



THE FEDERAL DEMOCRATIC
REPUBLIC OF ETHIOPIA

WaSH M&E

Framework and Manual

Version 1.0

ETHIOPIA WATER SUPPLY, SANITATION AND HYGIENE
MONITORING AND EVALUATION
FRAMEWORK AND MANUAL

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1. Acronyms

AfDB	African Development Bank
BoFED	Bureau of Finance & Economic Development
CDF	Community Development Fund
CFT	Community Facilitation Team
CHP	Community Health Promoters
CLTS	Community Led Total Sanitation
CSA - HHS	Household Survey System
CSO	Civil Society Organization
DA	Development Agent
DAG	Development Assistance Group
DFID	Department for International Development
EMIS-ACS	Annual School Census
FGE	Federal Government of Ethiopia
FMS	Financial Management System
GoE	Government of Ethiopia
GPS	Global Positioning System
H&S	Hygiene & Sanitation
HEW	Health Extension Worker
HMIS - HHR	Annual Household Register
HMIS- HFI	Annual Health Facilities Inventory
HPIM	Harmonised Project/Program Implementation Manual
HSDP	Health Sector Development Program
IBEX	Integrated Budget and Expenditure System
IT	Information Technology
JTR	Joint Technical Review
KDC	Kebele Development Committee
KWASH- AP	Kebele WASH action plan
KWT	Kebele WASH Team
LSP	Local Service Provider
M&E	Monitoring and Evaluation
MDG	Millennium Development Goal
MIS	Management Information System
MoE	Ministry of Education
MoFED	Ministry of Finance and Economic Development
MoH	Ministry of Health
MOT	Mobile Outreach Team
MoU	Memorandum of Understanding
MoWR	Ministry of Water Resources
MSF	Multi-Stakeholder Forum
MST	Mobile Support Team
NC	National Consultant
NGO	Non-governmental Organization
NWCO	National WASH Coordination Office
NWSC	National WASH Steering Committee
NWTT	National WASH Technical Team
O&M	Operations and Maintenance
OFAG	Office of the Federal Auditor General
PASDEP	Plan for Accelerated & Sustained Development to End Poverty
PMU	Program Management Unit
PPWSS	Projected Public Water Supply Scheme
PTA	Parent/Teacher Association
RWCO	Regional WASH Coordination Office

RWSC	Regional WASH Steering Committee
RWS-CCR	Construction Completion Report
RWS-CPR	Construction Progress Report
RWS-Inv1	Inventory: WASHCOM module
RWS-Inv2	Inventory: Kebele module
RWS-Inv3	Inventory: Technical module
RWTT	Regional WASH Technical Team
SNNPR	Southern Nations, Nationalities and Peoples National Regional State
SOE	Statement of Expenditures
T/CSC	Town/City Steering Committee
T/CTT	Town/City Technical Team
TBC	Total Behaviour Change
TSG	Town Support Group
UAP	Universal Access Program
UNICEF	United Nations Childrens Fund
USAID	United States Agency for International Development
UWASH	Urban WASH Program
UWS	Construction progress report
UWS	Construction completion report
UWS-AR	Annual Report
UWS-OTR	One Time Report
WASH	Water, Hygiene & Sanitation Program
WASHCOM	WASH Committee (community level)
WCBP	WASH Capacity Building Program
WDC	Woreda Development Committee
WHO	World Health Organisation
WSSP	Water Supply and Sanitation Project
WSSU	Water Supply & Sewerage Utility
WWT	Woreda WASH Team

2. Acknowledgements

This WASH M&E Framework and Manual has been developed at the request of HE Ato Asfaw Dingamo by the National WASH Coordination Office under the guidance of Ato Gelebo Sengogo and with technical assistance from the World Bank's Water and Sanitation Program (WSP).

There has been extensive consultation with stakeholders including staff of the three ministries Water Resources, Health and Education, regional bureau staff, Ethiopia's WASH development partners through DAG Water, NGOs and private sector players.

3. Introduction

According to the results reported by the UNICEF / WHO Joint Monitoring Programme (JMP)¹, Ethiopia is judged to have made good progress in increasing access to safe water and sanitation in recent years. A strong and up-to-date database would allow WASH agencies to better understand where this progress has been made, using what approaches and at what costs. Such a database and associated analysis would guide planning and allocate investments to maintain this progress towards the UAP as well as helping to ensure equity in access.

In recent years, there have been a number of attempts by both Federal and Regional Governments to collect basic data about the WASH sector, particularly an inventory of protected public water supply schemes and their functional status. These have provided a useful snapshot of the water supply sector at two recent points in time in the four major regions. The rapid pace of construction of new water points combined with the dynamic nature of water points, with their requirement for regular maintenance and repair, means that these inventory data soon become out-of-date. Moreover, because these inventories were performed in a relatively expensive manner, using mobile teams of technicians or consultants they appear to be difficult to regularly repeat without special allocation of resources from the Government or an external source.

Another important M&E issue has been a proliferation of indicators with each Ministry and donor generating their own, so that there are now dozens of different measures to gauge progress and guide decision-making (see Annex 4).

A number of developments in the past few years now make it possible to consider a more efficient and effective approach to M&E in the WASH sector. Firstly, in recognition of the multi-sectoral nature of WASH an MOU between the Ministries of Education, Health and Water Resources was signed in 2006. Secondly, Government and External Support Agencies have begun to move to a more harmonized approach and agreed, among other things, a combined review process consisting of two semi-annual Joint Technical Reviews (JTR) and an annual Multi Stakeholder Forum (MSF). Thirdly, for M&E, a conceptual framework was agreed in late 2007 that builds upon existing data gathering exercises by all 3 Ministries as well as other systems relevant to WASH from Central Statistics and financial reporting from the Integrated Budget and Expenditure system (IBEX). These will allow the status and progress of WASH to be validated from multiple sources of information. Finally, WASH M&E system development was also identified as a high priority by the 2007 MSF as well as by the Donor Assistance group for WASH.

The M&E tools in this framework and manual build upon this recent history and propose:

- A community based, **annual inventory of Protected Public Water Supply Schemes** (PPWSS) for rural areas and rural towns focusing on a limited number of water supply indicators. This self-reporting by communities is summarised by the kebele administration and supported by assessments by technical staff. Where community structures are not yet set up the Kebele administration will complete the inventory in consultation with scheme users.
- For towns with more complex water supply systems and significant autonomy a **utility report** will be compiled by utility staff using a basic set of IBNET indicators.

