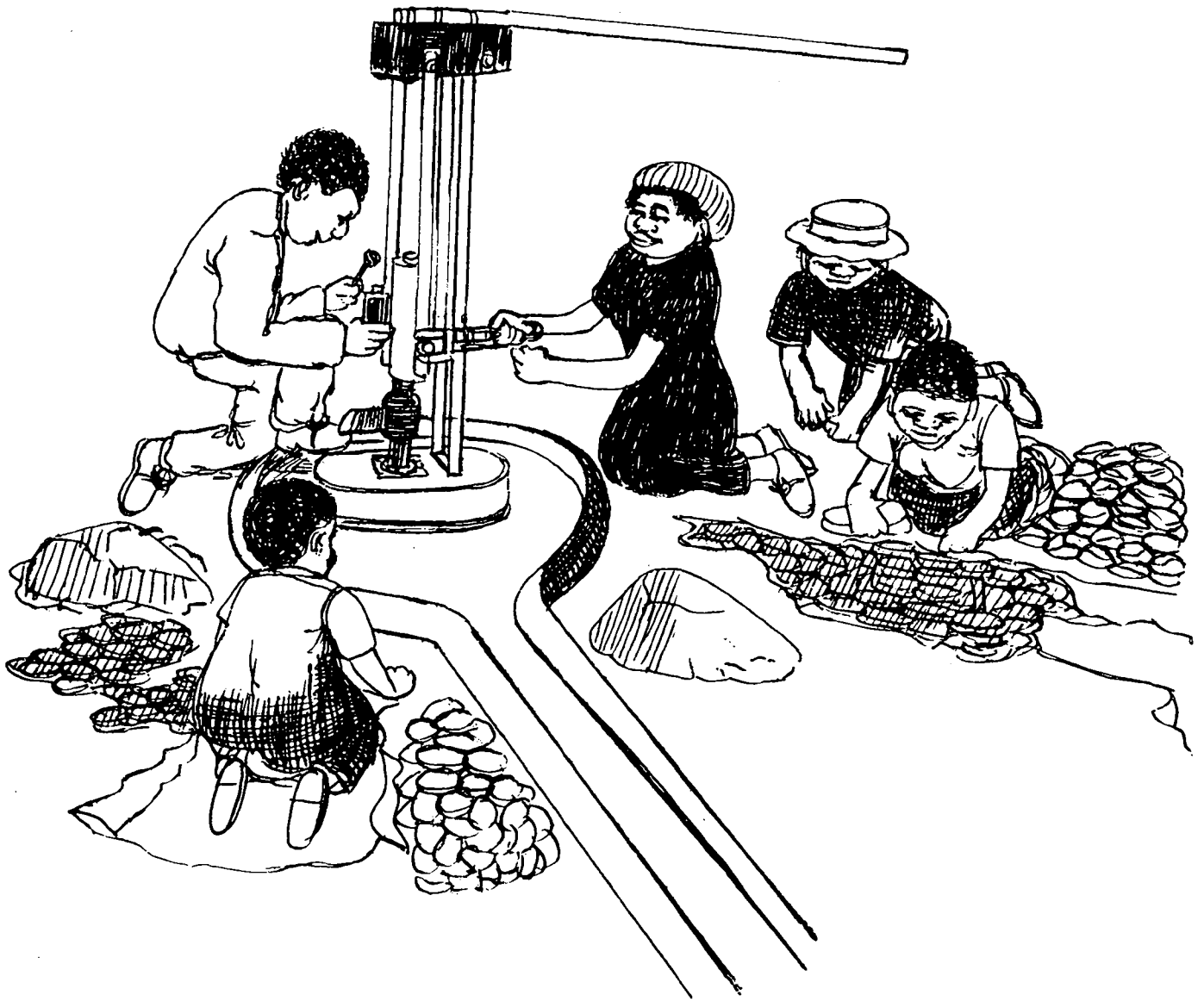
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"HANDPUMP REHABILITATION
& MAINTENANCE PROJECT"
COMMUNITY PARTICIPATION

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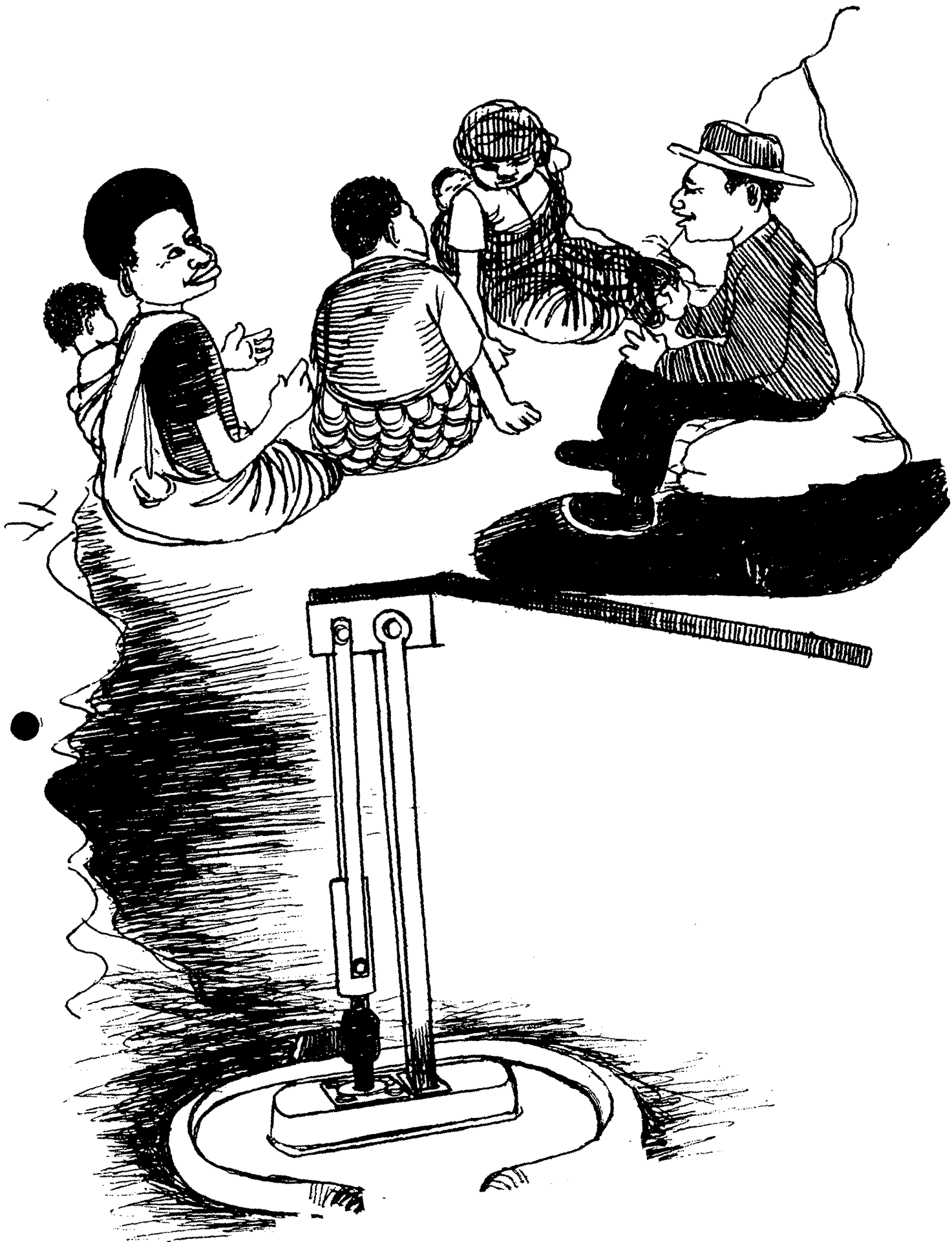


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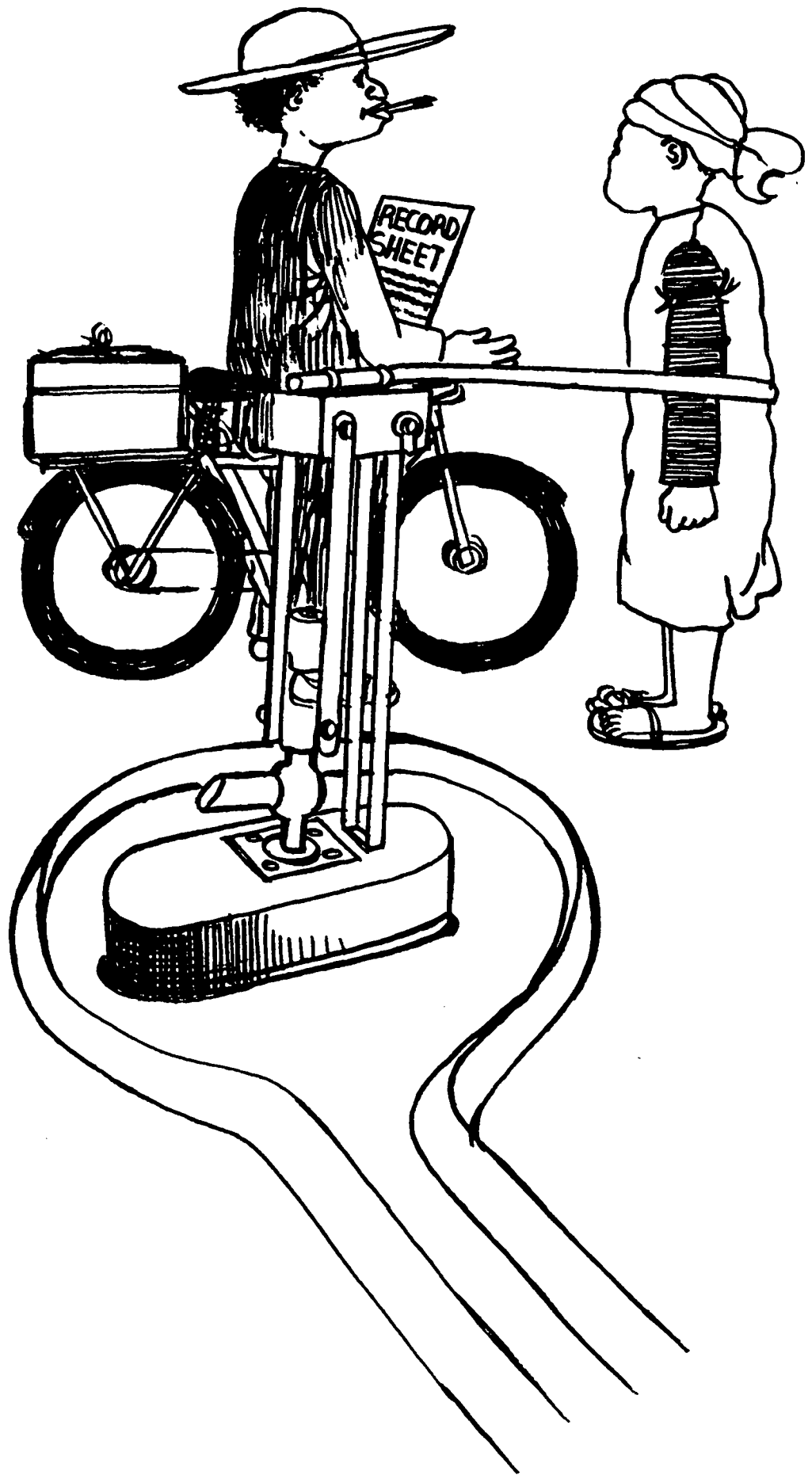
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DAWIDA/DOF " HANDPUMP REHABILITATION & MAINTENANCE PROJECT", COMMUNITY PARTICIPATION



