

VDC Level

(WUMP review and Baseline)

Year 2011

GUIDELINES

Supported by:



RVWRMP II
Nepal-Finland Cooperation

Rural Village Water Resources Management Project - II

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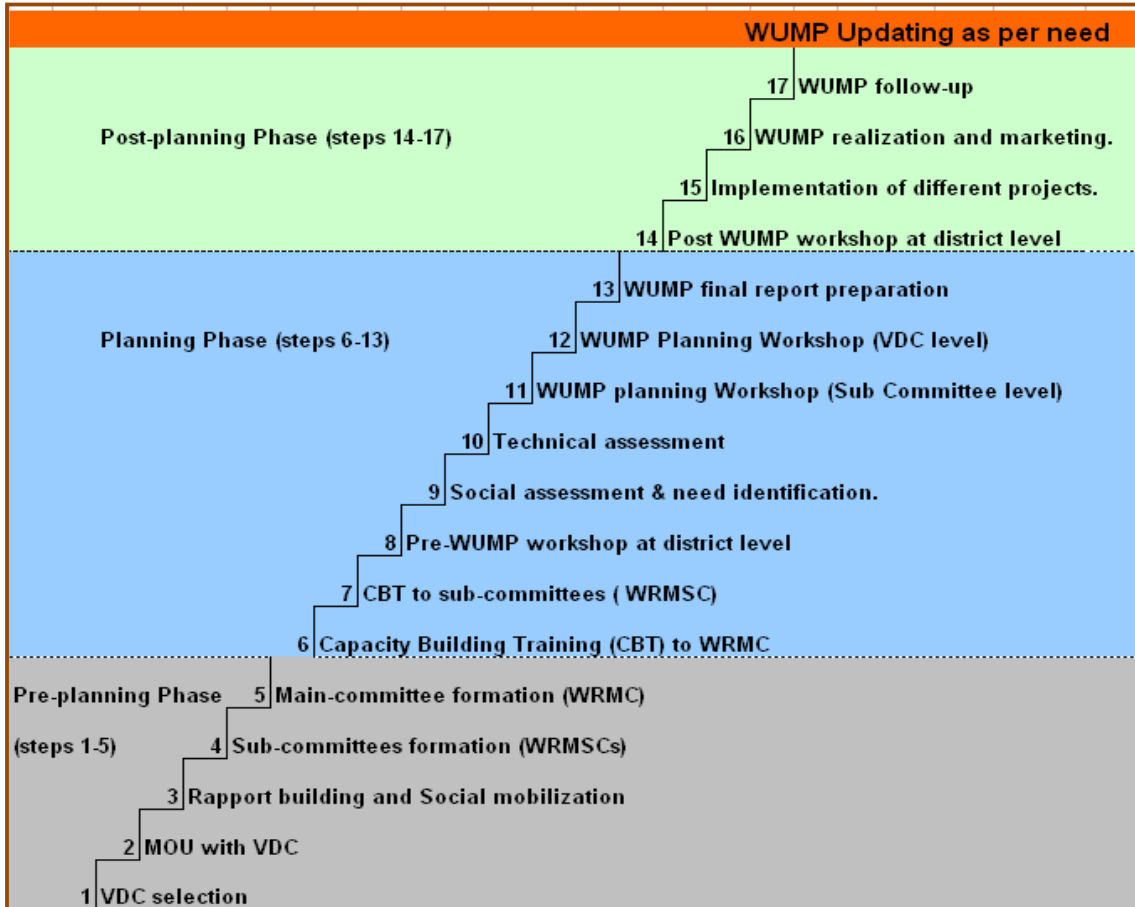
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List of abbreviations

Base WUMP	the first WUMP prepared by the VDC
DDC	District Development Committee
DIDC	District information and documentation centre of DDC
DMC	District management team of RVWRMP
DTO	District Technical Office, DDC
FC	Field coordinator
FSS	Functionality status survey of gravity schemes of phase-I/RVWRMP
HP	Health promoter
LP	Livelihood promoter
MIS	Management Information System
MUS	Multiple Use System
ODF	Open Defecation Free, No Open Defecation (NOD)
P&M	Planning and monitoring section of PSU/RVWRMP
PSU	Project Support Unit of RVWRMP, Dhangadhi
RVWRMP	Rural Village Water Resources Management Project
SE	Sub-Engineer
SO	Support Organization of RVWRMP to facilitate UCs in VDCs
SP	Support person
UC	User Committee
VDC	Village Development Committee
W1,W2,W3,W4	1st week, 2nd week, 3rd week and 4th week of month
WRA	Water Resources Adviser
WRMC	Water Resources Management Committee of VDC
WRMSC	Water Resources Management Sub-Committee of VDC
WRT	Water resources technician
WUMP	Water Use Master Plan of VDC

Introduction

Water use master plan (WUMP) has been prepared by 47 VDCs of RVWRMP districts. Of those, 20 VDCs have prepared their WUMP in 2007 and 27 VDCs prepared in 2008. The WUMP was prepared by rigorous participation of communities and local leaders of VDC by using following steps.

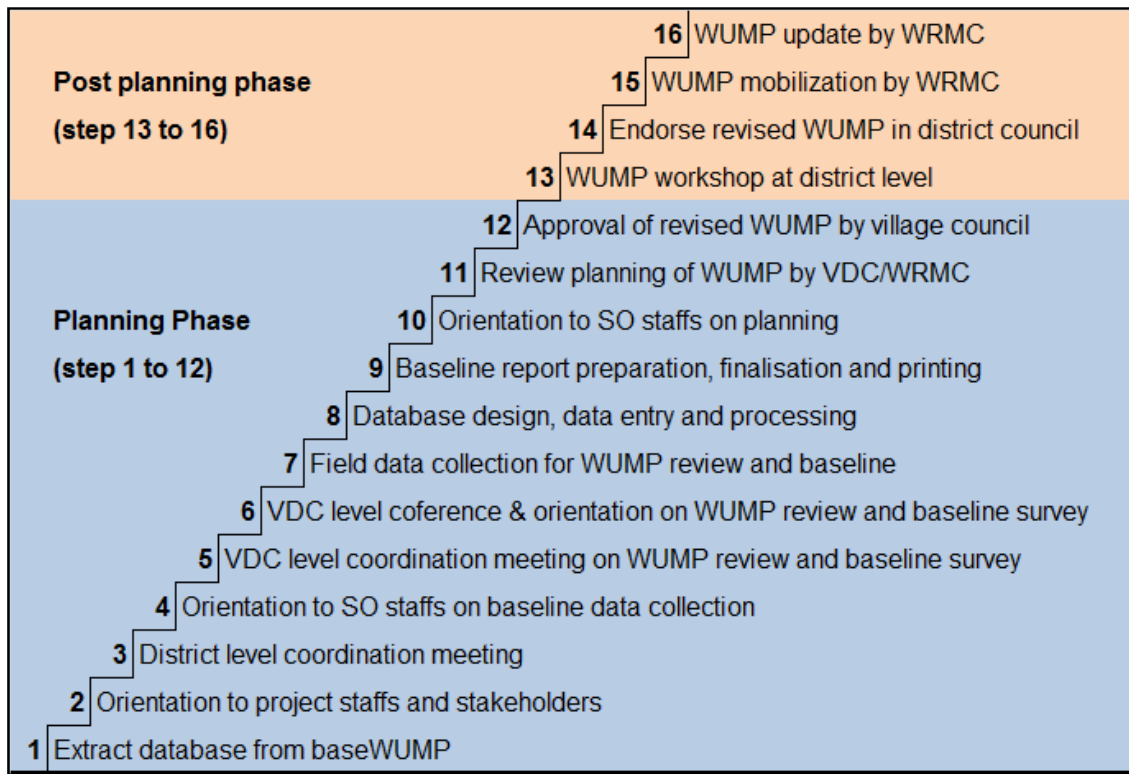


The VDCs have been implementing water sector activities using priority lists of five year plan of the WUMP since past two - three years. This is now time for updating the WUMP and also review by adding more activities in cross-cutting water sectors issues such as livelihood, watershed conservation, health, nutrition, etc.

This guideline provides instructions on updating the data and review the base WUMP by the VDC with facilitation of experts and enumerators. The WUMP review is focused on minimum basic requirement of updating the information to explore present level of facilities. The WUMP review produces further plan with serious care for not to damage the previous priority setting done by exhaustive participation.

Overview of WUMP review

WUMP review applies following steps.



The VDC/WRMC will lead WUMP reviewing processes with support of RVWRMP/PSU, RVWRMP/district project/DDC, NGOs and consultants. The review will be based on base WUMP prepared by the VDC updating the interventions and improvements made as well as adding new schemes especially at livelihood and nutrition sectors.

The report of reviewed WUMP will be an addendum to the base WUMP with updated present situation of facilities and updated list of plan. The report will be in the form of detailed and summary tables by sector. A GIS map showing present facility situation and plan will be produced.

This guideline includes details of the planning steps from step 1 to 12. WUMP mobilization guideline will be prepared separately.

Responsibilities

The stakeholders will have following task responsibilities for WUMP review.

SN	Task	Responsible	PSU	DDC/DMC	VDC/WRMC	SO/SP	Consultant
1	Extract database from base WUMP	PSU(MIS)	Coordinate, monitor				Support
2	Orientation to project staffs and stakeholders	PSU(P&M)	Organize, coordinate, Support	Participant			Support
3	District level coordination meeting	DMC	Coordinate, support	Organizer			
4	Orientation to SO staffs on baseline data collection	PSU(P&M)	Organize, coordinate, Support			Participant	Support
5	VDC level coordination meeting on WUMP review and baseline survey	SO	Coordinate, support	Monitor	Organizer	Support	
6	VDC level conference & orientation on WUMP review and baseline survey	SO	Coordinate, support	Monitor	Participant	Support	
7	Field data collection for WUMP review and baseline	SO	Coordinate, support	Monitor	Participate	Support	
8	Database design, data entry and processing	PSU(MIS)	Coordinate, monitor	Participation of DDC			Support
9	Baseline report preparation, finalisation and printing	PSU(MIS)	Coordinate, monitor				Support
10	Orientation to SO staffs on planning	PSU(P&M)	Organize, coordinate, Support			Participant	Support
11	Review planning of WUMP by VDC/WRMC	SO	Coordinate, support	Monitor	Organizer	Support	
12	Approval of revised WUMP by village council	SO	Coordinate, support	Monitor	Initiator	Support	

Time Schedule

The WUMP review tasks of 47 VDCs of RVWRMP will track the following time schedule.

SN	Task	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11
1	Extract database from base WUMP								
2	Orientation to project staffs and stakeholders								
3	District level coordination meeting								
4	Orientation to SO staffs on baseline data collection								
5	VDC level coordination meeting on WUMP review and baseline survey								
6	VDC level conference & orientation on WUMP review and baseline survey								
7	Field data collection for WUMP review and baseline								
8	Database design, data entry and processing								
9	Baseline report preparation, finalisation and printing								
10	Orientation to SO staffs on planning								
11	Review planning of WUMP by VDC/WRMC								
12	Approval of revised WUMP by village council								

***Note:**

It was assumed that half of the project districts will select their SOs or SPs by the mid February 2011 and next half districts will select mid March 2011. The schedule will be stretched forward when delayed in selection of SOs and SPs by the district.