¹ World Health Organization and United Nations Children's Fund Joint Monitoring Programme for Water Supply and Sanitation (JMP) (2008). Progress on Drinking Water and Sanitation: Special Focus on Sanitation. UNICEF, New York and WHO, Geneva. http://www.wssinfo.org/en/40_MDG2008.html

- **WASH assessments** will be prepared at each administrative level of government bringing together the above water supply information with data from the education and health management information systems.
- **15 key WASH performance indicators** that this integrated WASH M&E framework is designed to report on showing which instrument or instruments they are drawn from and describing the analytical narrative that is to be presented with each. This is intended to produce a multi-sectoral WASH perspective combining information from all three parties of the WASH MOU.

These proposals represent a significant implementation challenge but offer a vast pay-off by replacing a multitude of donor reporting formats and missions with one unified WASH M&E reporting framework based on a smaller, more manageable number of regularly reported critical indicators, enabling government officers to spend more time in direct support of the goals of the UAP.

The WASH M&E framework and manual is designed to provide the data required for this new harmonised review and evaluation mechanism both at federal level (through the JTRs and MSF) but also at local levels. It is envisaged that regions and woredas will replicate the JTR process that now occurs at the Federal level.

Once approved by Regional and Federal authorities, there will be a communication and training period to test, introduce and refine these systems in selected areas. In some cases, the areas chosen to introduce these could be those locations where Regional and Woreda administrations are working in partnership with NGOs and donors, who may find it easier to allocate the additional resources required in the short term.

In common with other features of the WASH Harmonisation and Programme Implementation Manual (HPIM) these reforms will require political champions as well as communicators to explain the proposals and support their implementation; much of this work is anticipated to be done by the cadre of national consultants that have gained experience from the HPIM model and approaches.

Political will is also required to encourage communities and officials to put aside the current coverage data, and ensure that all levels start with real data and are not tempted to use old inaccurate data because of fears that the new data will yield lower numbers and that they will be in trouble as a consequence.

Moreover, the M&E system should further evolve with the needs of the federal ministries and regions and be reviewed during the MSF meetings.

OVERVIEW

4. Overview of WASH M&E Manual

This manual puts into operation the conceptual model of WASH M&E proposed in November 2007 (figure1). It describes the range of WASH M&E instruments that will be used by the kebele, town/woreda, regional and federal levels to regularly report on the progress of the sector (table 1). This WASH M&E manual has been developed in parallel with the WASH Harmonisation and Programme Implementation Manual (HPIM) in order to ensure consistency of the overall national WASH approach.

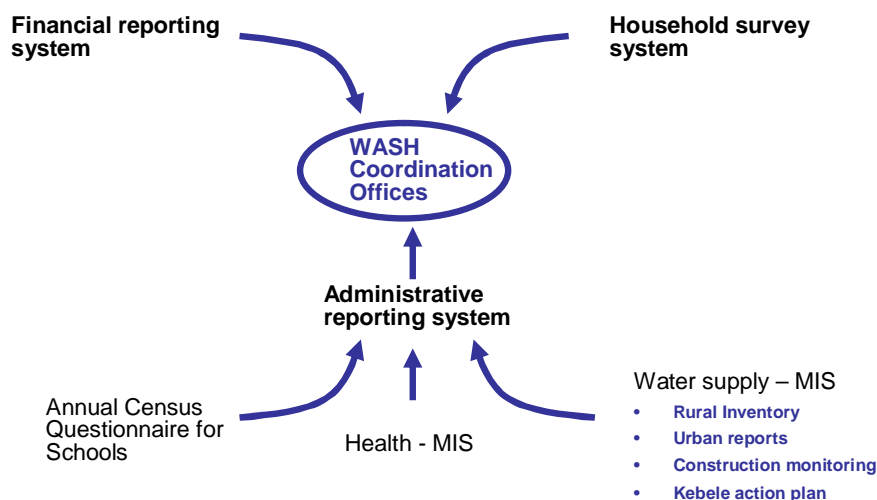


Figure 1. Overview of WASH monitoring systems

The manual describes in detail five rural water supply M&E instruments (section 8), and, four urban water supply and sewerage M&E instruments (section 9) that will be set up by Ministry of Water Resources in consultation with Regional Water Resources Bureaus and Woreda Water Desks.

To make a link between WASH instruments at the lowest administrative level of planning a process for developing Kebele WASH action plans is put forward in section 10.

Modifications to the WASH M&E instruments embedded in the education and health sector Management Information Systems (MIS) respectively are set out (sections 11 & 12).

In sections 13 and 14 reference is made to the WASH M&E instruments that are contained in the household survey system (managed by the Central Statistical Agency) and GoE's financial management system (managed by Ministry of Finance and Economic Development).

The detailed description of each instrument includes:

- An overview description and rationale for the instrument
- A protocol or description of process explaining who, how and when the data will be collected and processed.
- A description of the incentives involved for the those collecting and processing the data
- A detailed list of the questions and indicators that make up the instrument along with a justification each.
- An example of the form (currently a draft version) that will be completed by the designated institution.

Section 5 of the manual lists the **15 key WASH performance indicators** that this integrated WASH M&E system is designed to report on showing which instrument or instruments they are drawn from and describing the analytical narrative that is to be presented with each. Annex 1 lists the 150 plus indicators that these 15 high-level indicators are derived from. As indicated in figure 2 each level of government is expected to actively use and analyse the data generated by the WASH M&E instruments. Annex 1 also shows which level government will use, process and analyse each of the indicators.

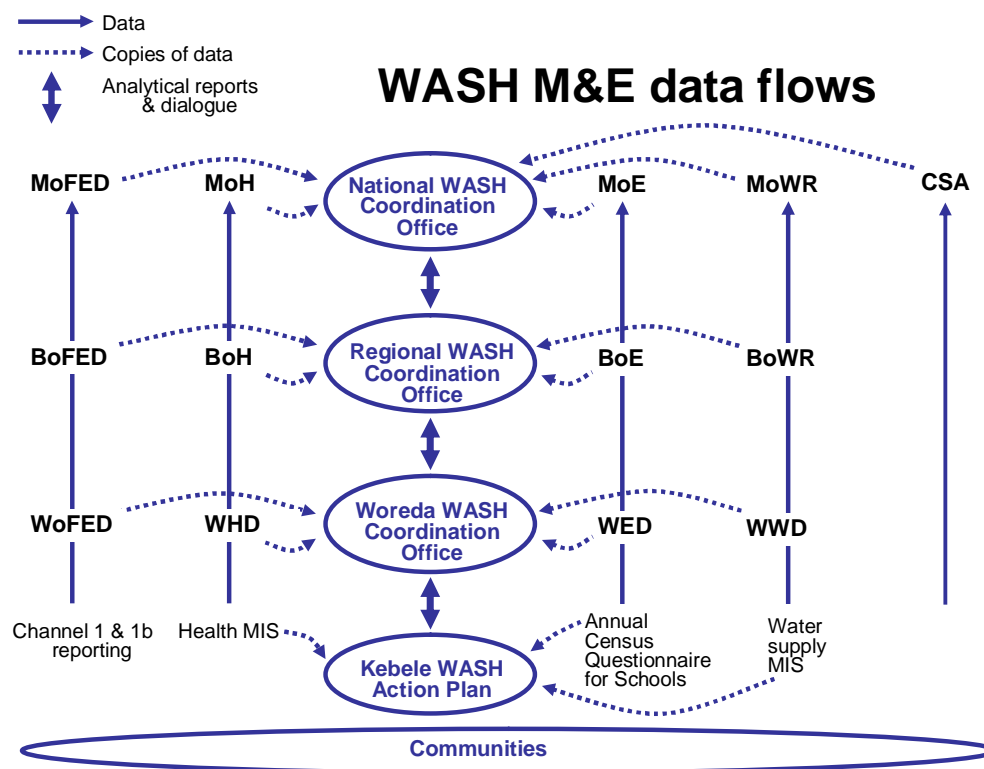


Figure 2. Overview of WASH data flows and data use by different levels of government