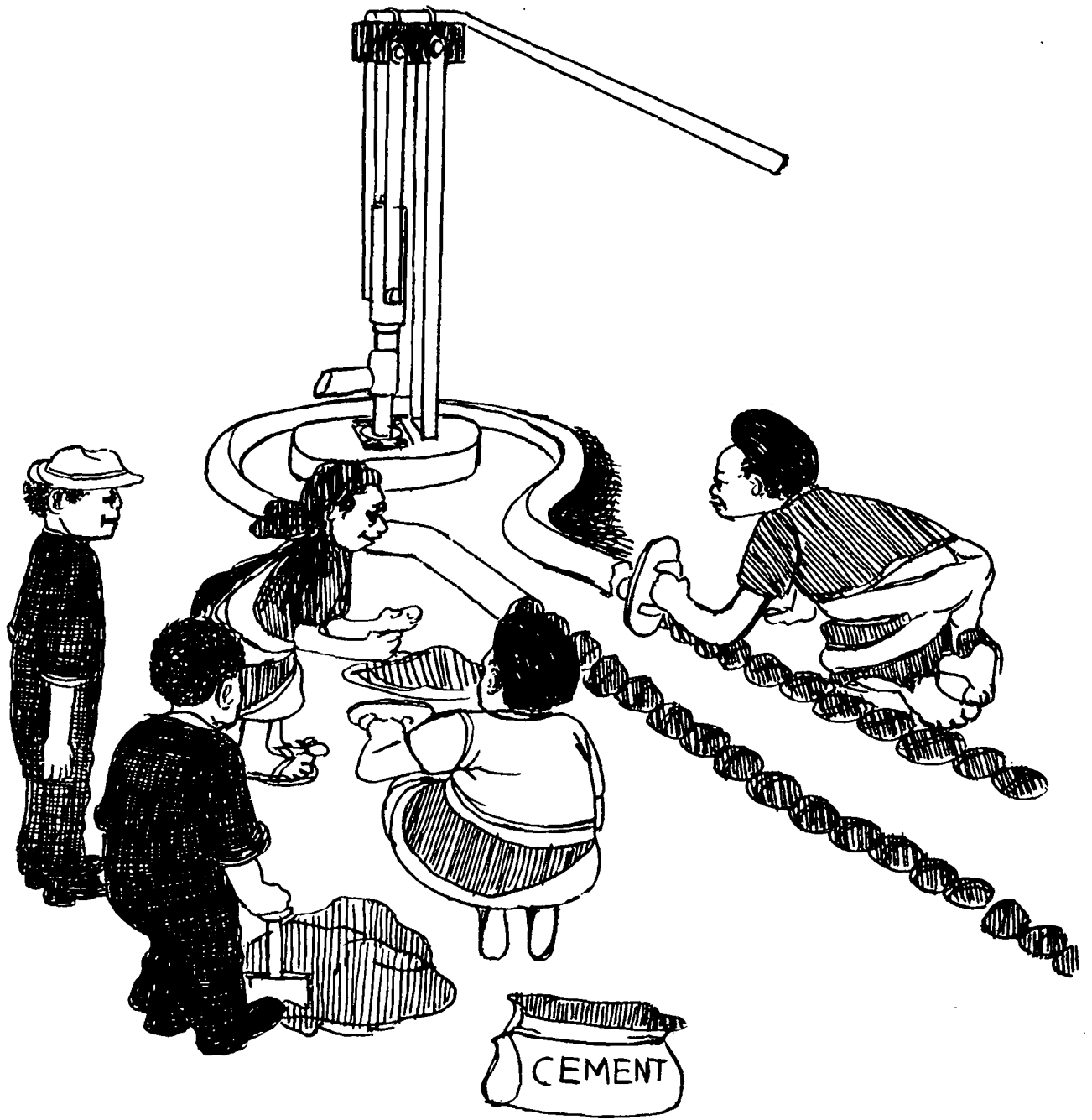
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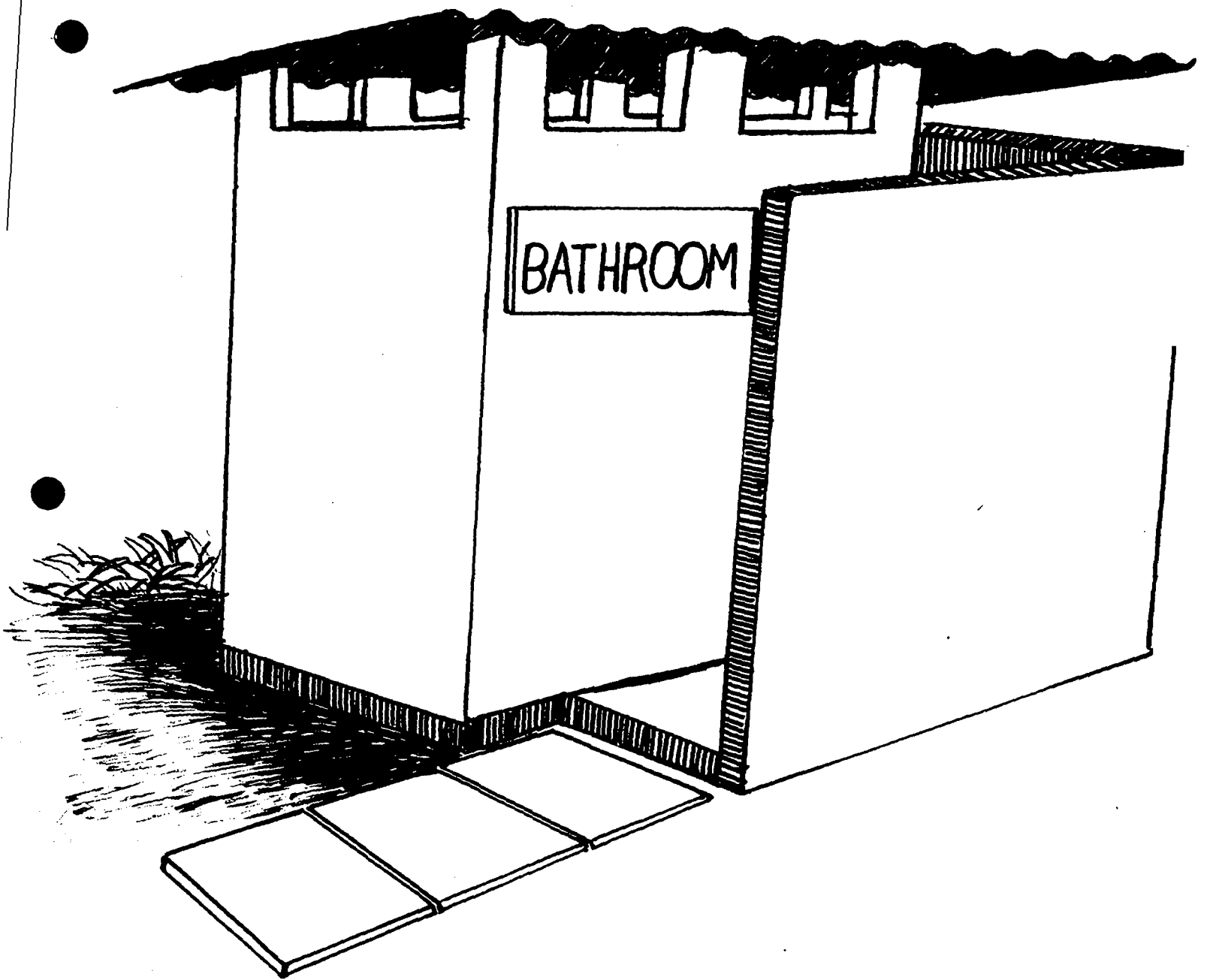
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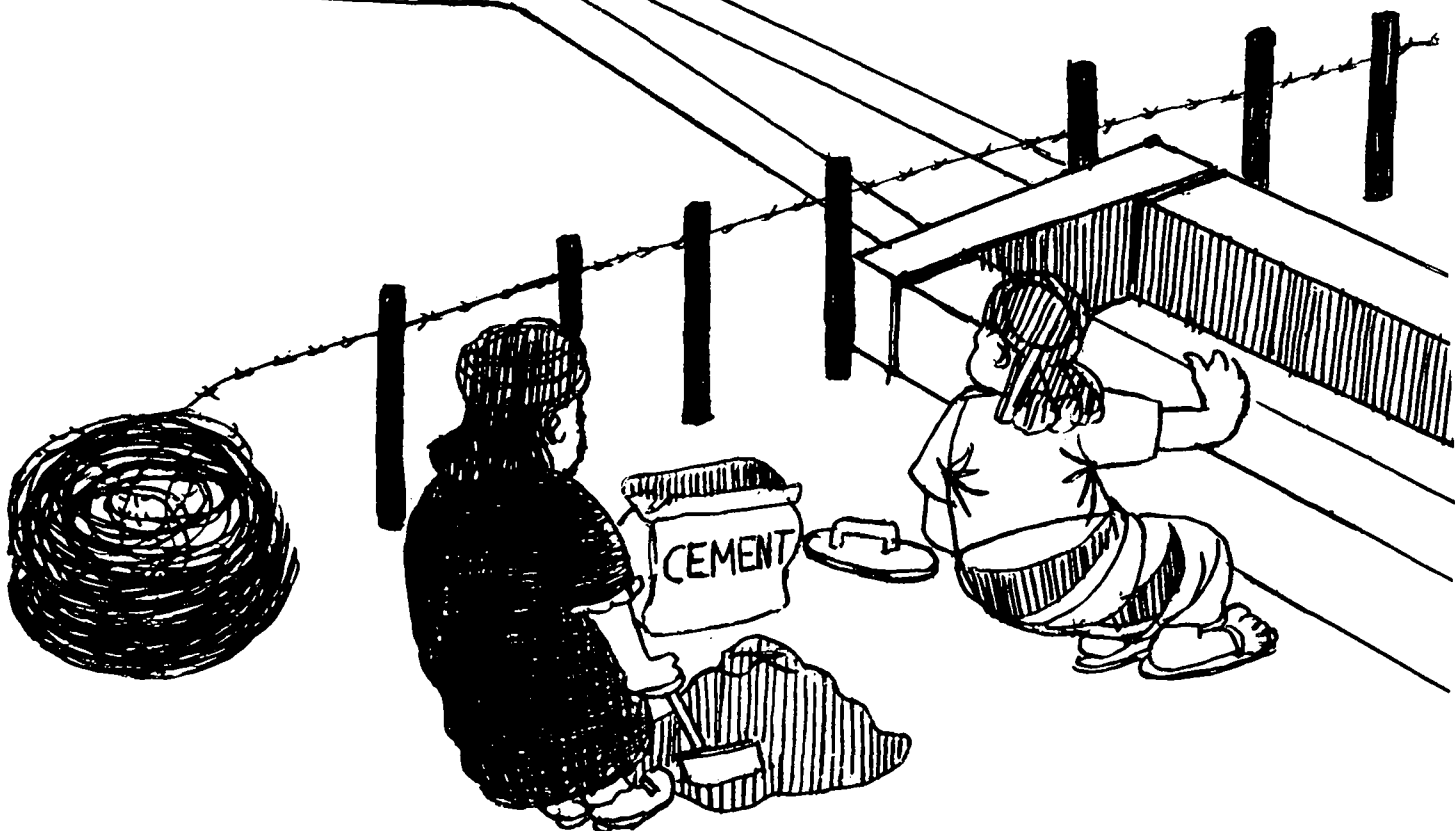
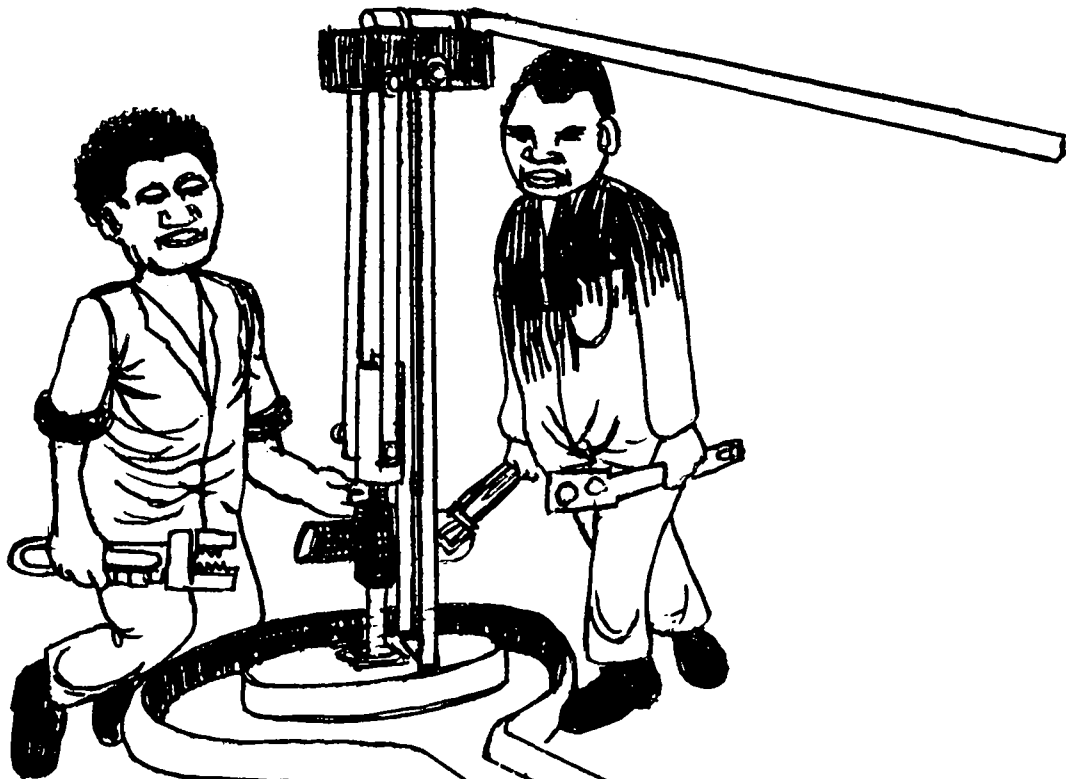


