

COMMUNITY TRAINING SYLLABUS  
SPRING COMMITTEES'  
SEMINARS

BY CHYSANTHUS WANJALA

KAKAMEGA

DRAFT I

1991

in 8895

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## INTRODUCTION

On behalf of the Training Section of the KFWWSP, I introduce this draft syllabus for Sping Committees' seminar. As should be expected, the syllabus will often be reviewed from time to time by the team concerned and changes will be done from time to time as found appropriate.

It is may humble submission that trainers of Spring Committees will find this syllabus a necessary guide in their daily operaions in order to achieve specific goals during the training which will contribute to the entire success of the programme.

The first part has been devoted to definition and brief guidance to trainers/facilitators of the seminar largely the works of mills, H. R., Teaching and training - a hand book for instructors - Mackmillan. Any further comments on this syllabus are welcome.

For the success of community training, let us direct our efforts to a specific goal. This syllabus is for your use.

Chrysanthus Wanjala

ACKNOWLEDGMENT

This Spring Committees' Syllabus had largely been produced following several discussions held between Mr. Reijo Hakkinen, Mr. Luka Imbwaga and Robert Nabiranda with the writer. Any further reactions from you are welcome.

Thanks to Miss Magomere for typing this material.

Chrysanthus Wanjala  
Training Material Officer

### 3.0 IMPORTANT ASPECTS IN TRAINING

#### Participative Training

Participative training aims at helping people to acquire the knowledge, skills, attitudes, habits of thought and qualities of character that will enable them to self evaluate their roles within the community and perform them efficiently and with satisfaction. It also enables people to identify their problems and lay strategy in solving them.

#### When Preparing the Training

Ensure that you have analysed the situation with the participants to establish;

- the nature of training required
- the syllabus to be followed
- the academic and practical requirements
- the time, space and machines required for the training in order to achieve a satisfactory and generally required standard.
- the standard to be achieved and the nature of the tests to be passed for certification of the participants.

#### When Training

- Know your subject/topic well.
- Know your audience well by understanding their needs and desires.
- Choose your objective.
- Select your method and correct pace.
- Motivate the class and show interest.
- Proceed from the known to unknown.
- Prepare a script or outline with enthusiasm.
- Ensure good communication.
- Encourage participation.
- Let participants know their successes and mistakes without delay.
- Summarise the main points.
- Allow time for questions.
- Evaluate the presentation.

#### After Training

##### Evaluate and Monitor

Monitor so that the work plan is followed with proper time schedule and implementation procedure. Evaluate the impact of training to the learners.

##### Evaluation Methods

- Oral question and answer
- Questionnaires
- Written short tests
- Observation at sites and home visits.
- Discussions with participants

## Indicators

- Awareness of communities
- Initiations of socio-economic activities and self-help projects.
- Use of protected water points
- Improved health.
- Funds collection for Operation and Maintenance.
- Construction and use of V. I. P. latrines.

### 4.0 COMMUNITY TRAINING IN THE PROGRAMME

Community Training can, therefore be defined as coaching the community to improve their attitudes, skills, knowledge and techniques that can enable them obtain safe water points. Through this training the programme aims to help the communities to:-

- a) Acquire, operate and maintain a clean source of water effectively to be self-reliant.
- b) Acquire proper sanitation and hygiene education standards.
- c) Engage in water related developmental projects to improve their economic status thus optimizing the use of water.

The programm's training encourages:

- i) Importance of community participation and self-reliance in a water programme.
- ii) Water and health education covering proper water collection at source, transportation from source and storage at home.
- iii) Home hygiene and sanitation covering construction and use of toilets and dish racks.
- iv) Improved water sources including boreholes, wells, springs, piped schemes and to some extent roof catchment.

To achieve these results, the programme has organised a series of community training seminars through identified target groups as below:-

1. Locational leaders.
2. Well/spring/tap committees
3. Pump attendants
4. Spring attendants
5. Iron removal attendants
6. Tap attendants.

The programme values and encourages collective participation with communities and other Government and Non-government Organization working within the community. The success of the programme will be seen in self-reliance of the communities in operation and maintenance of their improved water supplies coupled with improved health and economic status of the people.