Section 6 of the manual describes the annual calendar for the whole WASH M&E system and section 7 outlines the process for designing, testing and rolling out a national WASH M&E system.

4.1. Overview of the water supply MIS

A significant part of this manual is dedicated to describing the instruments, indicators and procedures that underpin the water supply management information system. The background work for the development of the conceptual model and for the development of this manual identified the water supply MIS as a weak component of WASH M&E. This sub-section explains the structure of the water supply M&E instruments that have been developed.

The water supply MIS deals with rural and urban water supply separately. Urban water supply is defined as all water supply managed by legally, proclaimed utilities with autonomous water boards. All other systems are treated as rural. As water schemes migrate from being small town schemes to proclaimed utilities so their monitoring will move from the rural to the urban domain.

Three core processes are monitored (figure 3) for both rural and urban water supply. These are a) the development of new infrastructure b) the location and functional status of existing infrastructure c) the local (kebele) WASH planning process.

The development of new infrastructure includes expansion of existing systems and the rehabilitation of abandoned or non-functioning schemes. Both the progress and handing-over of construction works are monitored. The Construction Progress Reports track milestones (e.g. design, procurement, construction etc.) for each individual construction project making it possible to identify which milestones are slowing progress both at the scheme and at the aggregate level. The Construction Completion Report, in turn, is a detailed description of the scheme design, the build costs and GPS location.

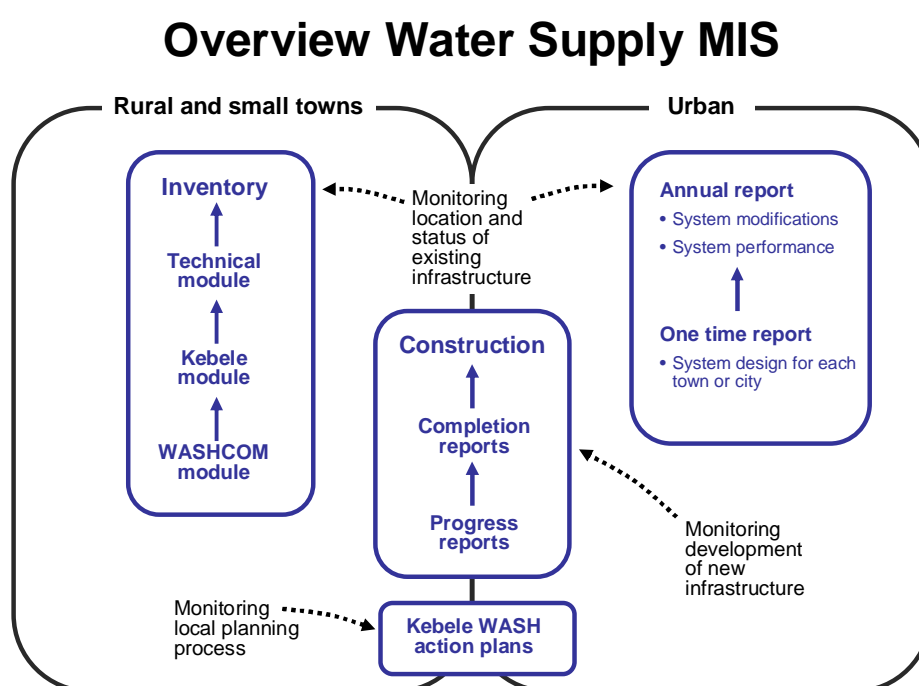


Figure 3. Overview of Water Supply MIS

There are separate and distinct processes for monitoring the location and functioning of rural and urban schemes.

Rural schemes are monitored using a set of three instruments that together build up a national inventory of schemes². An annual WASHCOM module is a self-reporting mechanism for schemes with a WASHCOM, an annual kebele module that is a simple listing of all schemes in the kebele, and a technical module used by woreda, zonal or regional staff to capture detail on each scheme periodically (every 3-5 years).

Data from the PPWSS Construction Completion Report, the annual WASHCOM module and the Technical module will be consolidated by the MIS into one PPWSS record, which will also include the scheme's unique GPS reference.

Urban schemes are monitored through two instruments. A One-Time Report that describes the design of the scheme (in the base year) and an Annual Report that describes both

² The other two rural water supply instruments are for monitoring construction.

improvement to (expansion, rehabilitation etc) and performance of the utility. The majority of the urban performance indicators are drawn from the International Benchmarking Network for Water and Sanitation Utilities (IBNET).

Finally the local planning process is monitored through Kebele WASH Action Plans. The Action Plans have the aim of making a specific link between WASH M&E data at the lowest administrative level to ensure that data is used for local-level planning. A Kebele WASH Action Plan presents local priorities for action enabling better interpretation of the raw WASH M&E data by higher levels of government and utilities.

Table 1. Overview description of WASH M&E instruments and other sources of information.

