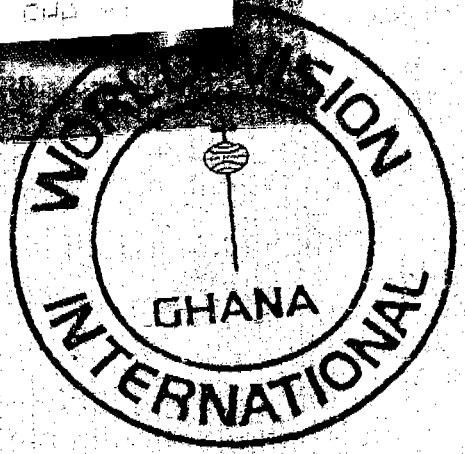


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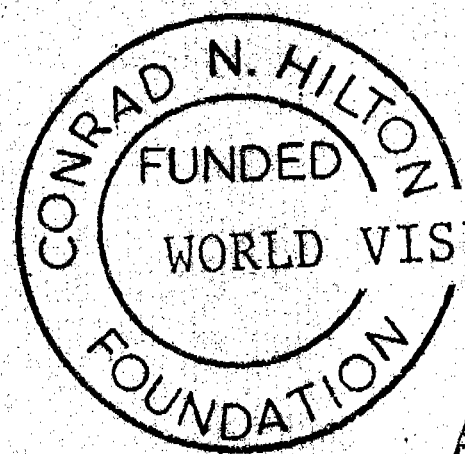


# REPORT ON THE 1ST DISTRICT PROJECT START-UP WORKSHOP

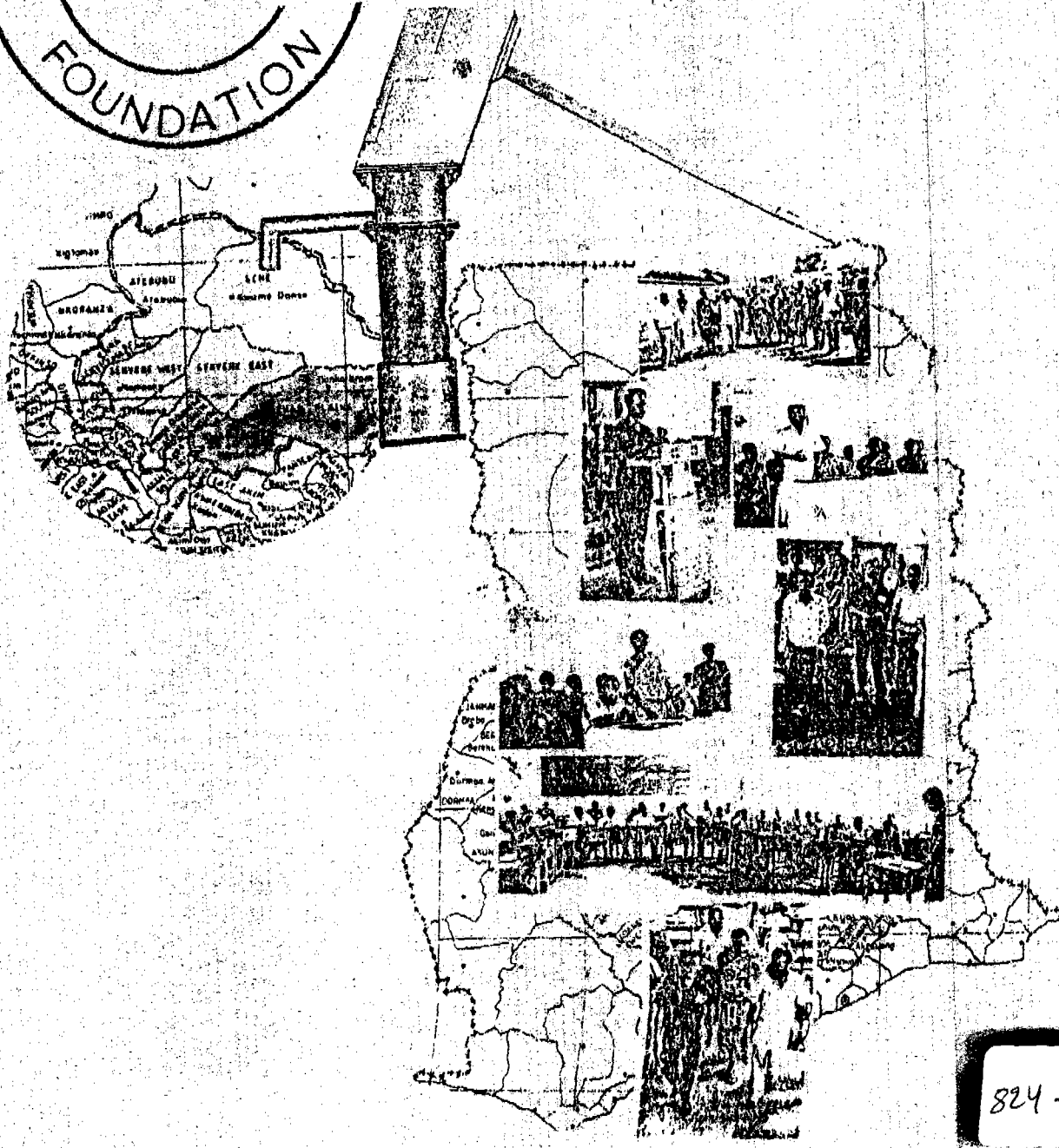
HELD AT

SEKYERE WEST DISTRICT,  
MAMPONG-ASHANTI

FEBRUARY 18 - 22, 1991



## WORLD VISION GHANA RURAL WATER PROJECT



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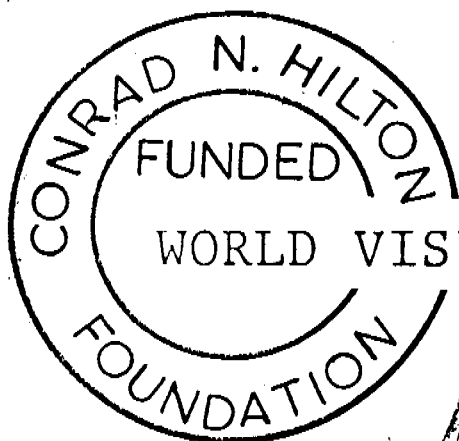


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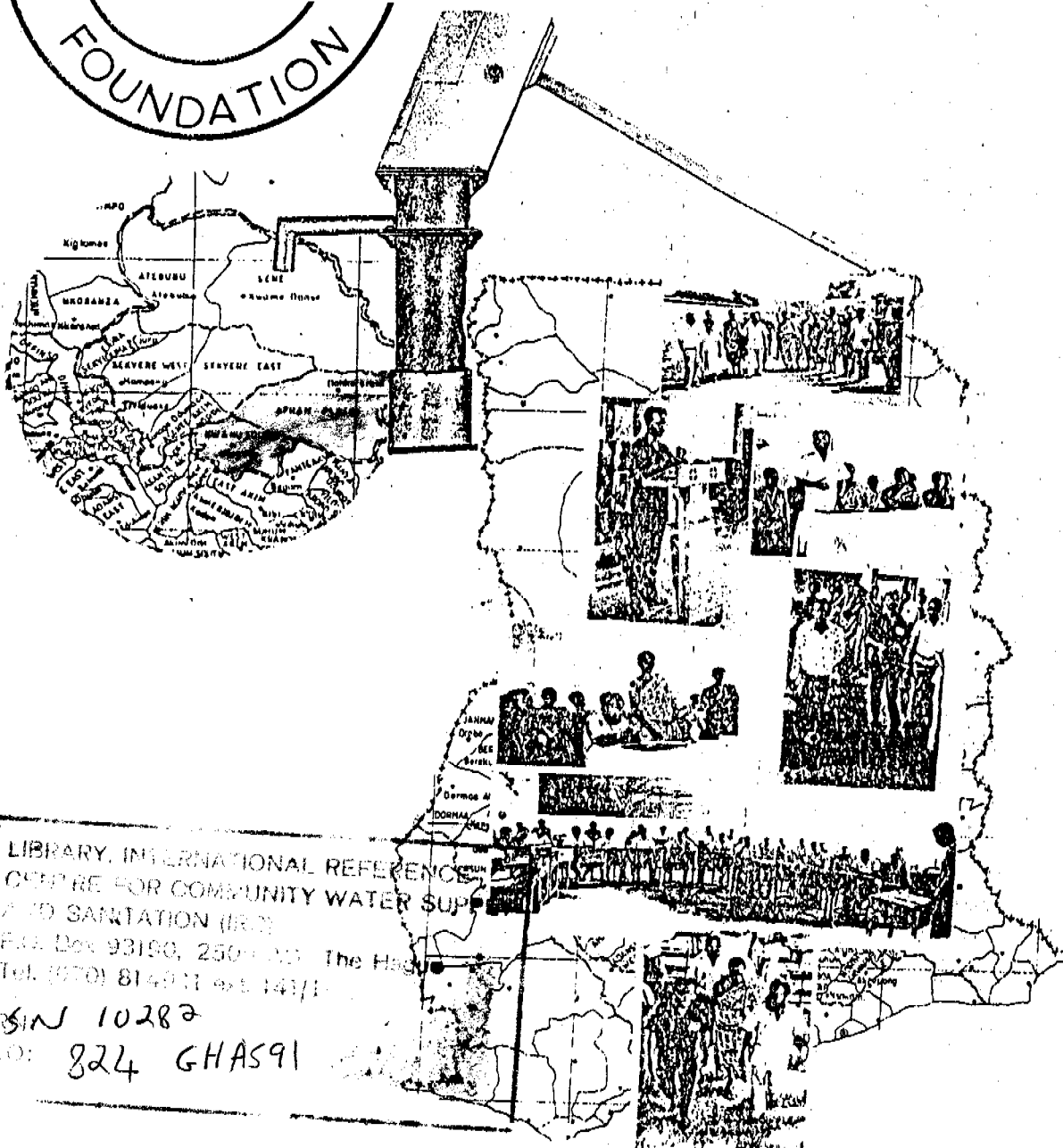
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CONRAD N. HILTON FOUNDATION FUNDED  
WORLD VISION GHANA RURAL WATER PROJECT