## 5.0 SPRING COMMITTEES' SEMINAR

5.1 Participants of this seminar comprise of four people from a particular spring, namely:

- Chairman
- Secretary
- Treasurer
- Spring attendant (must be a women)

Also village elders (Wakasas or Magurus) in whose area particular springs fall are invited.

Spring attendants should be respectful mature women from among the users.

## 5.2 Training Needs of this Group

- Management skills in small water projects and preventive maintenance.
- Hygiene and sanitation education at spring sites and at home including;
  - i) disease transimssion routes
  - ii) the role of women and children in hygiene education with stress on preventive methods
- Communication skills and community approaches.

## 5.3 Aims and Objectives of the Spring Committees'Seminars

- Provide the necessary management skills in running water projects.
- Give Hygiene and sanitation education to the consumers.
- Create preventive maintenance systems.
- Create preventive maintenance system for sustainability by proper monitoring
- Encourage maximum utilization of the spring water for economic productivity.

#### 5.4 Topics for Spring Committee Training

Topic	Facilitator
<u>General Awareness</u>	
1. Identification, analysis and solving of community problems	Training Team
2. Hydrologic cycle and occurrence of springs.	Springs Supervisor
3. Hygiene education and possible methods of water contamination	P. H. T./ C. H. W.
<u>Technical Awareness</u>	
4. Community participation in protection and conservation of springs.	Community Suveryor
5. Sanitary surveillence at spring source	Water Quality Officer
6. Inspection of faults and reporting	- " -
<u>Economic Awareness</u>	
7. Developments by spring site	S. D. A.
8. The role of the spring committee and the spring attendant in management of the spring	Training Team
9. Record-keeping	Training Team

#### 6.0 DETAILED SYLLABUS

##### 1. Identification, Analysis and Solving of Community Problems

Participants to be able to:-

- (a) Identify the major problems among the community
- (b) Analyse the problems step by step.
- (c) Lay strategy in solving their problems.
- (d) Demonstrate methods of solving a particular problem.

##### 2. Hydrologic Cycle and Occurrence of Springs

Participants to be able to:-

- (a) Describe precisely the hydrologic cycle .
- (b) Name some types of springs
- (c) Explain how springs occur.
- (d) Describe the rainfall pattern and the average annual rainfall in the year.



3. Hygiene Education and Possible Methods of Water Contamination

Participants to be able to:-

- (a) Discuss the appropriate vessels for collection, transportation and storage of water.
- (b) Discuss the hygiene practices to be encouraged to attain clean water.
- (c) Determine the various methods through which water can be contaminated.
- (d) Explain why the mother's contaminated hands can be more dangerous than the father's.
- (e) Explain why hygiene education is important to mothers and children.

4. Community Participation in Protection and Conservation of Springs

Participants to be able to:-

- (a) State the importance of protection of springs.
- (b) Name the material required in protection of a spring and their average cost.
- (c) Determine the role of the community in protection of a spring site.
- (d) Establish important aspects in conservation of the spring source.
- (e) Determine the kind of trees not to be planted at spring site.

5. Sanitary Surveillance at Spring Source

Participants to be able to:-

- (a) Explain the basic sanitation requirements at spring source.
- (b) Determine sanitary structures at spring source.
- (c) Establish the rules for proper sanitary surveillance at spring source.

6. Inspection of Faults and Reporting

Participants to be able to:-

- (a) Identify the most common faults occurring on protected springs.
- (b) Discuss the preventive measures to be taken to reduce the immediate occurrence of faults.
- (c) Discuss the remedy to the faults identified.
- (d) Name the person who could responsibly identify the faults and where he/she would report.
- (e) Fill correctly the spring attendant's quarterly monitoring form.

## 7. Developments by Spring Sites

Participants to be able to :-

- (a) Identify certain economic developments that can be initiated by spring sites.
- (b) Identify other developments to be initiated at spring sites.
- (c) Discuss the relevant sources of material for each development projects.
- (d) Discuss the importance of initiating such development projects by the spring site.
- (e) Discuss how land for such development could be acquired.

## 8. The Role of the Spring Committee and the Spring Attendants in Management of the Spring

Participants to be able to:-

- (a) Name the composition of a spring committee.
- (b) Explain the role of each member of the committee.
- (c) Demonstrate a typical spring committee meeting with emphasis on minute writing.
- (d) Discuss the importance of funds collection and record keeping.
- (e) Demonstrate funds collection by lottery.
- (f) Discuss the importance of a duty roster maintained by a spring attendant for proper care of the spring.