Questionnaires

Questionnaires are prepared to update the following information and review the plan,

1. Existing situation of facilities, health, nutrition, micro-finance and livelihood
2. Intervention/implementation done after preparation of base WUMP
3. Review the Five year plan of base WUMP
4. Add new schemes (missing and new sectors of livelihood, nutrition and health)
5. Add priority to new schemes
6. Approval of revised five year plan

Questionnaires were tested in the field in Sirsha and Mastamandau VDCs of Dadeldhura and revised the questionnaire and methodologies of data collection for reliability of data and requirement to meet the indicators.

Refer details on questionnaires in annexes, [Annex 1: Questionnaire formats](#)

Desktop work - extract database from base WUMP

Desktop review of baseline data

1. Method: – database analysis in computer
2. Facilitate by: PSU/MIS with support of consultant
3. Time plan: Jan W4 to Feb W2, 2011
4. Objective:

Process database of baseWUMP, FSS and water quality test database to produce information required for following formats of WUMP review and baseline,

- WRMC level (Technical)
 - Cluster level (Technical)
 - UC level (Technical)
 - Planning
5. Activities: [Annex-2: Checklist for Desktop review of baseline data using databases of base WUMP, FSS and water quality](#)

Desktop review of five year plan

1. Method: – database analysis in computer
2. Facilitate by: PSU/MIS with support of consultant
3. Time plan: Feb W2 to W3, 2011
4. Objective:

- Analyse five year scheme plan database of base WUMP
- Analyse SMIS database of PSU to link with the five year plan
- Sort out the schemes by completed, under construction, under preparation and remaining. Schemes implementation by other organizations will be verified in the field
- List out the sorted scheme with base priorities and produce prints for field verification purpose (in the table for of WUMP review, R-09 List of Proposed schemes - all sectors)

5. Activities: **Annex-3: Checklist for Desktop review of five year plan of baseWUMP**

Orientation to project staffs and stakeholders

1. Method: – meeting/orientation
2. Duration: – 1 day (2 events for different participants)
3. Organize by: PSU
4. Facilitate by: PSU task team
5. Participate by: Event-1 (DDC/DTO, PSU/Specialist, WRA), event-2 (Focal person/DIDC/DDC, WRO, PSU/Officers)
6. Venue of the meeting: Dhangadhi or appropriate place
7. Time plan: Feb W3, 2011
8. Objective:
 - Orient on WUMP review process
 - Orient on baseline survey of health, micro-finance and livelihood
9. Activities: **Refer Annex-4: Checklist for WUMP review orientation to project staffs and stakeholders**

District level coordination meeting

1. Method: – meeting/orientation
2. Duration: – 1 day (1 event each district)
3. Organize by: DDC/RVWRMP district project
4. Facilitate by: WRA of respective district supported by one member of PSU task team
5. Participate by: District level political representatives, DMC, VDC secretaries, WRMC coordinator, SO chair, if selected
6. Venue of the meeting: DDC meeting Hall of respective district
7. Time plan: Feb W3-W4, and Mar W3 – W4, 2011
8. Objective:

- Orient on need of WUMP review with baseline of livelihood and nutrition
 - Receive consensus of all on WUMP review and necessary supports
 - Receive commitment by VDC/WRMC to carryout WUMP review
9. Activities: Refer [Annex-5: Checklist for District level coordination meeting](#)

Orientation to SO staffs on baseline data collection

1. Method: orientation
2. Duration: 5 day (2 events to FC), 5 day (2 events to SE and WRT),
3 day (2 events to HP), 3 day (2 events to LP and SP)

One batch of each of those training will be organized when half of district selects their SOs/SPs.
3. Organize by: RVWRMP/PSU
4. Facilitate by: PSU, task team
5. Participate by: SO
6. Venue: Dhangadhi or appropriate place
7. Time plan: Feb W4 - Mar W1 and Mar W4 - Apr W1, 2011
8. Objective:
 - Orient on WUMP review process
 - Orient on questionnaire and guidelines of data collection
 - Capacity building on data collection methodologies, task specific
9. Activities: refer [Annex-6: Checklist for orientation to SO staffs on baseline data collection](#)

Field activities on baseline data collection

VDC level coordination meeting

1. Method: – meeting
2. Duration: – 1 day
3. Organize by: VDC
4. Facilitate by: SO (responsible), support by DMC, PSU
5. Participate by: VDC level political parties, VDC secretary, existing WRMC, VDC level institutions/schools
6. Venue: VDC office
7. Time plan: March W1-W2 and Apr W1–W2, 2011
8. Objective:
 - Orientation on need of finding present situation and review WUMP planning

9. Activities: refer [Annex-7: Checklist for VDC level coordination meeting](#)

WRMC conference & orientation of WUMP review & baseline survey

1. Method: – Conference
2. Duration: – 1 day
3. Organize by: VDC
1. Facilitate by: SO (responsible), support by DMC, PSU
4. Participate by: VDC/WRMC and advisory committee, 1-4 from each CO, 2-4 from each sub-committee
5. Venue: VDC office
10. Time plan: March W1-W3 and Apr W1–W3, 2011
6. Objective:
 - Discussion on need of re-organizing WRMC members
 - Re-organize or refresh the existing WRMC with consensus of all
 - Orientation of process of WUMP review and baseline survey
7. Activities: refer [Annex-8: Checklist for WRMC conference and orientation of WUMP review and baseline survey](#)

Baseline data collection

1. Method: Field data collection
2. Facilitate by: SO (responsible), monitor by DDC, PSU, WRA
3. Time plan: Mar W2 - Jul W1, 2011
4. Objective:

Field data collection (using the questionnaire formats and guidelines),

 - At VDC/ WRMC level
 - At cluster level
 - At CO level
 - At school level
 - At health-post level
 - At sample household level
5. Activities: [Annex-9: Checklist for baseline data collection in the field](#)

Database design, data entry and processing

1. Method: desk work
2. Facilitate by: RVWRMP/PSU/MIS with support of consultant
3. Time plan: Feb W1 to Jul W2, 2011
4. Objective:
 - Database design
 - Data entry
 - Data processing
5. Activities: [Annex-10: Checklist for Database design, data entry and processing](#)

Baseline report preparation, finalization and printing

1. Facilitate by: RVWRMP/PSU with support of consultant
2. Time plan: April W4 to Jul W4, 2011
3. Objective:
 - Data analysis
 - Report preparation (pre-draft)
 - Receive comments from PSU and district
 - Report preparation (draft)
 - Presentation in VDC/WRMC and correction
 - Finalization
 - Printing
4. Activities: [Annex-11: Report format](#)
[Annex-12: Checklist for baseline survey report presentation workshop](#)
[Annex-13: checklist for report production and dissemination](#)

Planning activities

Orientation to SO staffs on planning

1. Method: orientation
2. Duration: 5 day (2 events to FC), 5 day (2 events to SE and WRT),
3 day (2 events to HP), 3 day (2 events to LP and SP)

One batch of each of those training will be organized when half of district selects their SOs/SPs.

3. Organize by: RVWRMP/PSU
4. Facilitate by: PSU, task team, consultant

5. Participate by: SO
6. Venue: Dhangadhi or appropriate place
7. Time plan: August W1-W4, 2011
8. Objective:
 - Orient on planning
 - Orient of planning review of WUMP
9. Activities: refer [Annex-14: Checklist for orientation to SO staffs on planning](#)

VDC level orientation on planning

1. Method: - Orientation
2. Duration: – 3 day
3. Organize by: RVWRMP
4. Facilitate by: SO (responsible), support by DMC, PSU
5. Participate by: VDC/WRMC and advisory committee
6. Venue: VDC office
11. Time plan: Sep W1 – Oct W4, 2011
7. Objective:
 - Water rights – training materials used in previous trainings
 - IWRM - training materials used in previous trainings
 - Water quality and Water safety plan - training materials used in previous trainings
 - Livelihood activities including nutrition/food security
 - Open defecation free (ODF) zone policies
 - WUMP and review process
8. Activities: refer [Annex-15: Checklist for VDC level orientation on planning](#)

Review of five year plan of VDC

1. Method: - workshop
2. Duration: – 3 days
3. Organize by: VDC
4. Facilitate by: SO (responsible), support by DMC, PSU
5. Participate by: VDC secretary, WRMC and advisor, WRMC conference (1-4 from COs and 2-4 from sub-committee)
6. Venue: VDC office

7. Time plan: Sep W1 – Oct W4, 2011
8. Objective:
 1. Verify base WUMP planned schemes for five years (use desktop review report)
 - Schemes supported by RVWRMP
 - Schemes implemented or selected by other organizations, add information
 2. Add additional activities that are left out in the base WUMP
 3. Prioritize
 - Keep the base priority of schemes as in base WUMP
 - The additional activities/schemes will keep in bottom priorities of related sector
 - Prioritize all schemes by sector
 - Prioritize the sector
 - Review five year plan with overall priority
9. Activities: **Annex-16: Checklist for Review of five year plan of WUMP**

Approval of revised WUMP by village council

The revised WUMP will get approval from village council as water sector plan (annual and five year) of the VDC. VDC/WRMC will approach for getting approval from the village council with support of SO. The revised WUMP 2011 will be proposed at meeting of village council of Paush 2068 (December 2011).

Post WUMP activities

The reviewed WUMP approved by village council will be endorsed further to the district council and forwarded to MLD and to the national planning commission of Nepal. The VDC/WRMC will disseminate information and mobilize reviewed WUMP to district and national level agencies for getting support for implementation by performing following activities.

- Step 13: WUMP workshop at district level
- Step 14: Endorse WUMP in the district council
- Step 15: WUMP workshop at national level
- Step 16: WUMP mobilization by VDC/WRMC
- Step 17: WUMP update by VDC/WRMC

Detailed guideline of the post planning activities (step-13 to step-17) is not included in this guideline, will be developed WUMP mobilization guidelines separately.

ANNEXES

Annex 1: Questionnaire formats

(These annexes from 1.1 to 1.13 are attached in separate files)

Annex 1.1: Questionnaire formats – WRMC Level (Technical)

Annex 1.2: Questionnaire formats – Cluster Level (Technical)

Annex 1.3: Questionnaire formats– UC Level (Technical)

Annex 1.4: Questionnaire formats– Water source (Technical)

Annex 1.5: Questionnaire formats – Cluster Level (Social)

Annex 1.6: Questionnaire formats – CO Level (Social)

Annex 1.7: Questionnaire formats – Cooperative Level (Social)

Annex 1.8: Questionnaire formats– School data (Social)

Annex 1.9: Questionnaire formats– Health-Post & public institution Level (Social)

Annex 1.10: Questionnaire formats– HH Level Sample Survey (Social)

Annex 1.11: Questionnaire formats– Planning of WUMP

Annex 1.12: Checklist for questionnaires – Technical

Annex 1.13: Checklist for questionnaires – Social

Annex-2: Checklist for Desktop review of baseline data using databases of base WUMP, FSS and water quality

Method: Desk work - Database analysis in computer

Facilitate by: PSU/MIS with support of consultant

Objective:

Objective: This is desk work for the following outputs

- Extract information required for existing situation questionnaires from base WUMP
- Extract reference documents of field survey from FSS and water quality database
- Arrange information of base WUMP in the questionnaire formats
- Print and bound for field review

Activities:

The desk review of service level will extract information from base WUMP required for the questionnaire formats. The database extraction work will cover all 47 VDCs. Major related questionnaire are,

Annex 1.1: Questionnaire formats – WRMC Level (Technical)

Annex 1.2: Questionnaire formats – Cluster Level (Technical)

Annex 1.3: Questionnaire formats– UC Level (Technical)

Annex 1.4: Questionnaire formats– Water source (Technical)

Annex 1.11: Questionnaire formats– Planning of WUMP

The questionnaire formats with base WUMP information will be printed and bound for field data collection for the present situation.