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REPORT ON THE 1ST DISTRICT PROJECT START-UP WORKSHOP

HELD AT

SEKYERE WEST DISTRICT, MAMPONG - ASHANTI

FEBRUARY 18 - 22, 1991

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PREPARED BY: EMMANUEL OPONG  
VICTOR ADDOM  
EUGENE ASANTE

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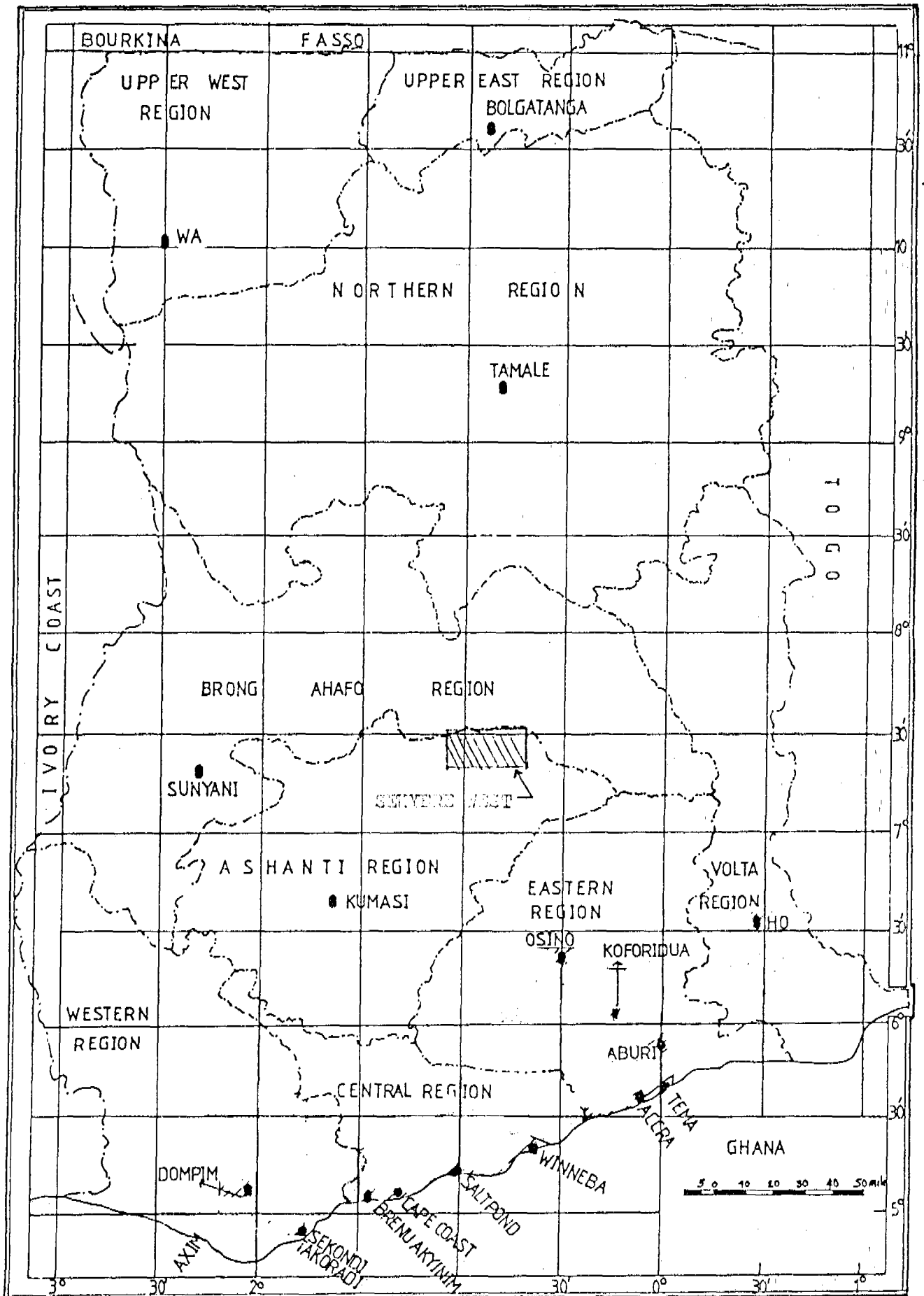
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#### ABBREVIATIONS

1. GRWP - Ghana Rural Water Project
2. HE/CP - Health Education and Community Participation
3. PNDC - Provisional National Defence Council
4. PWD - Public Works Department
5. E.P.I. - Expanded Programme on Immunization
6. P.P.R. & E. - Programme Planning Research and Evaluation
7. N.M.P. - National Mobilization Programme
8. CDR - Committee for the Defence of the Revolution
9. SMA - Society of Missions in Africa
10. R.H. & C.I. - Rural Housing and Cottage Industry



MAP OF GHANA  
SHOWING AREAS OF  
DRILLING OPERATIONS

1. PREAMBLE

Development programmes that do not involve the stakeholders in the initial formulation, planning, implementation, monitoring and evaluation right from the onset have always ended on a sad note without meeting the expected result.

It is against this background that World Vision Ghana deemed it important and necessary to organise project start-up workshops for the 5-year Conrad N. Hilton Foundation funded Ghana Rural Water Project in the Greater Afram Plains of Ghana - to isolate and discuss all the key issues that will ensure the programmes sustainability. The first of these workshops brought together all the stakeholders in the Rural Water Supply and Sanitation programme in the Sekyere-West District to discuss and finalise the detailed Strategy and Action Plan which was initiated a year ago in 1990. The Ghana Government's decentralization programme seeks to make the districts the central point of development. Therefore any programme initiated without their involvement is bound to run into difficulties. Our effort in World Vision is to work within the policy framework of the Government and thus, help build a sustainable development programme.

2. INTRODUCTION

The first District Project Start-Up Workshop for the Conrad N. Hilton Foundation funded World Vision Ghana Rural Water Project was successfully held at Sekyere West District, Mampong-Ashanti from February 18 - 22, 1991. This was a follow-up to the National Project Start-Up Workshop held at the Aburi Botanical Gardens from January 7 - 11, 1991 in preparation for the Rural Water Supply and Sanitation programme in the Greater Afram Plains of Ghana. The target area comprises eight districts - Sekyere-West, Sekyere-East, Ejura Sekyedumasi and Ashanti Akim North districts in the Ashanti Region, Sene and Atebubu districts in the Brong Ahafo Region, and Kwahu South and Afram Plains districts in the Eastern Region.

3.

WORLD VISION INTERNATIONAL  
GHANA RURAL WATER PROJECT PHASE II

DISTRICT PROJECT START-UP WORKSHOP  
SCHEDULE OF WORKSHOP ACTIVITY  
FEBRUARY 18-22, 1991

MONDAY FEBRUARY 18, 1991

10.00 A.M. ARRIVAL AND REGISTRATION OF PARTICIPANTS  
12.00 NOON LUNCH  
2.00 P.M. SESSION 1 - OPENING CEREMONY  
4.00 P.M. SESSION 2 - GETTING TO KNOW EACH OTHER AND  
PARTICIPANTS' EXPECTATIONS  
6.00 P.M. SUPPER  
7.30 P.M. EVENING DEVOTION

TUESDAY FEBRUARY 19, 1991

7.00 A.M. MORNING DEVOTION  
7.30 A.M. BREAKFAST  
8.30 A.M. SESSION 3 - WORKSHOP OBJECTIVES  
9.00 A.M. SESSION 4 - SHARING PROJECT INFORMATION  
10.30 A.M. BREAK  
11.00 A.M. SESSION 5 - EXPECTATIONS AND AGREEMENTS ABOUT  
HOW TO MANAGE THE PROJECT  
12.00 NOON SESSION 6 - IDENTIFICATION AND DISCUSSION OF  
THE KEY PROJECT ISSUES  
1.00 P.M. LUNCH  
2.30 P.M. SESSION 6 - CONTINUATION  
3.30 P.M. BREAK  
4.00 P.M. SESSION 6 - CONTINUATION  
5.30 P.M. END OF DAY  
6.00 P.M. SUPPER  
7.00 P.M. EVENING DEVOTION

WEDNESDAY FEBRUARY 20, 1991

7.00 A.M. MORNING DEVOTION  
7.30 A.M. BREAKFAST  
8.30 A.M. SESSION 6 - CONTINUATION  
10.30 A.M. BREAK



11.00 A.M. SESSION 6 - CONTINUATION  
 1.00 P.M. LUNCH  
 2.30 P.M. SESSION 7 DEVELOPING AN IMPLEMENTATION/WORK  
 PLAN  
 3.30 P.M. BREAK  
 4.00 P.M. SESSION 7 - CONTINUATION  
 6.00 P.M. SUPPER  
 7.30 P.M. EVENING DEVOTION

THURSDAY FEBRUARY 21, 1991

7.00 A.M. MORNING DEVOTION  
 7.30 A.M. BREAKFAST  
 8.30 A.M. SESSION 7 - CONTINUATION  
 10.30 A.M. SESSION 7 - CONTINUATION  
 12.30 P.M. LUNCH  
 2.00 P.M. SESSION 8 - PRESENTATION OF AGREEMENTS AND DISTRICT  
 IMPLEMENTATION PLAN TO SENIOR OFFICIALS  
 4.00 P.M. SESSION 9 - EVALUATION  
 4.30 P.M. SESSION 10 - CLOSING CEREMONY  
 6.00 P.M. SUPPER  
 7.30 P.M. EVENING DEVOTION

FRIDAY FEBRUARY 22, 1991

7.00 A.M. MORNING DEVOTION  
 7.30 A.M. BREAKFAST  
 8.30 A.M. SESSION 10 - VISIT TO PROJECT SITE  
 1.00 P.M. LUNCH  
 2.30 P.M. DEPARTURE

.....

4.

PARTICULARS OF PARTICIPANTS  
SEKYERE-WEST DISTRICT PROJECT START-UP WORKSHOP  
FEBRUARY 18 - 22, 1991

WORLD VISION TEAM

NO.	NAME	DESIGNATION
1.	Bismark Nerquaye-Tetteh	Project Manager GRWP
2.	Emmanuel Opong	HE/CP Manager
3.	Victor Addom	P.P.R. & E. Manager
4.	Eugene Asante	Deputy Director Operations
5.	Alfred Owusu	Regional Manager - Brong Ahafo
6.	Thompson Kwaku Sarpong	Drilling Superintendent
7.	Joseph Quainoo	Assistant Health Educator
8.	Geoffrey Amegbe	Construction Manager
9.	John Antwi Bekoe	Project Co-ordinator - Brong Ahafo
10.	Anthony Kofi Odoom	Agricultural Extension Officer - Brong Ahafo
11.	Nancy Sakyim (Mrs.)	Community Educator
12.	Mercy Dadson	Administrative Assistant
13.	John J. Anim-Koranteng	Secretary

PARTICULARS OF PARTICIPANTS

NO.	NAME	STATUS	DEPARTMENT/ADDRESS
1.	J.K. Wi-Afedzi	District Admin. Officer	District Assembly, Mampong Ashanti
2.	H.O. Amankwah	Dist. Health Officer	Ministry of Health, Mampong Ashanti
3.	Adu Gyamfi	District Officer	Social Welfare, Mampong Ashanti
4.	S.K. Osei	E.P.I. Co-ordinator	Ministry of Health, Mampong Ashanti
5.	N.M.N. Yeboah (Dr.)	Dist. Veterinary Off./ Agric. Co-ordinator	Animal Husbandary & P. D. Mampong Ashanti
6.	Francis K. Dogble	Dist. Education Officer	Ghana Education Services Mampong Ashanti
7.	K. Nkrumah-Siaw	Information Officer	Information Services Dept. Mampong Ashanti
8.	K. Amoako-Wiredu	District Head	R.H.& C.I., Box 25, Mampong Ashanti
9.	J.Y. Labik	Dist. Community Development Officer	Dept. of Community Dev. Ejura
10.	Rev.Fr. Robert Clobus	Afram Plains Project	SMA, Box 55, Ejura
11.	Kwame Frimpong	Assemblyman	Kyeyiase
12.	Samuel Ohene Adjei	Supervisor of Studies	St. Andrews College, Mampong Ashanti
13.	Grace A. Agyeman	Service Personnel	St. Andrews College, Mampong Ashanti
14.	S.K. Mensah	Acting Director	St. Andrews College, Mampong Ashanti
15.	Settor Kemeh	Service Personnel	St. Andrews College Mampong Ashanti
16.	Alex A. Boadu	Asst.Cons.of Forests	Forestry Department, Box 27, Mampong Ashanti
17.	A.K. Ntiamoah	Dists. Town Planning Officer	Town Planning, Box 173 Mampong Ashanti