	No.	Instrument/ source of info	Completed by	Description, issues
Rural Water Supply	RWS-Inv1	Inventory: WASHCOM module	WASHCOM	Each WASHCOM will complete a 1-page questionnaire in the dry season each year as part of their community management responsibilities with assistance from Kebele administration. In the long-term, once the majority of schemes have a WASHCOM, this will be the foundation instrument for the annual national inventory of existing, functioning, and in-use Public Protected Water Supply Schemes (PPWSS) in rural areas and rural towns. Most of the questions focus on water supply (source, type, functionality etc.) but it also has basic questions on sanitation and hygiene to encourage a more complete reflection on WASH at WASHCOM level.
	RWS-Inv2	Inventory: Kebele module	Kebele Administration	Each Kebele administration will compile a summary list of schemes in their area. In the short-term, while WASHCOMs are rolled-out, this summary list will be the main source of water supply data for PPWSS in rural areas and rural towns. Where there is no WASHCOM this summary will be filled in by the kebele administration in a meeting with water scheme users. For schemes with WASHCOMs the Kebele simply copies the scheme's details from the WASHCOM questionnaire into the summary list. The Kebele will pass a copy of this summary to the Woreda and use the data to identify gaps and priorities for the Kebele plan.
	RWS-Inv3	Inventory: Technical module	Woreda with support from Zone & Regional staff	Each woreda will carry out a technical assessment of PPWSS in their areas every 3-5 years. Using the comprehensive kebele inventory to locate schemes. This Technical module administered by Woreda, Zonal and Regional water staff will then be used to verify and gather more detailed parameters on each scheme (GPS cords, water quality, flow, level etc.) This detailed inventory will be used for problem diagnosis and for planning rehabilitation and for tracking changes over time e.g. ground water levels.
	RWS-CPR	Construction Progress Report	Woreda / Kebele	Compiled by woreda water desk staff to track and report on progress of new water scheme construction against the planned schedule. The purpose being to identify common reasons for delay in PPWSS construction so that Kebele / Woreda / Region can address bottlenecks.
	RWS-CCR	Construction Completion Report	Contractor or NGO	A form (and legal requirement) to be filled in by the contractor when handing-over a completed PPWSS describing technical details of scheme. If commissioned by government completion report will be filed at both woreda and regional level. If commissioned by an organisation other than government copies will be sent to woreda and region. Reports will be checked/endorsed by Woreda / Zone / Region staff who will also provide contractor (or contracting organisation) with a unique scheme ID for labelling the scheme.
Urban Water Supply	UWS-OTR	One Time Report	Utility Manager	Each autonomous water utility will complete a one-time base-line report describing the utilities sources, raw water transmission, treatment, clear water transmission and distribution. If the utility also has a sewerage mandate/component they will describe the sewerage network and treatment plant. The report will be submitted and checked by the region with copies to the Federal Ministry.
	UWS-AR	Annual Report	Utility Manager	Each autonomous water utility will submit an annual report detailing financial and performance data for both water supply and sewerage. The report will describe service delivery operation and maintenance as well as investments in rehabilitation and expansion. It will be submitted and checked by the region with copies to the Federal Ministry.
	UWS-CPR	Construction progress report	Contractor	Quarterly progress report of work done by the contractor as reported by the supervising consultant.
	UWS-CCR	Construction completion report	Contractor	Completion report will include details of all construction work including cost and date of completion and date of handing over.

Education MIS	EMIS-ACS	Annual School Census	Head Teacher	This questionnaire is administered by the Federal Ministry of Education to all formally registered primary and secondary schools in Ethiopia whether government owned, private or religious. The questionnaire is sent out annually in September. Schools complete and return the questionnaire to the education desk at woreda level. Results are compiled and analysed by Woreda, Zone and Region levels as well as on a national basis to show ratios of pupils and staff per tap and latrines per pupil. Modified questions are presented in this manual.
Health MIS	HMIS - HHR	Annual Household Register	HEWs	The Health MIS has 103 core indicators compiled from facility-based data, national household surveys and household surveys carried out by Health Extension Workers (HEW). Each HEW reports on latrine and water access in 50 households. Modifications to focus these indicators on the use of latrines and improved water sources are presented in this manual. There are also proposals to ensure that this report is representative and that additional indicators on minimum standards for latrines, safe water management and hand washing practice, be included.
	HMIS-HFI	Annual Health Facilities Inventory	HEWs	The HMIS reports on the status of its health facilities including whether there is piped water at the facility and whether the facility has latrines with access to piped water.
Additional source sources of information				
Kebele	KWASH - AP	Kebele WASH action plan	Kebele Administration	The Kebele administration carry out a WASH situational analysis bringing together data from the RWS inventory or Urban annual report with education and health MIS data to generate a Kebele WASH action plan that will be sent as an input to the woreda or town annual planning process.
Household Surveys	CSA - HHS	Household Survey System	CSA	<p>Eventual Triangulation of WASH data by Region from above sources with related data from the:</p> <ul style="list-style-type: none"> • Demographic & Health Survey • Welfare Monitoring Survey • HH Income and Consumption Survey • Core Welfare Indicator Questionnaire <p>In addition the woredas will be able to triangulate their WASH results with those reported by the Housing and Population Census.</p>
Financial reporting	IBEX	Integrated Budget and Expenditure System	MOFED	WASH expenditure data reported through the GoE general financial management system IBEX will be matched with WASH status and outputs for Region and Woreda to generate sector performance analysis.

5. Key WASH Performance Indicators

This section is a summary of the key performance indicators showing which instrument they are drawn from (often more than one instrument). Each indicator is to be presented with an analytical narrative giving details of trends, presenting the results from the various different instruments and explaining the reasons for disparities in the results from the different instruments or sub-sector monitoring systems.

	Key Performance Indicator	Definition & comment	Source
1.	% of rural and small town population <u>using</u> improved water sources by type	As reported by a) the RWS Inventory and b) by the most recent nationally representative household survey Analytical narrative to show trends, compare the two sets of figures and analyse reasons for disparities. [protected dug well, protected borehole, protected spring, piped, public standpipe, piped water into plot or house]	RWS-Inv CSA-HHS
2.	% of urban population <u>using</u> improved water sources by type	As reported a) from UWS Annual Reports and b) by the most recent nationally representative household survey. Analytical narrative to show trends, compare the two sets of figures and analyse reasons for disparities. [protected dug well, protected borehole, protected spring, piped, public standpipe, piped water into plot or house]	UWS-AR CSA-HHS
3.	Number of <u>un-served</u> rural and small town population to which improved services have been extended in past 12 months	As reported by RWS Construction Completion Reports. Narrative will distinguish between total number of beneficiaries versus the number of previously un-served people who were previously getting their water from un-improved sources.	RWS-CCR
4.	Number of <u>un-served</u> urban population to which improved services have been extended in past 12 months	As reported by UWS Construction Completion Reports. Narrative will distinguish between total number of beneficiaries versus the number of previously un-served people who were previously getting their water from un-improved sources.	UWS-CCR
5.	% of new, expanded or rehabilitated schemes completed according to plan.	Analysis to show extent of delays in works and reasons given for the delays attributing time in days to each reason. Extent of delay [Days] Reason for delay [WASHCOM elected, WASHCOM functioning, Site identified, Community contributions started, Scheme design, Procurement, Construction, Quality assurance, Hand over]	RWS-CPR RWS-CCR UWS-CPR UWS-CCR
6.	% of functional rural PPWSS	Analysis will show % that are: [Functioning, functioning but faulty, not functioning, abandoned (dry)]	RWS – Inv1 RWS – Inv2
7.	No & % of Towns with NRW 20% or greater	Based on IBNET definition and derived from UWS-Annual Report data. Analysis to report range of functionality and trends for all towns. Minimum standard to be specified by MOWR.	UWS-AR
8.	No & % of Towns with supply more than 6 hours for more than 5 days per week	Based on IBNET definition and derived from UWS-Annual Report data. Analysis to report range of functionality and trends for all towns. Minimum standard to be specified by MOWR.	UWS-AR
9.	No & % of Towns that cover operating costs / full cost recovery	Based on IBNET definition and derived from UWS-Annual Report data. Analysis to report range of functionality and trends for all towns.	UWS-AR
10.	No & % of schools with functioning PPWSS and	Derived from the Annual School Census analysis would show service-level disaggregated by gender	EMIS-ACS