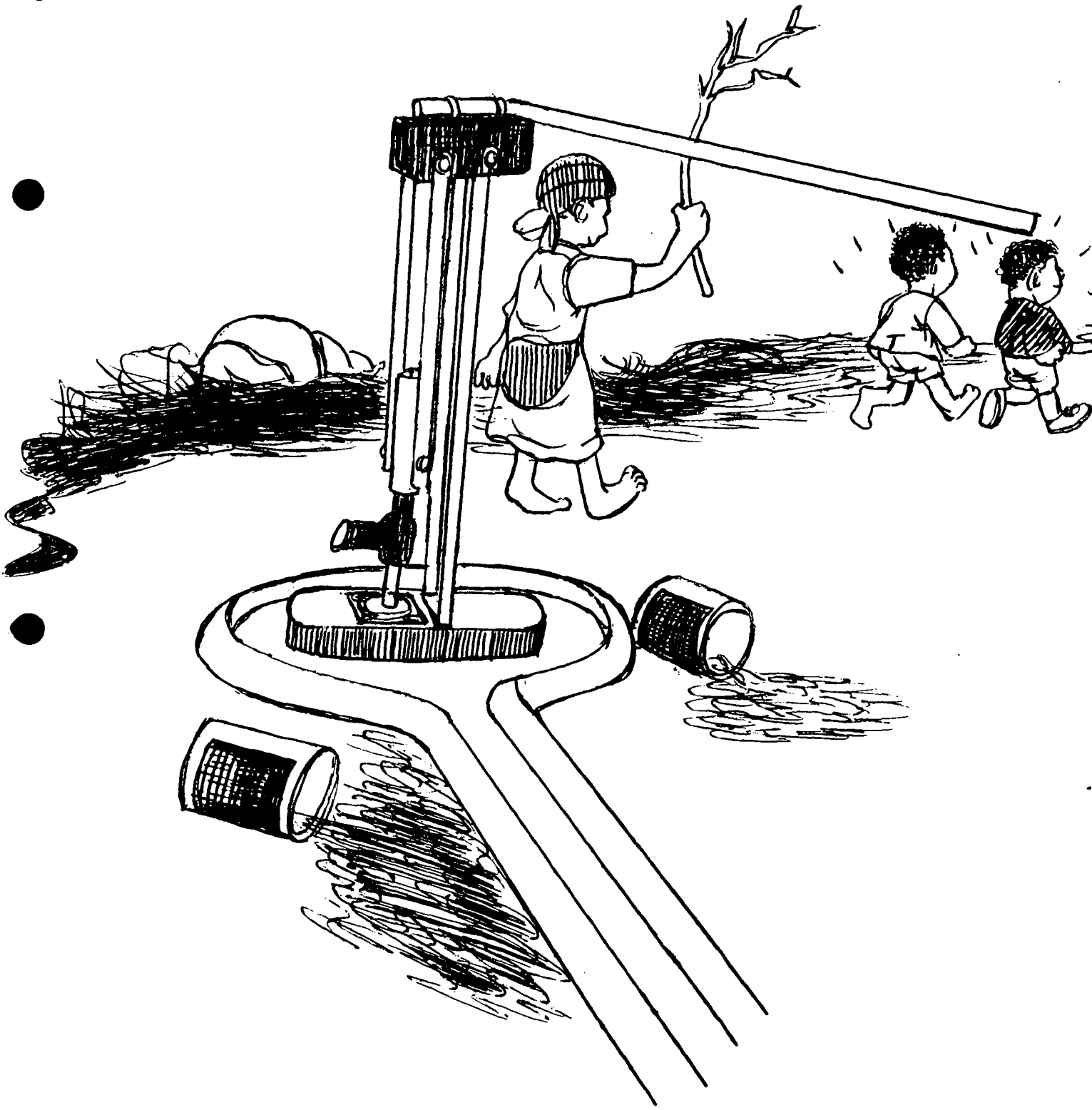


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**DANIDA/DDF COMMUNITY BASED HANDPUMP REHABILITATION AND
 MAINTENANCE PROGRAMME
 L.G.P.O.PROGRESS REPORT (1)
 ON
 COMMUNITY PARTICIPATION
 REHABILITATION**

Name of District:Name of VIDCO:

Name of Ward:Name of VIDCO Chairperson:

Name of Councillor:Name of Borehole:

Name of Caretaker:Grid Ref:Map No: ...

Name of Sub-Committee Member: 1.

2.

3.

Name of Person Interviewed:

1. Does the VIDCO agree to form a Handpump Sub-Committee for each handpump?
If No, explain why not.

2. If Yes, does the VIDCO agree to the Handpump Sub-Committee consisting of 3 women and 1 man?
If No, explain why not.

3. Does the VIDCO agree to the election of a woman Sub-Committee member as volunteer pump caretaker?
If No, explain why not.

4. Has the handpump Sub-Committee been formed?
If Yes, how many members?
If No, explain why not.

M	F

5. Has the volunteer pump caretaker been elected?
If Yes, specify if Male/Female.
If No, explain why not.

6. Are any of the handpump Sub-Committee members (including the caretaker) VIDCO members?
If Yes, specify
and/or extension staff on either ward or village level?
If Yes, specify.