NO.	NAME	STATUS	DEPARTMENT/ADDRESS
18.	Nana Antwi Bediako	Dist. Organizing Assistant	District Assembly, Mampong Ashanti
19.	Fred Kodua Basoah	Presiding Member	Sekyere-West District Assembly, Mampong Ashanti
20.	Nana Dua-Awere	Okyeame	Mampong Traditional Council
21.	Emmanuel Adu	Zonal Org. Assistant CDR	Kwamang, c/o Box 13, Kwamang
22.	Bright Antwi	Zonal Org. Assistant, CDR	Beposo, c/o Box 1, Beposo
23.	Kofi Opoku-Mensah	Dist. Budget Officer	District Assembly, Box 25 Mampong Ashanti
24.	Kwaku Obeng	Assemblyman	Domi No.1, Kyekyebong
25.	Emmanuel Obeng	Plan & Budget Officer	Dist. Assembly, Box 25, Mampong Ashanti
26.	Daniel Amevor	Plan & Budget Officer	Dist. Assembly, Box 25, Mampong Ashanti
27.	Obeng-Marfo Bempa	N.M.P.	Box 236, Mampong Ashanti
28.	Christiana Opoku Nyarko	31st December Movement	Box 292, Mampong Ashanti
29.	Alex Frempong	District Engineer	PWD, Box 25, Mampong Ash.
30.	R. Ben Forkuoh	District CDR Sect.	Box 25, Mampong Ashanti
31.	George Dankwa	District Community Development officer	Box 236, Mampong Ashanti
32.	Felix Aflakpui	Area Engineer	Department of Feeder Roads, Box 109, Mampong
33.	Alfred A. Mensah	District Manager	Ghana Water & Sewerage Corp. Box 13, Mampong
34.	Nyorkeh Gabriel	District National Service Co-ordinator	Box 25, Mampong Ashanti
35.	Frank Joe Otoo	District Engineer	Ghana Highway Authority, Box 266, Mampong Ashanti

5. MAIN OBJECTIVE OF WORKSHOP

The primary objective of the workshop was to facilitate the stakeholders of the District Rural Water Supply and Sanitation programme to develop a detailed strategy and action plan.

The second objective was to promote and strengthen the District's resource capacity to undertake the rural water supply and sanitation programme based on community management.

6. OPENING AND CLOSING CEREMONIES

The workshop was officially opened by the PNDC District Secretary for Sekyere-West District, Mr. A. Agyarko-Nti on Monday, February 18, 1991. Nana Mamponghe chaired the function. He challenged participants to endeavour to facilitate the beneficiaries to use the resources of the project judiciously.

In the welcoming address, the Presiding Member of the District Assembly stressed the need for effective participation of all, and indicated that the workshop will help strengthen the collaborative planning efforts of the District Assembly.

Addressing the participants on behalf of the Field Director of World Vision Ghana, Mr. Bismark Nerquaye-Tetteh, the Project Manager of the Ghana Rural Water Project (GRWP) of World Vision emphasized the importance World Vision International attached to the project as well as the workshop and entreated them to accord the two, their maximum attention and support. He mentioned that the workshop was funded by the Conrad N. Hilton Foundation who had given \$5million for the drilling of 500 boreholes and pump installation, training and maintenance. World Vision United States was providing a matching grant of \$2.7million to support the Health Education and Community Participation (HE/CP) and Latrine and Laundry Construction components of the programme.

The District Secretary warmly welcomed participants and facilitators to the workshop and promised the District Assembly's co-operation, support and assistance in making the programme a success.

### Closing

The closing ceremony was performed by the District Secretary and chaired by the Headmaster of the Mampong Technical School. The GRWP Manager praised the participation of the traditional council as their presence helped to explain and resolve the issues of land acquisition and community participation.

The Presiding Member expressed the satisfaction of all participants of the workshop, and requested for such interactions with the District to help strengthen the Government's decentralization policy.

## 7. METHODOLOGY

Messrs Emmanuel Opong - HE/CP Manager & Training Officer, Victor Addom - Programme Planning, Research and Evaluation Manager and Eugene Asante - Deputy Associate Director, Operations of World Vision Ghana successfully facilitated the workshop. They were supported very effectively by Mr. B. Nerquaye-Tetteh, the GRWP Manager.

### Participatory Techniques

Group discussions, games, plenary sessions and lectures were used to facilitate the participation of all participants. Issues raised were discussed in small groups and resolutions presented to the whole group. Five working groups representing the Principal Stakeholders were used in discussing all issues concerning the programme. Questions were asked to elucidate all misconceptions. Handouts which contained the accepted points were given out. These gave participants enough time to fully participate in the discussions.

Various maps of the Greater Afram Plains indicating the operational areas were displayed on the walls. References to these maps gave participants clearer understanding of the issues at stake.

8. GETTING TO KNOW EACH OTHER

Participants were taken through 'animal game' to establish the personal relationship needed for the workshop. Interactions among them generated common understanding and commitment to the workshop. Coming from various background it was necessary to ensure that participants were properly oriented to the goals of the workshop.

Appendix 1 (attached) shows the procedure adopted and the lessons learnt from the exercise.

9. WORKSHOP NORMS

The participants established norms to guide the operation of the workshop. These are shown in Appendix 2 attached.

10. PARTICIPANTS EXPECTATIONS

In order to establish common understanding among participants and facilitators, the participants were facilitated to state their expectations for attending the workshop. They were divided into groups of eight people to discuss their individual expectations, two of which were agreed on for presentation to the larger group.

Stated below are the expectations expressed:

1. To establish who to do what in the implementation of the project.
2. How to achieve maximum community participation.
3. Need to develop a team work for integrated programme to ensure maximum social education.
4. To know the plans of the District Assembly towards project implementation.

5. To acquire relevant skills and knowledge to disseminate information to rural people to accept the project.
6. To know the Project Area in terms of the economic potentials, eg. water situation.
7. How the project will be an integrated approach by World Vision and Community.
8. How to sustain the project after World Vision funding is withdrawn.

These expectations were compared with the workshop objectives stated below and areas of agreements/disagreement discussed.

11. WORKSHOP OBJECTIVES

1. Exchange of current information on the project.
2. Achieve agreement on and commitment and responsibilities to the project goals and objectives.
3. Establish a common understanding among the stakeholders.
4. Develop unified strategy for implementation of the project.
5. Establish reporting procedures for the project.
6. Establish agreement on management roles of the project.
7. Develop the ability to work as a team.

12. BACKGROUND INFORMATION

In identifying the key issues that will influence the programme's success, a background information of the area and project were given.



The Sekyere-West District Secretary, Mr. Agyarko-Nti gave a brief background information on the District. He indicated that the LOCAL GOVERNMENT INSTRUMENT 1406 established the District and its boundaries in 1987/88. It was carved out of the former Sekyere District Council which comprised Ejura Sekyedumasi, Effiduase and Sekyere East districts. All the decentralised departments and state organs are operational in the district. He said the district has a dependable source of water for the Urban areas but that the rural communities have no access to potable water supply during half of the year.

The District Community Development Officer for Ejura Sekyedumasi, Mr. Labik then gave a vivid account of the situation in the Afram Plains. He stated that the plains cover about 1250 sq. miles and the only feasible means of public transportation is the TRACTOR because of the poor road network.

The people are basically migrants from Togo, Burkina Faso and Northern Ghana. There are about 42 different tribes living in very small villages with very similar names making identification difficult.

Guinea worm is the most prevalent disease resulting from the scarcity of potable water.

At the time of the workshop there had been a guinea worm outbreak at Oku Junction. Health facilities are non-existent and surprisingly there are people there who do not know what immunization seeks to achieve. Unconfirmed report on immunization coverage for 1990 was 20%.

Educational facilities in the plains are deplorable and about 90% of teachers in the area are paid by the local people. The literacy rate is 1.40. Though the area has a favourable agricultural potentials the existing social conditions have hindered its development. He further mentioned that the plains experience severe scarcity of water from November to April every year.

Mr. Bismark Nerquaye-Tetteh, the GRWP Manager indicated in his presentation that the PHASE 1 of the GRWP undertaken by World Vision resulted in the provision of 455 wet boreholes throughout the country from 1985-1990. He stressed that the strategy of working throughout the country gave rise to administrative and operational difficulties. The present project being funded by the Conrad N. Hilton Foundation of the USA seeks to maximise the impact and establish administrative and operational efficiency by operating in a well defined geographical area. He explained that alternative water supply sources besides boreholes are quite expensive and heavily import oriented, hence the priority being given to boreholes fitted with pumps. However, genuine efforts will be made to address the issue of alternate water supply systems when boreholes are not feasible.

He enumerated the componenets of the project as follows:

- . Well drilling.
- . Pump installation, maintenance and training.
- . Health education and community participation.
- . Latrine and Laundry facilities.

He then gave a tentative operational strategy of the project as follows:

1. 1991 Kwahu South District - January - April  
Sekyere-West District - April - July
2. 1992 Afram Plains District
3. 1993 Atebubu/Sene Districts
4. 1994 Sekyere East Districts  
Ashanti-Akim North
5. 1995 Ejura Sekyedumasi

In all, 500 boreholes are to be drilled in 300 communities. At the end of the presentations a paper on the demographic features of the communities together with a map indicating the villages were given to participants. These were quite helpful in understanding the issues at stake.

13. STAKEHOLDERS

The workshop identified the following as the Stakeholders whose participation and involvement in the project's planning, operation, implementation, monitoring and evaluation will facilitate the success of the rural water supply and sanitation programme in the district:

1. The District Assembly with all the decentralised departments and organs of the state.
2. The partner Communities.
3. The Traditional Council.
4. The existing Non-Governmental Organizations (NGOs) and Churches.
5. World Vision Ghana acting on behalf of other stakeholders like Conrad N. Hilton Foundation, World Vision United States.

14. KEY ISSUES

The workshop identified the underlisted key issues which will influence the programme implementation, monitoring and supervision. These were drawn from the background information, previous visits to the project area and interviews with the various heads of department within the district:

1. Infrastructural development - Access road.
2. Servicing of Pumps.
3. Provision of financial/logistic support.
4. Monitoring and supervision of the project - Need for accountability.
5. Security/safety of pumps and equipment.
6. Management of the Project.

7. Education of Communities on project activities/programmes.
8. Provision of technical/mangerial support.
9. Training and equipping of village level maintenance team.
10. Land Acquisition.
11. Illiteracy.
12. Project sustainability.
13. Developing the final list of communities to benefit from the borehole.

Each of these issues were discussed in detail and various recommendations made.

15. ROLES AND RESPONSIBILITIES OF STAKEHOLDERS  
IN ADDRESSING THE KEY ISSUES

The key issues that will influence the programme's sustainability were examined in detail by each group of stakeholders. It was realised that each stakeholder's roles and responsibilities when carried out efficiently will promote the success of the programme. (Appendices 3, 3a, b, c, d & e show stakeholders' role and responsibilities in detail).

(i) Infrastructure Development

The Afram Plains needs massive socio-economic, educational and physical development to provide the pivot to help maximise the expected health benefits from the water supply and sanitation programme. The plains are virtually inaccessible to public transportation. The road network only provides access to tractor services. People and goods are transported on tractors.

In order to ensure easy implementation of the rural water supply and sanitation programme the road network must be made accessible for easy movement of equipment, machinery and people.

The District Assembly and communities were identified as the key stakeholders who will be responsible for the performance of this task. The Assembly will provide machinery to support the communities' efforts in making the access roads motorable before the commencement of the programme in April 1991. Support from the Regional and National Administration is needed for the implementation of the programme.

(ii) Servicing of Pumps

Most rural water supply systems based on boreholes fitted with handpumps have failed to meet the water needs of the people because of improper pump servicing scheme which leads to frequent pump breakdowns. Handpump servicing is therefore a vital issue that needs attention in any rural water supply programme.