## 9. Record-Keeping

Participants to be able to:-

- (a) State the kind of records to be kept by the spring committee.
- (b) Differentiate between income and expenditure records.
- (c) Identify items that are to be entered in either record.
- (d) Discuss the importance of funds collection and proper records.

**SYLLABUS FOR HAND PUMP ATTENDANTS'  
SEMINARS**

**BY: CHRYSANTHUS WANJALA**

**KAKAMEGA 1990**

**DRAFT I**

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2.	Water and Hygiene Education for Mothers and Children	
3.	Aims and Objectives of the Operation and Maintenance Department of KFWWSP	
4.	Hand Pump Parts and their Mode of Functioning	
5.	Tools and Hand Pump Parts Necessary all the Year Round	
6.	Hand Pump Assembling, Dismantling and Re-assembling	
7.	Common Faults, Fault Finding and their Remedies	
8.	Hand Pump Performance Report and Duty Roster Establishment for Sanitary Upkeep.	
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## 5.0 HAND PUMP ATTENDANTS' SEMINAR:

### 5.1 Participants of this seminar comprise of:

- Women chosen by and from the community using a particular hand pump well.
- Married with children and therefore are permanent members of the community.
- Respectful women and therefore are capable of passing on the acquired knowledge and skills to the rest of the community.
- Preferably literate.

### 5.2 Training needs of pump attendants:

- (a) Skills in basic operation maintenance of hand pumps.
- (b) Knowledge of pump parts, common faults and remedies.
- (c) Prices of pump parts and, availability of spares and steps in maintenance/ repair of hand pumps.
- (d) Hygiene education which includes
  - i) disease transmission routes and
  - ii) the role of women and children in hygiene education.
- (e) Planning duty roster for well surrounding cleanliness and report on pump performance.

### 5.3 Aims and Objectives of the Pump Attendant's Seminar

The propose of the Hand Pump attendants training is therefore to:-

- Provide the necessary technical knowledge to the direct hand pump users (women).
- Provide sufficient skills and tools to users to do minor maintenance and repair of the hand pump with knowledge of pump parts and costs.
- Create a low cost maintenance system whereby the users themselves can operate and maintain their own facility.
- Encourage hygiene and sanitation education to women to become well caretakers.
- Encourage preventive maintenance by establishing a hand pump performance monitoring/inspection sheet.

### 5.4 Topics for Pump Attendants' Seminar:

General Awareness:

	Topic / Theme	Facilitators
1	Problems Identification, Analysis and solving.	
2	Water and hygiene education for mothers and children.	
3	Aims and objectives of the operation and maintenance department of KFWWSP.	
	<u>Technical Awareness:</u>	
4	Hand pump parts and their mode of function.	
5	Tools and hand pump parts necessary each year.	
6	Pump assembling, dismantling and re-assembling.	
7	Common faults, fault finding and their remedies.	
8	Hand pump performance report and duty roster establishment for sanitary upkeep.	
	<u>Economic Awareness:</u>	
9	Funds collection and record keeping as well as committee responsibilities.	
10	Economic developments by the well site and appropriate fencing.	

6.0 DETAILED SYLLABUS1. Problems Identification, Analysis and Solving:

Participants to be able to:-

- (a) Identify and analyze major problems within the community.
- (b) Lay strategy in solving problems.
- (c) Demonstrate their skill in solving community problems.

2. Water and Hygiene Education for Mother and Children:

Participants to be able to:-

- (a) Explain the major causes of world sickness and diseases with particular reference to the importance of water.
- (b) Explain how lack of, or improper use of, sanitary facilities can be a source of disease transmission and practical preventive measures.
- (c) Explain the importance of hygiene education to women and children in curbing disease transmission and general sanitary practices at the water points and at home.

3. Aims and Objectives of the Operation and Maintenance Department of Kenya Finland Western Water Supply Programme:-

Participants to be able to:-

- (a) Explain the main sectors of the KFWWSP during the implementation phase.
- (b) Define the main objectives of the operation and maintenance department in relation to hand pump repair.
- (c) Explain the maintenance procedure of the hand pumps and the importance of preventive maintenance.
- (d) Discuss advantages and disadvantages of the users repairing their own hand pumps.