7. Does the VIDCO agree to the Constitution for the Handpump Sub-Committee?
If No, explain why not.

8. Does the VIDCO agree to the voluntary agreement between the Handpump Sub-Committee and the project?
If No, explain why not.

9. Has the volunteer pump caretaker been trained by the DDF staff and provided with the tools.
If No, explain why not.

10. Does the Handpump Sub-Committee intend to grow a vegetable garden or an orchard using the waste water from the handpump?
If Yes, explain.
If No, explain why not.

11. Is the handpump surroundings maintained and kept clean?

12. Does the pump minder visit the handpump site regularly?
If Yes, explain approx. date of last visit.
If No, explain why not.

13. Are the pump details recorded?

14. Does Community/VIDCO/Handpump Sub-Committee and caretaker use the handouts distributed?
If Yes, explain which ones.
If No, explain why not.

15. Does MOH and/or M CCDWA use the handpump site as an entry point for hygiene education and/or education in running community activities such as a vegetable garden/orchard?
If Yes, specify on subjects.
If No, explain why not.

16. How many days did the builders spend on construction of the headworks?

17. How was the community assistance to the builders organised, and by whom?

18. Did some of the community members resist to assist the builders?
If Yes, specify if it was many of few and
If it was men and/or women.

19. Were there any complaints from the builders concerning lack of materials?
If Yes, specify which materials.

20. Were there any complaints from the community concerning the work of the builders?
If Yes, specify.

REMARKS:

Name of L.G.P.O.:Date:

To be forwarded to: Birgit Madsen
Community Participation Adviser
District Development Fund
P.O.Box 8177
Causeway
Harare

REHABILITATION AND HEADWORK CONSTRUCTION

Specify below on which headworks the community has chosen and on progress of work:

	Completed	Half	Little	None	Remarks
1. Collection of stones for stone pitching in order to reduce subsequent erosion.					
2. Collection of sand and aggregate if available locally for concrete.					
3. Repair of erosion around the handpump.					
4. Assisted the DDF handpump repair gang in:					
A. Repair of Handpump.					
B. Construction of concrete apron.					
C. Construction of cattle trough.					
D. Construction of drain and/or soakaway.					
E. Construction of fence.					
F. Construction of washing slab and drying line.					
G. Construction of 2 separate bath rooms.					

**DANIDA/DDF COMMUNITY BASED HANDPUMP REHABILITATION AND
MAINTENANCE PROGRAMME
LGPO PROGRESS REPORT (2)
ON
COMMUNITY PARTICIPATION
MAINTENANCE**

Name of District Name of VIDCO

Name of Ward Name of VIDCO Chairperson

Name of Councillor Borehole Name

..... Grid Ref. Map No.

Name of Caretaker

Name of Sub-Committee member

Name of Sub-Committee Member

Name of Sub-Committee Member

Name of Person Interviewed

1. How were you chosen as Caretaker/Sub-committee member?
2. How long have you been Caretaker/Sub-committee member?
3. Could you explain your duties as Caretaker:
Sub-committee member:
4. How often do you check the pump?
5. When did you last check it?
6. What did you do?
7. Did anybody from the Sub-committee or any other user of the pump assist you?
- If yes, explain with what
- If no, explain why not
8. How often do you meet in the Sub-committee?
9. When did you last meet?

10. What did you do at your last meeting?
-
-
11. How often do you clean the pumpsite?
12. When was it last cleaned?
13. How and by whom is the cleaning organized?
-
14. Who participates in the cleaning?
-
15. Is there any resistance from the handpump users to participate in the cleaning of the pumpsite?
 If yes, explain if the resistance is from women, men, children (G/B), and why there is resistance

-
- If no, explain why you don't think there is any resistance
-
-
16. How often do you use the:
- (a) Washing slab?
- (b) Bathroom?
17. When did you last use the:
- (a) Washing slab?
- (b) Bathroom?
18. Do you fetch water anywhere else than at this pump?
- If yes, explain:
- (a) Any other pump?
- Why?
- How often?
- (b) River?
- Why?
- How often?
- (c) Other?
- Why?
- How often?
- (d) If no, explain why not
19. Do you know the name of your pumpminder?
 If yes, explain
- If no, explain why not

20. Do you know where your pumpminder lives?
 If yes, explain

 If no, explain why not

21. Have you ever sent a message to your pumpminder?
 If yes, explain why and how you sent it and whether the pumpminder reacted on your message or not

 If no, explain why not

22. How often does the pumpminder visit the pump?
23. When did the pumpminder last time visit the pump?
24. What did the pumpminder do at his last visit to the pump?
-
25. Did the caretaker, sub-committee members and/or any other users of the pump assist the pumpminder?
 If yes, explain who assisted and with what

 If no, explain why not

26. Has there been any time during your period as caretaker/sub-committee member where there has been no water in the pump?
- If yes, explain:
 What the problem was?

 How long it lasted?

 What you did to resolve it?

 Did any of the users assist you?

27. Does any of the headworks need repair?
 If yes, specify which one(s) and what kind of repair that is needed?

28. How will you organize the cost for repair e.g.purchase of cement?

29. Is there a garden/orchard at the pumpsite?
 If yes, explain if the garden is run by the caretaker, sub-committee or users

 If no, explain why not
30. What is grown in the garden/orchard?

 How is the distribution of produce organized?
31. Is there a fence around the garden?
32. Is the fence of local materials?
33. Is the fence totally provided by the project?
34. Is the fence both of local materials and materials provided by the project?
35. Has any other Doner provided funds for fencing materials?
 If yes, explain
36. Do you get regular assistance/guidance in your work as caretaker/sub-committee member
 from?
 VIDCO Chairman
 Councillor
 Village/ward extension staff
 From the respective Ministries (LGPO, H.A., W.C.C., AGRITEX)
 If yes, explain
37. Do you need more training in order to fulfill your task as Caretaker/sub-committee member?
 If yes, explain what your needs are

REMARKS:

.....
.....
.....
.....

Name of LGPO Date

To be forwarded to:

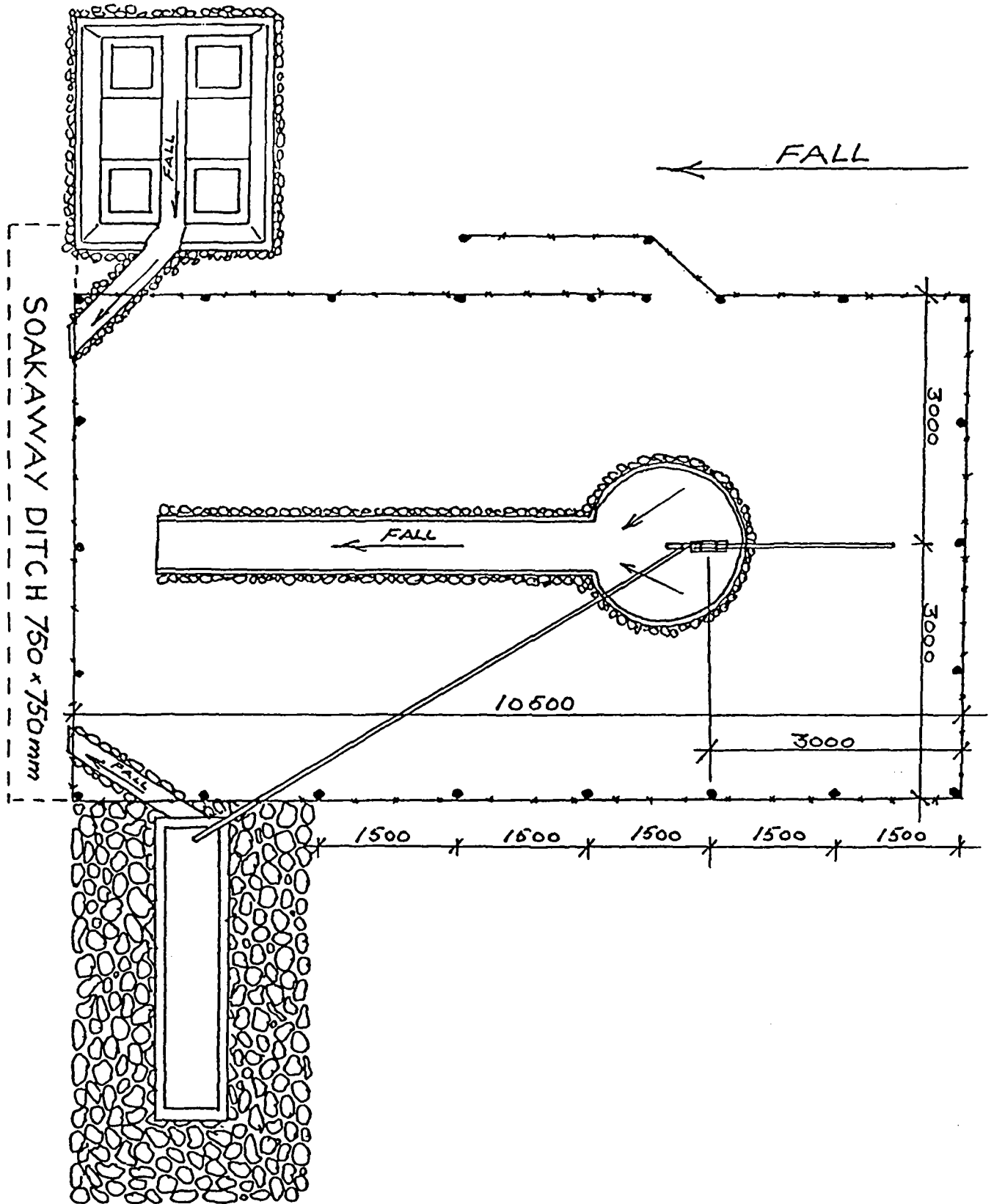
Birgit Madsen
Community Participation Adviser
District Development Fund
P.O.Box 8177
Causeway
Harare