It was agreed that local pump maintenance volunteers be selected from each benefiting community. These will be trained in simply handpump maintenance skills and provided with tools to undertake minor servicing of the pumps. Major repairs will be undertaken by the District Assembly. The Communities and District Assembly hold the key role and responsibilities in ensuring that the pumps operate efficiently throughout the lifespan of the project.

(iii) Provision of Financial/Logistic Support

Though World Vision International (Ghana Office) is to provide the initial capital input to the Communities, the other stakeholders have vital roles and responsibilities to play in building a sustainable programme. The Communities, District Assembly and Traditional Council are to design mechanisms to generate financial/logistic support for the programme. Formulation of financial policy by the District Assembly to support the programme is very vital. Communities are to be empowered by the Assembly to collect water tariffs for both minor and major servicing and repair of the handpumps. The District Assembly is to provide the backup financial and logistic support. The District Assembly is also to make provision within its budget for handpump maintenance and repairs.

Participants suggested that the communities pay 70% of the water tariffs raised to the District Assembly to be used for major repairs whereas 30% is saved within the community for minor maintenance, repairs and allowance to the volunteers.

(iv) Monitoring and Supervision of the Project

Programme monitoring and supervision are vital to the accomplishment of set goals. Therefore each stakeholder will be actively involved in this process. Efficient management of the resources of the project will be critically monitored by the Stakeholders. Monthly and quarterly meetings and workshops will be carried out in the District Assembly and Communities as a monitoring mechanism to address implementation issues.

World Vision Ghana and the District Assembly are the key role players in ensuring the success of this process.

(v) Security/Safety of Pumps and Equipments

The workshop agreed that the communities are to ensure that the pumps and all other equipment, provided are properly protected. Communities are to build fences around the boreholes to protect them from children using the pump as play items.

Local volunteers are to be selected to provide security for all equipment. Fire protection measures will have to be undertaken by the communities to avert destruction of the pumps by bush fires.

The District Fire Service is to provide education on fire prevention to all the benefiting communities and also ensure the formation and training of fire protection volunteers.

(vi) Management of the Project

The key to any programme's success lies in its management by all the stakeholders. They must be involved in the planning, organisation, implementation, monitoring and evaluation of every phase of the programme. (Vide Appendix 4).

It was agreed that all stakeholders should actively participate in the performance of the following management functions regularly.

1. Share information on the project with each other.
2. Build a healthy working relationship.
3. Write and share written reports on the project.
4. Involve each other in decision making.
5. Monitor the performance of each other.
6. Involve each other in the planning.
7. Be involved in the baseline data collection.

(vii) Education of the Communities on Project Activities/  
Programmes

It is very vital to ensure that users of any facility are effectively facilitated through education and training on its uses.

For the water supply and sanitation programme the need for proper education and training of the people to build the needed capacity to use and maintain the facilities cannot be over-emphasied. Therefore the communities will be prepared well ahead of the drilling programme. The education programme will facilitate the people to undertake communal labour and raise funds to support the programme.

The staff of Ghana Rural Water Project's Health Education and Community Participation Unit together with staff from the Ministry of Health, Department of Community Development, the Zonal CDR in the district and SMA Ejura, will undertake the community preparation and motivation activities six weeks prior to any drilling of boreholes. This educational programme will generate their participation and involvement in the programme planning, implementation and evaluation.

(viii) Provision of Technical/Managerial Support

Technical and managerial support to the programme will be provided by the stakeholders. World Vision Ghana will provide the technical expertise in the borehole drilling programme and thereby facilitate the District Assembly to undertake any future programme on its own.

All the stakeholders will provide the managerial support for the programme implementation.

(ix) Training and Equipping of Village Level Maintenance Team

In order to ensure that the benefiting villages are able to maintain the facilities provided, volunteers will be selected for training in maintenance and servicing of pumps.

These volunteer teams will be facilitated through provision of simple basic equipment to undertake minor servicing of the facilities. Such a strategy will help promote the lifespan of the facilities and also ensure that the expected health benefits are realised. World Vision Ghana is the key stakeholder in implementing this programme.

(x) Land Acquisition

Land in the Afram Plains is vested in the Traditional Council. However caretakers have been nominated by the Council to oversee the land in the villages. In view of the importance of land as a resource in facilitating the success of the water supply and sanitation programme it was unanimously agreed that the Traditional Council will in consultation with their caretakers release land for the programme. The process of land acquisition is therefore the key responsibility of the Traditional Council.

All the benefiting communities will have to legally acquire the land for the facilities to avoid future litigation.



(xi) Illiteracy

There is a high level of illiteracy in the plains, (25:1000), because of lack of educational facilities and the use of child labour on the farms. The programme success depends on the ability of the people to understand and appreciate their roles and responsibilities. The need for functional literacy programme is therefore vital towards the maximization of the expected benefits of the programme.

The Department of Community Development representing the District Assembly is to institute Adult functional literacy programmes in all the benefiting communities.

(xii) Project Sustainability

Most development programmes have failed to continue immediately external support is withdrawn. To ensure that the Water Supply and Sanitation programme continues after World Vision Ghana's withdrawal, the systems and structures will be effectively facilitated through training, equipment support and management capacity building.

The stakeholders critically identified the factors that will promote sustainability and offered their contribution towards it. The active involvement and participation of all the stakeholders will ensure the project sustainability. (Vide Appendix 5).

(xiii) Developing the final list of Communities to benefit from the Boreholes

The stakeholders agreed on the following criteria for the selection of the benefiting communities in order of priority:

- (a) Community must be located in the operational area.
- (b) Guinea-worm infested communities.
- (c) Bilharzia infested communities.
- (d) Population of not less than 200.

(e) Hydrogeological findings - availability of ground water.

(f) Community preparedness:

- formation/reactivation of health management committees.
- Raising initial deposit of ¢75,000.00 towards pump maintenance.
- Communal labour to assist in clearing sites.
- Providing sand and stones for concrete pad construction.

Appendix 6 shows the communities earmarked for borehole drilling provisionally agreed by the stakeholders.

16. STRATEGY AND ACTION PLAN

The following strategy for the next six months (March - August 1991) were proposed to be adopted:

1. To Gain Public Support For The Programme

- a. In order to achieve this the District Assembly and the Traditional Council are to organise educational programmes to educate the public on the programme. The Ministry of Information and Department of Community Development are the key players.
- b. Community education task force is to be formed comprising personnel from the Health Education and Community Participation Unit of World Vision Ghana Rural Water Project, Ministry of Health and Department of Community Development. This will educate the communities on all aspects of the programme to create awareness and commitment to the programme.

2. To Gain Access To The Operational Area

The road network is to be made accessible by the District Assembly and the Communities. This will facilitate movement of people and equipment.

3. To Ensure Stakeholders Commitment To The Programme

- a. To achieve this the District Assembly in conjunction with World Vision Ghana shall meet quarterly at the Assembly's office to assess the progress of the programme.
- b. Education of the stakeholders on every aspect of the programme will also be undertaken to gain their commitment.

ACTION PLAN

1. The community education and mobilization is to precede all other activities in the programme. This will start on March 11, 1991 and continue throughout the programme.
2. The road network is to be made accessible by March 30, 1991.
3. Drilling of boreholes is to start by April 20, 1991.

These activities will facilitate the early implementation of the Water Supply and Sanitation programme. All the stakeholders have roles and responsibilities to fulfill in making the action plan workable.

Attached are various Action Plans developed by the stakeholders as a guide towards the successful implementation of the programme. (See Appendix 7).

17. EVALUATION

Below are the scores of the workshop objectives indicating the most well and poorly understood. The ratings were as follows:

1 - well            2 - satisfactory            3 - poor

Scores of the Workshop Objectives:

NO.	OBJECTIVES	WELL	SATIS-FACTORY	POOR	NO SCORE
1.	Exchange of current information on the project.	30	10	Nil	3
2.	Establish agreement on commitment and responsibilities to to the project goals and objectives	23	16	1	3
3.	Establish a common understanding among the stakeholders	22	18	Nil	3
4.	Develop a unified strategy for implementation of the project	23	16	1	3
5.	Establish reporting procedures for the project	16	23	Nil	4
6.	Establish agreement on management roles of the project	17	22	1	3
7.	Develop the ability to work as a team	33	7	Nil	3

The above scores indicate that the workshop was able to develop the ability to work as a team. This will have to be strengthened to improve upon the other objective. Objectives 5 and 6 need further discussion to strengthen the management and reporting systems of the project.

Stated below are some of the remarks participants expressed about the workshop:

- The workshop prepared the beneficiaries for the acceptance of the project.
- Facilitators were more than good. Group work by participants have broadened our knowledge.
- The typing and release of proceedings of all previous sessions were timely and helpful.

- I like the way we were accommodated, ie. all beddings set.
- I like the democratic way of speech.
- Guidelines are given where necessary to streamline the whole procedure.
- Accepting everybody's views.
- The method for sharing experiences was rather useful.
- Facilitators of the workshop mixed freely with participants which was commendable.
- The food at the workshop was good.

Things participants did not like:

- The lateness of food was not good enough.
- There was no form of entertainment after the days's work.
- Time table not adequately followed due to one or two pertinent issues
- Roles and responsibilities not well defined.
- Inability to visit and study the operational area.
- Time for the workshop was rather short and we had to rush at certain times.
- Failure of the organisers to pay travelling and transport (T&T) allowance to participants.
- It was involving and demanded so much from participants.

#### 18. GENERAL COMMENTS/RECOMMENDATIONS

##### General Comments:

The workshop was very educative and helped to develop a team spirit needed for this important programme. The involvement of almost all the stakeholders was helpful in motivating them to play their roles and responsibilities in the realising of the programme objectives.

Recommendations:

These recommendations must be studied to assist future workshops.

1. World Vision Ghana should make sure that the District Assemblies concerned, do a lot of groundwork in the communities they intend to work in before agreements/contracts are signed.
2. Accessibility to the operational areas must be provided prior to entering into any agreement in any rural water and sanitation programme.
3. Regular meetings should be held to look at objectives not well understood during the workshop.
4. Follow-up workshops should be held after three months of the first workshop to look critically at the implementation issues.
5. There is the need to further identify all stakeholders whose resources will be needed during the programme implementation to take part in the District Start-up Workshops.
6. The maintenance aspect of the programme was not well defined. It must be dealt with during future workshops.

A T T A C H M E N T S :

D A Y 1

SESSION 2 (15 mins)

INSTRUCTIONS:

1. Select one of the underlisted animals which appeals to you:

- |             |          |
|-------------|----------|
| 1. Snake    | 2. Lion  |
| 3. Elephant | 4. Sheep |
| 5. Dog      | 6. Cat   |
| 7. Cattle   | 7. Pig   |
| 9. Goat.    |          |

2. Look for another participant who has interest in the same animal.

3. Get together to share ideas about why you have selected the animal and yourselves.

4. Come back to share your information about your choice and the other partner with the whole group.

LESSONS LEARNT

1. People have different values
2. Need to know whom you are working with.
3. Working as a team.
4. The team is made up of all types of people.
5. Sharing ideas.
6. Making a choice between different alternatives.
7. There are different interests, needs and problems.
8. Justification of priorities.
9. Knowing social backgrounds of people.
10. Taking quick decisions.
11. Significance of democratic principles.
12. Friendly and tolerant.
13. Human approach
14. Cracking jokes
15. Achieving an objective
16. Break the monotony.



