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RURAL VILLAGE WATER RESOURCES MANAGEMENT PROJECT PHASE III



POST-CONSTRUCTION MANUAL

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List of Abbreviations

| | |
|----------|---|
| AGM | Annual General Meeting |
| AWP | Annual Work Plan |
| BCC | Behaviour Change Communication |
| BPT | Break Pressure Tank |
| CC | Collection Chamber |
| CC | Climate Change |
| CCA | Climate Change Adaptation |
| DC | Distribution Chamber |
| DCC | District Coordination committee |
| DR | Disaster Risk |
| DRR | Disaster Risk Reduction |
| DSA | Daily Subsistence Allowance |
| EU | European Union |
| FEDWASUN | Federation of Drinking Water and Sanitation Users Nepal |
| GESI | Gender Equity and Social Inclusion |
| GoF | Government of Finland |
| GoN | Government of Nepal |
| GPO | Gaunpalika Officer |
| HP | Health Promoter |
| HRBA | Human Right Based Approach |
| HWTS | Household water Treatment and Storage |
| IC | Interruption Chamber |
| IEC | Information, Education and Communication |
| KW | Kilowatt |
| LGOA | Local Government Operation Act |
| LIP | Livelihood Implementation Plan |
| MHM | Menstrual Hygiene Management |
| MoFAGA | Ministry of Federal Affairs and General Administration |
| MOU | Memorandum of Understanding |
| MUS | Multi Use System |
| NRS | Nepali Rupees |
| ODF | Open Defecation Free |
| O&M | Operation and Maintenance |
| P/A | Presence, Absence |
| PCO | Project Coordination Office |
| PIG | Project Implementation Guidelines |
| PoCo | Post Construction |
| PoU | Point of Use |
| PSU | Project Support Unit |
| QARQ | Quantity, Accessibility, Reliability, Quality |
| RM | Rural Municipality |
| RMPMC | Rural Municipality Project Management Committee |
| GPO | Rural Municipality Project Officer |
| RP | Resource Person |
| RVT | Reservoir Tank |
| RVWRMP | Rural Village Water Resources Management Project |
| S-B-S | Step By Step |
| SDG | Sustainable Development Goal |
| SDP | Sector Development Plan |
| SHP | Sanitation and Hygiene Promoter |
| SMW | Scheme Maintenance Worker |
| SN | Serial Number |
| SO | Support Organisation |
| SSA | Sub Sector Analysis |
| TA | Technical Assistance |
| T/L | Training and Learning |
| UC | User Committee |
| VDC | Village Development Committee |

| | |
|------|---------------------------------|
| VMW | Village Maintenance Worker |
| WASH | Water, Sanitation and Hygiene |
| WRDF | Water Resource Development Fund |
| WRA | Water Resource Advisor |
| WRE | Water Resource Engineer |
| WSP | Water Safety Plan |
| WS | Water Supply |
| WSS | Water Supply & Sanitation |
| WUMP | Water Use Master Plan |

1. Background

Rural Village Water Resources Management Project (RVWRMP) is supported by the Government of Nepal (GoN), European Union (EU) and the Government of Finland (GoF). It is a continuation of financial and technical support that GoF has provided to water sector in Nepal since 1989. Phase I (2006-2010), Phase II (2010-2016), is followed by Phase III (2016-2022). European Union started financing the Project in November 2017, through an arrangement of delegated management to the Ministry for Foreign Affairs of Finland.

The Project works in 10 districts of Provinces 6 and 7 comprising 27 core-programme Rural Municipalities and other local levels in the districts of Achham, Baitadi, Bajhang, Bajura, Dadeladhura, Dailekh, Darchula, Doti, Humla and Kailali (two hill RMs). The project will be supporting full menu of RVWRMP options in 27 programme Rural Municipalities and also will continue its support to those ward/s of Rural Municipalities or Municipalities which falls under phase II core VDC area till the period of MoU signed between Local level and DoLIDAR. The interested RMs can further submit the proposals to the project together with other RMs for the support in WUMP/LIP, Water Supply and Micro-hydro schemes.

The project will call proposals from all the RMs (other than core RM) for different type of intended involvement with the project. Based on the evaluation of the proposals, the project will support accordingly up to the achievement of the log frame target.

RVWRMP is a water resources management project which, in addition to water supply and sanitation, supports community-based irrigation, micro-hydro power, improved cooking stoves and water mills, number of environmental improvements as well as home gardens, sustainable livelihoods and institutional capacity building activities. The broad range of activities address poverty and as such, provide ample opportunities to develop different approaches promote good practices and trigger a range of ideas for improved well-being in these very remote villages.

User Committees (UC) plan, implement and later operate village level schemes. These schemes are based on the priorities as identified in each Water Use Master Plan (WUMP). UCs are supported by the Support Organizations (SOs) and the Rural Municipalities/Municipalities. Rural Municipalities/Municipalities (both are referred as RMs in this documents) are the executing agencies of the project in coordination with the sector partners. The Department of Local Infrastructure Development and Agricultural Roads (DoLIDAR) under the Ministry of Federal Affairs and General Administration (MoFAGA) and the Project Support/Coordination Unit (PSU/PCO) of the Project provide support and assistance to the districts.

The Post Construction Manual is prepared to guide the RVWRMP staff and partners in Post Construction phase implementation describes at scheme, Rural Municipality, and Province level. This Post Construction Manual document further elaborates the RVWRMP implementation approach in the Post Construction phase. In line with this manual, some crucial activities in scheme after post construction such as: operation and maintenance system, water safety plan

with CCA/DRR component, UC governance and institutional development and institutional capacity enhancement of Rural Municipalities will be ensured for sustainability. Rural Municipality represents the RVWRMP working Rural Municipality and Municipalities.

The RVWRMP overall objective is to improve health and reduce multidimensional poverty within the project working area and specific objective is to have universal access to basic WASH services, and improved livelihoods with establishment of functional planning and implementation frameworks for all water uses in the project area. To achieve these objectives the project envisioned the enhanced local capacity to plan, implement and manage the water related systems including drinking water, irrigation, and micro hydro with an appropriate water resources management plan at the local level.

The project has adopted a participatory approach to implement the programme through local level (RM) as well as a step by step approach. It has four phases in its project cycle followed by the S-B-S approach as describe below.

Planning phase mainly focuses on preparation of comprehensive Water Use Master Plan (WUMP)/LIP to identify and prioritize the water resources, sanitation and livelihoods needs of the communities.

Preparatory phase mainly focuses on preparation for implementation of activities and construction work which includes: developing community ownership, capacitating the UC, provision for sustainability, establishing the institutional set-up (agreement with RMs and UCs) at local level for preparation of implementation plan. In addition, the phase includes planning for sustainable livelihood activities as complimentary and synergetic activities for the drinking water schemes.

Implementation phase mainly focuses on implementation of actions and construction of infrastructure, monitoring and evaluation, implementation of livelihood activities, ensuring health and sanitation, fund raising, and different trainings at different levels.

Post construction phase, will mainly focus on sustainability of the schemes with institutional development, UC governance, proper operation and maintenance system, implementation of water safety plan with CCA/DRR, management of skilled human resources in the scheme, maintaining transparency, follow up activities and Institutional capacity enhancement of Rural Municipalities.

This document was prepared in July 2012 (Phase II) with the name of Post Construction Guidelines and has been updated for Phase III with the name of 'Post Construction Manual' incorporating new aspects in new context as outlined in Phase III project document.

2. RVWRMP Indicators Related to the Post Construction Phase

The Project Document clearly indicates different indicators guiding the RVWRMP III. Nevertheless, these indicators are applicable to most rural WSS projects. Following indicators are addressed directly by the intervention proposed during post construction phase.

- 97 % of water supply schemes supported by the project fund in Phase III provide improved water supply services defined as improved and functional fulfils the QARQ criteria (2021).
- Water supply (WS) beneficiaries will be 351,000 people. (2021)
- 90 % of water supply schemes supported by the project fund in phase III apply a Water Safety Plan with CCA/DRR component (2021).
- 85 % of User Committees (UCs) of water supply schemes in the project core-program RMs are active and able to maintain service level (2022).
- 40 % of drinking water supply schemes in existing core VDCs and core-program RMs have affiliation with cooperative to proliferate their capital (2022).
- 700 KW Renewable Energy will be generated through micro-hydro power plants (2022).
- 40,000 households will be provided with access to sustainable energy services (2022).
- 90 % of User Committees (UCs) of micro-hydro schemes are active and able to maintain service level as verified by presence of a paid maintenance worker, public audit at least once a year and affiliation with cooperative (2022).
- All project investments meet DRR standards and criteria.

3. Objectives

The overall objective of the Post Construction phase is:

To achieve sustainability of the schemes through established operation and maintenance systems, institutional strengthening of User Committees, capacity enhancement of local government/Rural Municipalities and communities in support of continued services to the users.

The specific objectives are to:

- Enhance ownership and accountability of users by establishing the O&M system at scheme level
- Manage O&M of the scheme with rules and regulations.
- Apply water safety plan with CCA/DRR component to ensure the service level sustainably.
- Mobilize local resources for sustainability of the infrastructure.
- Establish functional linkages with RM level, province level and centre level WASH agencies.
- Enhance the local level/RM capacity and responsibility for establishing O&M system and regular monitoring the functionality of WSS related infrastructures.
- Affiliation of UCs with cooperative to proliferate their capital for O&M.

4. Expected outcomes of the Post Construction Phase

The following Indicators are expected to be observed in each scheme by the end of project period as mentioned in result framework.