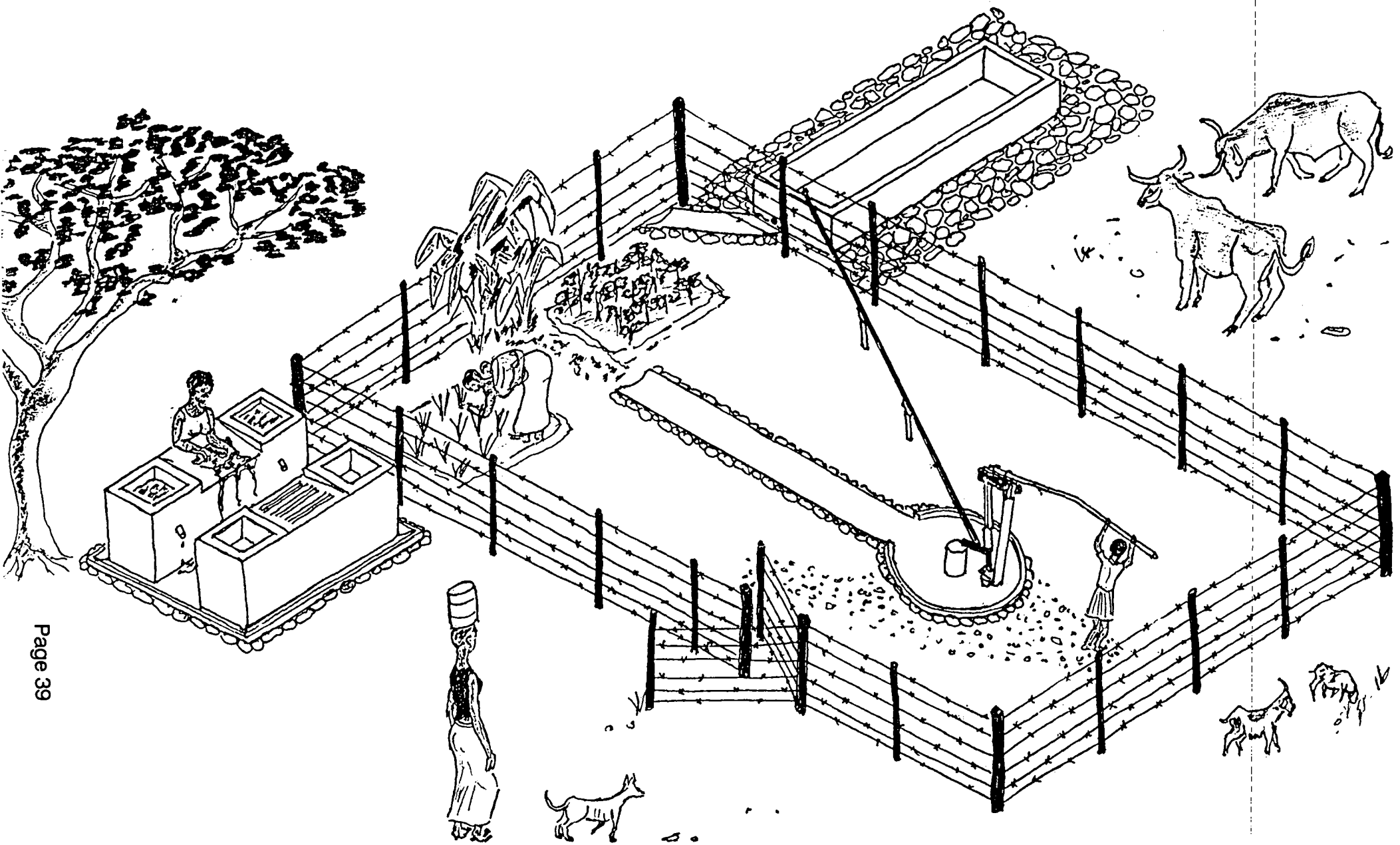
**MAINTENANCE OF PUMP
&
HEADWORKS**

	FUNCTION/COMPLETE	BROKEN	REMARKS
PUMP			
APRON			
DRAINAGE CHANNEL FROM PUMP			
CATTLE TROUGH			
FENCE			
WASHING SLAB			
DRAINAGE CHANNEL FROM WASHING SLAB			
BATHROOMS			
DRAINAGE CHANNEL FROM BATHROOMS			
GARDEN/ORCHARD			
EROSION			

HEADWORK, GENERAL PLAN

HEADWORK, GENERAL PLAN





**District Development Fund
Danida - Handpump Rehabilitation and Headwork
Construction Project
Water Point Headwork Construction**

CONTRACT

between

DISTRICT DEVELOPMENT FUND/DISTRICT ADMINISTRATOR
and 1
2

Builder
Builder's Assistant

for construction of headworks at

(local name)

VIDCO

WARD

DISTRICT

The headwork will consist of one or more of the following items:-

- 1 Apron and Drainage Channel
- 2 Cattle Trough and Drainage Channel
- 3 Washstand and Drainage Channel
- 4 Other structure required by the community
- 5 Fencing and Stone Pitching as required

The construction will be carried out using community participation to provide labour and some of the materials. Community participation will be organized through the District Administration office who will endeavour to ensure that it is given expeditiously. Other construction materials will be provided by DDF. When all construction materials are on site the contract may be signed. There will be no payments of any sort for delays to the building work caused by the community or the DDF not providing their services in time.

This community will provide subject to the foregoing

1. Large stones for stone pitching work around the individual structures and for in fill in structures.
2. Sand(fine aggregate) and concrete stones (course aggregate) for concrete.
3. Labour for all activities involved in the headwork construction particularly the following:
 - moulding bricks
 - mixing concrete
 - stone pitching for erosion control
 - constructing fence around headworks
 - clearing site and excavation work

The DDF project will provide the following materials:

1. cement as required (max.25 bags per headwork)
2. fence poles as appropriate (max.26 poles per headwork)
3. fencing wire (amount determined by DDF Field Officer)
4. Formwork where appropriate.

The Builder and his Assistant agree to:

1. Carry out and abide by the instructions and decisions of the field officer who will be the sole judge as to the correct method of construction and the adequacy of the completed works.
2. When the collection and delivery of materials is completed by the community and DDF, supervise and participate in the construction of the following components of the headworks for the following rates of pay:

ITEM	BUILDER	ASSISTANT
A. Apron and Drainage Channel	12	8
B. Cattle Trough and Drain	12	8
C. 4 basin washing slab	48	32
D. 2 basin washing slab	30	20

The DDF Field Officer will decide which components are to be constructed at any particular water point and any extra or special items will be added to the list above after negotiations on rates are complete.

Payment will only be made on any component when the whole of the headwork construction is complete. The DDF Field Officer will decide which rates are applicable and measure the work normally on a monthly basis.

3. Be responsible for and use with care the equipment and supplies issued to him by the DDF Field Office which should only be used for the construction of the headworks and re-imburse the of missing items.
4. Ensure that the headworks are adequately protected from animals and children during the construction period and to adhere to all safety regulations concerning construction.
5. Supervise all components of headwork construction including in addition to the above table fencing, site clearance and stone pitching work.

.....
BUILDER (SIGNED)

.....
DDF (FIELD OFFICER)(SIGNED)

.....
ASSISTANT (SIGNED)

Approved by
District Administrator

DATE

FOR OFFICIAL DDF USE:

Headwork Completion Certificate

The following components have been completed to my satisfaction and the respective payment authorized.

	Builder	Assistant
1. Apron and Drainage Channel	12	-8
2.		
3.		
4.		
5.		
6.		

Total Payment

Signed
DDF FILED OFFICER (WATER)

Approved 1
District Administrator

2
Senior Field Officer (Water)

Upon completion of the works the contract and completion certificate should be forwarded through the Senior Field Officer (Water) to DDF DANIDA Handpump Rehabilitation and Headwork Construction Project, 8177 Causeway, Harare.

PART II

WORKSHOP REPORT ON TRAINING COURSE IN COMMUNITY PARTICIPATION

WORKSHOP REPORT ON TRAINING COURSE IN COMMUNITY PARTICIPATION METHODOLOGY IN THE DANIDA/DDF "COMMUNITY BASED HANDPUMP REHABILITATION AND MAINTENANCE PROGRAMME" SENGA TRAINING CENTRE 08/09/87 TO 11/09/87:

To further strengthen community participation in the project the above mentioned workshop was conducted with participation of project facilitators (LGPO's, DCDO's and HI's) from Hwange, Shurugwi, Chikomba, Mvuma and Gokwe districts.

The workshop was based on the participants active involvement, and accordingly this report entails - besides the programme, list of participants and the Governor's opening speech presented by the Acting Provincial Administrator Mr Chakaipa, - mainly the outcome of group exercises as presented to the participants on news print.

LIST OF PARTICIPANTS

N Gonayi	Health Inspector	Chikomba
T S Marikasi	Health Inspector	Mvuma
S Mukono	Health Inspector	Shurugwi
V A Nkomo	LGPO	Hwange
D Muryanyi	LGPO	Mvuma
Peter Chingono	Community Participation Adviser	PMD Gweru
S Nyauchi	LGPO	Gokwe
A Nyangari	Training Officer	Province Midlands
N Majoni	LGPO	Mvuma
V N Mudumo	DCDO	Mvuma
C J Chingara	LGPO	Hwange
P Ostergaard	Water Planning Adviser	P A'.s Office Gweru
J Munuve	Consultant DDF	Harare
A Magumise	DCDO	Shurugwi
B C Masunugure	LGPO	Gokwe
T Gumbo	SLGPO	Chikomba/Mvuma
G Mugabe	LGPO	Chikomba
Z G Masunda	LGPO	Shurugwi
S Musagwiza	LGPO	Shurugwi
D Zvinowanda	DCDO	Gokwe
N Mazhande	Acting DCDO	Chikomba
D A Mashakura	LGPO	Mvuma

**THE PROVINCIAL GOVERNOR COMRADE MAKOMBE'S OPENING
ADDRESS AT THE HANDPUMP REHABILITATION AND MAINTENANCE
PROJECT, FACILITATORS TRAINING COURSE: SENGA DDF TRAINING
CENTRE: 8TH SEPTEMBER, 1987**

Cde Chairman, Organisers and Participants, Comrades and Friends.

It is indeed a great honour for me to officially open this important training course on borehole rehabilitation and rural water supply in general.

I cannot ever emphasize, that provision of reliable and clean water supply is a right to every Zimbabwean. Therefore there is a need to establish new water points and rehabilitate the present water sources and simultaneously establish cost-efficient maintenance structures, which are community based. The provision of clean and reliable water supply ensures a healthy nation and high productivity. Water is thus very important in our everyday lives.

Our government seriously views the provision of clean rural domestic water supply and sanitation facilities, as evidenced by its adoption of the General Assembly of the United Nations Organisation resolution of the 10th November, 1980. The resolution declared a decade of clean drinking water supply and sanitation.