WORKSHOP NORMS

1. Be punctual
2. Raise up hands when you want to talk.
3. Active participation.
4. Be tolerant.
5. Time table should be followed.
6. Respect other people's views.
7. Free to ask questions.
8. Accept eachother's ideas/views.
9. Open medium of expression.
10. Avoid repetition of ideas.
11. Proper lighting system.

STAKEHOLDERS' ROLES

1. Infrastructure development.
2. Servicing of pumps.
3. Provision of financial/logistic support.
4. Monitoring of project/accountability.
5. Security/safety of pumps/equipment.
6. Management of project.
7. Education of communities on project/programmes.
8. Provision of technical/managerial support.
9. Training and equipping of village level maintenance team.
10. Others. Land acquisition.
11. What type of latrines.

A S S I G N M E N T

1. Break into 5 stakeholder groups (already identified) ie. District Assembly, Traditional Council etc.
2. Discuss how you as a stakeholder
  - a. Will contribute to each of the identified roles above for the success of the project.
  - b. Specify your contribution and responsibilities as to who will do what.

(45 minutes)

COMMUNITY

- |                      |                             |
|----------------------|-----------------------------|
| 1. Obeng Marfo       | 6. Mr. Danquah              |
| 2. Kwaku Obeng       | 7. Mr. Adu                  |
| 3. Frimpong          | 8. Miss Grace Armah-Agyeman |
| 4. Bright Antwi      | 9. Mr. Ohene-Agyei          |
| 5. Miss Opoku Nyarko |                             |

TRADITIONAL COUNCIL

- |                       |                   |
|-----------------------|-------------------|
| 1. Nana Dua-Awere     | 4. Mr. Wi-Afedzi  |
| 2. Nana Antwi Bediako | 5. Mr. Alex Boadu |
| 3. Mr. Ntiamoah.      | 6. Mr. Adu Gyamfi |

DISTRICT ASSEMBLY

- |                     |                 |
|---------------------|-----------------|
| 1. Mr. Kodua Basoah | 7. Mr. Wiredu   |
| 2. " Opoku Mensah   | 8. " Dogble     |
| 3. " Otoo           | 9. " Wi-Afedzi  |
| 4. " Aflakpui       | 10. " Nkrumah   |
| 5. Mr. Mensah       | 11. " Amankwaa  |
| 6. Dr. Yeboah       | 12. " S.K. Osei |

OTHER NGOs

1. Mr. Larbik
2. " Emmanuel Opong
3. Miss Opoku Naryku

WORLD VISION GHANA

1. Mr. Sarpong
2. Mrs. Nancy Sekyim
3. Mr. Alfred Owusu
4. Mr. Bekoe
5. Mr. Quainoo
6. Mr. Amegbe
7. Mr. Kofi Odoom.

ROLES & RESPONSIBILITIES OF COMMUNITYAPPENDIX 3(a)A. Infrastructure Development

	<u>W H A T</u>	<u>H O W</u>	<u>W H O</u>
1.	Organisation of communal labour.	Will be done on unit basis with each unit providing a leader.	Community will do it but the unit committees will supervise.
2.	Supply of manpower and human resources	Identification of artisans etc in the community.	Sand and stone contractors etc.
3.	Materials.		

B. Servicing of Pumps

	<u>W H A T</u>	<u>H O W</u>	<u>W H O</u>
1.	Formation of a main Committee.	In-service training for some selected people.	Trained men from the community.
2.		Community will use tarriffs collected to supply inputs for minor servicing.	G.W.S.C. to undertake major servicing.

C. Provision of Financial/Logistic Support

	<u>W H A T</u>	<u>H O W</u>	<u>W H O</u>
1.	Imposition of special rates.	Rates to be paid in cash or kind.	18 yrs and above.
2.	Community will provide spades mattocks etc.		

D. Monitoring of Project - Accountability

	<u>W H A T</u>	<u>H O W</u>	<u>W H O</u>
1.	Done by the Water Committee.	Fortnight monitoring - Will report to the district assembly.	Water Committee

E. Security/Safety of Pumps/Equipment

<u>W H A T</u>	<u>H O W</u>	<u>W H O</u>
1. Unit Committees.	a. Fencing b. Provision of locks. c. Open in the mornings from 4.00 a.m. to 10.00 a.m.  - closed and operated again after 4.00 p.m.	Unit Committee will apoint someone to supervise.

F. Education of Communities on Project/Programmes

1. People advised to clear project sites.	Churches, schools.	G.W.S.C., M.H.C. Provide personnel.
2. Inhabitants must be educated on pump maintenance and proper usage of pumps	Public meetings. - Use of demonstrations - House to house education.  - Make use of functional literacy classes.	

G. Training and Equipping of Village Level Maintenance Team

<u>W H A T</u>	<u>H O W</u>	<u>W H O</u>
Just like 'B'	In service training just like 'B' 30% of money collected for buying of tools and equipment.	

H. Land Acquisition

<u>W H A T</u>	<u>H O W</u>	<u>W H O</u>
Chief to meet with individual land owners.	Appeal to land owners to give up the lands.  - provision of compensations if necessary.	Chief and community.

ROLES & RESPONSIBILITIES OF DISTRICT ASSEMBLY  
AS STAKEHOLDER

1. INFRASTRUCTURE DEVELOPMENT

A. Access Roads.

- i. Highways and feeder roads  
To provide machines and equipment.
- ii. FUEL:- District Assembly, Community, WVG and other NGOs.

2. SERVICING OF PUMPS

- District Assembly to charge Ghana Water & Sewerage Corporation (GWSC ) for major repairs.
- Funds from District Assembly, Community and NGOs.
- District Assembly and Traditional Council set up maintenance fund to support.
- District Assembly to charge community for minor repairs, with technical assistance from GWSC.

3. PROVISION OF FINANCIAL AND LOGISTIC SUPPORT

- Liaise with NGOs and Community.

4. MONITORING OF PROJECTS/ACCOUNTABILITY

- District Assembly to charge unit community and GWSC
- Liaise with NGOs for monitoring.
- District Assembly ensures monies collected are well accounted for.

5. SECURITY AND SAFETY OF PUMPS

- District Assembly charge unit committee and traditional council to form watchdogs.
- Liaise with NGOs.

6. MANAGEMENT OF PROJECTS (1)

- District Assembly to charge GWSC and liaise with drilling team. (Before project).
- (AFTER) :- District Assembly to charge community and GWSC and liaise with NGOs.

7. EDUCATION OF COMMUNITY ON PROJECTS AND PROG.

- District Assembly to charge District, Public Education Committee, District Health Management Team, Non-formal Education Committee.
- National Service Secretariat to educate on good health and insight into usefulness of program.

8. PROVISION OF TECHNICAL AND MANAGERIAL SUPPORT

- District Assembly to charge GWSC to train artisans to be on secondment to WVG on this programme.

9. TRAINING AND EQUIPPING OF VILLAGE LEVEL MAINTENANCE TEAM

- District Assembly to liaise with WVG and other NGOs to provide training materials and equipment.
- District Assembly to charge GWSC to select a team.
- District Assembly to charge community to make personnel available for selection.

LAND ACQUISITION

- District Assembly to consult traditional authorities to ensure areas selected are legally acquired.

ROLES & RESPONSIBILITIES OF TRADITIONAL COUNCIL

1. DRILLING WELLS/INSTALLING PUMPS
  - a. Provision of Land.
  - b. Performance of rituals.
  - c. Organization of communal labour for access and site clearing.
  - d. Residential accommodation for workers.
  - e. Community Watch-Dog Committees to ensure security of plant & equipment.
  
2. PUMP MAINTENANCE
  - a. Social Education for judicious uses of pumps and water among inhabitants at the council's instance.
  - b. Recommendation of local volunteers for training.
  - c. Mobilization of financial support through community farms, levies, etc.
  
3. COMMUNITY PARTICIPATION AND HYGIENE EDUCATION
  - a. Supply of regular volunteer workers on sector basis (not to be done to disrupt normal farming activities).
  - b. To ensure the establishment of Town/Village Health Committees for hygiene education.
  
4. SANITATION
  - Latrines & Washing Facilities
    - a. Provision of Land.
    - b. Promulgation of local regulations against misuse of facilities.



ROLES OF NGOs AS STAKEHOLDERS1. INFRASTRUCTURE DEVELOPMENT

- a. Solicit funds to assist in road construction, Health facilities, Education, and Housing.
- b. Educate and organise communities to undertake communal labour to repair roads, and construct Schools and teacher's quarters.
- c. Institute incentives to encourage teachers to accept postings to Afram Plains.
- d. Secondment of trained staff for Health Education.
- e. Educating Communities to see their settlement in the plains as permanent and put up better housing with Technical Support from NGOs.

2. SERVICING OF PUMPS

- a. To establish equipment and maintenance unit.

3. PROVISION OF FINANCIAL/LOGISTIC SUPPORT

- a. Support the Programme with solicited funds.

4. MONITORING OF PROJECT AND ACCOUNTABILITY

- a. Institute quarterly inspection of projects and reporting.
- b. Encourage Communities to open savings accounts towards maintenance and repair of provided facilities.

5. SECURITY & SAFETY OF PUMPS & EQUIPMENTS

- a. Educate Communities on security and safety measures.

6. MANAGEMENT OF PROJECT

- a. Collaborate and coordinate our efforts with other stakeholders for the successful implementation of project.

7. EDUCATION OF COMMUNITIES ON PROJECT/PROGRAMME

- a. Organise seminars and workshops for Pastors, Church Elders, and members on project objectives.

8. PROVISION OF TECHNICAL & MANAGERIAL SUPPORT

- a. Support programme with our technical men and equipment available.

9. TRAINING & EQUIPMENT OF VILLAGE LEVEL MAINTENANCE TEAM

- a. Assist organise seminars and workshops to equip village level maintenance team with required knowledge and skill.

ROLE OF WVG AS STAKEHOLDER

1. INFRASTRUCTURE  
Provision of Funds, Drilling Equipment, Tools, Logistics and Technical Personnel to execute construction of boreholes, toilets, and laundry facilities.
2. SERVICING OF PUMPS  
Advisory role to the district level maintenance team for general servicing of pumps:
  - Borehole servicing (Acquisition of compressor/Ancillary equipment)
  - Servicing of pumps.
3. FINANCIAL & LOGISTIC SUPPORT  
Provision of financial and logistic support (See 1).
4. MONITORING /ACCOUNTABILITY  
Design of quarterly monitoring report forms for communities (To be completed for stakeholders through District Assembly).
5. SECURITY & SAFETY  
Educate community together with District Assembly on Security/Safety requirements of pumps.
6. MANAGEMENT OF PROJECT  
Project Management Training for community people.
7. EDUCATION OF COMMUNITY ON PROJECTS  
A whole Department in WVG is dedicated to training in the use of human resources from the Districts.
8. TECHNICAL & MANAGERIAL SUPPORT  
Technical/Managerial support to be provided by GRWP team.
9. TRAINING & EQUIPPING OF VILLAGE LEVEL MAINTENANCE TEAM  
Training of local personnel for maintenance.  
Provision of basic tools for minor maintenance of pumps.
10. LAND ACQUISITION  
Provide Technical advice on suitability of land for projects.

MANAGEMENT EXPECTATIONS

NO.	EXPECTATIONS	DISTRICT ASSEMBLY	COMMUNITY	TRAD. COUNCIL	NGO	WVG
1.	Sharing Information					
2.	Ideal Working Relationship					
3.	Written Reports					
4.	Decision-Making					
5.	Monitoring Performance					
6.	Involvement in Planning					
7.	Other Baseline data					

SMALL GROUP ACTIVITYMANAGEMENT EXPECTATIONSINSTRUCTIONS

Meet and discuss responses to the following questions.