Core Indicators:

- A. UC registration and renewing
- B. Functional status of the scheme
- C. SMW/VMW appointment and mobilization
- D. Implementation of O&M regulation
- E. Existence of O&M fund and regular water tariff collection
- F. UC regular meeting
- G. Implementation of water safety plan

Supportive Indicators:

- A. UC having fulfilled members
- B. Annual general assembly and reporting to Rural Municipality
- C. Reviewing annual plan including O&M and WSP and its implementation status every year
- D. Management of spare parts and tools
- E. Book keeping and documentation
- F. Membership/Affiliation with cooperatives

The post construction phase refers to a maximum two-year period that starts after successful completion of implementation of an individual scheme. During this period, the communities will be mainly responsible for implementing the scheme level PoCo activities with the support of the project.

Rural Municipality and community itself monitors the O&M management system and the activities implemented in the PoCo phase. Hence, institutional capacity enhancement of Rural Municipalities to formulate and implement the WASH/O&M policy/strategy/plan and institutional capacity building activities for the UCs are key area of support during the PoCo phase.

5. Key Components of Post Construction Phase

Key components for Post Construction Phase: Following are the key components of post construction phase.

- Operation and Maintenance
- Water Safety Plan with CCA/DRR component
- UC Governance and institutional development
- Institutional capacity enhancement of Rural Municipalities

6. Description of Post Construction Activities

The activities of post construction phase depend upon the size, complexity and technology of the scheme. On top of regular implementation of basic level post construction activities at scheme and RM level, RVWRMP III will also focus on

enhancing the capacity of Rural Municipalities, so that the post construction activities at scheme and Rural Municipality level will and can continue without external support in future. Similarly, Rural Municipalities will be supported in capacity building and technical area to formulate, implement and monitor the WASH or operation and maintenance policy/strategy/plan as provisioned the authority in Local Government Operation Act 2074. The post construction activities are broadly divided into three categories; scheme level, RM level and province level as described below.

Table 1 : Post Construction Activities in Phase III Supported Schemes

| Scheme level (UCs) | Rural Municipality level | Province level |
|--|--|---|
| <ul style="list-style-type: none"> ▪ Post construction seminar at scheme level (along with public auditing of final instalment), female tap group formation, WSP team formation ▪ WSP formulation and O&M regulation and plan preparation training at scheme level ▪ Basic O&M, sanitation and hygiene training to women's tap group at scheme level ▪ Following up implementation of WSP and O&M plan ▪ Annual General Meeting (AGM) ▪ Other additional site/sector/ technology specific activities | <ul style="list-style-type: none"> ▪ Scheme sustainability workshop at Rural Municipality level (annual) ▪ UC female member's workshop at Rural Municipality level (annual) ▪ WASH Governance Workshop at Rural Municipality level with Rural Municipality council and other RM level stakeholders ▪ Support to formulate WASH/O&M policy/strategy/plan of RM ▪ Membership/Affiliation with cooperative ▪ SMW/VMW Training (refresher as per need) Other additional site/sector/ technology specific activities | <ul style="list-style-type: none"> ▪ Functionality and sustainability workshop at province level with province level stakeholders (annual) ▪ Other additional site/sector/ technology specific activities |

On top of above activities to be conducted in the schemes supported in phase III, following activities will be accomplished in the schemes supported during phase I and II in core programme Rural Municipalities.

Table 2 : Post Construction Activities in Phase I & II Supported Scheme of Core Programme Rural Municipalities

| Scheme level (UCs) | Rural Municipality level |
|---|---|
| <ul style="list-style-type: none"> ▪ Hello monitoring to ensure <ul style="list-style-type: none"> ✓ Functionality status of the schemes ✓ Implementation of WSP and O&M plan ✓ Affiliation with cooperative ✓ Conduction of annual general | <ul style="list-style-type: none"> ▪ Scheme sustainability workshop at Rural Municipality level (should be organized together with phase III scheme's workshop) ▪ VMW Training (if needed) (Should be |

| | |
|--|--|
| meeting ✓ Other basic sustainability measures | organized together with phase III scheme's trai |
|--|--|

Foremost activities are systematically presented in the S-B-S flow chart. It is expected that the communities/UCs and Rural Municipalities will be able to carry out the following O&M management and WSP related activities with some external support at the beginning and independently by the end of the phase.

Table 3 : O&M Management Activities

| Operation and Maintenance | Water Safety Plan with CCA/DRR Component | UC Governance and Institutional Development | Institutional Capacity Enhancement of Rural Municipality |
|--|---|--|---|
| <ul style="list-style-type: none"> ▪ Formulate and approve operation and maintenance management regulation ▪ Establishment, existence and mobilization of O&M fund ▪ Mobilization of Scheme/Village Maintenance Worker /care taker (SMW/VMW) ▪ Monthly water/energy tariff collection ▪ Participatory monitoring of scheme operation, water quality, sanitation and hygiene behaviour | <ul style="list-style-type: none"> ▪ WSP team formation, training, O&M and WSP plan preparation and implementation ▪ Appraisal of the scheme from catchment intake to tap and HHs ▪ Hazard analysis and risk identification ▪ Corrective/Improvement activities planning and implementation ▪ Users satisfaction verification activities ▪ Regular Participatory monitoring, documentation and management <p><i>Note: Detailed activities are mentioned in WSP guidelines</i></p> | <ul style="list-style-type: none"> ▪ Regular UC meeting ▪ Annual general meeting of users committee including public audit of O&M fund ▪ Store management (tools and spare fitting, remaining materials) ▪ Records and account management ▪ Public Audit/review ▪ Workshops and training (step 4 & 5) ▪ Membership/ Affiliation with cooperative ▪ Participatory monitoring of scheme operation, water quality, sanitation and hygiene behaviour | <ul style="list-style-type: none"> ▪ Rural Municipality Level WASH Governance Workshop with Rural Municipality council and other RM level stakeholders ▪ Capacity building activities in needy areas for RM executives ▪ Formulation, implementation and monitoring of WASH/O&M policy of Rural/ Municipalities ▪ Functionality and sustainability monitoring with system establishment |

7. Planning of the Post Construction Activities

Post construction activities will be defined as two levels for planning and implementation. The component-wise activities will be as following;

1. Basic level post construction phase activities
2. Additional and site/sector/technology specific post construction phase activities

7.1. Basic level of post construction phase interventions

Major components mentioned in above table 1 and 2 will be the basic activities in the post construction phase. The basic component refers to minimum requirements of the schemes for sustainability.

In addition, CCA/DRR component should be taken in account during designing, construction and WSP preparation of the schemes. As mentioned in result framework of the project, all project investment should meet DRR standards, the design of the schemes should be DRR friendly. If the scheme area is highly prone to landslides and floods, special conservation activities including landslide control, river training, plantation and source protection might be designed and implemented. Similarly, Climate Change Adaptation (CCA) is the global issue that has to be applied everywhere and more importantly in water resources management technologies. The project will also do some CCA activities like water recharge, MUS and source improvement technologies.

Post construction phase interventions will ensure the long run of the scheme with proper management of operation and maintenance and UC governance at the scheme level. The activities will be planned in the RM wise annual work plan and implemented accordingly. Following activities should be implemented under basic level post construction activities:

- Post construction seminar at scheme level (along with public auditing of final instalment), female tap group formation, WSP team formation
- WSP (with CCA/DRR component) formulation and O&M regulation and plan preparation training at scheme level
- Basic O&M, sanitation and hygiene training to women's tap group at scheme level
- Scheme sustainability workshop at Rural Municipality Level (annual)
- UC female members workshop at Rural Municipality level (annual)
- WASH Governance Workshop at Rural Municipality level with RM council members and other RM level stakeholders
- Functionality and sustainability workshop at province level with province level stakeholders (annual)
- Following up implementation of WSP and O&M plan
- Annual general meeting (AGM)
- Affiliation with cooperatives
- SMW/VMW refresher Training
- Other relevant activities

7.2. Additional site/sector/technology specific post construction phase interventions

Considering the size, functionality, remoteness, sector and technology of the scheme, status of the sanitation and the importance of capacity enhancement of local body to institutionalize the sustainability issues, different kind of supporting activities should be planned and implemented as listed below. In many cases the WUMPs indicate the need or define the additional activities.

- **Capacity Enhancement of Local Levels:** In order to have system establishment for operation and maintenance of the schemes, required activities for capacity enhancement of Rural Municipality will be supported by the project. In this line, initiations to support for operation and maintenance policy/strategy/manual formulation will be made.
- **Advance level O&M:** For the scheme having population more than 1000 or transmission main pipeline having more than 10 km special capacity building and management support is to be provided to the UC. Similarly, separate course of training for O&M management activities should be provided to the UCs of schemes having private/household connection system and special technology. Such trainings or activities can be aligned with basic level activities or made separately as per the relevancy.
- **Nutrition:** Areas where food/feeding practices are sub-optimal and number of malnourished children are recorded, special nutrition promotion activities should be planned and implemented.
- **Advanced level of Livelihood:** In scheme areas where local market access and potentiality for income generation through agro-based livelihood development is high as assessed through SSA or LIP, activities in these areas can be implemented if communities are interested (refer to livelihood guidelines/LIP for details).
- **Environmental Sanitation:** For densely clustered scheme areas with very poor environmental sanitation situation, special post construction activities focusing on drain water management, plantation, improvement of foot trails, animal waste management, smokeless stove and biogas plant promotion program might be planned and implemented aims to promote total sanitation.
- **Micro Finance:** For the schemes having larger amount of O&M fund (more than 100,000), special program for micro finance could be developed and capacity of the UC will be developed for saving and credit mobilization. The activity will not be implemented in RMs where cooperatives are already formed. UC will be encouraged to be a member of cooperative and open the account to proliferate the fund.
- **Exposure Visits:** In order to have learning sharing on operation and maintenance management of the scheme, exposures visits can be

organized in different level for users committees and RM executives (selected) based on the availability of budget.