The Master Plan seeks to establish cost-efficient methods of maintenance of the water sources. Cde Chairman, in this regard the plan is in line with the Prime Minister's Directive of 1984, which envisages the effective participation of people in the planning process, installation of water sources as the most efficient and rational implementation strategy.

The Midlands Province has already began the production of its Provincial Water Plan. Cde Chairman I am informed that the production of District Water Plans in Shurugwi and Chikomba has reached very advanced stages and that inventory assessment has commenced in Mvuma and Gokwe. I am also informed that the establishment of water sub-committees comprise three women and one man, from which a caretaker charged with the responsibilities of simple maintenance of the handpump is chosen.

Comrades in conclusion, may I inform you that in this Province we have very willing and enthusiastic developmental structures for mass participation. I am confident the knowledge you will acquire during your training will be utilised by these structures.

Thank you.

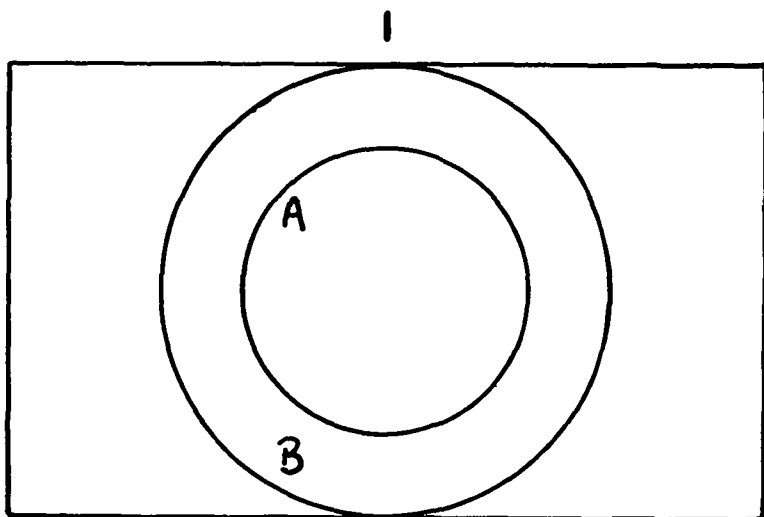
DDF WATER DIVISION

TRAINING COURSE IN COMMUNITY PARTICIPATION METHODOLOGY IN THE DANIDA/DDF "COMMUNITY BASED HANDPUMP REHABILITATION & MAINTENANCE PROGRAMME" SENGAL TRAINING CENTRE 08/09/87 TO 11/09/87

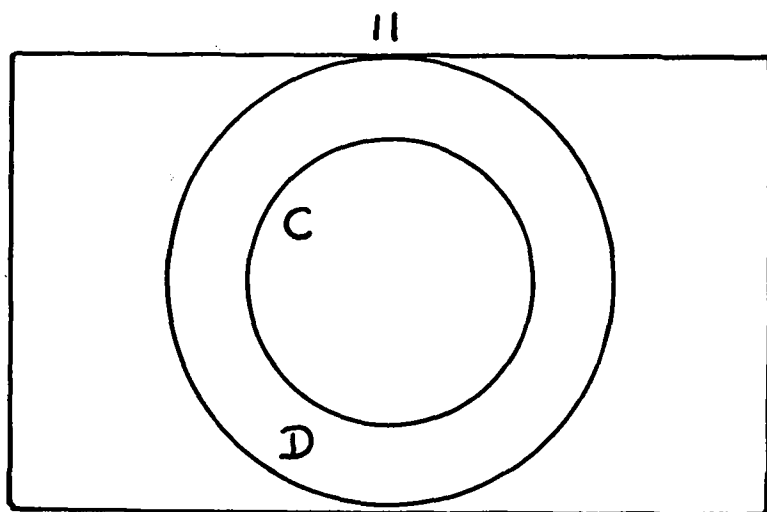
TIME	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0800	Introduction of Participants and course (Madsen)	MOH/DANIDA "WATER & Sanitation Project" (Chingono)	Field Work at 4 project Sites in Shurugwi (9.30 - 13.30)	Group Reporting
0900	Briefing By Training Officer. Opening Speech by Governor	-"		Group Reporting
1000		TEA BREAK		
1030	General Model Re.Community Participation	DANDIDA/DDF "Handpump Rehabilitation & Maintenance Project" (Madsen)		Discussion/Evaluation of Workshop
1130	National Facts Re:Water and Sanitation and Presentation of Pocket Chart (Madsen)	Exercise (4) in Groups and plenary session		Summary
1230		LUNCH BREAK		
1330	Exercise (1) (2) (3) in groups	Exercise (5) in groups		
1430	Plenary Session Re: (1), (2), (3)	-"		
1530		TEA BREAK		
1600	Community Participation in District Water Planning (Ostergaard)	Reporting from groups Re: Exercise (5)	Group Work	
Evening	SLIDES	SLIDES	GROUP WORK	

Exercise 1, for group work for District/Community project facilitators.

Rural Women's Roles and Activities



- I (a) Write/list all water and sanitation problems affecting the rural community.
- (b) Write/list the women specific water and sanitation problems.
- II (c) Write/list actions needed to be taken by the community.
- (d) Write/list actions needed to be taken by the extension service.
- III (e) Report briefly.



2. Balloon Chain Activity



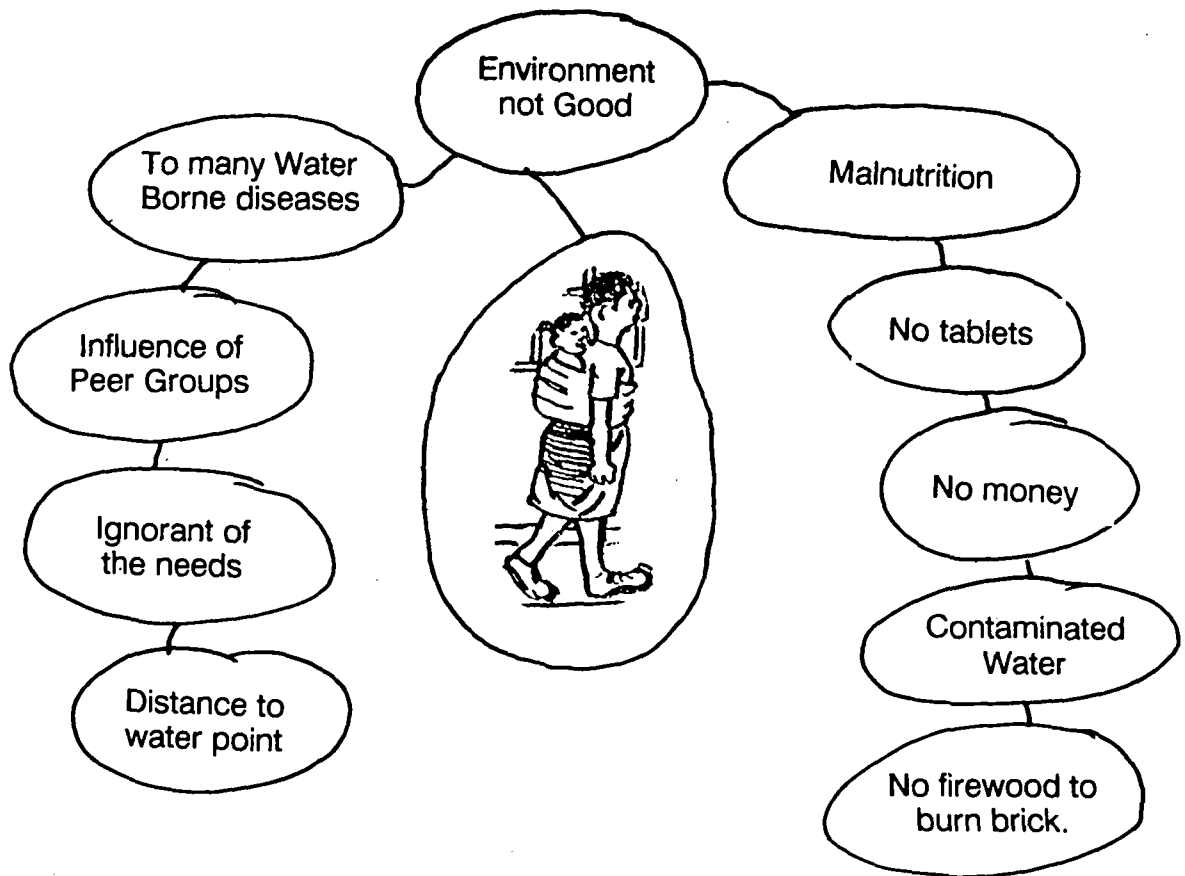
- (a) Draw a balloon and write the problem in it.
- (b) Make a chain of problems illustrating consequences of the problem(s)
- (c) Report briefly.