1. How do you expect the other Stakeholders to share project-related information with you? (What type, how much, how often?)
2. What would be an ideal working relationship with the other Stakeholders (technical assistance team, transfer of technology etc?).
3. What kind of written reports do you expect to prepare or receive from the others?
4. How do you expect to make decisions that involve the others?
5. How do you expect to monitor your individual and overall project performance? (and give feedback?).
6. To what extent will you involve the other Stakeholders in planning project activities.
7. What other expectations do you have of the other Stakeholders

WORLD VISION GHANA  
MANAGEMENT EXPECTATIONS

1. SHARING INFORMATION

Quarterly meetings of all Stakeholders to discuss extent of Stakeholder involvement.

1.1. COMMUNITY

- Community information on progress of work condition of facilities, usage of facilities, finance etc.

1.2. DISTRICT ASSEMBLY

- How project is being monitored.

1.3. TRADITIONAL COUNCIL

- How they are involved in the project.
- Any other recommendation or problem.

1.4. NGOs

- Report on objective observations and recommendations.

2. IDEAL WORKING RELATIONS

2.1. DISTRICT ASSEMBLY

- Drilling team to relate to G.W.S.C.
- HE/CP to relate to Ministry of Health, District Health Management Team, Community Development, Department of Cottage Industries, 31st December Women's Movement, etc, etc.

2.2. COMMUNITIES

- Make labour available to Drilling and Pump maintenance teams.
- Help select suitable personnel for training in pump maintenance.
- Supply local sand and stones to drilling team.
- Assist in data collection for HE/CP.
- Mobilise people for community education.
- Mobilising people for sanitation activities.

2.3. TRADITIONAL COUNCIL

- Beat gongong to assemble people for any team of workers.

2.4. NGOs

- Should be free to offer suggestions and advice.

3. WRITTEN REPORTS

3.1. DISTRICT ASSEMBLY

- Quarterly and annual reports to be prepared for WVG from monthly reports of communities forming a cluster.
- Other NGO activities may be reported.

3.2. COMMUNITY

- Cluster of communities present monthly cluster reports to WVG through District Assembly.
- Emergency reports are also expected from individual communities to the District Assembly, and such emergencies reported in cluster reports.

3.3. TRADITIONAL COUNCIL

- Copy of District Assembly reports to be served to Traditional Council.

3.4. NGOs

- Copy of District Assembly reports to other NGOs.

4. DECISIONS THAT INVOLVE OTHERS

- 4.1 All stakeholders should come together to take decisions that affect others.

5. MONITORING INDIVIDUAL AND OVERALL PROJECT PERFORMANCE

5.1. COMMUNITY

- Cluster reports showing individual community plan of action should be used by District Assembly to cross check progress of work and overall project performance

5.2. DISTRICT ASSEMBLY, TRADITIONAL COUNCIL  
NGOs

- Should have their own plan of action for monitoring.
- In case of District Assembly, plan of action should be incorporated in their quarterly reports.

6. INVOLVEMENT OF OTHER STAKEHOLDERS

- 6.1. All stakeholders should come together in seminars, conferences, workshops, etc. in planning project activities.

TRADITIONAL COUNCIL  
MANAGEMENT EXPECTATIONS

1. SHARING INFORMATION:

- a. Finance report.
- b. Maintenance report.
- c. Proposed projects report.
- d. Reports on training of volunteers.

(Reports to be in formats only - monthly, quarterly & annually).

2. IDEAL WORKING RELATIONSHIP

- a. Exchange of visits; geared towards the sustainability of the project.
- b. Logistic Support.
- c. Technical assistance and transfer of technology.

3. WRITTEN REPORTS

- a. Monthly progress reports.
- b. Situational / On-the-spot report
- c. Approved format.

4. DECISION-MAKING

- By popular opinion discerned from consultations with other Stakeholders.

5. MONITORING PERFORMANCE

- a. Written progress report from other stakeholders - and on that basis, there would be general consensus to ensure project sustainability.
- b. Site inspections.

6. INVOLVEMENT IN PLANNING

- a. Identification of felt-needs.
- b. Analysis and assignment of priorities.
- c. Finding locally available local resources; and outside resources.
- d. Programmes to fit into district planning programme.

7. OTHER BASELINE DATA

- Through administration of questionnaire.

COMMUNITY'S MANAGEMENT EXPECTATIONS

SHARING INFORMATION	DISTRICT ASSEMBLY	TRADITIONAL COUNCIL	NGO	WVG
What type	.Financial .Security .Personnel - Maintenance - Technical	.Financial .Building Materials .Litigations on land	.Spare Parts .Technical Assistance	.Financial
How much?	Detailed information on financial - Source - Components - Expenditure - Others - as much as the community feels necessary	Detailed	Basic	Basic
How often?	Monthly	Annual meetings	Occasional visits	Occasional visits
IDEAL WORKING RELATIONSHIP				
Information Exchange	Applicable	Applicable	Applicable	Applicable
Technology Transfer	"	"	"	"
Technical Assistance	"	"	"	"
Financial Assistance	"	"	"	"

WRITTEN REPORTS	DISTRICT ASSEMBLY	TRADITIONAL COUNCIL	NGO	WVG
Financial Reports	Applicable	Applicable	Applicable	Applicable
Operational Reports	"	"	"	"
Annual Reports	"	"	"	"
Technical Reports	"	"	"	"
Managerial Reports	"	"	"	"
INVOLVEMENT IN PLANNING AND DECISION MAKING				
Seminar (yearly)	Applicable	Applicable	Applicable	Applicable
Workshops (yearly)	"	"	"	"

MONITORING

- Area monitoring team to be set up
  - To monitor the activities of communities in relation to installed facilities.
  - To report to Zonal organizers.
- Technical Monitoring Team
  - Set up at District Assembly.
  - Monitor technical as well as operational aspect of facilities.

DISTRICT ASSEMBLY'S  
MANAGEMENT EXPECTATIONS

1. What type: Finance, social, technical, managerial, logistic Support.  
How often: Quarterly meetings with other stakeholders.  
How much: Detailed seminars, workshops, written reports and general meetings.
2. COMMUNITY To provide communal labour, security, administering, finance trainees etc.
3. TRADITIONAL COUNCIL: Security finance, land, monitoring, logistic support.



OTHER NGOs: Technical assistance, transfer of technology, finance, logistic support.

WORLD VISION GHANA: As above and managerial expertise.

3. Expect a detailed report from the community and the traditional councils, and also from other stakeholders.
4. Discussion to be undertaken with representatives of all stakeholders by written invitation on quarterly basis.
  - The meeting will be held at a convenient place to be decided upon by the nature of the business of the day.
5. To depend on the Unit Committees, Traditional Councils, Assemblymen, NGOs etc.
  - Visits to the site to ascertain what is going on.
  - Written reports.
  - To divide project into phases, to compare actuals with expectations.
  - Each stakeholder must understand its roles clearly.
6. Involvement of the stakeholders in the project should start from the beginning to the end ie. Planning, Managing, Implementing, Monitoring, and Evaluation through meetings, seminars, workshops, etc.
7. Statistical data from the Unit Committees on population, settlements, patronage etc.
  - Other stakeholders honour their parts of the roles they are to play.

KEY ISSUES

PROJECT SUSTAINABILITY

INSTRUCTIONS

In your Group:

1. Identify the factors that will promote/ensure sustainability.
2. What contribution can you make as a stakeholder to ensure sustainability of the Project?

TRADITIONAL COUNCIL GROUP

1. PUMP MAINTENANCE

- a. Ensure periodic servicing:
  - i. To motivate trained local volunteers to stay and carry out regular servicing with financial support
- b. Provide regular financial support:
  - i. Collection of water rates on individual basis. Size of rates to be determined in consultation with District Assembly.
  - ii. Establish more community farms.
- c. Ensure that spare parts are always available:
  - i. 50% of revenue realised in (b) will be used to supplement the purchase of parts.

2. COMMUNITY PARTICIPATION/HYGIENE EDUCATION

- Social Education:
  - Ensure the beating of gongong to assemble the inhabitants.

3. SANITATION

- Social Education:
  - By inviting trained health inspector to educate & monitor the activities of Town/Village Health Committees.

DISTRICT ASSEMBLY GROUP

FACTORS:

- . FUNDS . COMMITMENT . ACCOUNTABILITY
- . LOGISTIC SUPPORT . EDUCATION . SECURITY
- . EFFECTIVE MANAGEMENT

DISTRICT ASSEMBLY'S CONTRIBUTION TOWARDS THE SUSTAINABILITY OF THE PROJECT

1. DRILLING WELLS & INSTALLATION OF PUMPS:

- District Assembly will liaise with community for security.

2. PUMP MAINTENANCE:

- Secondment of Staff for training.
- Provision of funds by District Assembly, NGOs, Traditional Authorities and Community through liaising.

3. COMMUNITY PARTICIPATION:

- Education :- using District Health Management Team, Non-formal Education, National Service Secretariat Personnel and Information Services Department.
- Regular visits by District Assembly Staff.

4. SANITATION

- Provide field staff to embark on regular inspection and regular visits by Assemblymen.

COMMUNITY GROUP

FACTORS:

- . FINANCE . LABOUR . EDUCATION
- . CO-OPERATION . REPORTING

1. FINANCE:

a. Well Drilling

- Setting aside funds to drill additional Bore holes (if necessary).

- b. Pump Maintenance
  - Lodging of 70% of tarriffs with District Assembly and 30% within community sponsoring trainees.
- c. HE/CP
  - Imposing fine on defaulters of health norms.
  - Levy for use of facilities.
- d. Sanitation-Latrine & Washing Facilities
  - Funds for disinfectants.
  - Scrubbing brush.
- e. SOURCES OF FINANCE:
  - Community Farms
  - Water tarriffs.
  - Special Development levies.
  - Fund raising harvest.

2. LABOUR

- a. Well Drilling
  - Clearing of site - communal labour, etc.
- b. Pump Maintenance
  - Continue providing people for training - Security and safety measures.
- c. HE/CP
  - Labour to keep place tidy.
  - Ensure proper drainage.
  - Organisation of health committees.
- d. Sanitation - Latrine & Washing Facilities
  - Regular cleaning by identifiable groups.

3. EDUCATION

- Continuous education of members on proper usage of facilities.

4. CO-OPERATION

- In all fields of operation.

5. REPORTING

- Finance presentation of Reports to district assembly.
- Regular pump maintenance.

WORLD VISION CONTRIBUTION TOWARDS SUSTAINABILITY

1. WELL DRILLING

- 1.1. WVG will ensure that all wells are adequately developed so as to avoid silting up.

WATER QUALITY

- 1.2. Local village communities will have to be involved in the planning from the onset before wells are drilled.

COMMUNITY OWNERSHIP

- 1.3. Where the water has high iron content, WV will endeavour to use stainless steel pipes.

- Where iron problem stems from the rock use of iron removal plants will be considered.

2. PUMP MAINTENANCE

TRAINING

- 2.1. Suitable people from communities will be given adequate training on pump maintenance

EQUIPMENT

- 2.2. Basic tools for village level pump maintenance will be provided.

EDUCATION

- 2.3. Education of District Assembly on the keeping of adequate stocks of relevant spare parts.

3. HE/CP

EDUCATION FOR CHANGE OF ATTITUDE

- 3.1. Intensive community education and hygiene education will be undertaken both at the district and community level.  
(the Model of HE/CP is the Training of Trainers type)

WATER QUALITY

- 3.2. Where water is hard, the community will be educated to use it.