	minimum standard latrines		
11.	No & % of health facilities with water and latrines with water	Derived from the HMIS-Health Facilities Inventory. Analysis to show breakdown by water supply and latrine facilities as well as functionality of both.	HMIS-HFI
12.	% of HHs with a functioning latrine meeting minimum standards	As reported by a) the HMIS-Household Register and b) by the most recent nationally represented household survey c) as estimated by RWS-Inv 1 (WASHCOM module) Analytical narrative to show the trends and to compare the three sets of figures and analyses the reasons for disparities. [open defecation, unimproved facility, improved facility, flush toilet]	HMIS-HHR CSA-HHS RWS-Inv 1
13.	% of HHs with a functioning hand washing facility	As reported by a) the HMIS-Household Register and b) by the most recent nationally representative household survey c) as estimated by RWS-Inv 1 (WASHCOM module). Analytical narrative to show the trends and to compare the three sets of figures and analyses the reasons for disparities.	HMIS-HHR CSA-HHS RWS-Inv 1
14.	% of people washing hands after defecation	As reported by a) the HMIS-Household Register and b) by the most recent nationally represented household survey c) as estimated by RWS-Inv 1 (WASHCOM module). Analytical narrative to show the trends and to compare the three sets of figures and analyses the reasons for disparities.	HMIS-HHR CSA-HHS RWS-Inv 1
15.	% of Kebeles with WASH action plans?	Derived from the Kebele module of the RWS Inventory (RWS-Inv2). Analysis to show distribution of Kebeles without WASH Action Plans.	RWS-Inv 2

6. Annual Calendar

MONTH	Main events / data required
July	
Aug	Joint Technical Review 1
Sep	
Oct	Multi Stakeholder Forum
Nov	
Dec	Annual WASH data collection in rural areas, rural towns and all other towns
Jan	
Feb	Joint Technical Review 2 – follow up on recommendations made in JTR 1
Mar	
Apr	Woreda plans prepared and sent to Regions for consolidation into Regional Plans
May	Regions submit plans to Federal Government
June	Parliamentary approval of Regional Plans

7. Next Steps and process for the WASH M&E Manual implementation

The following schedule identifies the next steps and sequence for the WASH M&E and MIS; this anticipates that WASH data would be available for use for planning and reporting within about 18 months of the process being launched.

Rolling-out this comprehensive WASH M&E system across Ethiopia requires the support of all sector actors. One practical way to get it into immediate use is if all stakeholders currently financing and managing projects in Ethiopia immediate apply the M&E system to those projects.

STEP	MONTH											
	S	O	N	D	J	F	M	A	M	J	J	A
1 Federal and Regional review, feedback, revisions and approvals												
2 Rough versions of instruments transformed to 'user-friendly' and ergonomically sound												
3 Translation into Amharic and regional languages												
4 Testing and piloting and revisions to instruments												
5 MIS design, consultation and development												
8 Design of coding and data entry systems from paper forms												
6 MIS piloting, testing & training												
7 MIS maintenance and refinement												
9 Printing of all forms (250,000+forms)												
10 Procurement of GPS equipment												
11 Training of Woreda staff as Trainers, in GPS use,												
12 Training of Kebele staff												
13 Mass Campaign - count our water points to help Ethiopia achieve UAP												
14 Data collection at community level by WASHCOMs, Kebeles, Towns, Cities												
15 Data summary at Kebele & field verification												
16 Manual Data entry at Woreda and Regional levels (with paper trail) and computer analysis												
17 Data analysis / report preparation												
18 Data used for medium-term planning and annual budget preparation at all levels												
19 Costing the implementing of the WASH M&E system*												

* A rough costing the implementation is shown in annex 11

INSTRUMENTS

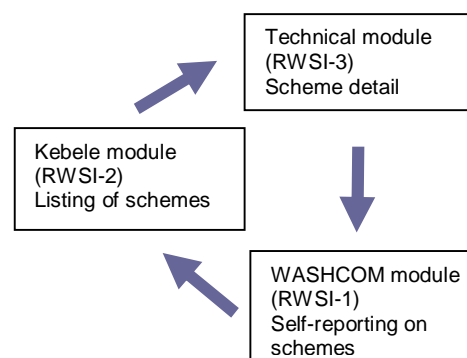
8. Rural Water Supply

The Rural Water Supply Inventory has 3 modules:

1. a WASHCOM module (Inv1),
2. a Kebele module (Inv2) and
3. a Technical module (Inv3).

These three modules work together to gather data on rural and small town water supply schemes.

In the long-term the self-reported WASHCOM module will be summarized in the Kebele module and the Kebele module verified by Woreda, Zonal and Regional water staff in a the Technical module.



In the short term, while WASHCOMs get established across more existing and new schemes, the main source of water supply inventory data will originate from the Kebele administration module (Inv2). This annually administered Kebele module will yield a comprehensive list of all public protected water supply schemes (PPWS) in Ethiopia. The more detailed Technical module (Inv3) will use the comprehensive, and relatively simple, listing of schemes compiled by the Kebele to locate schemes. The Technical module administered by Woreda, Zonal and Regional water staff will then be used to verify and gather more detailed parameters on each scheme.

In the medium-term the self-reporting WASHCOM module would be rolled out. By 2012 the Kebele's role would fall back to summarizing the WASHCOM reported data and passing it on to the Woreda level. The role of the technical module would then focus on verifying the WASHCOM self-reported data.

Table: Overview of how RWS Inventory modules will be rolled out and applied

Year	2008	2009	2010	2011	2012	2013	2014	2015
WASHCOM module		Training	Self reporting	Self reporting	Self reporting	Self reporting	Self reporting	Self reporting
Kebele module	Training	Listing schemes	Listing schemes	Listing schemes	Summarize WASHCOM reports	Summarize WASHCOM reports	Summarize WASHCOM reports	Summarize WASHCOM reports
Technical module	Training	Verify & add tech detail			Verify & add tech detail			Verify & add tech detail

In addition to the RWS inventory instruments there are two RWS instruments to monitor the progress and handing-over of construction works. The Construction Progress Report tracks milestones (e.g. design, procurement, construction etc.) for each individual construction project making it possible to identify which milestones are slowing progress both locally and nationally. The Construction Completion Report, in turn, is a detailed description of the system along with build costs and GPS location in order that data on new schemes can be added to the RWS inventory as they are built.