7.3. Planning Process in RVWRMP III

The planning of post construction phase activities will follow Project Implementation Guidelines (PIG) of the project. Additionally, following steps will be followed to plan the activities. The planning process refers to the O&M plan of the WUMP/LIP of the respective Rural Municipalities. Following action points will be carried out for planning process of PoCo activities.

- The basic interventions for all construction completed water supply, MUS, irrigation and micro hydro schemes will be compulsorily included in the Annual Work Plan of the Rural Municipalities. Budget allocation for the activities will be made following capacity building manual of the project.
- Special or advanced level post construction interventions will be designed based on the scheme appraisal report or WUMP/LIP.
- No repair or rehabilitation type of hardware activities will be planned under post construction heading. It should be planned under investment as prioritized in WUMP/LIP.
- After approval of final AWP, the annual post construction activities' plan will be converted in to do-able action points/steps and planned for implementation through monthly planning meeting of SOs in RMs.
- Regular review, reporting and planning of the progress of the post construction activities will be done by the SO in the monthly review and planning meeting of each RM.
- District team will monitor and support to the SO to plan and implement the post construction activities at the field level through scheme and Rural Municipality level monitoring.
- Common PoCo activities can be supported from the TA fund based on the relevancy and budget allocation.
- S-B-S process should be strictly followed up while implementing the post construction activities.

7.4. Implementation Modalities

Support organisation will be involved in facilitating the post construction activities at Rural Municipalities and scheme level. RMPMC will be responsible to manage sustainability activities to be organized in Rural Municipality level and monitor all PoCo activities within the Rural Municipality. Project level activities will be led by PSU and can be organized at any location as applicable as possible. The activities will be supported by different stakeholders. Involvement of such stakeholders will be as follows;

7.5. Involvement of Sectoral/Line Sections of Rural Municipality:

Role of the sectoral or sections under Rural Municipality is very important during planning and implementation of the post construction activities to achieve the continued service from the constructed facilities.

The support required from the sections will be identified during formulation of AWP. Need of support would already be discussed during RMPMC meeting. Requirement of individual schemes will be interacted in sustainability workshop

at RM level. Respective sections will provide human resources and/or financial support for identified and planned post construction activities.

7.6. Involvement of FEDWASUN:

FEDWASUN is a national level network that advocates on water rights and related issues. The province/ district/Municipality/Rural Municipality level chapter of FEDWASUN is important in strengthening the capacity of water user committees and supporting for sustainability of the water schemes.

For the long term support to UC, all UCs will be required to be organized under FEDWASUN. FEDWASUN will be involved in different Post Construction activities as agreed between RMPMC and FEDWASUN (Rural Municipality chapter). FEDWASUN is expected to play important role for good governance and institutional development of UC to retain the sustainable services of improved water supply. Likewise, FEDWASUN will be given role for WSP and O&M monitoring to ensure sustainability measures. Best functional schemes will be assessed in coordination with FEDWASUN and rewarding system will be adopted. Based on the requirement, MoU among UC, Rural Municipality and FEDWASUN would be signed.

7.7. Involvement of Other Actors:

The partners and implementing agencies active in the sector at the Rural Municipality level will be coordinated by RMPMC or Rural Municipality. All the activities will be implemented in collaboration with partners always aiming at creating synergies and complementarities. Rural Municipality can establish separate partnership MoUs with likeminded agencies to implement activities in a cost-sharing basis.

8. Resources and Budget

To implement post construction activities, resources from different sources will be utilized. Possible sharing of financial and human resources is presented in table below;

| WRDF (joint fund of GoN, EU, GoF and RM) | TA fund of the project (GoF contribution) | Sectoral sections of Rural Municipality and other likeminded agencies | FEDWASUN |
|---|--|---|--|
| <ul style="list-style-type: none"> • SO Fee • SO capacity building • Rural Municipality and scheme level capacity building activities • Observation trips that covers one particular district | <ul style="list-style-type: none"> • SO capacity building • District level trainings/ workshops • Observation trips that covers more than one districts • T/L materials, guidelines, manual etc. | <ul style="list-style-type: none"> • Sectoral sections will provide resource persons for the technical trainings. • Education section will be coordinated to promote School WASH activities. • Technical support and inputs for identified particular sector activities like; nursery establishment, low cost conservation, source protection, climate | <ul style="list-style-type: none"> • Provide institutional development training activities to their member UCs. • Other sustainability activities. |

| | | | |
|--|--|--------------------------------------|--|
| | | resilient and DRR interventions etc. | |
| Rural Municipality will allocate funds to formulate, implement and monitor WASH/O&M policy/strategy/plan of Rural Municipality. In addition, Rural Municipality will be responsible to have capacity enhancement of Rural Municipality executives/council members and Rural Municipality level training/workshop in line with sustainability management. | | | |

9. Monitoring, Evaluation and Reporting

- SO monitors the progress of post construction action plan and supports as per need.
- District/RM team will monitor and evaluate the scheme level PoCo activities through scheme and Rural Municipality level monitoring.
- District team and DCC will monitor the annual performance of Rural Municipality. Rural Municipality level monitoring will also focus the monitoring and evaluation of O&M status and progress of post construction activities of the completed schemes.
- Monitoring Task Force of the Rural Municipality will perform periodic monitoring of the functionality and O&M management status of the scheme. RMPMC will decide the frequency of monitoring.
- All field visits from the project and the stakeholders includes O&M and sustainability aspects as major focus area of monitoring and evaluation.
- The community will themselves monitor the scheme level activities including operation and maintenance and Water Safety Plan. Regular meeting of users committee, female tap group, and RMPMC review the implementation of planned activities.
- Participatory monitoring charts will be developed to monitor WSP and O&M plan implementation.
- Hello monitoring system will be in operation for phase I & II schemes of core Rural Municipalities to update sustainability status.
- Self-sufficient cooperative will be capacitated and encouraged to have functionality monitoring of the schemes periodically.
- O&M/functionality status of the schemes should be reported in bi-monthly basis along with bi-monthly progress report.

10. Step-by-Step procedure of post construction phase

Post construction activities should be implemented following up the step by step procedure of post construction phase developed by the project. Under the procedure, there are 7 foremost activities to be conducted during the post construction phase with the aim of achieving 7 core and 6 supporting indicators of sustainability. In order to retain the sustainability of the interventions, 4 key components to be ensured. Step by step activities, sustainability indicators and key components to retain the sustainability are plotted in figure 1. Description of step by step activities are narrated in Annex 1 to 7.