Exercise I

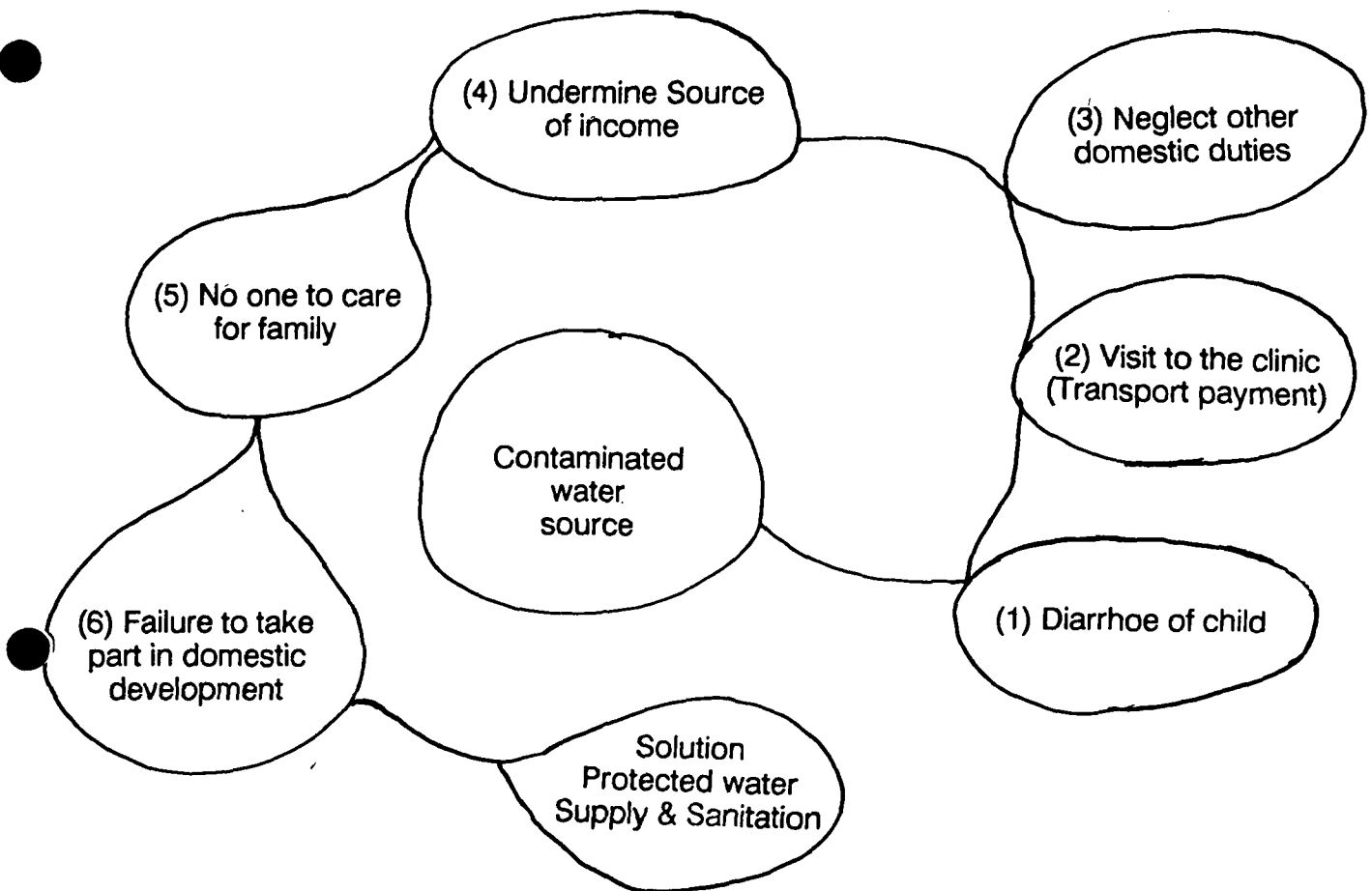
1) Four circle activity (Group III)

(A) 1) Excremental diseases 2) Time 3) Distance 4) Transport 5) Cattle watering
(B) 1) Age 2) Transport 3) Type of Water Source
(C) 1) Community Participation 2) More Blair toilets
(D) 1) Health Education 2) Mobilization 3) Financial 4) Boreholes

2) Balloon Chain Activity (Group I)



2. Balloon Chain Activity (Group II)



Exercise 2, for Group Work for District/Community Project Facilitators

Identify and discuss problems you have encountered in implementing any water and sanitation project due to people's (women, men, children):

Attitudes

Perceptions

Values

Practices

List the problems on a newsprint and suggest and explain how to tackle and solve the problems in a culturally accepted way.

OR

Explain the issue through a role play.

Exercise 2

Local attitudes towards implementation of new water & sanitation practices

GROUP III

Problem related to attitude

- A) Resistance to change
- B) Dependence
- C) Superstition

Problems related to perceptions

- A) Fear of violating norms & values

Strategies as to tackle the problem

Resistance to change, dependence and supervision

- A) Educating and involving the political leadership - Wardcos and Vidcos
- B) Bring the project to the people
- C) Supervision of the project
- D) Encourage use of local resources

GROUP II

Problem

- 1. Sanitation
 - Toilet usage
 - Mother in law - son in law

Solution

Seperate toilets (F/M)
Health education

- 2. Water

- A) Belief/practice that one can drink any water
- B) Drinking of contaminated water
- C) Diarrhoe, typhoid, etc

Solution

Health education; change of attitude

GROUP I

Problems due to:

- A) Attitudes:
 - 1) Resistance to change for the better
 - 2) Political understanding of development
 - 3) Disapproval due to wrong approach by extension worker
- B) Perceptions:
 - 1) Misunderstanding due to illiteracy
 - 2) Children mostly attend meetings
 - 3) Demonstrations were not carried out by extension staff

- C) Values: 1) Nearly customary facilities did not warrant presence of a borehole
2) Customary belief that H2O has no n'anga (witchdoctor)
- D) Practices: 1) Cultural beliefs about modern changes. No need to change what the ancestors use to do.
2) Lack of women's groups
3) Lack of co-operativeness due to individualism
4) Not used to waste materials on such things as toilets.

- Solutions:** 1) Health education on:
- 1.1 Effective community participation through Vidco and Wardco meetings
 - 1.2 Use and values of good sanitary facilities and portable water supplies
 - 1.3 Mode of transmission of H2O - borne diseases

Exercise 3, for Group Work for District/Community Project Facilitators

Roleplay

The group will choose one central theme related to water and sanitation.

Rules:

1. Maximum 4 characters
 2. Strong ideas for/against to be presented in a convincing way
 3. No conclusion
- Discussion with audience re: solution to the problem.

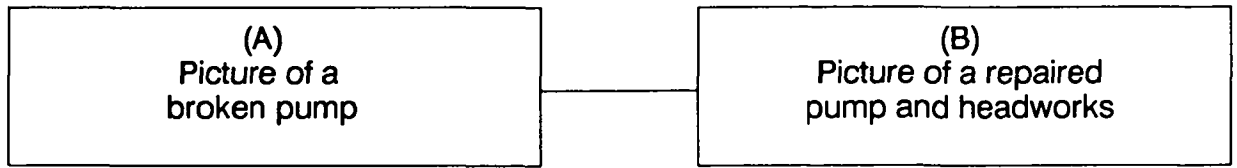
Procedure:

The first character

1. Presents a problem, to which solution(s) are/is doubtful.
2. Another character presents a traditional solution to the problem in a very convincing way.
3. A third character presents a new technical (modern) solution to the problem in an equally convincing way.
4. The first character is confused to which of the 2 advices he/she should follow – and is accordingly asking the participants "What to do"?

Exercise 4, for Group Work for District/Community Project Facilitators

Story-with-a-gap:



Describe in pictures and explain how you reach from Picture (A) to picture (B) based on community participation in the rehabilitation of the bushpump and construction of headworks like apron, drainage channel, cattle trough, washing slab, fence.

Exercise 4

Story-with-a-gap

GROUP I

- 1) Well not protected resulting in vandalism and injury of kids and destruction of project site.
- 2) Injured kids sent to clinic
- 3) People at a beerhall pay little attention to the project
- 4) Awareness of the problem
- 5) Agreement of action plan, LGPO
- 6) Construction started at the project
- 7) Enhanced community participation
- 8) Construction of water runway
- 9) Construction of cattle trough
- 10) Completed bathroom at the project site
- 11) Use of water co-operative garden
- 12) Fixing of the water pump, Pumpminder, Caretaker and Community
- 13) Maintenance of pump by the caretaker
- 14) The caretaker is chasing away the kids
- 15) The caretaker is instructing how to use the pump
- 16) The caretaker is reporting to the pumpminder
- 17) Protection of the project started
- 18) Fencing of the project in progress
- 19) Fencing of the project completed

GROUP II

- 1) Ignorance and neglect
- 2) Poor care and maintenance of pump
- 3) As a result visits to local clinic
- 4) Contact meeting/community organisation and election of sub-committee
- 5) Training of sub-committee
- 6) Community participation in gathering materials
- 7) Construction of spillway and apron
- 8) Construction of cattle trough
- 9) Construction of washing slab
- 10) Erecting of fence
- 11) Completed bathroom
- 12) Completed protection of pump
- 13) Utilizing facilities
- 14) Discipline by pump caretaker
- 15) Pump caretaker educates on proper use to beneficiaries
- 16) Pump caretaker maintains pump
- 17) Sub-committee maintains pump "supporting pump caretaker"
- 18) Pumpminder 2nd tier maintenance
- 19) Record collection by pumpminder
- 20) Completed facility

GROUP III

- 1) The borehole needs attention for various reasons
- 2) Community meeting
- 3) LGPO on voluntary agreement
- 4) Sub-committee meeting
- 5) Community maintaining borehole
- 6) Pumpminder and community repairing the borehole
- 7) Construction of apron and spillway
- 8) Participation of masses carrying stones and covering muddy areas.
- 9) Caretaker chases stubborn kids
- 10) Construction of cattle trough
- 11) Construction of washing stand
- 12) Completed bathing room
- 13) Caretaker greasing the borehole
- 14) Pumpminder on records from caretaker
- 15) Pumpminder relaxing
- 16) Taguta garden
- 17) Others on the washing slab
Others on Taguta garden
- 18) Caretaker explains to the old folk not to sit on the pump
- 19) Completed project
Health for all
Benefits from the project.

Exercise 5, for Group Work for District/Community Project Facilitators

By using the Handpump Rehabilitation and Maintenance Project - discuss and explain:-

- (A) The organizational structure for community participation:
- (i) Sub-Committee (3F/1M) and Caretaker (F)
Discuss your experience so far with the setting-up and functioning of this structure.
List on newsprint problems (if any) encountered and explain how they were solved and/or suggest how they could be solved.
 - (ii) Voluntary Agreement
Discuss and explain whether the voluntary agreement should be signed or not, if yes, by whom in the community.
Suggest and list improvements, if any, to the voluntary agreement.
 - (iii) Constitution
Discuss and explain whether you find the Constitution useful and/or necessary or not.
Suggest and list improvements, if any, to the Constitution.
- (B) The 3 types of community training/conscientization programmes for respectively:-
1. Councillors, Chiefs and Headmen
 2. VIDCO Chairmen, Party Chairmen, Women's League Chairwomen and Community Extension staff (Inter-ministerial).
 3. Sub-Committee and Caretakers.
 - (i) Identify, explain and list on newsprint advantages/disadvantages of the 3 above-mentioned programmes; relevance of curriculum, training techniques applied and or needed as well as use and need of educational materials.
Suggest improvements.
 - (ii) Discuss your experience so far with co-operation with project team from DDF Head Office and project facilitators (Inter-ministerial DDF, MLGRUD, MOH, MCCDWA, AGRITEX) and local leaders on district, ward and village level.
Identify the problems encountered, list them on newsprint and propose solutions.
- (C) Discuss and explain whether or not, and if yes, how more detailed guidelines should or could be prepared for the co-operation between community level project staff like pumpminders and builders and handpump sub-committees and villagers, including whether or not, and if yes, how to organize and sanction community self-help work.
- (D) Discuss and suggest ways of arranging fee collection for the maintenance of the pump and headworks.
How much, how often etc.