8.1. Rural Water Supply Inventory 1: WASHCOM module

Instrument name	RURAL WATER SUPPLY INVENTORY 1: WASHCOM module
Instrument description (rationale)	<p>This is an annual report done by a WASHCOM describing the status of public protected water supply scheme (PWS). It will supply basic information on the existence and functionality of the scheme to water sector planners and policy makers annually.</p> <p>The data will be used for sub-national decision-making on resource allocation (especially from regions to Woredas). Other uses of the data include: investment tracking, O&M monitoring, assessing scale of community management.</p> <p>It will be completed by the WASHCOM (or other such water management units) in the dry season each year as part of their community management responsibilities with assistance from Kebele staff.</p> <p>It comprises a short number of non-technical questions mainly about the water scheme but also on sanitation and hygiene in order to encourage self-reflection and learning at the WASHCOM level.</p>
Process	<ol style="list-style-type: none"> 1. Completed by WASHCOM in dry season each year [Dec] 2. Where no WASHCOM exists the Kebele administration completes RWSI-2 in place of this module. 3. Four (4) copies made for WASHCOM, Kebele, Woreda and Region 4. WASHCOM pass 3 copies of the completed form onto the Kebele administration. 5. Kebele makes a paper summary of all WASHCOM reports in the RWSI1 & RWSI-2 modules and identifies Kebele gaps and priorities for infrastructure or capacity. [Jan] 6. Woreda consolidates all Kebele paper reports onto computer and does Woreda analysis including relationship between inputs and output results [Jan] 7. Woreda enters these data on the PPWSS record in the WASH MIS 8. Region consolidates all Woreda reports and does regional analysis. [Feb] 9. Region forwards core data to Federal level to produce current national profile [Mar] 10. Inventory used for annual planning [Mar] and for the Joint Technical Review [May] 11. Woreda water desk officer visits non-functioning schemes [May]
Incentives	To encourage WASHCOMs to complete this each year the Harmonisation & Programme Implementation Manual (HPIM) should specify that Woreda water officer will visit all non-functioning schemes to do a technical report on the problem and to facilitate its resolution.
Pastoralists	The instrument can be used for pastoralist communities during those periods when they are settled. During nomadic periods, their options for water choice, sanitation and hygiene are highly restricted.

Indicator/question	Justification for and description of indicator + [Choice options]
GENERAL	
Name of kebele	
Name of settlement	
WATER SCHEME	
Type of source	Mapping of the sources enables analysis of the links between water supply and water resources as well as analysis of functionality against source type. [Spring, Hand-dug well, Rain water harvesting, Borehole³, Surface source intake with treatment (River, Dam)]
Extraction system used	Enables analysis of reliability of technologies and spare parts requirements across regions [Hand pump⁴, Windmill, Solar, Electrical⁵, Diesel, Treadle pump, Rope pump, Windlass]

³ Includes tube wells, jetted wells etc.

⁴ Can be subdivided into common types of pump e.g. Afridev, India Mark 2, India Mark 3, Nira etc.

No. of public water points in scheme	Describes the level of service provided by the scheme. When cross-referenced with population data from a census enables analysis of water points per thousand people. A point source is a single point. Boreholes with distribution networks or gravity schemes (A Rural Pipe System RPS) will have many points.
No. of HH connections	Includes connections into household and yard connections into plot. Enables the growth of HH connections to be monitored
Proportion of users of scheme in dry/wet season	As estimated by WASHCOM is a measure of actual use rather than an engineering estimate of coverage. Usage in dry season is a measure of sustainable provision; wet season usage is a measure of users preference for a safe source when unprotected sources are available. [a quarter, half, three quarters, all]
Proportion of people using scheme in settlement	Total number of users divided by total number of people in settlement as estimated by WASHCOM. [a quarter, half, three quarters, all]
What is the main reason people do not use this scheme?	Encourage analysis of why people do not use public protected water supply. [Location, cost of water, water quality, water quantity, excluded by WASHCOM]
Year of construction	This is the year that the water point or scheme was handed over to the community or the first day of use. Enables analysis of functionality by age of water point. Particularly useful is functionality by extraction system (pump type) in order to identify reliability of technology options and gaps in the spares chain.
Hand pump flow in litres / min	Based on time to fill 20 / 25 l jerry can at 1 stroke per second. Identifies changes in water resources and/or faults in technology. A simple test to help the community be aware of changes in its water scheme.
Current Status of scheme	Required to analyse reasons for non-functionality. [Functioning, functioning but faulty, not functioning, abandoned (dry)]
Main hardware problem	Used to identify what back-up or rehabilitation is required for work-planning at Kebele and regional levels. [Source damaged, pump broken, pump stolen, storage tank out of use, pipe broken, under construction.]
Is there a community water management committee (WASHCOM) for the scheme?	A measure of whether the policy of community water scheme management is in place. [Yes / No]
No. of meetings in past 12 months	Gauges if there is management activity.
Total number of WASHCOM members	Gauges if there is management activity and is required to calculate the proportion of active and long-term members
No of active members in management group (people who come to half or more of all meetings in past 12 months)	Gauges if WASHCOM has adequate participation.
No of active members who have been member for more than 12 months	Gauges if excessive turnover and elections are a problem.
No. of women in Management Group	Basic indicator of gender balance in management committee.
Women in leadership role	Measure of women in leadership role. [Woman chair, woman treasurer, woman secretary]
Tariff	Amount per HH per month / per container / other. Measure of the relative cost of water. Gauge of whether scheme is actively managed.
Main Source of spare parts	Assesses the existence and reach of spare parts chain in the country. [Woreda administration store, retail shop in kebele, woreda, region, Addis]
SANITATION	
Proportion of HHs with	WASHCOM estimate to triangulate data from HEWs. A minimum latrine

⁵ Can be subdivided into common combinations of pump and engine e.g. electrical with Mono, Cemo, Climax, KSB etc. The same applied to diesel driven pumping systems.