Step by Step Chart of Post Construction Activities

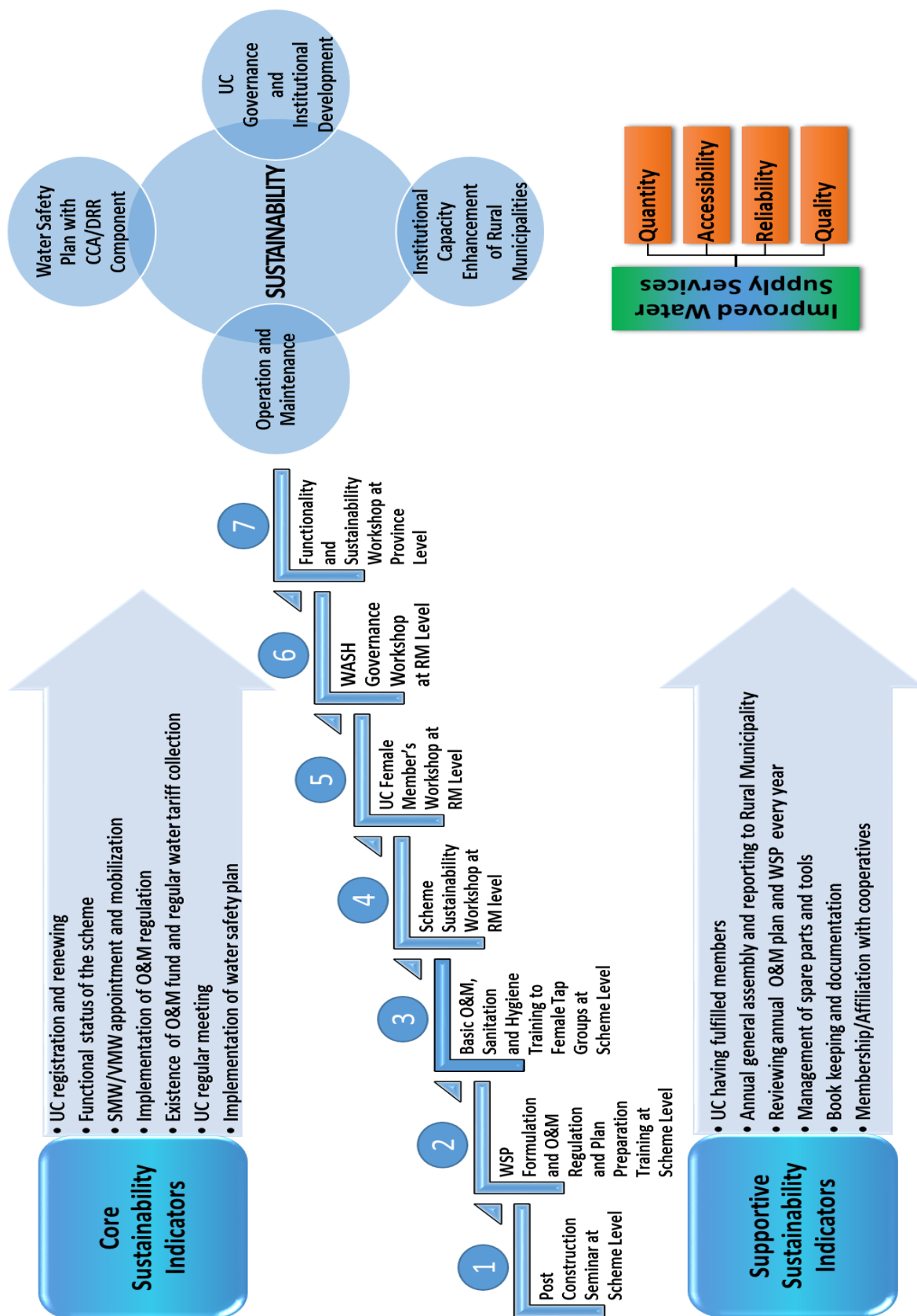


Figure 1 : Step by Step Chart of PoCo Activities

11. Implementation of the activities as per plan

Annual community action plan for PoCo phase/operation and maintenance activities will be finalized in 'WSP formulation and O&M regulation and plan preparation training' at scheme first time and then will be reviewed and re-planned in UC annual general meeting annually. The UC will implement the activities with the participation of all users. Project will provide necessary support to the UC up to the PoCo phase period. SO will support and monitor the UC in implementation of the activities and participate in their review and reflection at scheme and Rural/ Municipality level. **Participatory regular monitoring** in leading role of Rural Municipality will take place during and after the implementation of these activities.

12. Training/Workshop materials and support

RVWRMP III will provide relevant training/workshop materials to implement the different training and workshop at different level. Individual training workshops will have separate manual and related IEC materials which should be available in the district office of the project. The Project Support Unit will provide support to the districts and field, as well to facilitate and conduct training and workshop including training/workshop materials.

On top of training/workshop and IEC materials, the project will support to provide water tariff card and O&M management book to the schemes during PoCo phase.

ANNEXES
(Post Construction phase implementation manual papers)

Post Construction Seminar at Scheme Level

1. Introduction

The Post-construction seminar will be organised for the UC and users immediately after completion of the implementation phase and final payments. The 2 days seminar will focus on sharing of the updated status of the scheme, preparation of all the reports including income and expenditure statement of the scheme, store verification and public auditing in the mass meeting of the users. The seminar will also focus on identifying an area for further actions for sustainability of the scheme. The Day 1 of the seminar will prepare all the reports and financial clearance and Day 2 will be a mass meeting to present the reports, comments and identify the major area of further planning in post construction phase. Public auditing will be done on the same day. UC will conduct the seminar and SO will support to conduct and facilitate the seminar at the scheme level. The participation of the seminar and the mass meeting will follow the GESI approach of the project.

2. Objectives

The main objectives of the seminar are to:

- Prepare progress report and financial statement to present in the users mass meeting.
- Present all the progress and financial report in the mass meeting for approval.
- Verify store and its record keeping.
- Form WSP team and women's tap group.
- Review of the existing status of the scheme and identify the further possible actions for sustainability.
- Conduct public auditing and update hoarding board of the scheme.

3. Expected outcomes

- All the progress reports will be presented and shared in the mass meeting and public audit will be done.
- Scheme status will be updated and issues will be identified for further actions in the scheme.
- WSP team and women's tap group will be formed.

4. Duration: 2 days

5. Participants: Day 1 – All UC members

Day 2 – All UC members, all users and respective RM council members
(50% women and proportionate representation from disadvantaged group)

6. Organiser: UC with the support of SO

7. Facilitator: SO staffs

8. Materials needed

- Post Construction Manual
- Posters, flexes, meta card, marker, news print/brown papers
- Users minutes and book keeping records
- Stationeries as required

9. Source of Fund: Water Resource Development Fund (WRDF)

10. Management and logistic arrangement

Logistic arrangement will be made as per the norms provisioned in PIG.

11. Contents and session plan:

| Day | Contents | Objectives | Tentative time | Methodology |
|-----------------|--|--|----------------|---|
| 1 st | Session I ▪ Introduction and objective of the seminar | To make common understanding about the objective of the seminar | 30 min | Individual introduction and presentation |
| | Session II ▪ Sharing of the existing status of the scheme ▪ O&M fund and store verification | To assess the scheme status identifying the areas of further planning To verify the O&M fund and store management | 1:30 hrs | Update status and sharing among the groups Group work and sharing O&M fund and store Verification |
| | Session III ▪ Prepare progress and financial reports | To prepare for presentation in the mass meeting | 3 hrs | Write up of the reports |
| | Session IV ▪ Introduction on O&M regulation | To introduce the concept and importance of O&M regulation | 1 hr | General discussions/Feedb ack session |
| | Closing of the day | | | |
| 2 nd | Session I ▪ Presentation of the status and financial reports, discussion and approval | To maintain transparency in the scheme | 2 hrs | Presentation, discussions, verification and approval |
| | Session II ▪ Introduction and importance of O&M management | To introduce the concept and importance of O&M management | 1 hr | Presentation and discussion |
| | Session III | Formation of WSP | 1 hrs | Discussion |

| | | | | |
|--|--|----------------------------|--------|------------------------|
| | <ul style="list-style-type: none"> Formation of WSP team and women's tap group | team and women's tap group | | |
| | Session IV <ul style="list-style-type: none"> Write up minutes/public audit report and update hoarding board | To record the decesions | 1 hr | Write up and signing |
| | Session V <ul style="list-style-type: none"> Commitments and closing | | 30 min | Sharing and discussion |

WSP Formulation and O&M Regulation and Plan Preparation Training at Scheme Level

1. Introduction

After the post construction seminar, a 3 days training for WSP formulation and O&M regulation and plan preparation should be conducted at scheme level. During the training, UC should formulate WSP, O&M regulation and O&M plan for one year. WSP, O&M regulation and O&M plan should be endorsed from the mass meeting.

2. Objectives

The main objectives of the workshop are to:

- Discuss on the updated status of the scheme.
- Orient on WSP and identify the major area of O&M plan.
- Scheme appraisal and hazard analysis.
- Prepare WSP and O&M regulation.
- Prepare one year O&M plan.

3. Expected outcomes

- UC will be aware on WSP.
- UC will identify the risks in the scheme and area of O&M planning through scheme appraisal.
- UC will prepare WSP and O&M regulation.
- UC will prepare one year O&M plan of the scheme.

4. Duration : 3 days

5. Participants: UC members, WSP team members, respective RM council members and all users on last day(**50% women and proportionate representation from disadvantaged group**)

6. Organiser: UC with the support of SO

7. Facilitator: SO staffs

8. Materials needed

- Posters, flexes, stationeries, marker, meta card, step-by-step manual/charts, news print/brown papers
- Post Construction Manual
- WSP manual, O&M regulation formats
- P/A vials
- Planning format

9. Source of fund: Water Resource Development Fund (WRDF)

10. Management and logistic arrangement:

Logistic arrangement will be made as per the norms provisioned in FIG.

11. Contents and session plan:

| Days | Content | Objective | Tentative time | Methodology |
|-----------------------|--|---|----------------|---|
| 1st | Session I Opening (introduction and objectives) | To have individual introduction and make common understanding about the objective of the training | 30 min | introduction and presentation |
| | Session II Safe water and unsafe water (faecal oral transmission route; F-diagram); source types | To introduce about water quality | 1 hr | Discussion and visiting the structure nearby |
| | Session III - Water journey, - Scheme layout, structures and their function. | | 1 hr | Informal discussion/ presentation |
| | Session IV - Water safety plan steps, process and formats - Hazards & risks (Problems) - Household Water Treatment and Storage (HWTS/PoU); healthy habits and hygiene behaviour. | - To know about water safety plan, its steps and process - To know about the household water treatment and hygienic behaviours | 3 hrs | Presentation and discussion (WSP book is needed) |
| | Session V Preparation to field, team formation & responsibility | To prepare for field visit | 30 min | Discussion and team work |
| | Closing of the day | | | |
| 2nd | Session I Scheme (source to tap) observation, problems (Hazard & risks identification), water sample collection (P/A vial) | To find out the hazards, aware about the risk area, To discuss on monitoring and preventive actions | 3 hrs | Field observation |
| | Session II Group discussion, problem identification (hazard and risk); solutions (preventative and corrective measures) by team | | 1 hr | Sharing, discussion and pointing out the issues and way forward |

| | | | | |
|-----------------------|--|--|---------------|---|
| 3rd | Session III Monitoring and preventive actions/ operation and maintenance (what, when and who) | | 1 hr | Sharing, discussion and pointing out the issues and way forward |
| | Session IV Effectiveness verification by users through P/A vials and questionnaires, interviews etc. | To orient participants on effectiveness verification process of WSP | 1 hr | Presentation/sharing and discussion |
| | Session I <ul style="list-style-type: none"> CCA and DRR (Intake, Pipeline, Structure, Tap etc.) Low cost conservation technology | To make participants familiar with the CCA, DRR and low-cost conservation technologies | 1 hr | Presentation, and discussion |
| | Session II <ul style="list-style-type: none"> What is O&M management? What is O&M fund? Why O&M Fund? O&M fund mobilization O&M fund establishment and increasing (water tariff , fund mobilization, sharing formats, affiliation with cooperatives) | To orient participants on O&M management of the scheme | 1:30 hrs | Presentation, sharing and discussion |
| | Session III O&M regulation formulation process and format | To make participants familiar on O&M management of the scheme | 1 hr | Presentation, sharing and discussion |
| | Session IV Prepare, present and endorse WSP and O&M regulation | Endorsement of WSP and O&M regulation | 2 hrs | Preparation of WSP and O&M regulation |
| | Session V Role and Responsibility of different stakeholders (RM, UC, SMW, female tap group etc. | Orient participants on the role of different stakeholders | 30 min | Presentation and discussion |
| | Session VI Listing the area of O&M plan and presentation of planning format | To prepare O&M plan | 15 min | Discussion and presentation |
| | Session VII Prepare O&M plan for one year, presentation and finalization | To share and feedback on the plan | 1 hr | Discussion and plan preparation |
| | Commitments by participants and closing | | 15 min | |