TECHNICAL AWARENESS

4. Hand Pump Parts and Their Mode of Function:

Participants to be able to:-

- (a) Name particular hand pump parts.
- (b) Demonstrate the mode of working of the hand pump and proper use of the hand pump.
- (c) List the major part of a given hand pump and their approximate cost.

5. Tools and Hand Pump Parts Necessary All the Year Round:

Participants to be able to:-

- (a) Name and draw the tools that are required in the operation and maintenance of the hand pump.
- (b) List the hand pump parts that the community requires ready each year and the faults they may correct.
- (c) Discuss the availability and the proper storage of the tools for faster operation and maintenance of hand pumps.

6. Hand Pump Assembling, Dismantling and Re-assembling:

Participants to be able to:-

- (a) Practice dismantling and assembling the hand pump - first in a larger group and then (individually) smaller groups.

- (b) Determine the number of stages/steps in dismantling and assembling the hand pump.

7. Common Faults, Fault Finding and their Remedies:

Participants to be able to:-

- (a) Detect common faults on hand pumps.
- (b) Practice rectification of the faults.
- (c) List the common faults on hand pumps.
- (d) Discuss the requisite preventive maintenance to be practiced by the well committee in particular and the consumers in general.

8. Hand Pump Performance Report and Duty Roster Establishment for Sanitary Upkeep:

Participants to be able to:-

- (a) Fill in the hand pump performance report correctly.
- (b) Discuss the bad Sanitary conditions that need to be routinely checked by water point.
- (c) Prepare a duty roster for good sanitation by the well site.
- (d) Demonstrate proper sanitary care for the water point.

ECONOMIC AWARENESS

9. Fund Collection and Records Keeping:

Participants to be able to:-

- (a) Describe the various roles of the water point committee with special reference to the pump attendant.
- (b) Name the various methods of fund collection and importance of funds collection.
- (c) Explain the control measures to be practiced in ascertaining safe fund and the necessary types of records.
- (d) Discuss the importance of group registration in funds collection.

10. Economic Development By The Well Site and Appropriate Fencing:

Participants to be able to:-

- (a) Determine the kind of economic development that could be initiated by the water point.
- (b) Discuss the steps in acquiring space for economic developments.
- (c) Discuss the importance of fencing and appropriate fencing material fencing material to be used.

### What should Minutes Contain?

1. Description of the meetings or title
2. Venue
3. Date
4. Time
5. Agenda
6. Members present and in attendance
7. Members absent with or without apology
8. Opening remarks
9. Summary of each item discussed
10. Closing remarks.
11. Signatures of chairman and secretary
12. Approval signature after reading through in the next meeting.

### MINUTE I

The meeting was called to order by the well committee chairman Mr. Ogutu. He started by briefing the committee members on the main agenda which was Children behaviour at the water point.

The Secretary Mrs. Mary Nabwire read out the rules which were laid down by the well committee to govern the water point. After reading out the rules, she pointed out that the rule that governs the children behaviour at the water point had been very much abused.

She was seconded by Mrs. Resula Resa who said that the children turned the water point to be a bathing and washing place. She gave an example of the previous night when she got the children of Mr. Charles Ouma who is the area Liguru bathing at the water point.

Mr. Alax Ajiambo blamed the committee officials and the administrators for not restricting their children since it has been established that most misbehaviour is done by their children.

The pump attendant Mrs. Rose Onyango advised the committee members that they should also be responsible for the water point since it belonged to all of them and not hers alone. She said that, the work she was doing was voluntary and hence every committee member should be concerned with the children behaviour at the water point.

The meeting was officially closed by the chairman, who cautioned all the committee members and the community they are representing to be concerned about the water point. He also cautioned the leaders to show a good example by restricting their children from abusing the water points.

MINUTES WRITING

A sample minute prepared by the well committee to discuss the behaviour of children at the water point.