minimum latrines or better	should have a cover over the hole, is washable, a latrine house and provides privacy. [a quarter, half, three quarters, all]
Proportion of people practicing open defecation.	WASHCOM estimate. Open defecation encourages the transmission of disease from faeces by flies to food. An important WASH message is that people should not defecate in the open in communities and should bury their faeces when farming [a quarter, half, three quarters, all]
No. Of people using a latrine	WASHCOM estimate. An early step on the sanitation ladder is to use any latrine. [a quarter, half, three quarters, all]
HYGIENE	
Proportion of HHs with hand washing facilities near to latrine	WASHCOM estimate. A minimum latrine should also have Hand Washing Facility (HWF) within 3 m of the latrine. This allows people to conveniently wash their hands after defecation and break the transmission of disease from their fingers to their food. [a quarter, half, three quarters, all]
Proportion of people practicing hand washing after defecation	WASHCOM estimate. Hand washing after defecation or handling children's faeces is a very important public health measure. After defecation [a quarter, half, three quarters, all] After children's defecation [a quarter, half, three quarters, all]
<i>Additional information to be collected in future</i>	
WATER	
Sustainability snapshot	In order to highlight key issues that may be undermining sustainability across a region, district or country the sustainability snapshot gets WASHCOMs to answer 3 simple questions about the sustainability of their scheme. Does the WASHCOM have funds for [all repairs, minor repairs, no repairs]? Does the WASHCOM have access to skills for [all repairs, minor repairs, no repairs]? Can the WASHCOM get spares for [all repairs, minor repairs, no repairs]?
Hours of operation each day	Many water points are locked for a few hours every day, thus reducing usage. WASHCOMs need to monitor this issue to make sure that users are not suffering from these closures.
Days of operation each week	Some water points may be closed on special days. Again WASHCOMs need to ensure that all users agree with this and are not suffering.
Proportion of people using more than 1 jerry can of water per day?	Government standards are for 15 l / per person per day in rural areas. What proportion of water users is drawing this amount on average? [a quarter, half, three quarters, all]
No. of times source disinfected in the past 12 months	Government standards are that disinfection should happen every 2 months as a useful way of keeping the water safe to drink. Is this being done or do additional resources need to be provided?
WASHCOM funds balance	Is an indicator of capacity of solving mechanical problems
WASHCOM funds location	Stored at bank account / treasurer's home / Kebele office / credit association/ other
Has the tariff changed in the past 12 months?	Increased / remained constant / decreased
When did the water point / scheme last break down?	An indicator of the sustainability of schemes.
How many days did it take before the water point / scheme was operational again?	An indicator of the capacity of local management systems to respond to problems, of the supply chain of spare parts of the availability of technical assistance etc.
Three most important issues discussed by management group in past 12 months	Open question to monitor WASHCOM discourse.

DRAFT SAMPLE FORM

Rural Water Supply Inventory 1: WASHCOM module

In Amharic, Tigray, etc

For each Existing scheme

1. Name of Kebele
2. Name of settlement
3. Total population & HH of community: no. of people..... no of HHs

Water

4. Name of water scheme and Local identification.....
5. Type of source:
6. Means of delivering water:
7. No. of public water points:
8. No. of HH connections:
9. Total number of users/HH of scheme in dry season
10. Year of construction
11. HP flow in litres / min (based on time to fill 20 / 25 l jerry can at 1 stroke per second)
12. Working status of scheme – working as designed / working but requires minor attention / working but requires major attention / not working / abandoned
13. Is there a water scheme management group? Yes / no
14. Management Group trained ? yes no
15. No. of meetings in past 12 months
16. No. of women in Management Group
17. Tariff amountper HH per month / per container / other
18. Main Source of spare parts – Woreda / retail shop / other

Sanitation

1. Total number of HHs with minimum latrines or better
2. WASH committee estimate of no. of HHs / people practicing open defecation.
3. WASH committee estimate of no. of HHs / people using a latrine

Hygiene

1. WASHCOM estimate of no. of HHs with hand washing facilities near to latrine
2. WASHCOM estimate of no. of people practicing hand washing after defecation and handling children's faeces

Phase 2 for each Existing scheme (after WASHCOM has successfully completed phase 1)

water

1. Hours of operation each day
2. Days of operation each week
3. Estimated average per capita daily consumption
4. No. of times source disinfected in the past 12 months
5. Three most important issues discussed by management group in past 12 months
6. When did the water point / scheme last break down?
7. How many days did it take before the water point / scheme was operational again?
8. WASHCOM funds balance
9. WASHCOM funds stored at bank account / treasurer's home / Kabele office / credit association/ other
10. No of HHs with own water supply – no. unprotected and no. up-graded

COMPLETED BY 1. 2. 3. 4. 5. DATE

8.2. Rural Water Supply Inventory 2: Kebele module

Instrument name	RURAL WATER SUPPLY INVENTORY 2: Kebele module
Instrument description (rationale)	<p>This is an annual listing of public protected water supply schemes (PPWS) carried out by the Kebele administration in the dry season each year.</p> <p>It captures the basic characteristics of each scheme including: location, type and functionality of the scheme for water sector planners and policy makers.</p> <p>The data will be used by kebele, weoreda and regional staff to locate schemes when carrying out the more detailed technical inventory. In the short-term the lists are the basis for sub-national decision-making on resource allocation (especially from regions to districts). Other uses of the data include: investment tracking, O&M monitoring, assessing scale of community management.</p>
Process	<ol style="list-style-type: none"> 1. Kebele administration makes a paper summary of all annual WASHCOM module reports 2. Kebele compiles list of scheme characteristics for schemes without WASHCOMs and adds these to the paper summary 3. Kebele passes 2 copies of this inventory to the Woreda water desk along with 2 copies of each WASHCOM report. 4. Kebele uses its summary to identify infrastructure or capacity gaps and priorities. 5. Woreda consolidates all Kebele paper summary reports onto computer 6. Woreda carry out analysis including relationship between inputs and output results 7. Woreda identifies non-functioning schemes, kebeles of 'greatest need' and unit costs for construction carried out 8. Woreda passes both electronic and paper copies of WASHCOM and Kebele reports to regions 9. Region consolidates all Woreda reports and does regional analysis. 10. Region scans all Kebele paper reports electronically to create regional PPWSS database. 11. Regional analysis of PPWSS functionality, distribution, unit costs etc. 12. Region forwards core data to Federal level to produce current national profile in time for annual reports required for JTR 1 each August
Incentives	A major responsibility for Kebeles is to support communities and households to obtain adequate amounts of safe water and maintain these water supplies. The annual inventory and status update is an important tool to help the Kebele monitor water conditions.