Annex 3

Basic O&M, Sanitation and Hygiene Training to Women's Tap Group at Scheme Level

1. Introduction

A one day basic O&M, sanitation and hygiene training at scheme level will be conducted for women's tap group in the scheme. The women's tap group have a vital role to ensure the operational status of the taps maintaining the cleanness of the structures and promoting the sanitation and hygiene behaviours of the users. The workshop will focus the capacity building of the women's tap group on smooth operation and minor maintenance of the taps and promotion of sanitation and hygiene behaviours for sustainability of the scheme maintaining the basic quality of water. Therefore, basic awareness and knowledge is necessary to the female tap group for better sanitation & hygiene and proper operation of the water tap in long run.

2. Objectives

The major objective of the training will be capacity building of the female tap group members having knowledge about the basic O&M of the scheme and basics of health, sanitation and hygiene.

3. Expected outcomes

- Participants will be aware about the different structures of the scheme and its use.
- Participants will realize the importance and need of the operation and maintenance.
- Participants will know about minor obstacles come in the taps and actions for solutions.
- Participants will be aware about the actions for proper operation of the taps and structures.
- There will be realization of operation and maintenance policy/regulations.
- Awareness about the basics of sanitation and hygiene and operational skill of the water tap and other structures.

4. Duration: 1 day

5. Participants : Members of women's tap group and respective RM council female member(s)

6. Organizer: UC with the support of SO

7. Facilitator: SO staffs

8. Funding source: Water Resource Development fund (WRDF)

9. Management and logistic arrangement:

Logistic arrangement will be made as per the norms provisioned in PIG.

10. Training materials and references

- O&M plan and Water Safety Plan prepared by UC
- O&M policy /regulation
- Pictorial book of pipe, fittings, tools and construction materials used in WS and other scheme
- Post Construction Manual
- Health and sanitation related materials, meta card, marker, flash card, posters, stationeries

11. Contents and session plan:

| Days | Content | Objectives | Tentative time | Methodology |
|-----------------|---|--|----------------|---|
| 1 st | Session I <ul style="list-style-type: none"> • Introduction • Introduction of operation and maintenance and its importance • Introduction to O&M plan prepared by UC | Individual introduction and introduction to O&M and its importance | 1 hr | Introduction and presentation |
| | Session II Introduction of the structures of the scheme <ul style="list-style-type: none"> • Name and function of the structures • Importance of control valve and tap | To introduce the scheme structures | 30 min | Discussion and visiting the structure nearby |
| | Session III Practical session <ul style="list-style-type: none"> • Use and repair of taps • Adjust the control valve and replace the washer • Air cleaning from the pipe • Cleaning the water tap and others | To make know the use and repair of the structure | 1:00 hrs | Practical with visiting the structures |
| | Session IV <ul style="list-style-type: none"> • Total Sanitation and Hygiene • Water handling/ safe water usages (observe the situation of some households in sampling basis and discuss the findings) • Water borne diseases and | - To make aware on sanitation and hygiene - To realize unhygienic behaviours and action | 2 hrs | Brain storming and discussion, practical, experience sharing explanation/ storytelling, presentations |

| | | | | |
|--|---|--------------------------------|---------------|--|
| | prevention <ul style="list-style-type: none"> • Water purification and hygienic & safe intake behaviours • Chhaupadi and MHM • Behaviour Change Communication (BCC): Introduction on BCC and expected behaviours from women's tap group. | points for changing behaviours | | |
| | Session V <ul style="list-style-type: none"> • Use of waste water and home garden management | | 30 min | |
| | Session VI <ul style="list-style-type: none"> • Action plan preparation | To prepare and action plan | 45 min | |
| | Closing of the training | | 15 min | |

Note: Base line status of safe water usages should be assessed at household level of the participants before the training. Verification of changing behaviours should be done after some days of the training.

Scheme Sustainability Workshop at Rural Municipality Level (annual)

1. Introduction

In order to have learning and sharing on sustainability aspects of the schemes and to make common understanding of sustainability measures and UC governance, a 3-day 'Scheme Sustainability Workshop at Rural Municipality Level' should be organized in the Rural Municipality annually. Selected UC members, SMW/VMW, WSP team coordinator, RM executives, functional cooperative members (selected) and manager, representative of RM WASH agencies, FCs and SEs will take part in the workshop. In the workshop functional status of the schemes along with implementation status of WSP and O&M plan will be reviewed and shared. The workshop will also focus to make scheme wise action plan for scheme sustainability. The UC should conduct UC general assembly before participating the workshop.

For critical water supply schemes, a separate workshop could be conducted at project level. Similarly, a separate workshop will be organized for irrigation and micro hydro schemes in RM/district/project level as applicable. Workshop content can be developed accordingly.

This workshop should be organized in other working areas as well based on the number of schemes.

2. Objectives

The main objectives of this workshop is to review the functionality of the scheme and orient participants on O&M management releasing to be responsible for scheme sustainability. Specific objectives are narrated below:

- Share the scheme wise functionality status, O&M management, learning and issues among the participants.
- Review the O&M regulation, WSP and O&M plan along with the achievement status.
- Make common understanding of UC governance and sustainability measures of the schemes.
- Orient participants on essential components and action points of operation & maintenance management to retain the sustainable service from the scheme.
- Assess the status of implementation of O&M regulation and WSP and clarify the issues raised.
- Orient GESI concept in connection with WASH, discuss the GESI situation of the society and clarify the action points for mainstreaming.
- Aware the role and responsibilities of stakeholders for scheme sustainability.
- Prepare the action plan for operation and maintenance activities with other post construction related activities.

3. Expected outcomes

- The participants of the different completed schemes will share their progress and will be cross learning from the presentation of the different scheme status.
- The participants will have common understanding about the post construction activities and operation and maintenance of the scheme
- The way forward for effective implementation of WSP and O&M plan will be discussed based on the review of the implementation status of last year's plan.
- Participants will have sharing and discussion on the issues and challenges they faced.
- The participants will have know-how on GESI and action points for mainstreaming.
- The participants will aware on role and responsibility of concerned stakeholders.
- All UCs will prepare their one-year action plan for operation and maintenance of the scheme with other post construction activities.

4. Duration: 3 days

5. Participants: Selected UC members, SMW/VMW, WSP team coordinator, RM executives, functional cooperative members (selected) and manager, representative of RM WASH agencies, FCs and SEs from the particular Rural Municipality will be the participants of the workshop. GESI approach must be taken in account while selecting the participants.

6. Organizer: SO and RMPMC

7. Facilitator: GPO/WRA/WRE/TF with the support of PSU Specialists/Officer

8. Source of Fund: Water Resource Development fund (WRDF)

9. Management and logistic arrangements

Logistic arrangement will be made as per the norms provisioned in FIG.

10. Required Materials

- Posters, flexes, stationeries, marker, meta card, step-by-step manual, step-by-step charts (Main and PoCo), news print/brown papers
- Post Construction Manual,
- Planning format, etc.
- Multimedia and computer(if possible)

11. Contents and session plan:

| Day | Contents | Objectives | Tentative time | Methodology |
|-----------------------|--|--|----------------|---|
| 1st | Session I ▪ Introduction and objective of the workshop | To have individual introduction and make common understanding about the objective of the workshop | 30 min | Individual introduction and objective presentation |
| | Session II ▪ Sharing of the status and progress of the scheme (each UC will present the progress, implementation status of WSP and O&M plan, problems/issues, learning and best practices of the scheme) | To introduce scheme status and share best practices, issues and challenges | 4 hr | Present the issues and agendas Discussion and conclusion |
| | Session III ▪ Sharing and discussion on the best practices, Issues and challenges) | | | |
| | Session IV ▪ Reviewing the O&M Plan | To review O&M plan and | 1hr | Reviewing O&M plan (prepared last year) |
| | Session V ▪ Legal provision of water and water supply | To introduce legal provision of water and water supply | 1 hr | Presentation and discussion |
| | Closing of the day | | | |
| 2nd | Session I ▪ Review of previous day | Recaptulation of previous day | 15 min | Presentation and discussion |
| | Session II ▪ Introduction to GESI (Including MHM and Chhaupadi issue) mainstreaming strategy of RVWRMP | To introduce GESI and its application in RVWRMP | 1:30 hrs | Presentation and discussion |
| | ▪ Scheme (water supply) functionality: community perception, women's concern and its effect | To share the functional status of the water supply scheme and its effect in the community and women's life | 1:30 hrs | Presentation and discussion |