Annex-3: Checklist for Desktop review of five year plan of base WUMP

Method: – Desk work - Database analysis in computer

Facilitate by: PSU/MIS with support of consultant

Objective:

- Analyse five year scheme plan database of base WUMP
- Analyse SMIS database of PSU to link with the five year plan
- Sort out the schemes by completed, under construction, under preparation and remaining. Schemes implementation by other organizations will be verified in the field
- List out the sorted scheme with base priorities and produce prints for field verification purpose (in the table for of WUMP review, R-09 List of Proposed schemes - all sectors)

Activities:

Desktop database analysis will sort out schemes by the following principles,

- List of schemes with priority by WUMP for five years (using base WUMP database)
- Sort out completed scheme (using SMIS database)
- Sort out under construction (using SMIS database)
- Sort out under preparatory scheme (using SMIS database)
- Sort out remaining schemes with base priorities of base WUMP (from the above processed database of base WUMP and SMIS)

Following reports will be produced,

- Produce list of the scheme details of five year plan of base WUMP
 - Will include all schemes planned for five years
 - Include base priority
 - Include intervention of RVWRMP – completed, under construction, under preparation
 - Include information of remaining scheme.
 - Include basic information, Ward, cluster, population, type of scheme, etc
- Produce list of scheme that are well functioning and not included in five year plan.
- Map production by sorting completed, under construction, under preparation and remaining scheme (use special data of base WUMP and SMIS). Add well functioning scheme that not planned for rehab/new in the base WUMP.

The produced reports will be used in field assessment, therefore,

- Shall be documented in files with clear tools/systems/spaces to be field friendly use and manual updating purposes.

Annex-4: Checklist for WUMP review orientation to project staffs and stake holders

Method: Orientation meeting

Organize by: PSU,

Facilitate by: PSU task team

Events: 2

Participate by: Event-1 (DDC/DTO, PSU/Specialist, WRA), event-2 (Focal person/DIDC/DDC, WRO, PSU/Officers)

Venue: Dhangadhi or appropriate place

Duration: 1 day

Objective:

- Orient on WUMP review process
- Orient on baseline survey process of health, micro-finance and livelihood

Session plan:

Time	Program	Method/tools
8:00-9:00	Breakfast	
9:00-10:30	Opening, objectives, WUMP concept and review process – overview, steps, roles, timeframe	Lecture, multimedia
10:30-11:00	Tea break	
11:00-12:30	WUMP review process (water sector, sanitation, micro-finance)	Lecture, multimedia
12:30-13:30	Lunch	
13:30-15:00	Livelihood baseline survey process	Lecture, multimedia
15:00-15:30	Tea break	
15:30-17:00	Nutrition baseline survey process	Lecture, multimedia
17:00-17:30	Closing	

Annex-5: Checklist for District level coordination meeting

Method: Coordination meeting

Organize by: DDC/RVWRMP district project

Facilitate by: WRA (responsible), support by one of PSU task team

Event: 1 (each district)

Participate by: District level political representatives, DMC, VDC secretaries, WRMC coordinator, SO chair, if selected

Venue: DDC meeting Hall

Duration: 1 day

Objective:

- Orient on need of WUMP review with baseline of livelihood and nutrition
- Receive consensus of all on WUMP review and necessary supports
- Receive commitment by VDC/WRMC to carryout WIMP review

Session plan:

Time	Program	Method/tools
9:00-10:00	Breakfast	
10:00-10:30	Opening session	Formal opening
10:30-10:45	Tea break	
10:45-12:30	WUMP concept, WUMP review process – overview, steps, roles, timeframe	Lecture, multimedia
12:30-13:30	Lunch	
13:30-15:00	Discussion and commitment	Discussion, minute
15:00-15:15	Tea break	
15:15-16:00	Closing session	

Annex-6: Checklist for orientation to SO staffs on baseline data collection

Duration: 5 day (4 days classroom and 1 day field)

Event: 2

Participant: Field coordinator (5each district); total 45

Objective: Orientation on field data collection, **VDC level meeting and refreshing WRMC**

Duration: 5 day (3days classroom and 2 days field)

Event: 2

Participant: Sub-Engineer (2each district) and WRT (5each district); total 63

Objective: Orientation on field data collection of **CO and UC level (technical)**

Duration: 3 day (2 days class room and 1 day field)

Event: 2

Participant: Health promoter (5each district); total 45

Objective: Orientation on field data collection of **CO, Cooperative, School and health-post level (Social)**

Duration: 3 day (2 days class room and 1 day field)

Event: 2

Participant: Livelihood promoter (2each district) and SP (3 each district); total 45

Objective: Orientation on field data collection of **HH level sample survey (Social)**

The orientation to SO will be organized to the first batch of each group when half of the project district selects their SO/SP. Second batch will be organized when next half of the district. Some of events may be organized in parallel sessions depending upon the availability of resource persons.

Annex-7: Checklist for VDC level coordination meeting

Method: coordination meeting

Organize by: VDC

Facilitate by: SO (responsible), support by DMC, PSU

Event: 1 (each VDC)

Participate by: VDC level political parties, VDC secretary, existing WRMC, VDC level institutions/schools

Venue: VDC office

Duration: 1 day

Objective:

- Orientation on need of WUMP review

Session plan:

Time	Program	Method/tools
9:00-10:00	Breakfast	
10:00-10:30	Opening session	Formal opening
10:30-10:45	Tea break	
10:45-12:30	WUMP concept, WUMP review process – overview, WUMP review steps	Lecture, board, wall paper
12:30-13:30	Lunch	
13:30-15:00	WUMP review - roles, timeframe, activities, support	Discussion, minute
15:00-15:15	Tea break	
15:15-16:00	Further action plan for next step activities, conference for WRMC member refreshing, etc	Discussion, minute
16:00-16:30	Closing session	

Annex-8: Checklist for WRMC conference and orientation of WUMP review and baseline survey

Method: conference

Organize by: VDC

Facilitate by: SO (responsible), support by DMC, PSU

Event: 1 (each VDC)

Participate by: VDC/WRMC and advisory committee, 1-4 from each CO, 2-4 from each sub-committee

Venue: VDC office

Duration: 1 day

Objective:

- Discussion on need of re-organizing WRMC members and re-organize if required
- Orient of process of WUMP review and baseline survey

Session plan:

Time	Program	Method/tools
9:00-10:00	Breakfast	
10:00-10:30	Opening session	Formal opening
10:30-10:45	Tea break	
10:45-12:30	WUMP review and baseline data collection process, WRMC existing structure and discussion on refreshing/re-organizing it	Lecture, board, wall paper
12:30-13:30	Lunch	
13:30-15:00	Finalizing refreshing of WRMC with consensus of all and minute	Discussion, minute
15:00-15:15	Tea break	
15:15-16:00	Discussion on further action plans of WUMP review, commitments and minute	Discussion, minute
16:00-16:30	Closing session	

Annex-9: Checklist for baseline data collection in the field

Method: Field data collection

Facilitate by: SO (responsible), Monitoring by DDC, RVWRMP/PSU, RVWRMP/district

Objective:

- To find out improvement in services by intervention after base WUMP
- To find out situation of sanitation and demographic update
- To find out situation of health and nutrition
- To find out situation of micro-finance
- To find out situation of livelihood

Activities:

1. WRMC meeting:

Organize meeting of VDC/WRMC to verify the following

- Verify cluster information
 - Verify list of clusters in the VDC
 - If missing clusters, combine with nearby as far as possible. Add as new cluster if not possible to combine with existing cluster lists
 - Verify cluster with ward and village name
 - Split cluster if it contains two wards in one
 - Use format, WRMC level (technical)

2. Cluster meeting:

Organize meeting of Cluster to verify the following

- Verify sanitation and livelihood situation
 - Use format, Cluster level (Social)
- Verify CO demographic information, water facility situation by cluster
 - Use format, Cluster level (technical)

3. CO meeting:

Organize meeting of CO female and male to verify the following

- Verify micro-finance situation of each CO
 - Use questionnaire, CO level (Social)

4. UC meeting:

Organize meeting of user committees of each scheme participate by UC members and key persons from each clusters of the coverage. Verify following information in the meeting using questionnaire formats

- Verify operation status, services and institutional capacity of water supply, irrigation, micro-hydro and other schemes that completed in phase-I
 - Verify coverage
 - Verify services
 - Operation and maintenance information - information will be collected at UC meeting

Use following questionnaires to verify above information:

- Use formats, UC level (Technical)

5. Health post records:

- Verify record of health post to for health and nutrition situation
 - Use questionnaire, health-post level (Social)

6. School data:

- Verify record of school and facilities
 - Use formats, School level (Social)

7. Sample household survey:

- Study baseline of hand washing practices and livelihood by study in sample households
 - Use questionnaire, HH survey (Social)

Annex-10: Checklist for database design, entry and processing

Method: Desk work

Facilitate by: RVWRMP/PSU/MIS using consultant

Objective:

- Database design
- Data entry
- Data processing

Activities:

1. Database design (for data entry of all questionnaires of WUMP review and baseline)
 - for existing situation
 - Existing situation of water facilities (combination of baseWUMP plus field data). Upload required data from baseWUMP and design entry for updated/new data.
 - Existing situation of sanitation (field data)
 - Existing situation of health and nutrition (field data)
 - Existing situation of micro-finance (field data)
 - Existing situation of livelihood (field data)
 - Demographic data (field data)
 - for planning (five year plan)
 - all sectors

2. Data entry (of all field data)
 - Of existing situation
 - Existing situation of water facilities (upload from base WUMP plus field data)
 - Existing situation of sanitation, health-nutrition, micro-finance and livelihood (field data)
 - Of planning (five year plan)
 - all sectors

3. Data processing
 - Database design for output tables with links
 - Existing situation of water facilities, sanitation, health-nutrition, micro-finance and livelihood
 - Priority scheme lists by sector and by fiscal year
 - Extract output tables in excel format

Annex-11: Report preparation format

Method: Desk work
Facilitate by: RVWRMP/PSU/MIS with support of consultant

Title page

Acknowledgement

By VDC, DDC, PSU

Overview of VDC

Contents data of salient feature of the VDC (location, area, household, population, present service coverage of water sector)

Table of contents

List of abbreviations

1 Introduction

Includes information on base WUMP and WUMP review

2 Methods of WUMP review

Methodology applied for updating the WUMP will be explained here.