4. SANITATION

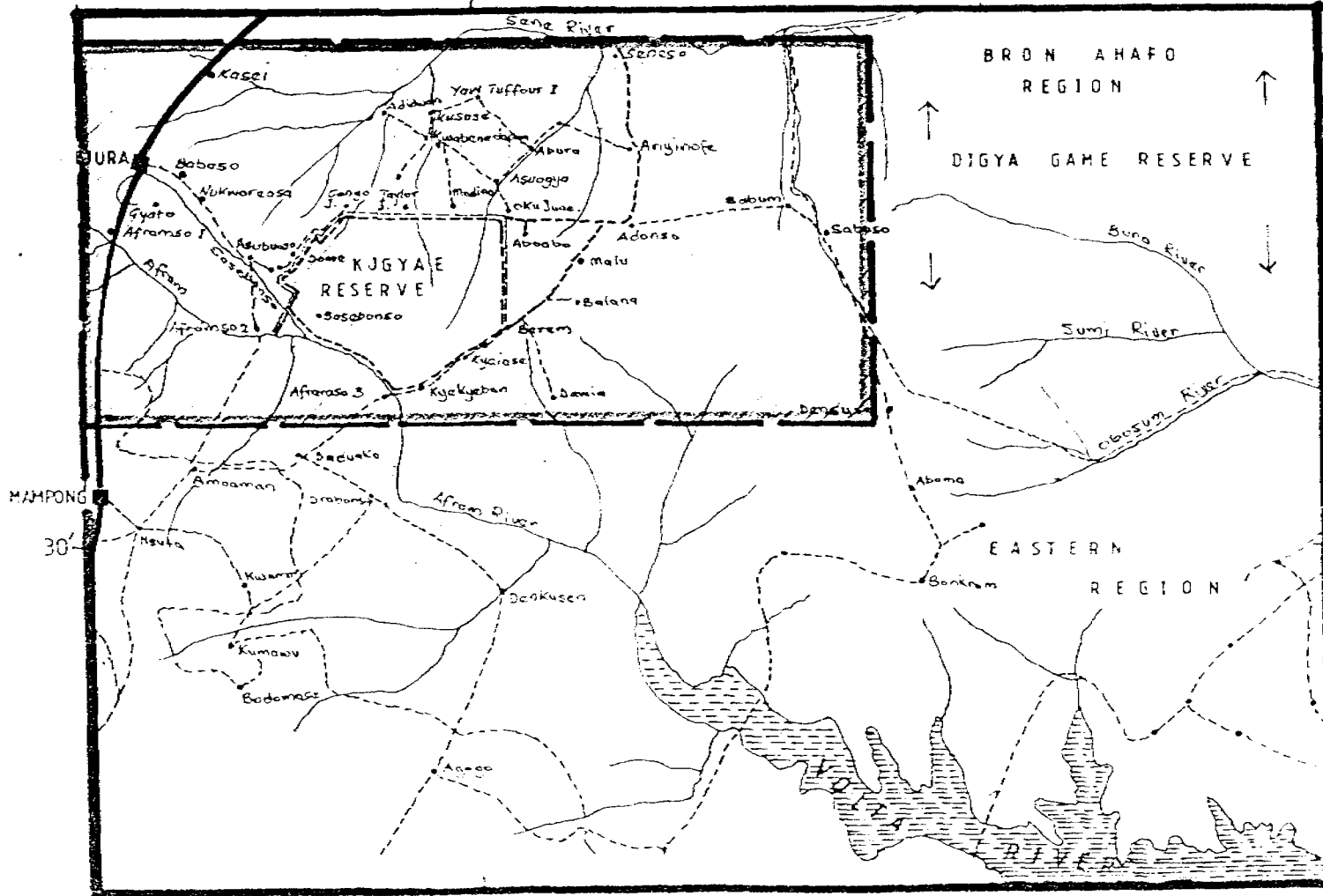
- 4.1 Sanitation education shall take off by 11th March in the District.
- 4.2 A separate National Workshop shall be organised to determine the extent of WVG contribution with respect to Construction of Latrines.

KEY MAP

SCALE = 1:500,000'

1°00'

0°30'



FINAL LIST OF VILLAGES TO BE CONSIDERED  
IN THE PROVISION OF BOREHOLES IN SEKYERE-WEST DISTRICT

ROUTE 1:

1. KYEKYEBON
2. YAHYA AKURAA
3. ABEREWANKO
4. KYEIASE
5. KODIDUASE

ROUTE 2:

6. BIREM
- \*7. MEMPEKASA
8. DAWIA
- \*9. PANTANYO

ROUTE 3:

- \*10. BIREN GRUMA
- \*11. BALANA
- \*12. MALOU
- \*13. BINDUM
- \*14. BLACKIE
- \*15. ABOABO
- \*16. SONKWAE

ROUTE 4:

- \*17. OKU JUNCTION
- \*18. OKU
- \*19. OKU ASUOGHA
20. KWABENA DAPAA (N.T.)
- \*21. ABURA
- \*22. KYIRENTWI

ROUTE 5:

- \*23. KWABENA DAPAA No.1
- \*24. KWABENA DAPAA No.2
25. KUSASE
- \*26. YAW TUFFOUR (CHENNEL).

ROUTE 6:

- \*27. MEDINA
- \*28. TAILOR NKWANTA
- \*29. CHOKOSI
- \*30. CONGO JUNCTION

ROUTE 7:

- \*31. NJANYA
- \*32. KWABENA AKURAA
33. SANKASASE
- \*34. DOME No.1
- \*35. WADU-TARE
- \*36. KONA AKURAA
37. KABRE
- \*38. SANTASC
- \*39. ASUBUASU
40. PIMBEHWE
- \*41. BAHANANA (ASUOGYA)

ROUTE 8:

42. ATAKPAME
- \*43. NYAME BEKYERE
- \*44. ASASEBONSO (KONKOMBA)
45. KONJAI

ROUTE 9:

- \*46. MOSHIE AKURAA
47. BOFFOUR AKURAA
- \*48. ASASEBONSO DAGOMBA
49. ASUBUASU-ASASEBONSO

ROUTE 10:

50. DAUDA (YERESO)
- \*51. ISSAKA AKURAA
- \*52. GOVERNOR (CONGO No.1)
- \*53. CONGO No.2
- \*54. CONGO No.3
- \*55. ADIDWAN No.1
- \*56. ADIDWAN No.2
57. KOJOKUMA.

\* Guinea-Worm Infested Areas.

- |              |   |                             |
|--------------|---|-----------------------------|
| 1. AFRAMSO   | ] |                             |
| 2. ASAEBONSO | ] | -- To be further discussed. |
| 3. DENKYIRA  | ] |                             |
| 4. KOJO KUMA |   |                             |



ACTIVITIES FOR PLAN OF ACTION (POA)1. PRE-DRILLING

- Access roads
- Baseline Data Collection
- Health/Hygiene and Sanitation information and education
- Village mobilisation:
  - payment of initial deposits etc.
  - selecting trainees for Pump Maintenance
  - selecting possible sites for drilling
- Signing of Agreement
- Land Acquisition
- Others

2. DRILLING/PUMP INSTALLATION

- Stakeholders to specify their activities and when they will be undertaken.

3. POST-DRILLING

- Health education
- Training of village level pump maintenance team.
- Monitoring of performance.
- Village mobilisation for maintenance of facilities, tarriffs, etc
- Others

PLAN OF ACTION (POA) FOR MARCH-JULY 1991

ACTIVITY	MAJOR INPUTS (RESOURCES)	COST	PERIOD	PERSON(S) RESPONSIBLE	REMARKS
Access road	Machinery, Labour, fuel money		1st March - 31st March	Feeder Roads Community, Highways, District Administration, etc.	

PLAN OF ACTION FROM 11TH MARCH -  
31ST JULY, 1991

WORLD VISION GHANA

ACTIVITY	MAJOR INPUTS/ RESOURCES	PERIOD	PERSON(S) RESPONSIBLE	REMARKS
<b>A.</b>				
<u>PRE-DRILLING ACTIVITIES</u>				
1. Baseline Data Collection	- Personnel - Vehicles - Stationery - Fuel - Accommodation - Food	11th March - 31st May, 1991.	a. <u>WV.HE/CP Team</u> Mr.E. Oppong - b. <u>DHMT</u> DHMT - Sec. - c. <u>NGOs</u> Rev.Fr.Roberts - d. <u>Unit Committee</u> District Org. Leaders -	Responsible Responsible Responsible Responsible
2. Village Mobilisation, Information & Education	- do -	- do -	- do -	- do -
3. Camp Setting	- Land, - Building Materials - Vehicles - Personnel	15th March - 30th April 1991	<u>WV Staff</u> Camp Admin. Drilling Supt. Community Members Chief & Elders	Responsible Assisting
4. Site Selection for Wells	- Geophysical Equipment - Vehicle - Fuel - Accommodation	1st April - 7th July 1991	Hydro-Geologist Hydro-Techs. Community members	Responsible
<b>B.</b>				
<u>DRILLING ACTIVITIES</u>				
1. Drilling & Pump Installation	- Drilling Equip. - Logistics-(PVC Pipes, Gravels fuel etc.) - Hand Pumps	<u>Drilling</u> 15th April - 15th July	<u>Drilling</u> -Project Manager -Drilling Supt. -Hydrogeologist -Drillers -Mechnics -Drivers	Responsible

ACTIVITY	MAJOR INPUTS/ RESOURCES	PERIOD	PERSON(S) RESPONSIBLE	REMARKS
B (CONT'D)				
	- Hand Pumps	<u>Pump Inst</u>	<u>Pump Installation</u>	
	- Personnel	1st May - 20th July 1991	Water Res.Coordinator Pump Mechanics Community Members	- Responsible - Assisting
2. Water Analysis	- Lab Equip. (Bottles ect.)	18th April - 18th July, 1991	<u>Water Analysis</u> Water Res.Coordinator Chemist	- Responsible
	- Personnel			
C.				
<u>POST DRILLING ACTIVITIES</u>				
1. Health Education and Evaluation	Refer Item A (1)	1st July - 31st August 1991	WV-HE/CP Staff DHMT NGOs Unit Committee	- Responsible
2. Pump Maintenance & Training at Community level	Spare parts Tools Vehicles Personnel	15th May - 31st August 1991	Water Res.Coord. Pump Mechanics Selected Community Members	- Responsible

PLAN OF ACTIONDISTRICT ASSEMBLYPRE - DRILLING

ACTIVITY	MAJOR INPUTS/ RESOURCES	COST	PERIOD	PERSON(S) RESPONSIBLE	REMARKS
1. Access Roads	- Machines		1st March- 31st May	(1.) a. Feeder Roads & Highways	WVG to give P.O.A. to Feeder Roads by 11/3/91
2. Inspection of Roads	- Equipment			b. -do-	
	- Lubricants			c. Feeder Roads District As. Community	
	- Fuel			d. Community & District As.	
	- Personnel			e. Feeder Roads	
				(2.) Feeder Roads	