| | | | | |
|-----------------------|---|---|----------|-----------------------------|
| | Session III <ul style="list-style-type: none"> Indicators of quality and sustainable scheme | To introduce the sustainable measures of the scheme | 1:15 hrs | Presentation and discussion |
| | Session IV <ul style="list-style-type: none"> Post construction step-by-step approach Post construction activities | To introduce on working modality, indicators and activities of PoCo phase | 1 hr | Presentation and discussion |
| | Session V <ul style="list-style-type: none"> O&M management: Introduction, components of O&M management:- <ul style="list-style-type: none"> ✓ O&M fund ✓ SMW/VMW ✓ Spare parts | To make understanding on O&M of the scheme | 1:30 hr | Presentation and discussion |
| | Session VI <ul style="list-style-type: none"> Scheme sustainability: Cooperative and income generation | To make understanding on role of cooperative and income generating activities for scheme sustainability | 30 min | Presentation and discussion |
| | Closing of the day | | | |
| 3rd | Session I <ul style="list-style-type: none"> Review of previous day | Recaptulation of previous day | 15 min | Presentation and discussion |
| | Session II <ul style="list-style-type: none"> Institutional development and UC governance | To make understanding on UC governance for sustainability | 45 min | Presentation and discussion |
| | Session III <ul style="list-style-type: none"> Importance of WSP and O&M regulation for sustainability and review of O&M regulation | To refresh on WSP and O&M regulation and its importance | 1:00 hr | Presentation and discussion |
| | Session IV <ul style="list-style-type: none"> Climate Change Adaptation(CCA) and Disaster Risk Reduction (DRR): Introduction, its effect on schemes and mitigation & adaptation measures | To make understanding CCA and DRR | 1:00 hr | Presentation and discussion |

| | | | | |
|--|--|--|----------|---|
| | Session V <ul style="list-style-type: none"> ▪ Role and responsibilities UC and other stakeholders for O&M management and sustainability of the scheme | To introduce the role of different actors for sustainability of the scheme | 1:00 hr | Presentation and discussion |
| | Session VI <ul style="list-style-type: none"> ▪ Way forward of the problems/issues: Identification of action points | To identify the action points for way forward | 1:00 hr | Discussion and note-down of the action points |
| | Session VII <ul style="list-style-type: none"> ▪ Planning format with major area of operation and maintenance | To introduce planning format | 30 min | Presentation |
| | Session VIII <ul style="list-style-type: none"> ▪ Preparation of scheme wise action plan by the participants | To prepare the action plan | 1:30 hrs | Presentation of plan |
| | Closing the workshop | | | Closing |

UC Female Member's Workshop at Rural Municipality Level (annual)

1. Introduction

A 2 day's workshop will be conducted for UC female members on O&M management, GESI and their role for the sustainability. The main objective of the workshop is to have learning and sharing of sustainability aspects of the schemes, to create confidence to share their issues and to reach to the common understanding on the sustainability of the scheme. The workshop also will focus the participants to make understanding of sustainable hygiene, behaviour change and cleanness of the water supply system. Selected UC female members of completed water supply and MUS (having water component) schemes, selected female executives and manager from cooperative and vice chair and female members (from scheme related ward) of RM will be the participants of the workshop. Similarly, female SO staffs, FCs and SEs will also take part in the workshop. It is expected that after this special capacity building support they will more confidently and actively participate in the work of the UC. The workshop will be organized annually in Rural Municipality level.

2. Objectives of the workshop

The main objective of this workshop is to capacitate UC female members on O&M management of the schemes and on GESI for confidence building to explore their issues. Specific objectives are to:

- Review the scheme wise functionality status, O&M management, learning and issues among the participants.
- Make common understanding of O&M management for sustainability of the schemes.
- Orient on vital components for sustainability to retain the service level of water supply.
- Sensitize on the role of women in O&M management for scheme sustainability.
- Capacitate on sanitation & hygiene management in the scheme and water safety plan.
- Capacitate on GESI mainstreaming for confidence building to explore their issues.
- Orient on harmful Chhaupadi practices and MHM with their role for way forward.
- Prepare the action plan for operation & maintenance and sanitation management of the schemes.

3. Expected outcome:

- The participants will have exposure and a space to share about the operation and maintenance status of the schemes/RMs.
- The participants of the different completed schemes/RMs will share their progress, issues and challenges and will have cross learning.
- The participants of the different completed schemes will have common understanding about the operation and maintenance management for sustainability of the scheme.
- The participants will have orientation on GESI and will be capacitated to share their issues in the community.
- The participants will be triggered on harmful Chhaupadi practice and MHM and aware about their role for way forward.
- The participants will prepare the action plan for operation & maintenance and sanitation management of the schemes.

4. Duration: 2 days

5. Participants: Selected UC female members of completed water supply and MUS (having water component) schemes, selected female executives and manager from cooperative and vice chair and female members (from scheme related ward) of RM. Similarly, female SO staffs, FCs and SEs will also take part in the workshop.

6. Organizer: SO and RMPMC

7. Facilitator: WRA/WRE/TF/PSU Specialists/Officer

8. Source of Fund: WRDF

9. Management and logistic arrangements

Logistic arrangement will be made as per the norms provisioned in FIG.

10. Required Materials:

- Posters, flexes, stationeries, meta card, marker, step-by-step manual, step-by step charts (Main and PoCo), news print/brown papers
- Post Construction Manual
- Multimedia and computer (if possible)

11. Contents and session plan:

| Day | Contents | Objectives | Tentative time | Methodology |
|-----------------|---|---|----------------|--|
| 1 st | Session I <ul style="list-style-type: none"> ▪ Introduction and objective of the workshop | To have individual introduction and make common understanding about the | 30 min | Individual introduction and objective presentation |

| | | | | |
|-----------------------|---|--|----------|-----------------------------|
| | | objective of the workshop | | |
| | Session II <ul style="list-style-type: none"> Sharing of the status and progress of the scheme with issues and learning(each UC will present the progress, functionality and O&M status of the scheme) | To introduce scheme status and issues | 3 hrs | Presentation and discussion |
| | Session III <ul style="list-style-type: none"> Discussion on the Issues and challenges for way forward | To have discussion on the issues for way forward | 1 hr | Discussion |
| | Session IV <ul style="list-style-type: none"> GESI: Introduction, mainstreaming approaches of RVWRMP, Chhaupadi and MHM: current status, its impact and way forward | To introduce GESI & its mainstreaming approach and aware on Chhaupadi and MHM issues and way forward | 1:30 hrs | Presentation and discussion |
| | Closing of the day | | | |
| 2nd | Session I <ul style="list-style-type: none"> Review of previous day | Recapitulation of previous day | 15 min | Presentation and discussion |
| | Session II <ul style="list-style-type: none"> Sustainability status of the scheme, community perception, female's concern with water management and its impact in their lives | Aware participants on the sustainability status of the WS schemes and its impact on female's lives | 1:30 hr | Presentation and discussion |
| | Session III <ul style="list-style-type: none"> Indicators/measures of scheme sustainability and O&M management of the schemes | To introduce sustainability measures of the scheme and O&M management | 1:30 hr | Presentation and discussion |
| | Session IV <ul style="list-style-type: none"> Sanitation and hygiene: introduction, hygienic behaviors, cleanness of the scheme ++ WSP: introduction and its importance | To introduce on sanitation and hygiene and WSP | 1:30 hrs | Presentation and discussion |
| | Session V <ul style="list-style-type: none"> Women's role and responsibilities for O&M management and sustainability of the scheme | To introduce UC's role in quality and sustainability of the scheme | 1 hr | Presentation and discussion |
| | Session VI <ul style="list-style-type: none"> Action plan preparation | To prepare action plan | 1 hr | Presentation and discussion |
| | Closing the workshop | | | Closing |

WASH Governance Workshop at Rural Municipality Level (annual/bi-annual)

1. Introduction

In order to promote the governance in WASH sector, 2 day's workshop on WASH governance at Rural Municipality level will be organized in each core programme Rural Municipality. Rural Municipality council members, representatives of WASH sector agencies working in particular Rural Municipality, FCs and HP/SHPs will participate in the workshop. In the workshop, the elements of good governance such as participation, transparency, accountability etc. in WASH sector for sustainability of water supply system, sanitation and hygiene will be focussed as the major course. Analysis of present status of WASH, findings of bottlenecks and potential interventions as milestone for universal access to WASH in long run will also be focussed as the matter of the workshop. Collective commitments with some declaration to achieve the set up target will be carried out in the workshop. The workshop will be conducted annually/bi-annually in consultation of Rural Municipalities.

This workshop can be organized in other working areas as well as per the demand by the local levels.

2. Objectives of the Workshop

The main objectives of this workshop is to capacitate participants in the area of WASH governance, what it means, the different components of WASH governance and its relevance to poverty reduction and sustainable services. Specific objectives are narrated below:

- Make common understanding of WASH sector and WASH governance.
- Share and discuss tools and methodologies to promote good WASH governance within different contexts.
- Make common understanding of UC governance and sustainability of the schemes.
- Share and discuss the factors to ensure sustainability, including transparency, accountability and appropriate technology of WASH services.
- Share and discuss practicing scenario of WASH governance.
- Share and discuss sustainability status of the water supply, sanitation and hygiene within the RM.
- Internalize role of Rural Municipality and other stakeholders to promote WASH governance for sustainable services.
- Discuss action points to promote WASH governance and set the targets as resolution.

3. Expected outcomes

- The participants will have common understanding of WASH sector and WASH governance.
- The participants will have know-how about methodologies to promote good WASH governance.
- Participants will have commitments for WASH service promotion in sustainable way with good governance.