3 Existing facilities

Present level of facilities will be presented in data tables in following sub-headings

- 3.1 Demographic
- 3.2 Water sources
- 3.3 Water supply
- 3.4 Sanitation
- 3.5 Irrigation
- 3.6 Hydropower
- 3.7 MUS
- 3.8 Soil conservation
- 3.9 Health and nutrition
- 3.10 Micro-financing
- 3.11 Livelihood

4 Five year plan (after planning review)

The five year plan (reviewed in 2011) with priority by sector will be presented in data tables in following sub-headings

- 4.1 Water supply
- 4.2 Sanitation
- 4.3 Irrigation
- 4.4 Hydropower
- 4.5 MUS
- 4.6 Soil conservation
- 4.7 Micro-financing
- 4.8 Livelihood
- 4.9 Health and nutrition

5 Mapping

Mapping of existing facilities and reviewed five year plan will be presented in GIS map, 1 to 2 nbr of large sheet. The large GIS map with integrated information is to be used by VDC and DDC for updating purposes.

Note: The WUMP review report will content data tables of summary and detailed

Annex-12: Checklist for baseline report presentation workshop

- Method: Workshop
- Event: 1 (each VDC)
- Organize by: VDC
- Facilitate by: SO (responsible), support by DMC, PSU
- Participate by: VDC secretary, WRMC with advisors
- Venue: VDC office
- Duration: 1 day
- Objective:
- Presentation of baseline survey report
 - Edit if any error

Session plan:

Time	Program	Method/tools
9:00-10:00	Breakfast	
10:00-10:30	Opening session	Formal opening
10:30-10:45	Tea break	
10:45-12:00	Baseline report presentation	Lecture, board, wall paper, map
12:00-13:00	Lunch	
13:00-15:00	Verify each data tables	Group work using report, data tables, maps, etc
15:00-15:15	Tea break	
15:15-16:00	Summarizing the corrections made	Discussion, minute
16:00-16:30	Closing session	

Annex-13: checklist for report production and dissemination

Method: Desk work and workshop

Facilitate by: RVWRMP/PSU/MIS with help of consultant

Objective:

- Final editing of the report, printing and disseminating

Activities:

1. Final correction of the report after presentation in VDC level workshop
2. Printing and binding of the reports
3. Distribution of the reports (may organize dissemination workshop in PSU and districts)

Annex-14: Checklist for orientation to SO staffs on planning

Duration: 5 day

Event: 3

Participant: Field coordinator (5each district) and Sub-Engineer (2each district); total 63

Objective: Orientation on planning review of WUMP

The orientation will be organized to FCs and SEs of SOs at 3 events, each event will cover 3 districts.

Annex-15: Checklist for VDC level orientation on planning

Method: Orientation

Organize by: RVWRMP

Facilitate by: SO (responsible), support by DMC, PSU

Event: 1 (each VDC)

Participate by: VDC/WRMC and advisory committee

Venue: VDC office

Duration: 3 day

Objective:

- Water rights – training materials used in previous trainings
- IWRM - training materials used in previous trainings
- Water quality and Water safety plan - training materials used in previous trainings
- Livelihood activities including nutrition/food security/micro-financing
- Open defecation free (ODF) zone policies
- WUMP and review process

Session plan:

Day	Time	Program	Method/tools
1	9:00-10:00	Breakfast	
	10:00-10:30	Opening, objectives	Lecture, wall sheet, map
	10:30-11:00	Tea break	
	11:00-12:30	Water rights	Lecture, wall sheet, map
	12:30-13:30	Lunch	
	13:30-15:00	IWRM principle	Lecture, wall sheet, map
	15:00-15:30	Tea break	
	15:30-17:00	Water quality and water safety plan	Lecture, wall sheet, map

2	9:00-10:00	Breakfast	
	10:00-11:00	Livelihood concept	Lecture, wall sheet, map
	11:00-11:30	Tea break	
	11:30-12:30	Livelihood activities	Lecture, wall sheet, map
	12:30-13:30	Lunch	
	13:30-15:00	Nutrition and food security in livelihood	Lecture, wall sheet, map
	15:00-15:30	Tea break	
	15:30-17:00	Open defecation free zone concept and planning	Lecture, wall sheet, map
3	9:00-10:00	Breakfast	
	10:00-11:00	WUMP concept and review process	Lecture, wall sheet, map
	11:00-11:30	Tea break	
	11:30-12:30	Adding new schemes, priority setting and further annual plan upto maximum five year	Lecture, wall sheet, map
	12:30-13:30	Lunch	
	13:30-15:00	Livelihood and nutrition baseline survey process	Lecture, wall sheet, map
	15:00-15:30	Tea break	
	15:30-17:00	Action plan (for organizing review workshop of five year plan of WUMP, supporting situation analysis and baseline survey)	Use format, consensus of all, minute
	17:00-17:30	Closing	

Annex-16: Checklist for Review of five year plan of WUMP

Method: Workshop
Organize by: VDC
Event: 1 (each VDC)
Facilitate by: SO (responsible), support by DMC, PSU
Participate by: VDC secretary, WRMC and advisor, WRMC conference (1-4 from COs and 2-4 from sub-committee)
Venue: VDC office
Duration: 3 days
Objective: The workshop will,

1. Verify five year plan of base WUMP (scheme planned and implemented)
 - Verify base WUMP planned schemes for five years (use desktop review report)
 - Schemes supported by RVWRMP
 - Schemes implemented or selected by other organizations, add information
 - Verify coverage of the planned and implemented scheme
2. Add additional schemes that are left out in the base WUMP
3. Prioritize
 - Keep the base priority of schemes as in base WUMP
 - The additional activities/schemes will keep in bottom priorities of related sector
 - Prioritize all schemes by sector
 - Prioritize the sector
 - Review five year plan with overall priority

How?

Verify five year plan of base WUMP:

1. Use desktop report tables and verify
 - Five year plan of base WUMP
 - Verify interventions by support of RVWRMP and other agencies

Adding new schemes in five year plan of reviewed WUMP:

1. Missing cluster/houses and new wss scheme
2. More MUS possibilities
3. More renewable energy possibilities
4. More environment conservation needs
5. Change of water source for schemes (Option revision)
6. Livelihood
7. Health and nutrition
8. CO and micro-credit

Priority setting of five year plan in reviewed WUMP:

Priorities of scheme will be based on the following principles,

1. Priority will be given to intervention done or being done (completed or under construction scheme) but still need to improve service level by improving water quality such as source improvement/protection (tapped from spring sources), water quality improvement (tapped from stream sources)
2. Continue the scheme priority with base WUMP.
3. New schemes added in this review will be at bottom level of priority by sector. Prioritize the new scheme with hardship and deprived community by access to development.
4. Give sectoral priority of new sectors at bottom level of reviewed WUMP
5. Arrange schemes of reviewed WUMP in overall priority and by fiscal year to maximum five year. For deciding nbr of scheme by year, possibility of VDC contribution shall be the limitation.

Session plan:

Day	Time	Program	Method/tools
1	9:00-10:00	Breakfast	
	10:00-10:30	Opening, objectives	Lecture, wall sheet, map
	10:30-11:00	Tea break	
	11:00-12:30	Overview of WUMP review processes and presentation of base WUMP and intervention (extracted from desktop works)	Lecture, wall sheet, map, report, tables
	12:30-13:30	Lunch	
	13:30-15:00	Verification of base WUMP data and intervention	Group works using Report, tables, maps
	15:00-15:30	Tea break	
	15:30-17:00	Contd.... Verification of base WUMP data and intervention	Group works using Report, tables, maps
2	9:00-10:00	Breakfast	
	10:00-11:00	Additional schemes in water sector	Group works, presentation,

			discussion
	11:00-11:30	Tea break	
	11:30-12:30	additional activities in ODF and health	Group works, presentation, discussion
	12:30-13:30	Lunch	
	13:30-15:00	Additional schemes in livelihood and nutrition	Group works, presentation, discussion
	15:00-15:30	Tea break	
	15:30-17:00	Finalization of additional activities	Lecture, summarizing, discussion
3	9:00-10:00	Breakfast	
	10:00-11:00	Concept of priority setting with keeping base priority un-affected	Lecture, wall sheet, map
	11:00-11:30	Tea break	
	11:30-12:30	Deciding priority of sectors, schemes and overall priority setting with annual plan upto maximum five year	Discussion, consensus of all
	12:30-13:30	Lunch	
	13:30-15:00	Contd... Deciding priority of sectors, schemes and overall priority setting with annual plan upto maximum five year	Discussion, consensus of all
	15:00-15:30	Tea break	
	15:30-17:00	Minute and signature	Use planning format, consensus of all, minute
	17:00-17:30	Closing	

VDC Level
Water Use Master Plan
(Baseline Survey and Planning Review)
Year 2011

ANNEX-1
Questionnaires and Checklists

Supported by:



RVWRMP II
Nepal-Finland Cooperation

Rural Village Water Resources Management Project - II

Annex 1: Questionnaire formats and checklists

Annex 1.1: Questionnaire formats – WRMC Level (Technical)

Annex 1.2: Questionnaire formats – Cluster Level (Technical)

Annex 1.3: Questionnaire formats– UC Level (Technical)

Annex 1.4: Questionnaire formats– Water source (Technical)

Annex 1.5: Questionnaire formats – Cluster Level (Social)

Annex 1.6: Questionnaire formats – CO Level (Social)

Annex 1.7: Questionnaire formats – Cooperative Level (Social)

Annex 1.8: Questionnaire formats– School data (Social)

Annex 1.9: Questionnaire formats– Health-Post & public institution Level (Social)

Annex 1.10: Questionnaire formats– HH Level Sample Survey (Social)

Annex 1.11: Questionnaire formats– Planning of WUMP

Annex 1.12: Checklist for questionnaires – Technical

Annex 1.13: Checklist for questionnaires – Social

VDC Level
Water Use Master Plan
(Baseline Survey and Planning Review)
Year 2011

Annex: 1.1

Questionnaires
WRMC level - Technical

District name: District ID:

VDC name: VDC ID:

Supported by:



RVWRMP II
Nepal-Finland Cooperation

Rural Village Water Resources Management Project - II

WT-01: Sub-Committee and Cluster Information

(This total list of cluster of the VDC is to verify missed and new clusters and ensure for covering all)

1. Cluster name list with household information by sub-committee will be printed from baseWUMP report (desktop work)
2. Cluster location shall be verified in cluster level (field work at Cluster level)
3. Missed or new cluster shall be combined with adjoining cluster as far as possible. Add as a new cluster if not possible to include in existing cluster (field work at Cluster level)
4. If existing cluster includes hh of different wards, it must be separated ward wise

VDC: Code:VDC Name :Sub-Committee: ID:

Data from baseWUMP				Verification in the field				
WRMSC	Cluster			Village		VDC		
ID	Code	Name	HH (baseWUMP)	Code	Name	Code	Name	Ward No

WT-02: List of Existing Water Supply and/or non-conventional irrigation and/or peltrict-set Project

(This list of existing schemes includes those constructed with technical survey and design)

1. List of existing schemes in the VDC will be printed from data of baseWUMP and MIS/RVWRMP (desktop work)
 2. Verify this list of existing schemes and add more if any supported from other agencies (verify at VDC level meeting)
-