ACTIVITY	MAJOR IMPUTS/ RESOURCES	COST	PERIOD	PERSON(S) RESPONSIBLE	REMARKS
Appealing For Funds	a. Stationery b. Fuel c. Personnel	54,000	1st March - 31st March	District Assembly	
Site Clearing	Transport & Logistic Support	54,000	1st March - 31st March	District Assembly through Unit Committee	
Security	Personnel Logistic Support		1st March - 31st May	Community	Community to Bear the cost
Site Visit	Transport		To be Decided by GWSC & WVG	GWSC	
Education	Stationery Personnel Public Address System Transport Accommodation	100,000	1st March - 31st March	District Assembly & Unit Committee	
Consulta- tion and Documenta- tion	Personnel Transport etc.		-do-	-do-	Using Public Transport  District Ass. to provide
<u>DRILLING</u>					
Liase with NGOs for Monitoring	Personnel Transport Stationery	100,000	During Drilling Period	GWSC	
Watchdogs	Personnel		1st March - 31st July	Community & Traditional Council	Cost depending on number of Personnel involved. To be borne by Community
Writing of Progress Report	Stationery Personnel Transport	50,000	-do-	GWSC, PWD, Drilling Team and Community	
Education	Same as Pre-Drill.	100,000	-do-	Same as Pre-Drill.	
Training	Personnel Stationery Logistic Support		-do-	GWSC, WVG Community	Community to Provide Personnel for Training

PLAN OF ACTION DISTRICT ASSEMBLYPOST - DRILLING STAGE

ACTIVITY	MAJOR IMPUTS RESOURCES	COST	PERIOD	PERSON(S) RESPONSIBLE	REMARKS
Servicing of Pumps  Major Repairs	Personnel Spare Parts  Equipment	Depending upon current rate	1st May -	District Assembly & GWSC	70% of Tarriffs Deposited at the Assembly to be used.  Other funds: (Community, Trad. Council & NGOs
Minor Repairs	Personnel Lubricants Other Parts	-do-	-do-	GWSC & Trained Personnel from Community	30% Tarriffs Retained by the Community
To monitor Projects and ensure Accountability	Personnel Stationery Receipts Transport	-do-	-do-	GWSC, Unit Committees NGOs, Audit Services	
To Ensure Safety and Security of Pumps	Fencing materials Labour Wire barbs Timber Boards Padlocks		-do-	Traditional Authority Unit C'ttees. NGOs	
To Ensure Proper Management of Projects	Personnel Stationery Transport		-do-	District Ass. Unit C'ttees. GWSC & NGOs	Collection of Tarriffs By Unit C'ttees.
To Educate Community On Project & Program	Personnel Stationery Transport Public Address System		Continuous after Installation	Nat. Serv. Sec. D.H.M.T Public Educ. Committee Non-Formal Education Committee	
To Provide Tech. & Managerial Support. By training local Arts.	Personnel Transport Stationery		During & After Installation	GWSC	To be Sponsored by the Community
Training & Equipping Village level Maintenance Team	Personnel Other Training Management		After Installation	WVG, GWSC NGOs, Unit Committees	

TRADITIONAL COUNCIL - PLAN OF ACTIONPRE - DRILLING

ACTIVITY	MAJOR IMPUTS RESOURCES	COST £	PERIOD	PERSON(S) RESPONSIBLE	REMARKS
Provision of land	Land legal document	Free	1st March - 15th March	Chief	
Performance of rituals	2 Bottles of Schnapps & (1) one sheep per site	12,000	Immediately	Chief	
Access/ Site clearing	Cutlasses Hoes, Mattocks, head pans, felling axes	50,000	1st March - 31st March	local Inhabitants	Through Communal labour
Residential Accommodation	Rooms labour	-	March to fully	Local land-lords	
Social Education	Facilitators Audio Visual Aids		1st March - 31st July	District Assembly WVG, Unit Committees	To prepare their minds for Data Collection, Payments of Tarriffs

DRILLING/PUMP INSTALLATION

Community Watchdog Committee/ Group	Kits Volunteers		1st March - 31st July	Chief	
Social Edu. for Judicious use of Water/ Pumps	Personnel Facilitators Black board and chalk	3,000	-do-	WVG, District Assembly, Chief	
Mobilisation of Financial Support	Receipt books Yam seeds, maize	5,000 & Indivi. Contribution	-do-	Community Chief	
Supply of Volunteer Workers			Through Planned Perios	Chief	

POST DRILLING

Recommendation of Volunteers for maintenance Train.			1st March - 31st March	Chief	.... /7
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## POST DRILLING (CONT'D)

ACTIVITY	MAJOR INPUTS RESOURCES	COST	PERIOD	PERSON(S) RESPONSIBLE	REMARKS
Ensure the Establishment of Town/Village Health Committee for Hygiene Educ.			1st March - 31st March	Chief Assemblyman Zonal Org.	
Promulgation of Local Reg. against misuse of facilities	Stationery	5,000	Just after Drilling	Chief	
Collection of Water rates	Receipt books Specie box	5,000	-do-	Unit Committees	
<u>COMMUNITY'S PLAN OF ACTION</u>					
<u>PRE - DRILLING</u>					
Access roads	Communal labour Sand Stones Lumbers Tools		25th Feb. - 15th March	Unit Committee Traditional Rulers (organise)	Participation - all inclusive on cluster basis.  Negotiate for tools.
Site clearance Land acquisition	Labour Tools Land		-do-	-do-	
Education - Health - Agreement - Data Collection - Communal labour - Maintenance	Personnel		23rd Feb. -	Assemblymen Zonal Org. Unit C'ttees. Pastors Teachers Health Personnel (invited)	Period short - Means of transport necessary, eg. Bicycles
Security/ Safety	Personnel & Kits		25th Feb. 15th March	Unit Committees	
Baseline Data Collection	Personnel Stationery Questionnaire Community Register		(Before) 24th Feb.	Sec. Unit Committee	

## VILLAGE MOBILISATION

ACTIVITY	MAJOR INPUTS RESOURCES	COST	PERIOD	PERSON(S) RESPONSIBLE	REMARKS
Selection of Trainees and Training	Trainees Finance			Unity C'ttees Traditional Council WVG / NGOs	
Initial Dep.	Local Financial contributions (money)		15th March (through)		
<u>DRILLING &amp; PUMP INSTALATION</u>					
Drilling & Pump Installation	Communal labour (where necessary)		As Decided by WVG after 15th March	Unit Committee	
Security	Personnel & Kits				
<u>POST DRILLING</u>					
Education - Health	Personnel Demonstration materials Audio Visuals		Continuous process	Health Committes M.O.H. Community Dev. Ministry of Information Health Officers	
-Operational	-do-		-do-		
-Maintenance & Repairs	Trainees			Water Committee	Regular supervision by Water Committee
-Finance	Personnel		-do-	Unit Committee.	
-Sanitation Drainage	Personnel		-do-	Health Committee M.O.H. Community Dev.	
Water wastage	-do-		-do-	Water Committe	
Security -Regulation of Pump use	Fencing locks Personnel		-do-	Water Committee	
					.... /9



ACTIVITY	MAJOR INPUTS RESOURCES	COST	PERIOD	PERSON(S) RESPONSIBLE	REMARKS
Sanitation -Cleaning -Regravel- ling	Disinfectants  Scrubbing brushes		Continuous proces	Health Committee  (organise)	
Monitoring	Personnel (Area Monitoring team)		-do-	Area Monitoring team	



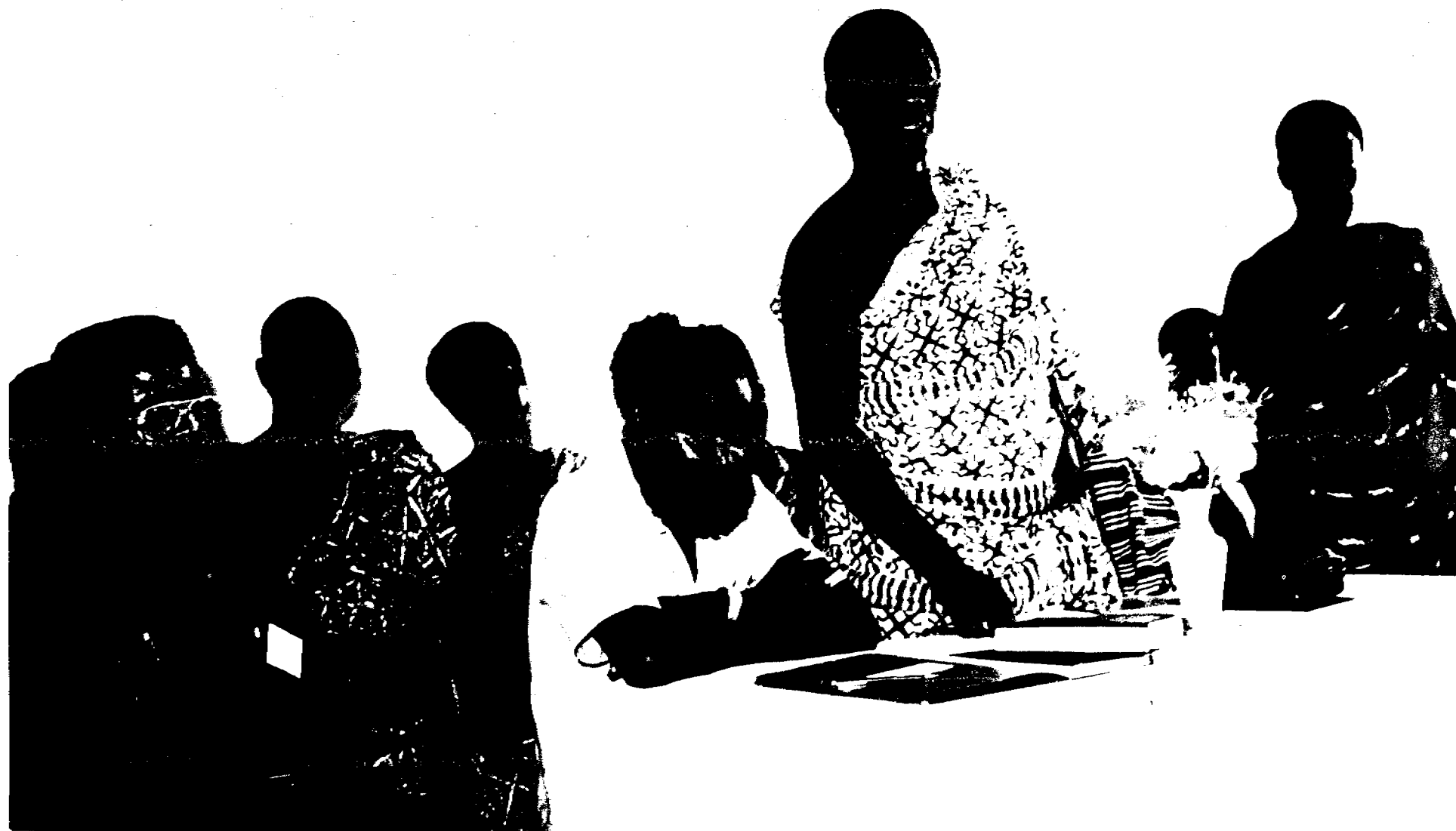
(Project Manager (left), leads Nana Mamponghe and the P.M. District Secretary to their seats.



The Project Manager for Ghana Rural Water Project,  
Mr. Bismark Nerquaye-Tetteh, delivering the Keynote Address.



Mr. A. Agyarko-Nti, the PNDC District Secretary for Sekyere West, delivering the opening address.



Nana Mamponghe, chairman for the opening ceremony, addressing participants.



The PNDC District Secretary, Nana Mamponghe, Project Manager, Facilitators and other participants pose for a picture after the opening ceremony.



Participants of the Workshop, attentively listening to a facilitator -  
not covered by camera.



Participants taking their seats after a recess.





Participants attentively listening to the Community Development Officer for Ejura Sekyedumasi district, Mr. J.Y. Labik, who briefs the session with an elaborate note on the Greater Atram Plains.