4. Duration : 2 Days

5. Participants: RM council members, RM level other stakeholders, FCs and HP/SHPs

6. Organizer: SO and RMPMC

7. Facilitator: GPO/WRA/WRE/TF with the support of PSU Specialists/Officer

8. Source of fund: Water Resource Development fund (WRDF)

9. Management and logistic arrangements

Logistic arrangement will be made as per the norms provisioned in PIG.

10. Materials needed:

- Posters, flexes, stationeries, step-by-step manual, meta card, marker, step-by-step charts (Main and PoCo), news print/brown papers
- Post Construction Manual
- Multimedia and computer (if possible)

11. Contents and session plan:

| Day | Contents | Objectives | Tentative time | Methodology |
|-----------------|---|---|----------------|--|
| 1 st | Session I <ul style="list-style-type: none"> ▪ Introduction and objective of the workshop | To have individual introduction and make common understanding about the objective of the workshop | 30 min | Individual introduction and objective presentation |
| | Session II <ul style="list-style-type: none"> ▪ Introduction to WASH sector: Introduction, sustainability status of WASH activities and challenges in locality. | To introduce WASH sector along with sustainability status and challenges | 2 hrs | Presentation and discussion |
| | Session III <ul style="list-style-type: none"> ▪ WASH coverage ▪ WASH policies, SDG, SDP, LGOA etc. | To provide information on policy for WASH sector and | 1:30 hrs | Presentation and discussion |

| | | | | |
|-----------------------|--|---|--------|---|
| | | coverage | | |
| | Session IV <ul style="list-style-type: none"> Governance: Introduction, objectives, components WASH Governance: Introduction, methodologies to promote good WASH governance | To introduce governance and WASH governance | 2 hrs | Presentation and discussion |
| | Closing of the day | | | |
| 2nd | Session I <ul style="list-style-type: none"> Review of previous day | Recapitulation of previous day | 15 min | Presentation and discussion |
| | Session II <ul style="list-style-type: none"> Practicing scenario of WASH governance and sustainability | To share the WASH governance practice and sustainability status | 2 hrs | Group exercise and presentation, discussion and conclusion <i>Group I: Transparency Group II: Participation Group III: Accountability Group IV: Sustainability</i> |
| | Session III <ul style="list-style-type: none"> Factors of sustainability in WASH | To share factors of sustainability in WASH | 1 hr | Presentation and discussion |
| | Session IV <ul style="list-style-type: none"> Action points for way forward | To identify and plan the action points | 2 hrs | Group exercise and presentation, discussion and conclusion <i>Group I: Transparency Group II: Participation Group III: Accountability Group IV: Sustainability</i> |
| | Session V <ul style="list-style-type: none"> Declaration/Resolution of action points with commitment | To introduce the sustainable measures of the scheme | 1 hr | Compilation of action points and declaration with commitments |
| | Closing the workshop | | | Closing |

Functionality and Sustainability Workshop at Province Level

1. Introduction

A 3 day's workshop on functionality and sustainability of water supply and sanitation schemes will be organized annually in province level. Representatives of WASH agencies of the related province and WRAs will be the participants of the workshop. Functional status of the water supply and sanitation schemes and bottlenecks for functionality and sustainability will be reviewed and discussed connecting the set up target of the water supply and sanitation for global coverage in line with SDG and SDP. Assurance of proper functionality of water supply and sanitation schemes to maintain the improved service level in sustainable manner having the UC governance will be focussed as the major actions of like-minded organizations in the province. The role of likeminded agencies for institutional capacity enhancement of Rural Municipalities with technical support to formulate the WASH/O&M policy/strategy/plan, to implement the strategic action plan and to ensure the sustainability of the water supply and sanitation services will also be a topic of the workshop.

2. Objectives of the Workshop

The main objectives of this workshop is to review the functionality and sustainability status of water, sanitation and hygiene interventions, discuss the issues, problems and challenges and carry out the action points in terms of policy and action level.

- Review the functional status/O&M management of water supply systems.
- Update and review the sanitation status and ODF sustainability.
- Make common understanding on key issues, problems and challenges of sustainability of WASH sector including Chhaupadi and MHM and discuss the way forward.
- Share and discuss tools and methodologies to promote good WASH governance within different contexts.
- Discuss the areas and means of synergetic effort.
- Discuss on the existing/new policies related to the WASH sector and make common understanding on supporting areas to formulate WASH/O&M policy/strategy/plan of water supply systems and sanitation and hygiene improvement plan of Rural Municipalities/Municipalities.
- Discuss the action points and set the targets as resolution.

3. Expected outcomes

- The participants will be updated on the sustainability status of the WASH.
- The participants will have common understanding on the issues and challenges of WASH sector and WASH governance.

- The participants will have know-how about methodologies to promote good WASH governance.
- Areas for synergetic interventions will be agreed among the province level agencies.
- Action points will be carried out and agreed.

4. Duration : 3 Days

5. Participants: Representatives of WASH agencies of the related province and WRAs

6. Organizer: RVWRMP in collaboration with other WASH agencies

7. Facilitator: RVWRMP and other WASH agencies

8. Source of fund: TA and collaborative fund

9. Management and logistic arrangements

Logistic arrangement will be made as per the norms provisioned in FIG.

10. Materials needed:

- Posters, flexes, stationeries, meta card, marker, news print/brown papers
- Post Construction Manual,
- Multimedia and computer.

11. Contents and session plan:

| Day | Contents | Objectives | Tentative time | Methodology |
|-----------------|---|--|----------------|--|
| 1 st | Session I Welcome, introduction and objective of the workshop | To have individual introduction and make common understanding about the objective of the workshop | 30 min | Individual introduction and objective presentation |
| | Session II District wise sharing of functionality and sustainability status of WSS and institutional status of users committees: Findings of functionality and sustainability status, activeness of users committee, underlying issues, and way forward WASH –CC/DR and its impact on | To share and update functionality status of WSS and status of users committees, issues and way forward | 5 hrs | Presentation and discussion |

| | | | | |
|-----------------------|---|--|----------|-----------------------------|
| | <p>functionality</p> <ul style="list-style-type: none"> Tools/Approaches on operation and maintenance management for sustainability Open discussion and key action points | | | |
| | <p>Session III Water quality and WSP:</p> <ul style="list-style-type: none"> Water quality (linking with SDG) Status, issues, concept on water quality/treatment option and WSP Open discussion and action points | To share water quality status, issues, treatment option and WSP | 1:30 hrs | Presentation and discussion |
| | Closing of the day | | | |
| 2nd | <p>Session I</p> <ul style="list-style-type: none"> Review of previous day | Recapitulation of previous day | 15 min | Presentation and discussion |
| | <p>Session II</p> <ul style="list-style-type: none"> Water supply to the unreached population Provision and strategy for water supply services: private/household connection etc. WUMP Open discussion and action point | To share water strategies for water supply coverage to the unreached population and WUMP/LIP and carry out the action points for way forward | 1:30 hrs | Presentation and discussion |
| | <p>Session III</p> <ul style="list-style-type: none"> WASH and SDP WASH and SDG WASH and LGOA Other policies for WASH National and province level updates on WASH | To update WASH coverage and share the relevant policies for WASH promotion | 1:30 hrs | Presentation and discussion |
| | <p>Session IV WASH Governance:</p> <ul style="list-style-type: none"> Introduction, methodologies to promote good WASH governance | To introduce governance and WASH governance | 1 hrs | Presentation and discussion |
| | <p>Session V Sharing ODF sustainability study and Total Sanitation guidelines:</p> <ul style="list-style-type: none"> Sharing of ODF sustainability study (key findings and recommendations) Total sanitation concept and guideline/strategy and monitoring process Fecal sludge management/emptying of pit in rural and urban area | To share and update ODF sustainability status and total sanitation strategy, issues and way forward | 2:30 hrs | Presentation and discussion |

| | | | | |
|-----------------------|---|---|---------------|---------------------------------|
| | <ul style="list-style-type: none"> ▪ Open discussion ▪ Key action points | | | |
| | Closing the workshop | | | Closing |
| 3rd | Session I Review of previous day | Recapitulation of previous day | 15 min | Presentation and discussion |
| | Session II Institutional WASH: <ul style="list-style-type: none"> ▪ Sharing School WASH status/practices and policies/approaches including updates on school WASH guideline and key strategies ▪ Updates on WASH in Health Care Facilities ▪ Open discussion | To share the School WASH status/practice and policies/approaches , issues and way forward | 2 hrs | Presentation and discussion |
| | Session III Chhaupadi and MHM: <ul style="list-style-type: none"> ▪ Sharing of study findings, issues and recommendations ▪ Concept/guidelines and effective tools ▪ Open discussion and action points with synergy | To share the status of harmful Chhaupadi practices and MHM, issues and way forward | 2 hrs | Presentation and discussion |
| | Session IV Open discussion on the concern issues | To conclude the issues and carry out the agreed solution | 30 min | Discussion |
| | Commitments with key action points | | 30 min | Commitments by the participants |
| | Closing the workshop | | | Closing |

Note: The workshop schedule can have revision based on the context.

Monitoring Format of Post Construction Phase

a) Water Supply

District..... Rural/Municipality: Duration.....