VDC name:

SN	Scheme code	Scheme name	Scheme type (WS / NCI / PS)	VDC ID	Ward nos	Cluster Names	Village name	Supported by (agency name)	Operation started (year in BS)

Note: WS = Water Supply, NCI = Non-Conventional Irrigation PS= Peltrict-set

WT-03: List of Existing Conventional Irrigation and/or Micro-hydro and/or improved water mill Project

(This list of existing schemes includes those constructed with technical survey and design)

1. List of existing schemes of the VDC will be printed from data of baseWUMP and MIS/RVWRMP (desktop work)
2. Verify this list of existing schemes and add more if any supported from other agencies (verify at VDC level meeting)

VDC name:

SN	Scheme code	Scheme name	Scheme type (CI / MH / CI / MH / IWM)	VDC name	Ward nos	Cluster Names	Village name	Irrigation land name	Supported by (agency name)	Operation started (year in BS)

Note: CI = Conventional Irrigation, MH = Micro-Hydropower, IWM= Improved Water Mill, BS = Bikram Sambat (Nepali callender year)

VDC Level
Water Use Master Plan
(Baseline Survey and Planning Review)
Year 2011

Annex: 1.2

Questionnaires
Cluster level - Technical

District name: District ID:

VDC name: VDC ID:

Supported by:



Rural Village Water Resources Management Project - II

CT-01: Existing Water Supply Condition by cluster

(Fill up this format in Cluster level meeting)

1. WS Condition of the base year by cluster will be printed from baseWUMP report (desktop work)
2. Present WS Condition (year 2011) will be verified in the field (field work at Cluster level)

VDC:

Sub-Committee:

ID:

Name:

Description	Base year	Year 2011	Base year	Year 2011	Base year	Year 2011
Cluster ID						
Cluster name						
Type of water collection point “WCP” (scheme-tap/naulo/pandhero-dhara/ kulo/khola/RWH/PSI)						
Nbr of WCP in the cluster						
Scheme / Water source - name						
Scheme/Water source – code						
Water source – type (spring/S-F-S/stream)						
Total water flow of scheme / sources (lps)						
Demographic data: Dalit household						

Janajati household						
Other household						
Total household						
Water quantity available at average of cluster (LPCD , refer technical guideline) – write SL						
Service continuity (hrs/day) – write SL						
Service reliability (month/year) – write SL						
Fetching time (round-trip with waiting and filling time in minute, refer technical guideline) – write SL						
Water quality (G=good, A=acceptable, P=poor, VP=very poor; refer technical guideline) – write SL						
Service level (1,2,3,4; refer technical guideline) – write SL						

VDC Level
Water Use Master Plan
(Baseline Survey and Planning Review)
Year 2011

Annex: 1.3

Questionnaires
UC level - Technical

District name: District ID:

VDC name: VDC ID:

Supported by:



RVWRMP II
Nepal-Finland Cooperation

Rural Village Water Resources Management Project -II

UT-01: Inventory of Existing Water Supply Project

1. Schemes listed in the format "WT-01" will be further investigated using this format
2. Fill up this format at UC meeting (field work at UC level)
3. WS= Water supply NCI = Non-conventional irrigation PS= Peltric - set

1.1 Project description

Multiple Use System (MUS) information:

a) WS b) WS+NCI c) WS+NCI+PS d) WS+PS

Scheme name: **Scheme Code:**

District: **VDC:** **Ward Nos.:** **Support agency:**

Scheme type: a) Gravity b) Rainwater c) Point source improvement d) pumping

Status of scheme: a) IPC b) IPC* (Financially not cleared) c) IPO

Operation started year (BS):

Scheme structure information (all sub-schemes of the scheme):

Nbr of intake: **Nbr of CC:** **Nbr of Sedimentation tank:**

Nbr of IC: **Nbr of DC:**

Nbr of reservoir tank: **Total capacity of reservoir tank (liter):**

Nbr of BPT: **Nbr of tapstand:**

Length of transmission pipeline (m):

Length of distribution pipeline (m):

1.2 Coverage of scheme by cluster

1.2.1 Water supply coverage:

Cluster name					
Cluster code					
HH					

Cluster name					
Cluster code					
HH					

Cluster name					
Cluster code					
HH					

Total household served by water supply scheme: HH

1.3 Water source description

Water source code	Water source name	Source type (spring/spring-fed-stream/ stream /water bodies	Safe yield (lps)	Tapped yield for WS (lps)

1.4 Project institutional information

Operating scheme at present by: a) UC b) DWSS c) Other institution d) No institution

UC executive:

Female D: ... Male D: Female J: Male J: Female O: ... Male O:

UC other member:

Female D: ... Male D: ... Female J: Male J: Female O: ... Male O:

Registration of UC: a) Yes b) No

Public audit of scheme construction, done? a) Yes b) Not done yet

Public audit of scheme operation of last fiscal year, done? a) Yes b) Not done yet

1.5 Capacity of user committee

No. of VMW trained in the scheme: Female: Male:

VMW Working in the scheme: Trained: F: M: Untrained: F: M:

Monthly salary of one VMW: NPR (If paid kind, calculate equivalent monthly cash)

Water tariff rate/month/hh: NPR (If paid kind, calculate equivalent monthly cash)

O&M fund balance of UC at present: NPR

Mode of O&M fund mobilization:

a) Kept in bank b) Mobilised in village c) Other mode, specify

Meeting of UC:

a) Regular (at least in a month) b) When required c) Never

Management capacity of UC (opinion of UC): a) Good b) satisfactory c) poor

1.6 Physical condition of scheme

1.6.1 Lime encrustation problem in pipelines? a) Yes b) No

1.6.2 Clean water at tapstand? a) Clean water throughout the year

b) Turbid water for few months

1.6.3 Exposure of HDPE pipelines (transmission main and distribution)?

a) Not exposed b) Exposed in few places c) Exposed in many places

1.6.4 Leakage in pipelines (transmission main and distribution)?

a) No leakage b) Leakage in few places c) Leakage in many places

1.6.5 Condition of reservoir tanks (all RVTs):

Leakage from structure? a) Yes b) No

Fencing? a) Yes b) No

Installed required valve and fittings? a) Yes b) No

Leakage from valve and fittings? a) Yes b) No

1.6.7 Condition of intakes (all intakes):

Appropriate structure constructed? a) Yes b) No

Leakage from structure? a) Yes b) No

Fencing? a) Yes b) No

Installed required valve and fittings? a) Yes b) No

1.6.8 Condition of other structures?

Appropriate structure constructed? a) Yes b) No

Leakage from structure? a) Yes b) No

Fencing? a) Yes b) No

Installed required valve and fittings? a) Yes b) No

1.6.9 Physical condition of tapsatands:

a) Good condition of more than 75% tapstands

b) Good condition of 50-75% tapstands

c) Good condition of less than 50% tapstands

<p>1.6.10 Overall physical condition of the scheme? a) Good b) Satisfactory c) Poor</p>
--

1.7 Services of scheme

Operation status of scheme: a) functioning well b) partially functional c) closed down

Operation system: a) Continuous supply b) Intermitant supply

Service provided by scheme on following aspects,

1. **Quality of water:** a) Good b) Satisfactory c) Poor
2. **Quantity of water by flow at tap:** a) Good b) Satisfactory c) Poor
3. **Quantity of water by hour/day at tap:** a) Good b) Satisfactory c) Poor
4. **Quantity of water by month/year at tap:** a) Good b) Satisfactory c) Poor

1.8 Other

1.8.1 At present, is there water source conflict in the scheme? a) Yes b) No

1.8.2 At present, is there need of improvement in the scheme? a) Yes b) No

If yes, specify type of improvement need:

- a) Water quality (by adding treatment system) b) Water quality (by improving intake & area)
- b) Water quantity / service duration increament c) Reapir of physical structures and pipelines

UT-02: Inventory of Existing Non-Conventional Irrigation Project

4. Schemes listed in the format "WT-01" will be further investigated using this format
5. Fill up this format at UC meeting (field work at UC level)
6. WS= Water supply NCI = Non-conventional irrigation PS= Peltric - set

1.1 Project description

Multiple Use System (MUS) information:			
a) NCI	b) WS+NCI	c) WS+NCI+PS	d) NCI+PS
Scheme name:		Scheme Code:	
District:	VDC:	Ward Nos.:	Support agency:
Scheme type:	a) Sprinkle	b) Drip	c) Plastic pond d) Other
Status of scheme:	a) IPC	b) IPC* (Financially not cleared)	c) IPO
Operation started year (BS):			
<u>NCI Scheme structure information:</u>			
Nbr of reservoir tank:		Total capacity of reservoir tank (liter):	
Nbr of off-take:			
Nbr of plastic pond:		Capacity of one plastic pond (liter):	

1.2 Coverage of scheme by cluster

1.2.1 Non-conventional irrigation coverage:

Cluster name					
Cluster code					
HH					

Cluster name					
Cluster code					
HH					

Total household served by NCI scheme: HH

Irrigated land area of one household: (in average) Ropani

1.3 Water source description

Water source code	Water source name	Source type (spring/spring-fed-stream/ stream /water bodies	Safe yield (lps)	Tapped yield for NCI (lps)

1.4 Project institutional information

Is this same UC of WS scheme? a) Yes b) No

If no, fill-up the data below,

Operating scheme at present by: a) UC b) CO c) Other d) No institution

UC executive:

Female D: ... Male D: Female J: Male J: Female O: ... Male O:

UC other member:

Female D: ... Male D: ... Female J: Male J: Female O: ... Male O:

Registration of UC: a) Yes b) No

Public audit of scheme construction, done? a) Yes b) Not done yet

Public audit of scheme operation of last fiscal year, done? a) Yes b) Not done yet

1.5 Capacity of user committee

Information on management of NCI system only:

Water tariff rate/month/hh: NPR (If paid kind, calculate equivalent monthly cash)

O&M fund balance of UC at present: NPR

Mode of O&M fund mobilization:

a) Kept in bank b) Mobilised in village c) Other mode, specify

Meeting of UC: a) Regular (at least in a month) b) When required c) Never

Management capacity of UC (opinion of UC): a) Good b) satisfactory c) poor

1.6 Physical condition of scheme

Overall physical condition of NCI scheme? a) Good b) Satisfactory c) Poor

1.7 Services of scheme

Operation status of scheme: a) functioning well b) partially functional c) closed down

Water for NCI available for: Hours / Day

Evaluation of Service for NCI,

1. **Quantity of water from off-take/pond:** a) Good b) Satisfactory c) Poor
2. **Quantity of water by hour/day at off-take/pond:** a) Good b) Satisfactory c) Poor
3. **Quantity of water by month/year at off-take/pond:** a) Good b) Satisfactory c) Poor

1.8 Other

1.8.1 At present, is there need of improvement in the NCI scheme? a) Yes b) No

If yes, specify type of improvement need:

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

UT-03: Inventory of Existing Peltric-Set Project

7. Schemes listed in the format "WT-01" will be further investigated using this format
8. Fill up this format at UC meeting (field work at UC level)
9. WS= Water supply NCI = Non-conventional irrigation PS= Peltric - set