Min. 1/90	Behaviour of Children at the Water Points	Action by
	<p>The meeting discussed at length the behaviour of children at the community water point. It was finally agreed that all adult members should responsibly caution their children and any others about proper use of the water point in order to keep it clean and properly maintained</p>	<p>All well users</p>

Bad state	Good state
<p>1. Blocked drainage - People throwing sugar cane husks on slab</p>	<p>Good sanitation at well point</p>
<p>2. Toilet constructed on upper side of well</p>	<p>Toilet constructed at least 50m down slope.</p>
<p>3. Use of bush or upper side of source for defaecation</p>	<p>Use of toilet at lower side</p>
<p>4. Drinking while hands touching hand pump spout</p>	<p>Drinking from a cup. Never touch the spout.</p>
<p>5. Water containers with leaves</p>	<p>Water containers with lid or cover.</p>
<p>6. Cattle drinking from slab</p>	<p>Cattle drinking from trough built.</p>
<p>7. People washing from slab</p>	<p>People washing from special place made.</p>
<p>8. People bathing from slab</p>	<p>People bathing from special structures made.</p>
<p>9. Well not fenced no development</p>	<p>Well fenced with development e.g. vegetable garden.</p>
<p>10. Bad stroking of hand pump</p>	<p>Good stroking of hand pump.</p>
<p>11. Throwing rubbish crudely</p>	<p>Carefully burying rubbish in a compost pit.</p>

12. Washing utensils and airing on ground	Washing utensils and airing on a dish rack.
13. Poorly constructed latrine.	A nicely constructed latrine - preferably V. I. P.
14. People using contaminated sources: rivers, ponds & lakes.	People using protected well with a hand pump
15. People using an open well	People using well with a hand pump.

Bad state	Good state
16. Well committee with no maintenance funds and records.	Well committee with maintenance funds and records
17. No duty roster established for good sanitary upkeep.	Duty roster established for sanitary upkeep
18. Pump attendants not monitoring hand pump performance	Pump attendants routinely monitoring well and pump performance.
19. No rules guiding the community for proper behaviour.	Laid down rules for appropriate behaviour at water points
20. Land easement not done	Land easement done

**SPRING ATTENDANTS' QUARTERLY MONITORING FORM**

Name .....

Address .....

Spring No. ....

Date of first construction .....

INSPECTIONS DATES				
1. Is the spring working?				
2. What is the discharge rate?				
3. What colour is the water?				
4. Does the water have a peculiar taste?				
5. Is there any leakage?				
6. Are there cracks in the retaining wing wall?				
7. Is the protection properly backfilled and grass planted to avoid erosion?				
8. Is the surface run-off drench in good condition?				
9. Is the spill-over properly trained?				
10. Are there rules to encourage good behaviour during use and care of the spring?				
11. Is there a proper fence?				
12. Is there a clean bathing hide?				



FAULTS	CORRECTION
1. If the spring is not working 2. If the discharge rate is getting low. 3. If the water has a peculiar colour or taste.	Report to the relevant Water Quality Officer for appropriate action
4. If there is leakage 5. If there are cracks in the retaining wall. 6. If the protection is poorly back-filled and grass not planted to reduce erosion.	Report to the well committee chairman and together ensure that you get an appropriate mason to correct the faults.
7. If the surface run-off drench is in bad condition.  8. If the spill-over is not properly drained.  9. If there are no rules to encourage good behaviour during use and care for spring  10. If there is no proper fence  11. If there is no clean bathing hide.  12. If people wash on the communal slab  13. If there is no duty roster for spring site cleanliness.  14. If there is not proper records of funds collected	<p><u>First</u> report to the spring committee chairman.</p> <p><u>Second</u> make necessary arrangements to inspect the faults.</p> <p><u>Third</u> make arrangements to get a mason to repair if necessary.</p> <p>Make necessary arrangements to make rules, proper fence and all sanitary conditions in liaison with the community.</p> <p><u>Fourth</u> ensure that together with the well committee make rules and the duty roster for spring site cleanliness</p>

**PUMP ATTENDANTS' QUARTERLY MONITORING FORM**

NAME .....

ADDRESS .....

INSPECTION DATES ...../...../...../...../19..

WELL NUMBER .....

HAND PUMP TYPE .....