[illegible]

Note:

| Functional status |
|-------------------|
|-------------------|

| | |
|-----------------------|--|
| Fully functional: | Scheme having all structures working properly and delivering water supply services in all taps |
| Partially functional: | Scheme having most or some of the structures working properly and delivering water supply services in most or some of the taps |
| Closed Down: | Scheme having no water supply services in all taps |

QARQ

| | |
|----------------|---|
| Quantity: | Preferably 45 lpcd or more lpcd) |
| Accessibility: | Within 15 minutes return trip |
| Reliability: | 12 months |
| Quality: | Verified as free from bacteriological contamination |

Book keeping and documentation

| | |
|----------|--|
| Good | Book keeping and all other documents are maintained properly |
| Moderate | Book keeping is maintained and other documents are not maintained properly |
| Poor | Book keeping and all other documents are not maintained properly |

UC Regular Meeting: At least once in a month for w/s schemes (for other schemes UC can decide the interval for UC meeting to be conducted regularly)

c) Micro hydro

District..... Rural/Municipality: Duration.....

| SN | Name of scheme | Ward no | Testing & commissioning date | Installed capacity (KW) | Maximum energy produced for 24 hour in kWh (H24) | Energy utilized (kWh) | Utilization in % of energy produced (H/G) % | Functional status of the scheme (Fully/Partially/ Closed down) | Implementation of O&M regulation (Yes/No) | Maintaining the log-book (Yes/No) | Paid operator appointment and mobilization (Yes/No) | Operator's remuneration per month (NPR) | Existence of O&M fund and regular electricity tariff payment (Yes/No) | Electricity tariff rate per month (NPR) | Accumulated (balance) O&M fund (NPR) | Annual repair and maintenance cost (NPR) | Affiliation with cooperatives (Yes/No) | Service contract with the company for repair and maintenance (Yes/No) | No. of shareholders | Share capital (NPR) | AGM/ Public auditing at least once in a year (Yes/No) | No. of End-use promotion activities | Total energy consumed in end use (kWh) | Measurement of water flow annually (Yes/No) | Maintaining service level (Yes/No) | Remarks |
|----|----------------|---------|------------------------------|-------------------------|--|-----------------------|---|--|---|-----------------------------------|---|---|---|---|--------------------------------------|--|--|---|---------------------|---------------------|---|-------------------------------------|--|---|------------------------------------|---------|
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|------------------------------|---|
| Note: | |
| Functional status | |
| Fully functional: | Scheme having all components working properly and supplying electricity in all households |
| Partially functional: | Scheme having most or some of the components working properly and not supplying electricity |
| Closed down: | Scheme having no supply of electricity in all households. |

Planning Format for O&M Plan

Name of the scheme:

District:

Rural/Municipality:

| SN | Activities | Time needed | Time period | | Place / Venue | Methodology /Process | Responsibility | Support | Remarks |
|----|---|-------------|-------------|----|---------------|----------------------|----------------|---------|---------|
| | | | From | To | | | | | |
| 1. | Conduct UC meeting regularly | | | | | | | | |
| 2 | Conduct general assebmby | | | | | | | | |
| 3 | Manage tools and spare materails (along with purchasing plan) | | | | | | | | |
| 4 | Appointmment and mobilization of SMW/VMW | | | | | | | | |
| 5 | Regularity of water tariff collection, functional O&M fund and implementation of O&M regulation | | | | | | | | |
| 6 | Regularity to update book keeping and other documentation | | | | | | | | |
| 7 | Protection of intake | | | | | | | | |
| 8 | Plantation in the critical area | | | | | | | | |
| 9 | Monitoring of pipeline | | | | | | | | |
| 10 | Cleaning of taps | | | | | | | | |
| 11 | Regular maintenance of the structures | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |

Scheme Status Assessment/Update Form

.....Workshop/Seminar/Training
.....Rural/Municipality District
Date: to

| | | | |
|---------------------------|--|-----------------------------|--|
| Name of the Scheme | | District | |
| Rural/Municipality | | Ward No. | |
| Scheme started month/year | | Scheme completed month/year | |

1. How many members are in your User Committee (UC)? Specify in disaggregated form as followings.

a) Female: b) Male:

b) Dalit: b) Janajati: c) Other:
2. What about the GESI composition of leadership position in your UC? Specify in disaggregated form as followings.

a) Female: b) Male:

a) Dalit: b) Janajati: c) Other:
3. How many households are benefited from your scheme? Please s

a) Dalit:b) Janajati: c) Other: d) Total:
4. Is your UC functional and active?

a) Yes b) No
5. How often UC meeting conducts?

a) Every month b) As per requirement c) Never
6. Do all female members present in the UC meetings? If not, what percentage (in average) of female embers participate in the UC meeting? Specify the percentage (..... %)

7. Is UC oriented on Operation and Maintenance (O&M) management? If yes, please mention the date as following.

a) Yes (when/Date.....) b) No

8. Is O&M regulation prepared and implemented? If yes, please mention the date as following.

a) Yes (when/Date.....) b) No

9. Is O&M regulation followed by the all users?

a) Yes b) No

If not, specify the reasons.

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-

10. Is O&M plan prepared?

a) Yes b) No

If yes, what are the major activities mentioned in the plan?

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-
-

11. Is Water Safety Plan (WSP) prepared and implemented in your scheme?

a) Yes b) No

12. Are women's tap group formed and trained?

a) Yes b) No

13. Do all users have access to the water supply?

- a) Yes b) No

If not, who do not have access to the water supply facility?

- a) Dalit b) Menstruating women/girls c) Person with funeral period

14. Do menstruating women/girls allowed to use toilet?

- a) Yes b) No

If not, specify the reasons.

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-
-

15. Is Annual General Meeting (AGM) conducted in your scheme? If yes, please mention the date as following.

- a) Yes (when/Date.....) b) No

16. What about the quality of book keeping and documentation in your scheme?

- a) Well managed b) Average managed c) Unmanaged

17. Is your UC registered? If yes, please mention the date as following.

- a) Yes (when/Date.....) b) No

18. Is your UC renewed? If yes, please mention the date as following.

- a) Yes (when/Date.....) b) No

19. Is your UC affiliated with FEDWASUN? If yes, please mention the date as following.

- a) Yes (when/Date.....) b) No

20. Is your UC affiliated with cooperative? If yes, please mention the date as following.

a) Yes (when/Date.....) b) No

21. What about the status of O&M fund? Mention below.

- a) Total O&M fund collected NRS.....
- b) Fund in bank NRS.....
- c) Fund in cooperative NRS.....
- d) Fund locally mobilized NRS.....(interest rate.....% per month)
- e) Cash NRS.....

22. What are the sources of collected O&M fund? Mention below.

- a) Collected before scheme implementation NRS.....
- b) Regular water tariff NRS.....
- c) Rural Municipality/Ex VDC NRS.....
- d) Saved from final instalment (uses' contribution) NRS.....
- e) Interest earned NRS.....
- f) Rental money (from tools) NRS.....
- g) Penalty/punishment NRS.....
- h) Creative activities NRS.....
- i) Other NRS.....

23. Mention the number of SMW/VMW/care taker working with your scheme.

a) Male: b) Female:c) Total:

24. What about the remuneration that SMW/VMW/care taker get?

- a) NRS: per month
- b) Kind/ kitchen stuff: per season/year

25. Amount of water tariff being collected regularly from each household?

a) NRS: per month

b) Kind/ kitchen stuff: per season/year

26. When the water tariff collection was started? Please mention the date.

Date:

27. When the home garden management training was conducted? Please mention the date.

Date:

28. Do users use the waste or surplus water for home garden?

a) Yes

b) No

29. What is the status of remaining construction materials and tools? Are those materials properly stored in a same place?

a) Yes

b) No

If not, specify the reasons.

-
-
-

30. Do UC has managed spare parts in the scheme?

a) Yes

b) No

If not, specify the reasons.

-
-
-

31. Is water quality tested in your scheme

- a) Yes b) No

32. How was the quality of the water during the test

- a) Safe b) Unsafe

33. What is the quality of the water now

- a) Improved b) Same as it was c) More contaminated

34. What is the status of water discharge at the source?

- a) Decreased than the before b) Same as it was c) Increased than the before

35. What is the functional status of the scheme?

- a) Fully functional b) Partially functional c) Closed-down

36. What is the functional status of the structures of the scheme?

| S.N. | Name of the structures | Total no. of the structures | Well-functioning | Damaged | Possibility of land slide and flood | Remarks |
|------|------------------------|-----------------------------|------------------|---------|-------------------------------------|---------|
| 1 | Intake | | | | | |
| 2 | CC, IC, DC, | | | | | |
| 3 | Wash-out | | | | | |
| 4 | Crossing | | | | | |
| 5 | Transmission pipe line | | | | | |
| 6 | RVT | | | | | |
| 7 | Distribution pipe line | | | | | |
| 8 | BPT | | | | | |
| 9 | Tap | | | | | |

| | | | | | | |
|----|---------------|--|--|--|--|--|
| 10 | Animal trough | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |

37. Is cleanness of the structures practicing in your scheme?

38. What are the safety measures applied in your scheme for DRR? State below.

a)

b)

c)

39. What is the reliability status of water supply in your scheme?

a) Supplies throughout the year

b) Supplies in some of the months

c) Does not supply

40. What are the post construction benefits do users have from the scheme?

a)

b)

c)

41. What are the replicable practices in your scheme?

a)

b)

c)

42. What are problems and challenges to sustain the scheme?

a)

b)

c)

43. What could be the corrective measures against problems and challenges?

a)

b)

c)

44. What kind of trainings/support will be needed to make the scheme well managed and sustainable?

a)

b)

c)

.....

Signature:

Name:

Post: Chairperson

Date:

.....

Signature:

Name:

Post: Secretary

.....

Signature:

Name:

Post: Treasurer