1.1 Project description

Multiple Use System (MUS) information:			
a) PS	b) WS+PS	c) WS+NCI+PS	d) NCI+PS
Scheme name:		Scheme Code:	
District:	VDC:	Ward Nos.:	Support agency:
Scheme ownership: a) Community b) Private c) Institution			
Status of scheme: a) IPC b) IPC* (Financially not cleared) c) IPO			
Operation started year (BS):			
<u>PS scheme structure information:</u>			
Length of headrace (m):	Flow (lps):	Gross head (m):	
Designed capacity (kW):			
Productive uses: a) b) c)			

1.2 Coverage of scheme by cluster

1.2.1 Peltric-Set lighting coverage:

Cluster name					
Cluster code					
HH					

Cluster name					
Cluster code					
HH					

Total household served by PS scheme for lighting: HH

1.7 Services of scheme

Operation status of scheme: a) functioning well b) partially functional c) closed down

Evaluation of Service of PS,

1. Present maximum capacity of plant: kW

2. Present consumption: Lighting: kW Productive End-use: kWh

1.8 Other

1.8.1 At present, is there need of improvement in the PS scheme? a) Yes b) No

If yes, specify type of improvement need:

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

UT-04: Inventory of Existing Micro-Hydropower Project

1. Schemes listed in the format "WT-02" verified at WRMC will be further investigated with
2. Fill up this format at meeting of UC (field work at UC level)
3. CI = Conventional irrigation MH= Micro-hydropower IWM= Improved water mill

1.1 Project description

Multiple Use System (MUS) information:			
a) MH	b) MH+CI	c) MH+CI+NCI	
Scheme name:		Scheme Code:	
District:	VDC:	Ward Nos.:	Support agency:
Scheme ownership: a) Community b) Private c) Institution			
Status of scheme: a) IPC b) IPC* (Financially not cleared) c) IPO			
Operation started year (BS):			
<u>Scheme structure information:</u>			
Length of headrace (m):		Flow (lps):	Gross head (m):
Designed capacity (kW):		Power output verified (kW):	
Turbine type: a) Cross-flow b) Pelton			
Length of high tension transmission line(m):			
Length of 3-phase line (m):		Length of single phase line (m):	
Productive end-uses: a) b) c)			

1.2 Coverage of scheme by lighting

1.2.1 Micro-hydropower coverage (lighting connected HH):

Village name					
Village code					
HH					

Village name					
Village code					
HH					

1.3 Source description

Stream name	Stream code	Safe yield (lps)	Total tapped yield for MH/IWM and CI (lps)

1.4 Project institutional information

Operating scheme at present by: a) UC b) Institution c) Private company

UC executive: Female D: ... Male D: Female J: Male J: Female O: ... Male O:

UC other member: Female D: ... Male D: ... Female J: ... Male J: ... Female O: ... Male O:

Registration of water and UC: a) Yes b) No

Public audit of scheme construction, done? a) Yes b) Not done yet

Public audit of scheme operation of last fiscal year, done? a) Yes b) Not done yet

1.5 Capacity of user committee

No. of Operator trained in the scheme: Female: Male:

No. of house-wiring technician trained in the scheme: Female: Male:

Operator working in the scheme: Trained: F: M Untrained: F: M

Monthly salary of one Operator: NPR (If paid kind, calculate equivalent cash)

Water tariff rate for LIGHTING: a) NPR Per HH per month
b) NPR Per Watt per month
c) NPR Per Unit

Water tariff rate for PRODUCTIVE END-USES: NPR Per Unit

O&M fund balance of UC at present: NPR

Mode of O&M fund mobilization:
a) Kept in bank b) Mobilised in village c) Other mode, specify

Meeting of UC: a) Regular (at least in a month) b) When required c) Never

Management capacity of UC (opinion of UC): a) Good b) satisfactory c) poor

1.6 Physical condition of scheme

Intake headworks: a) Good b) Satisfactory c) Poor

Headrace: a) Good b) Satisfactory c) Poor

Desilting basin: a) Good b) Satisfactory c) Poor

Forebay and spillways: a) Good b) Satisfactory c) Poor

Penstock: a) Good b) Satisfactory c) Poor

Powerhouse equipment: a) Good b) Satisfactory c) Poor

Powerhouse building: a) Good b) Satisfactory c) Poor

Electrical transmission: a) Good b) Satisfactory c) Poor

Electrical distribution: a) Good b) Satisfactory c) Poor

Overall physical condition of MH scheme? a) Good b) Satisfactory c) Poor

1.7 Services of scheme

Operation status of scheme: a) functioning well b) partially functional c) closed down

Evaluation of Service of MH,

1. **Present maximum capacity of plant:** kW

2. **Present consumption:** **Lighting:** kWh **Productive End-use:** kWh

1.8 Other

1.8.1 At present, is there need of improvement in the MH scheme? a) Yes b) No

If yes, specify type of improvement need:

.....
.....

UT-05: Inventory of Existing Conventional Irrigation Project

1. Schemes listed in the format "WT-02" verified at WRMC will be further investigated with
2. Fill up this format at meeting of UC (field work at UC level)
3. CI = Conventional irrigation MH= Micro-hydropower IWM= Improved water mill

1.1 Project description

Multiple Use System (MUS) information:					
a) CI	b) CI+MH	C) CI+IWM			
Scheme name:			Scheme Code:		
District:	VDC:	Ward Nos.:	Support agency:		
Status of scheme: a) IPC b) IPC* (Financially not cleared) c) IPO					
Operation started year (BS):					
<u>CI Scheme structure information:</u>					
Length of main canal: m			Capacity of main canal: Liter		

1.2 Coverage of scheme

1.2.1 Conventional irrigation coverage:

Land area name					
Ward no					
Area (Ropani)					
Land owner (HH)					

Land area name					
Ward no					
Area (Ropani)					
Land owner (HH)					

Total command area: Ropani

Total land owner household: HH

1.3 Water source description

Water source code	Water source name	Source type (spring/spring-fed-stream/ steam /water bodies	Safe yield (lps)	Tapped yield for NCI (lps)

Project institutional information

Is this same UC of MH scheme? a) Yes b) No

If no, fill-up the data below,

Operating scheme at present by: a) UC b) CO c) Other d) No institution

UC executive: Female D: ... Male D: Female J: Male J: Female O: ... Male O:

UC other member:
 Female D: ... Male D: ... Female J: Male J: Female O: ... Male O:

Registration of UC: a) Yes b) No

Public audit of scheme construction, done? a) Yes b) Not done yet

Public audit of scheme operation of last fiscal year, done? a) Yes b) Not done yet

1.4 Capacity of user committee

Information on management of CI system only:

Salary of caretaker per month: NPR (If paid kind, calculate equivalent monthly cash)

Water tariff rate/month/ropani: NPR (If paid kind, calculate equivalent monthly cash)

O&M fund balance of UC at present: NPR

Mode of O&M fund mobilization:
 a) Kept in bank b) Mobilised in village c) Other mode, specify

Meeting of UC: a) Regular (at least in a month) b) When required c) Never

Management capacity of UC (opinion of UC): a) Good b) satisfactory c) poor

1.5 Physical condition of scheme

Overall physical condition of CI scheme? a) Good b) Satisfactory c) Poor

1.6 Services of scheme

Operation status of scheme: a) functioning well b) partially functional c) closed down

Evaluation of Service for CI,

1. **Quantity of water during summer:** a) Good b) Satisfactory c) Poor
2. **Quantity of water during winter:** a) Good b) Satisfactory c) Poor

1.7 Other

1.8.1 At present, is there need of improvement in the CI scheme? a) Yes b) No

If yes, specify type of improvement need:

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

UT-06: Inventory of Existing Improved Water Mill Project

1. Schemes listed in the format "WT-02" verified at WRMC will be further investigated with
2. Fill up this format at meeting of UC (field work at UC level)
3. CI = Conventional irrigation MH= Micro-hydropower IWM= Improved water mill

1.1 Project description

Multiple Use System (MUS) information:			
a) MH	b) MH+CI	c) MH+CI+NCI	
Scheme name:		Scheme Code:	
District:	VDC:	Ward Nos.:	Support agency:
Scheme ownership:	a) Community	b) Private	c) Institution
Status of scheme:	a) IPC	b) IPC* (Financially not cleared)	c) IPO
Operation started year (BS):			
<u>Scheme structure information:</u>			
Length of headrace (m):	Flow (lps):	Gross head (m):	
Turbine capacity (kW):			
If add-on electricity, electricity output capacity (kW):			
Milling equipment:	a) Grinder	b) Huller	c) Oil expeller
	d)	e)	f)

1.2 Coverage of scheme by lighting

b.1: Micro-hydropower coverage (lighting connected HH):

Village name					
Village code					
HH					

Village name					
Village code					
HH					

1.3 Source description

Stream name	Stream code	Safe yield (lps)	Total tapped yield for MH/IWM and CI (lps)

1.4 Project institutional information

Is this same UC of MH or CI scheme? a) Yes b) No

If no, fill-up the data below,

Operating scheme at present by: a) UC b) Institution c) Private company

UC executive: Female D: ... Male D: Female J: Male J: Female O: ... Male O:

UC other member: Female D: ... Male D: ... Female J: ... Male J: Female O: ... Male O:

Registration of water and UC: a) Yes b) No

Public audit of scheme construction, done? a) Yes b) Not done yet

Public audit of scheme operation of last fiscal year, done? a) Yes b) Not done yet

1.5 Capacity of user committee

Information on management of PS system only:

No. of Operator trained in the scheme: Female: Male:

Operator working in the scheme: Trained: F: M: Untrained: F: M:

Monthly salary of one Operator (If other than owner of the IWM): NPR

Water tariff rate for LIGHTING (If add-on electricity IWM):

a) NPR Per HH per month b) NPR Per Watt per month

c) NPR Per Unit

Milling service rate:

Grinding: NPR Unit

Hulling: NPR Unit

Oil expelling: NPR Unit

O&M fund balance at present: NPR

Mode of O&M fund mobilization:

a) Kept in bank b) Mobilised in village c) Other mode, specify

Meeting of UC/company: a) Regular (at least in a month) b) When required c) Never

Management capacity of UC/company: a) Good b) satisfactory c) poor

1.6 Physical condition of scheme

Overall physical condition of IWM scheme? a) Good b) Satisfactory c) Poor

1.7 Services of scheme

Operation status of scheme: a) functioning well b) partially functional c) closed down

Evaluation of Service of IWM,

1. Present working capacity of turbine: kW

2. Milling and productive business at present:

Grinding: Kg/day Hulling: Kg/day

Oil expelling: Kg/day ----- Kg/day

----- Kg/day ----- Kg/day

3. Present electricity consumption for Lighting: kWh

1.8 Other

1.8.1 At present, is there need of improvement in the IWM scheme? a) Yes b) No

If yes, specify type of improvement need:

.....