Exercise 5

GROUP III

1. The sub-committee should be composed of 4 women: Chairperson; Secretary; Treasury and Caretaker. Members should be extended because of commitments.
2.
 - a) The agreement should be signed by the caretaker
 - b) The signing should be done at a gathering of which all community would be vested with the whole issue.
The LGPO, VIDCO and WARDCO members should be present.
3.
 - a) No need of the constitution because they will derive their power from P.A.'s office.
No improvement at all.
 - b) All community leaders should be trained.
Chiefs and Headmen should be called for meetings.
Advantages:
 1. Good communication
 2. Change of attitudes and beliefs
 3. Knowing the importance of the boreholes**Disadvantages:** Nil
Suggestions: Training being conducted in vernacular language
 - c) Communication improved
Solution: Regular meetings be conducted at district level. In terms of P.M.'s directive, they have the right to formulate their own by-laws.
 - d) Council should see to it that development fees be used for maintenance.
Council would decide.

GROUP II

Sub-Committees

1. Water committee was elected by the community
2. Trained by the extension worker
3. Caretaker issued with tools.

Functioning of Sub-Committee

Mass mobilization to do work e.g. brick moulding/collecting river sand, concrete stones and fencing.

Problems

- A) Community refused to have 2 committees for 2 pumps within 100m radius e.g. B/H 24 in Hwange.
- B) Sub-committees had problem of protecting structures built around pump such as cattle trough/spillway.
- C) Transportation of local materials to site of pump.

Solutions

- A) 1 Committee for both pumps but 2 caretakers
- B) Protected with thorn bushes structures around pump
- C) Provided transport

Voluntary Agreement

- No need for signing the agreement if people understand the requirements of the project.

- The wording on (6) under the role of the community should read - "Construct separate bathrooms if local materials have been provided adequately. Cement will be provided by the project."
- The garden is proposed to be owned by the sub-committee rather than the caretaker as an individual.

Constitution

- 2 & 3 are a duplication of the voluntary agreement.
- Vegetable garden is a problem - already covered in the agreement.
- No.9 of the constitution should be deleted.

Advantages

- B 1 A) Enlighten the people about the project.
 B) Eliminate role conflict between party, traditional and administrative leaders.

Disadvantages

- Project provisions were over-ambitious.
False promises.
- Educational material should be modified as above, but are good.
B2 Lack of co-operation at ward and village levels.
Co-operation only at working party level, but in operation DDF, MLGRUD, MOH Co-operative.
- C) Difficult to implement because pumpminders and builders operate differently.
Sub-committees and communities are one and so co-operation is assumed.
- D) Through yearly contributions by users, preferably after receiving GMB cheques.

GROUP I

A) 1. Problems Encountered

1.1 Some males (husbands) felt the women caretaker chosen were incapable of tightening bolts.

1.1.1 Committee wanted allowances like VHW's.

SOLUTION

1.1 Community were convinced after a long debate and so the composition was justified.

1.1.1 It was their own project - hence self-reliable.

2. Voluntary Agreement

- 1) Should be signed by the Vidco Chairperson and counter-signed by the councillor.
- 2) Second last paragraph must be deleted. The garden will cause ill-feelings among villagers.

3. 3) Constitution

Amendments: Section 7 (G) must be deleted. Caretaker should not be paid in cash. Section 8 (c) in part must be deleted (1.1.8) Delete section 6 last paragraph and add: "The caretaker should be automatically chairman of committee and convene meetings".

B) TRAINING PROGRAMME

1. Advantages:

Local leadership is given a lot of respect in this case.

The training techniques applied are appropriate - no need for additions.

1.1 Problems Encountered

- A) Certain project materials are provided with strings attached.
- B) Some promises on projects listed in constitution and V.A. are not adhered to e.g. fencing for gardens.
- C) No detailed guidelines should be prepared
- D) 1) Each caretaker must keep a register for all well-users for each handpump
 1.1) Vidco's are to be responsible for fee collection
 1.1.1) Each household must pay \$1,00p.a.

Exercise 6, for Field-trip to project Site for Districts Community Project Facilitators

The participants will be grouped in 4 groups of 6-7, and each group will visit a different project site. Two of the groups will visit projects sites where repair and headworks construction has been completed.

The two other groups will visit project sites where headworks are under construction.

The purpose of the field visit is to:-

1. Discuss with users of the pump and headwork (e.g. washing slab):
 - (a) Their participation in the repair and construction activities
 - (b) Their participation in the maintenance
 - (c) Their use of the different facilities provided
(i.e. list number (M/F/C)of users and cattle etc. to the different facilities during your field-visit).
 - (d) Test educational materials
 - (e) Identify customary practices re: water and sanitation

2. Discuss with caretaker and sub-committee members:-
 - (a) Their duties and responsibilities as caretaker and sub-committee members.
Identify constraints and suggest solutions.
 - (b) Their co-operation with the pumpminder.
Identify constraints and suggest solutions.
 - (c) Discuss the voluntary agreement and find out whether they prefer it signed or not, and if yes by whom in the community;
The Constitution and handouts provided as well as tools (i.e.spanner).
 - (d) Test educational materials

3. Discuss with pumpminder and/or builder:-
 - (a) Identify degree of co-operation between caretaker, community and pumpminder/builder.
Identify constraints and suggest solutions.
 - (b) Identify the degree of community participation in repair and construction of the different headworks.
i.e.collection of local materials (M/F)
Moulding of bricks (M/F)
Construction of the respective headworks (M/F).

4. Discuss achievements and constraints in project implementation with the community leaders (i.e. Councillor, Chief, VIDCO Chairman, Women's League Chairwomen) and community extension staff (i.e. H.A., WCC, and AGRITEX worker).
Each group will prepare a report presenting their findings and/or a role Play/picture show.

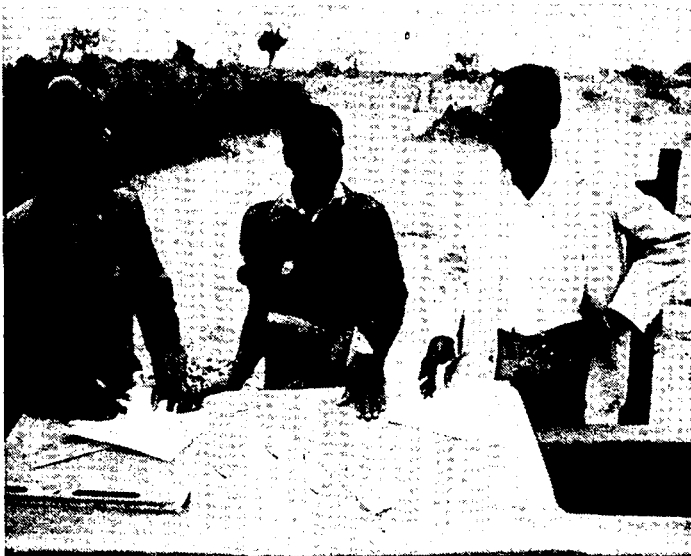
FIELD TRIP TO SHURUGWI DISTRICT

Exercise 6 GROUP II

Visit to Ward 9, Ngunde Borehole

The Group prepared a picture show:

- (1) Arrival of the workshop group II at Ngundo borehole
Meeting the builder and the community at the borehole
- (2) The workshop team discusses with one of the users at the washing stand
The user appreciated the use of the washing slab
The community participated in the construction of the project.
- (3) The workshop team discusses with the builder about work at the project.
Work of the pumpminder is overextended so that some boreholes go unattended.
Community is not willing to participate, because of lack of remuneration.
There is no involvement of other ministries i.e. Health, WCC, etc.
- (4) Community raised the need of cattle trough.
- (5) A new assistant builder is doing finishing touches at the washing slab.
- (6) The team is discussing with one of the sub-committee members about their duties.
The committee is prepared to hold meetings with district party (ZANU PF) VIDCO's in any arising problem.
- (7) Builder and the community who participated in the construction of washing stand.
- (8) Children are watching their cattle drinking water.
- (9) The team was advising the users to use their borehole carefully when pumping water.
- (10) The number of users we found at the borehole
- (11) Inspection of water yield and quality
- (12) The members of the sub-committee of the borehole
- (13) The team interviewing the caretaker about the importance of the duties.
- (14) The users are being given instructions how they should make a story from the pictures on the ground.
- (15) The community is arranging pictures in order to tell a story about the pictures.
- (16) A completed washing stand at Ndaora borehole and the lady is busy washing.

















GROUP I

Visit to Ward 9, Vuto Village

Caretaker/Sub-Committee

- (a) Realization of duties as per training.
Be motivating people in brick moulding, river sand collection and stones.
By given simple maintenance to the pump.
By holding meetings.

Problems

Inadequate boreholes
Borehole in deprivation
Unsatisfactory community participation
Failure to fulfil the promises by the project
Cattle capacity 300
Goats capacity 200
Water consumption per household £501
Village population 400

Observation made at point No.2 Ward 2

- Poor construction of fence
- Bathroom incomplete for too long
- Washing slab - no grid

Group Observation

The toilet should be added to the structure.

GROUP III

Group III consisted of Health Inspectors

1. All wells (4) were very impressive (ward 6 and 7)

Problems

- A) Lack of digging equipment e.g. windlasses, picks, cold chisel, shovels.
- B) Absence of labour due to food-for-work.
- C) Transport to deliver cement and pumps.

2. **Rehabilitation Project**

Headworks and maintenance is very good and impressive.

Problems

- A) Waste water disposal a health hazard
- B) Bathroom needs a roof and drainage
- C) Cattle drinking soapy water from washing slab is unacceptable.

Solutions

Soakaway for waste water from pump, washing slab and bathrooms.

Evaluation of the Training Workshop

Discuss in your group and write on newsprint the answers to the following questions re this workshop:-

1. What has been most usefull so far?
2. What has not been usefull so far?
3. What suggestions do you have for the next workshop?

Due to time constraint there was no group work on the evaluation of the workshop, but rather individual contributions from the participants in a short plenary discussion.

MISCELLANEOUS