	MONTHS			
1. Is the hand pump firmly anchored?				
2. Is the hand pump working?				
3. What is the waiting time before 20 litres water can be pumped out?				
4. What is the depth of the water in the well?				
5. How many full strokes fill 20 litres?				
6. What colour is the water?				
7. Is there a duty roster for well site cleanliness?				
8. Is there rules to encourage good behaviour during use and care of the well?				
9. Is the drainage clear?				
10. Is there a proper fence?				
11. Is the well cover in good state?				
12. Is the well slab cracked?				
13. Does the water have peculiar taste or smell?				

MONTHS			
14. Is there protection from surface run-off?			
15. Is there stagnant water 10m from the well?			
16. Is there a latrine within 50m of the well?			
17. Is the nearest latrine on the upper side of the well?			

INSPECTION COMMENTS/REMARKS

WATER QUALITY OFFICER'S INSPECTION COMMENTS

DATE	NAME	PURPOSE/REMARKS	SIGNATURE

**ADVISORY NOTES**

WHAT TO CHECK (FAULTS)	WHAT TO DO (CORRECTION)
1. If the hand pump is not firmly anchored	Tighten the anchor bolts and screws
2. If the hand pump is not working	<u>First</u> report to the well chairman.
3. If the users wait for over one hour to get (20 litres) water home.	<u>Second</u> make necessary arrangements to inspect the faults.
4. If the difference in the full number of strokes to get 20 litres is more than 10 from the initial.	<u>Third</u> make arrangements for the appropriate spares if repair is needed.
5. If the well cover and slab are in bad condition i.e. with cracks.	<u>Fourth</u> use the repair manual for the hand pump to do the service and repair.
6. If there are no rules governing good behavioural use and care	Together with the well committee,
7. If there is no duty roster for well site sanitary up-keep	a) make rules to govern proper use. b) Design a duty roster for proper sanitary upkeep.
8. If the drainage is blocked	a) Alert the well committee officials.
9. If the cover slabs and well surrounding are dirty.	b) Mobilize the relevant people for the cleaning and fencing. Stress is on the living fence.
10. If the fence is missing.	
11. If the water has a peculiar colour.	Report to the nearest Water Quality Officer.
12. If the water has an unusual taste/smell.	
13. If the depth of the water in the well is less than 1 metre.	

WHAT TO CHECK (FAULTS)	WHAT TO DO (CORRECTION)
14. If there is no protection from surface run-off.	Report to the nearest water point sanitary inspector and the nearest public health technician for proper guidance.
15. If there is stagnant water within 10m from the well.	
16. If there is a latrine within 50m from the well.	
17. If the nearest latrine is on the upper side of the well	

**PUMP ATTENDANTS' QUARTERLY MONITORING FORM****IMPORTANT THINGS FOR THE PUMP ATTENDANT**

1. Check that you have a pen, record note book, an inspection sheet and a hand pump inspection repair manual.
2. Carry a 20 litre measure jerrican or bucket.
3. Repair tools (see hand pump repair manual)
4. String for depth measure - weight at the end of it.
5. The monitoring form should be filled quarterly i.e. after 3 months.
6. You should give the water quality officer this form to sign when he visits.



# KENYA—FINLAND WESTERN WATER SUPPLY PROGRAMME

P.O. BOX 774, KAKAMEGA, KENYA.

PHONE 0331-20109/20292/4, FAX 0331-20324 TELEX: 31090 KEFI KE

## CONTRACT OF AGREEMENT

This agreement made in triplicate on ..... between Kenya Western Water Supply Programme hereafter called the client of the one part and ..... called the contractor of the one part.

Whereas the client is desirous that the contractor renders services on behalf of the community as follows:-

## TERMS OF CONTRACT

- The Kenya Finland Western Water Supply Programme will provide the contractor with pumps and spare parts accompanied with a price list for sale to the community.
- The contractor shall be required to display the items for sale.
- In turn the Kenya-Finland Western Water Supply Programme will guarantee advertisement for the items on sale.
- From the sale of each item, the contractor shall get a commission 20%.
- The contractor shall ensure the safety of the pumps and spare parts.
- The contractor shall be required to maintain an up-to-date book-keeping system for the items provided by the programme.
- The contractor shall be responsible for the taxation accrued from the sale of the pumps and spare parts.
- The contract shall be valid for a period of 1 year, effective from..... to ..... after which it will be renewable on mutual consent of both parties.

.....  
CLIENT  
KEFINCO

.....  
CONTRACTOR

DATE: .....

DATE: .....