VDC Level
Water Use Master Plan
(Baseline Survey and Planning Review)
Year 2011

Annex: 1.4

Questionnaires
Water source survey - Technical

District name: District ID:

VDC name: VDC ID:

Supported by:



RVWRMP II
Nepal-Finland Cooperation

Rural Village Water Resources Management Project - II

ST-01: Water Source Information

(Fill up this format for those water sources only that are missed in base WUMP and it is being used as primary source at present or proposed for planned scheme of WUMP. The source site shall be visited with the villagers, measure yield and observe to fill up this format)

a) Source location:

Source ID	Source name	VDC	Ward	Ownership (private/public)	Owner's name, if private

b) Type of source: a) Spring b) Spring-snow-fed stream c) Stream d) Water bodies

c) GPS reading:

X	Y	Elevation	Accuracy	Reading Number

d) Source yield:

Measured yield (lps)	Safe yield (consult with villagers, lps)	Flow measurement Method/instrument	Date measured (ddmmyy)

e) Water quality: (By observation & interview)

--

f) Source disputes: (describe possibility of source dispute)

--

g) Present use of source: (dws/irrigation/microhydro/cattle feeding/others)

--

h) Planned use of source:

Scheme name:	Scheme code:
Scheme type:	

i) Need for further improvement:

j) Environment around the source area: (middle of jungle, bushes, land, landslide area, rivulet, etc. & indicate possibility of contamination due to upstream settlement)

k) General Remarks:

VDC Level
Water Use Master Plan
(Baseline Survey and Planning Review)
Year 2011

Annex: 1.5

Questionnaires
Cluster level - Social

District name: District ID:

VDC name: VDC ID:

Supported by:



RVWRMP II
Nepal-Finland Cooperation

Rural Village Water Resources Management Project - II

Cluster code:

Cluster name:

Total household:

Ward no:

*(Refer format CT-01 for cluster code, name and nbr of household)***CS-01: Existing Sanitation Condition by Cluster***(Verify present sanitation condition for total household of the cluster)***1.1 Existing sanitation facilities:**

Sanitation components	Household
Latrine, water seal, double pit	
Latrine, water seal, single pit	
Latrine, water seal, ECOSAN	
Latrine, No-water seal , with acceptable hygienic system	
Biogas-latrine attached	
Biogas-latrine NOT attached	
Waste pit	
Utensil dryer	
Washing platform	
Improved cooking stove	
Solar lighting	

Was / Is there sanitation scheme in the cluster?

Yes

No

If yes, who supported the scheme?

Name of agency:

Name of scheme:

Code of scheme:

CS-2: Existing livelihood condition by cluster

(Verify present livelihood condition for total household of the cluster)

2.1 HHs involved in livelihoods activities in the cluster (at commercial scale)

Activities	HHs	Activities	HHs
1. Vegetable production		11. Bee keeping	
2. Vegetable nursery		12. Fruit farming	
3. Forest nursery		13. Vegetable drying, pickle	
4. Spices (garlic, ginger, chilli,..)		14. Shoe maker	
5. Mushroom production		15. Agro-vet shop	
6. Goat farming		16. Electronic shop	
7. Poultry farming		17. Iron/metal workshop	
8. Milk product		18. Retail shop	
9. Fibre product		19. Hotel	
10. Matress weaving			

2.2 Human resources trained in the cluster

Trained human resources in the cluster (all including migrated out for seasonal works)	Dalit		Janajati		Other	
	Female	Male	Female	Male	Female	Male
VMW (village maintenance worker of wss)						
LLB (local latrine builder)						
RWH Mason (rainwater harvesting jar construction mason)						
WRT (water resources technician)						
MHO (Micro-hydro operator)						
HWT (House wiring technician)						
ICS Mason (improved cooking stove mason)						
Master Leader Farmer						
Leader Farmer						

RVWRMP

Village Level Extension Worker						
Village Level Animal Health Worker						
Retailer of Agro-Vet						
Nursery Manager						
Farm Yard Manager						
Community Forest Manager						
FCHV (female community health volunteer)						
MCHW (mother child health worker)						

VDC Level
Water Use Master Plan
(Baseline Survey and Planning Review)
Year 2011

Annex: 1.7

Questionnaires
Cooperative level - Social

District name: District ID:

VDC name: VDC ID:

Supported by:



RVWRMP II
Nepal-Finland Cooperation

Rural Village Water Resources Management Project - II

CP-01: Existing condition of cooperative

(Fill up this format in a meeting with cooperative, if exists in the VDC)

1. To be filled up data from official records of the cooperative

a) Description of cooperative

Name of cooperative: Regd No. Initiated by:

Promoted by: Address: VDC: Ward No.: Village:

Year of establishment (BS):

Type: Saving-Credit / Multipurpose /

Working area as per statute:

b) Existing condition of cooperative

S.N.	Indicator	Unit	Status
1	Total Members in COs/Groups in VDC (compilation of all COs/groups information as indicated in 2)	No.	
2	Total Shareholders by sex and by ethnicity		
2.1	Dalit male	No.	
2.2	Dalit female	No.	
2.3	Janjati male	No.	
2.4	Janjati female	No.	
2.5	Other male	No.	
2.6	Other female	No.	
3	Total Share Capital	NPR	
4	Total Accumulated savings	NPR	
5	Loan Disbursement	No.	
		NPR	
6	Access to loan service by sex		
		Male	No.
		Female	No.
7	Access to loan service by Ethnicity		

	Dalit	No.	
	Janjati	No.	
	Others	No.	
8	Sector wise Investment		
	Household Consumption	NPR	
	IGA	NPR	
	Micro Enterprise*	NPR	
7	Composition of Board Members by Sex		
	Male	No	
	Female	No	
8	Composition of Board Members by Ethnicity		
	Dalit	No	
	Janjati	No	
	Other	No	

9. Capital grant received from outsider? Yes / No

9.1 Capital grant amount NPR Name of agency:

9.2 Capital grant amount NPR Name of agency:

*Note: *Micro Enterprise: -Main income source of family, at least one person fully involved throughout the year and have employment of 2-3 members.*

VDC Level
Water Use Master Plan
(Baseline Survey and Planning Review)
Year 2011

Annex: 1.8

Questionnaires

School data - Social

(DEO level, VDC level, School level and CBS level data)

District name: District ID:

VDC name: VDC ID:

Supported by:



RVWRMP II
Nepal-Finland Cooperation

Rural Village Water Resources Management Project - II

SS-02: Enrollment of school (Flash-I report of Jestha 2068)

(To be collected data of this page by referring Flash-I report school of Jestha 2068. Data will be collected from all community, institutional and other schools of primary, lower secondary and secondary schools. This format will not include schools those have only pre-primary and plus-2 level education)

Section Ka. Description of school

Ka.1: Code of school

' 1-12' -#		9' &#			6" a 11 #			
#	#	#	#	#	#	#	#	#

Ka.2: Name of school:

Ka. 3: School established year (BS):

Ka.4: Address of school: District: VDC: Ward no.:

Place name:

Table Ka.1: Type and classes of school

Type of school (community, institution, other)	Level of school (Primary, L-secondary, Secondary)	Class	
		From	To

Section Ga. Enrollment data of students of year 2068**Ga.4: Nbr of students of year 2068 by class level and by age****Table Ga.4.2 and Ga.4.3: Total Nbr of students of year 2068 by level and by age**

Level	Age group	Column-1		
		Total nbr of students (for total of column-1 of Ga.3.1)		
		Girl	Boy	Total
Primary level (Class 1-5)	Under 5 year only			
	5-9 years only			
	Over 9 year only			
	Total			
Lower secondary level (Class 6-8)	Under 10 year only			
	10-12 year only			
	13-14 year only			
	Over 14 year only			
	Total			
Secondary level (Class 9-10)	Under 13 year only			
	13-14 year only			
	15-16 year only			
	Over 16 year only			
	Total			

SS-03: school services and facilities

(Data of this page is to be collected from each school listed in SS-01, by interview, data verification and observation)

Service coverage of school

Student of the school	District name	VDC name	Ward nos
Primary level students (1-5 class)			
Lower secondary level students (6-8 class)			
Secondary level students (9-10 class)			

Note: Population by gender and by 5year age group (5-9 years age and 10-14 years age) of above VDCs will be collected from CBS 2001 and projected for 2011 (for draft enrollment analysis when census 2011 report is not available). Census data of the year 2011 will be purchased when collected and distributed by CBS, GoN (for analyzing gross enrollment rate 'GER' and Net enrollment rate 'NER' at primary and secondary school by gender of RVWRMP implemented VDCs).

3.1 Infra-structure and water facilities

School building (yes/no)	Water supply system in school compound (tick one)			Water supply adequate? (yes/no)	Water O&M fund (yes/no)	Waste pit (yes/no)	Drainage (yes/no)
	Exist and functioning	Exist but not functioning	Does not exist				

3.2 Toilet facilities

Toilet building (tick one)			Gender sensitive (tick one)		Hand-washing (yes/no)		Adequacy (yes/no)
Construct ed toilet and in use	Constru cted but not in use	Not constr ucted	Common toilet for girls & boys	Separate toilet for boys & girls	Water available inside toilet	Soap available inside or by side of toilet	Is size & nbr of toilet adequate?

Do toilet O&M fund exist in school? Yes No

Who cleans the toilet? By peon by student

VDC Level
Water Use Master Plan
(Baseline Survey and Planning Review)
Year 2011

Annex: 1.9

Questionnaires

Health-post & public institution level - Social

District name: District ID:

VDC name: VDC ID:

Supported by:



RVWRMP II
Nepal-Finland Cooperation

Rural Village Water Resources Management Project - II

HS-01: Sub-health-post level – data collection format

(Annual data of FY 2066/67 is to be collected from each sub-healthpost of RVWRMP implemented VDCs. This format is based on monthly reporting format of sub-healthpost to healthpost)

Location of Sub-health-post

Sub-healthpost code: District: VDC: Ward No.

Infra-structure of sub-healthpost

Health-post building: Yes No Water facility functioning: Yes No
 Toilet: Yes No Toilet use: Yes No
 Waste disposal management Waste pit Burning Anywhere

By Observation	
Hand washing facility <input type="checkbox"/> Yes <input type="checkbox"/> No	Soap availability <input type="checkbox"/> Yes <input type="checkbox"/> No

Child health data

Weight measured (nutrition condition of under 5 year children)

Children	Total nbr of children by age group									
	0-11 month		12-23 month		24-35 month		36-59 month		Total	
	Low	Normal	Low	Normal	Low	Normal	Low	Normal	Low	Normal
New										
Repeated										

Cured nbr of children under 5 years

Children	Treated by vitamin A				Treated by medicine of Intestinal worms
	Eye disease	Cholera	Diarrhoea	Malnutrition	
New					
Repeated					

Diarrhoea patient management (children under 5 years)

Services by	New patients of diarrhoea (nbr of children)				Treated (nbr)	Referred (nbr)	Death (nbr)
	No Dehydration	Medium dehydration	Serious dehydration	Total			
From sub-healthpost							
From MCHW							
From FCHV							

Health management of children under 2 months

Unit	Health of children under 2 months					Cured	Referred	Follow-up
	Bacterial infection – serious	Bacterial infection – local	Food related disease or low weight	Other disease	Total			
Nbr of children								

OPD morbidity data**How many monthsdata is collectd (Tick the month)**

- Baishak Jestha Ashad Srawan Bhadra Ashwin
 Kartik Mangsir Poush Magh Falgun Chaitra

Communicable, water/food borne:

SN	ICD code	Name of disease	Female	Male
19	A01	Typhoid		
20	A09	Acute gastro enteritis		
21	A06	Amoebic dysentery		
22	A03	Baccillary dysentery		
23	K52	Presumed non infectious diarrhoea		
24	A00	Cholera		
25	B82	Intestinal worms		
26	R17	Jaundice		

5.2 Other Communicable diseases:

SN	ICD code	Name of disease	Female	Male
27	A64	STD/STI		
28	B24	HIV/AIDS		

Nutritional and metabolic disorder:

SN	ICD code	Name of disease	Female	Male
29	E46	Malnutrition		
30	E50	Avitaminoses and other nutri deficiency		

HS-02: Water and sanitation facilities in public institutions

(This data to be collected from public institution such as VDC office, service centres, post office, police post, NGO/CBO/Club/groups, cooperatives, etc)

Introduction of institution

Name of institution:

Type of institution:

Code of the institution:

Location: District: VDC: Ward No. Village:
.....

Infra-structure of institution

Building: Own Rent

Water facility: Yes No

If yes,

Is it functioning now: Yes No

Is water facility adequate?: Yes No

Toilet: Yes No

Toilet use: Yes No

Waste disposal management: Waste pit Burning Anywhere

VDC Level
Water Use Master Plan
(Baseline Survey and Planning Review)
Year 2011

Annex: 1.10

Questionnaires
HH Sample Survey - Social

District name: District ID:

VDC name: VDC ID:

Supported by:



RVWRMP II
Nepal-Finland Cooperation

Rural Village Water Resources Management Project - II

Sampling method:

2. Households of VDC will be sampled for household survey by stratified random method, with fulfilling following conditions:
- Include all wards of the VDC, with at least 10 households from each ward. Household of each village/cluster will be sampled.
 - Include at least 10 Dalit households in the VDC (nbr of household may increase with proportion of Dalit household in the VDC)
 - Sample size in the VDC will be at least 10 percent of household, but not smaller than 90 households
 - Sample household will be selected by using above conditions from household survey database of Phase-I. List of sample household will be provided for field survey.

Description of sampled household

Sample No.

Household ID:

Name of household leader:

Sex: Female MaleEthnicity: Dalit Janajati Other

Cluster name:

Cluster ID:

VDC name:

Ward No.:

Village name:

Respondents of this interview (tick one or more): Adult female Adult male Children (10-16 years)*HH-01: Hand washing practices***Water facility** (respondent's opinion): Very good Good Poor Very poorAvailability of **water** in the hand washing places (**observe**) Yes NoAvailability of **soap** in the hand washing places (**observe**) Yes NoAre you organized in any Community Organizations? Yes No

If yes, name of Community Organization :

Is there any diarrhea Incidence within last twelve months? Yes No

If yes, Frequency of the incidence:

Children under 5 years of age (Tick)	Adults (Tick)
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> >4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> >4

HH-02: Livelihood condition of household

2.3 Land uses for cultivation

Cultivated land ownership	Own land	Leased-out land	Leased-in land
Tick (one or more)			

2.4 .(a) Food sufficiency from production of own land

Food sufficiency duration in a year	Upto 3 months	3 to 6 months	6 to 12 months	Over 12 months (surplus)
Tick (one)				

2.5 .(b) Food for children under five (daily routine)

How many time/day	1 time	2 time	3 time	More than 3 times
Tick (one)				
Food Type (Tick one or more)	<input type="checkbox"/> Rice <input type="checkbox"/> Lentils <input type="checkbox"/> Vegetable <input type="checkbox"/> Bread <input type="checkbox"/> Milk <input type="checkbox"/> Nutri-mix Others			

2.6 Low cost irrigation technology

Irrigation technology	Drip Irrigation	Sprinkler Irrigation	Plastic/waste water pond
Tick (one or more)			

2.7 Manure management technology

Use of manure technology	Improved farm yard manure	Composting manure	Liquid fertilizer/ bio-pesticide	Use of urine
Tick (one or more)				

2.8 Managed home garden (mainly for self-consumption)

Home garden component	Vegetable	Fruit	Medicinal plant	Fodder
Tick (one or more)				

2.9 Migration for seasonal works

Seasonal migration for searching job by a member of household (past one year record)	India	Other countries
Tick (one or more)		

VDC Level
Water Use Master Plan
(Baseline Survey and Planning Review)
Year 2011

Annex: 1.12
Checklist - Technical

Supported by:



RVWRMP II
Nepal-Finland Cooperation

Rural Village Water Resources Management Project - II

2. T-01: Guideline for Service Level

1.1: LPCD Calculation (in format CT-01)

Case-1: If water supply scheme exists

1. Total tapped flow of all sources (take from scheme design) = "A" lps
2. Total household in all clusters = "B" household
3. Water quantity available in all clusters of scheme coverage, liter per capita per day
(LPCD) = $(A \times 60 \times 60 \times 24) / (B \times 6)$
4. All clusters covered by scheme will have same LPCD

Case-2: If no scheme exists

1. Total flow of source (take yield from base WUMP or measure the yield if not available information in base WUMP) = "A" lps
2. Total household in the cluster = "B" household
3. Water quantity available in cluster, liter per capita per day (LPCD)
 $= (A \times 60 \times 60 \times 24) / (B \times 6)$

1.2: Fetching time measurement (in format CT-01)

1. Fetching time includes following time,
 - Walking time from home to water collection point (WCP)
 - Waiting time (if in queue)
 - Filling time of about 15 liter water vessel (gagri)
 - Walking back to home
2. Measure fetching time in few cases randomly.
3. Estimate fetching time comparatively based on the actual measurement.

1.3: Water quality data (in format CT-01)

1. Good, no possibility of contamination
2. Moderate likely to be contaminated
3. Poor, high chances of contamination
4. Very poor, contaminated and intolerable

1.4: Water Supply Service Level

Service Level	Average Fetching Time (minutes)*	Quantity (LPCD)	Quality of Water	Reliability (month/year)	Continuity (hr/day)
Good (Level-1)	≤ 15	≥ 45	Good, no possibility of contamination	12	≥ 6
Acceptable or Moderate (Level-2)	>15 ≤ 30	≥25 < 45	Moderate likely to be contaminated	≥ 11 <12	≥ 5 <6
Poor (Level-3)	> 30 ≤ 45	≥ 15 <25	Poor, high chances of contamination	≥ 10 <11	≥ 4 <5
Very Poor (Level-4)	> 45	< 15	Very poor, contaminated and intolerable	< 10	< 4

* Fetching time means total time incurred to go to water collection point, wait, collect water and return back to home.

1.5: Filling up service level data (in format CT-01)

Bottom 6 rows of format CT-01 defines service level of water facilities in the cluster

Quantity (LPCD) = Fill up 1 or 2 or 3 or 4
 Service continuity (hours/day) = Fill up 1 or 2 or 3 or 4
 Service reliability (months/year) = Fill up 1 or 2 or 3 or 4
 Fetching time = Fill up 1 or 2 or 3 or 4
 Water Quantity = Fill up 1 or 2 or 3 or 4
 Service level = Fill up 1 or 2 or 3 or 4
 (Service level of cluster is defined by greatest nbr of above 5 variables)

1.6: Meaning of service level of water facilities

Service Level – 1 (SL-1)	=	Good facility
Service Level – 2 (SL-1)	=	Acceptable facility
Service Level – 3 (SL-1)	=	Poor facility
Service Level – 4 (SL-1)	=	Very Poor facility

3. T-02: Guideline for inventory of existing scheme

When scheme is MUS, separate formats of each type of scheme shall be filled up.

Eg, if the scheme type is MUS with WS+NCI+PS, then following formats shall be filled up separately with the same UC.

UT-01: Inventory of Existing Water Supply Project

UT-02: Inventory of Existing Non-Conventional Irrigation Project

UT-03: Inventory of Existing Peltric-Set Project

2.1: Status of scheme (UT-01)

IPC = Implementation phase completed. All structures designed (or revised designed) for the scheme are completed and financial clearance was completed as well. Scheme construction completed physically and financially.

IPC* = Construction of all designed structures are completed but financial clearance is yet to be done. Scheme construction completed physically but not financially.

IPO = Implementation phase ongoing. This is under construction scheme. Construction of designed (or revised designed) structures of the scheme are yet to be completed.

VDC Level
Water Use Master Plan
(Baseline Survey and Planning Review)
Year 2011

Annex: 1.13
Checklist - Social

District name: District ID:

VDC name: VDC ID:

Supported by:



RVWRMP II
Nepal-Finland Cooperation

Rural Village Water Resources Management Project - II

4. S.01: Guideline to collect data of Microfinance

RVWRMP-II has been operational. The baseline is required for evaluation. In microfinance sector, various organized groups/community organizations are functional and operating its microfinance business in each cluster/settlement. In addition to that Cooperative is also providing wholesale credit to COs and individual clientele members. Thus, the baseline of CO/group and cooperative is important to analyze its performance over its period of time.

5. Methodology:

The data & information will be collected from existing COs/groups at VDC. The step by step is described below:-

1. List out name of COs/groups, cooperatives from RVWRMP district unit or previous Community mobilizer. If information is not available, then organize mass meeting to listing out the name of COs and its location.
2. Prepare a visit plan to COs/groups (time and date will be mentioned and community should be informed before visiting)
3. Attend meeting with CO/groups.
4. Make them clarity on the collection of data.
5. Take the information from the members/chairperson/managers in meeting.
6. Fill the format
7. Verify data with their books of accounts.

In case of Cooperative:

The step is defined as follows:

1. Inform the cooperative office about visit plan (date & time)
2. Make them clarity on collection of data & information.
3. Consult manager and chairperson of cooperative and spell out listed information.
4. Take the information from the record of cooperative.

After taking the information in each CO and cooperative, on behalf of RVWRMP & you give a vote of thanks to all and wish a grand success.

S.02: Guideline to collect data of Livelihood

The enumerator should inform villagers that he / she is there not to start livelihoods improvement activities. He / she is collecting data just to find present status of livelihood practices. The interviewer shall use local language during data collection.

Food self-sufficiency by production of own land

Food self-sufficiency denotes food sufficiency for family from production of own land in a year.

Manure management technology

Improved farm yard manure includes different types of practices. Practices may be: manure management under thatch shed or pakki shed, manure covered with grass but away from homeyard.

Composting includes composting in compost pit with different sizes.

Liquid fertilizers/bio-pesticides include a mixture of different plants/medicinal plants with cow dung and urine in any type of can/plastic jar which is used as when needed. We should assess just a practice of doing it. It may not be available at data collection time but if in practice, it should be counted.

Use of urine includes practice of using urine mixing water.

Managed home garden (for self-consumption)

Home garden is somehow similar to kitchen garden but an extended approach including more spices/sectors. Here are different spices included in the home garden.

Migration for seasonal works

Seasonal migration is migration to India or other country for any types of job. Duration may varied case by case but has to be counted even it is for a week. If a member of household is migrated, it is to be counted. There may not be any migration during the data collection but has to be counted migrate in last one year.

Human resources trained

Person trained and received certificate is counted as trained human resources.