DRAFT SAMPLE FORM

Rural Water Supply Inventory 2: Kebele module

Indicator/question	Scheme 1	Scheme 2	Scheme 3	Scheme 4	Scheme 5	Scheme 6	Scheme 7	Scheme 8	Scheme 9	Scheme 10	Scheme 11	Scheme 12	Scheme 13	Scheme 14	Scheme 15
WATER SCHEME NAME															
Type of source															
Extraction system used															
No. of public water points in scheme															
Total population of settlement															
Total HHs in settlement															
No. of HH connections															
proportion usage of scheme in dry season															
proportion usage of scheme in wet season															
proportion total usage of scheme															
Main reason for non-usage															
Year constructed															
HP flow (litres / min)															
Functioning status															
Main hardware problem															
Is there a Water Scheme Management Group?															
No of meetings in past 12 months															
Total number of WASHCOM members															
Total number of active WASHCOM members															
Total number of active members that have been a member for more than															

12 months															
No of women in WASHCOM?															
No. of women in leadership role															
Tariff (amount / month / container / other															
main source of spare parts															
SANITATION															
proportion of HHs with minimum latrine or better															
Proportion of people practicing open defecation															
No. of people using any latrine															
HYGIENE															
Proportion of HHs with hand washing facilities within 3 m of latrine															
Proportion of people washing hands after defecation															
Proportion of people washing hands after handling children's faeces															
PHASE 2															
Does the WASHCOM have funds for [all repairs, minor repairs, no repairs]?															
Does the WASHCOM have access to skills for [all repairs, minor repairs, no repairs]?															
Can the WASHCOM get spares for [all repairs, minor repairs, no repairs]?															
Hours of operation each day															
Days of operation each week															
Proportion of people using one or more jerry can of water per day															
No of times disinfected in last 12 months															
WASHCOM funds balance															
WASHCOM funds location															
Has tariff increased / stayed constant / decreased in past 12 months															
Last breakdown – month and year															

Days for scheme to become operational after breakdown															
Three most important issues discussed by management group in past 12 months:3															
Does the Kebele have a WASH Action Plan? [Yes, No] If yes, the Kebele WASH Action Plan is attached to this form.															

8.3. Rural Water Supply Inventory 3: Technical module

Instrument name	RURAL WATER SUPPLY INVENTORY 3: Technical module
Instrument description	<p>TECHNICAL ASSESSMENT OF PPWSS FOR RURAL AREAS & RURAL TOWNS</p> <p>This assessment collects and updates technical information on the performance of each PPWSS including any Public Tap Stands (PTS).</p> <p>The purpose of this assessment is:</p> <ol style="list-style-type: none"> 1. To assess the technical performance of the water source and scheme, 2. To confirm, and if necessary, correct data collected by the WASHCOM in module 1 3. To support the water management group to improve the performance and sanitary condition of the PPWSS, 4. To identify any changes over time. <p>This assessment is carried out by the Woreda WASH Coordination Team (WWCT) every 2 or 3 years preferably in the dry season.</p> <p>Equipment required: GPS, turbidity tube, WQ Test Kit, pump repair tools</p>
Process	<p>The WWCT will coordinate their visit with the Kebele who should accompany them to the PPWSS.</p> <p>At the PPWSS the team will</p> <ol style="list-style-type: none"> 1. Bring the Woreda file for this PPWSS with previous completed inventory forms and other information 2. Meet with the Water Management Group and discuss the performance of the scheme. 3. Review the most recent inventory data in the file and confirm these data – usage, tariff, etc 4. Record or confirm the GPS coordinates. 5. Assess water quality (see Annex 8 6. Assess the sanitary condition of the site (see Annex)7 7. Measure pump flow (litres / minute) – pumping at 60 strokes per minute if a HandPump, 8. Assess the condition of the pump, noting any repairs or adjustments that they have to make 9. Discuss with the water WASHCOM any needs they have for skills, tools, support, etc 10. Complete the technical assessment report, with their names and the date 11. Leave a copy of their report with the WASHCOM 12. Leave a copy with the Kebele and ensure it is filed with other records from this PPWSS 13. Take a copy to the Woreda and ensure it is filed with other records from this PPWSS 14. Woreda enters these data on the PPWSS record in the WASH MIS
Incentives	A major responsibility for Kebeles is to support communities and households to obtain adequate amounts of safe water and maintain these water supplies. The annual inventory and status update is an important tool to help the Kebele monitor water conditions.

Indicator/question	Justification for and description of indicator + [Choice options]
GENERAL	
Name of Kebele	
Name of settlement	
GPS coordinates	Record the GPS location in decimal degrees latitude and longitude
WATER SCHEME	
Type of source	Mapping of the sources enables analysis of the links between water supply and water resources as well as analysis of functionality against source type.

	[Spring, Hand-dug well, Rain water harvesting, Borehole⁶, Surface source intake with treatment (River, Dam)]
Extraction system used	Enables analysis of reliability of technologies and spare parts requirements across regions [Hand pump⁷, Windmill, Solar, Electrical⁸, Diesel, Treadle pump, Rope pump, Windlass]
No. of public water points in scheme	Describes the level of service provided by the scheme. When cross-referenced with population data from a census enables analysis of water points per thousand people. A point source is a single point. Boreholes with distribution networks or gravity schemes (A Rural Pipe System RPS) will have many points.
No. of HH connections	Includes connections into household and yard connections into plot. Enables the growth of HH connections to be monitored
Proportion of users of scheme in dry/wet season	As estimated by WASHCOM is a measure of actual use rather than an engineering estimate of coverage. Usage in dry season is a measure of sustainable provision; wet season usage is a measure of users preference for a safe source when unprotected sources are available. [a quarter, half, three quarters, all]
Proportion of people using scheme in settlement	Total number of users divided by total number of people in settlement as estimated by WASHCOM. [a quarter, half, three quarters, all]
What is the main reason people do not use this scheme?	Encourage analysis of why people do not use public protected water supply. [Location, cost of water, water quality, water quantity, excluded by WASHCOM]
Year of construction	This is the year that the water point or scheme was handed over to the community or the first day of use. Enables analysis of functionality by age of water point. Particularly useful is functionality by extraction system (pump type) in order to identify reliability of technology options and gaps in the spares chain. [Year]
Current Status of scheme	Required to analyse reasons for non-functionality. [Functioning, functioning but faulty, not functioning, abandoned (dry)]
Main hardware problem	Used to identify what back-up or rehabilitation is required for work-planning at Kebele and regional levels. [Source damaged, pump broken, pump stolen, storage tank out of use, pipe broken, under construction.] Kebele
Depth of well	Collected during scheme repairs
Static water level	Collected during scheme repairs
Dynamic water level	Collected during scheme repairs
Source yield	Collected during scheme repairs
Main community management problem	Used to identify problems with water management committee, caretaker, etc and if intervention by Kebele is required.
Training needs of WASHCOM	
PUBLIC TAP STANDS	For each public tap-stand in a scheme the following information will be collected:
GPS coordinates	Record the GPS location in decimal degrees latitude and longitude
Functionality	[Functioning, functioning but faulty, not functioning, abandoned (dry)]
Sanitary assessment	Annex 7
Water quality assessment	Annex 8
HP flow in litres / min	Based on time to fill 20 / 25 l jerry can at 1 stroke per second. Identifies changes in water resources and/or faults in technology. A simple test to help the community be aware of changes in its water scheme.

⁶ Includes tube wells, jetted wells etc.

⁷ Can be subdivided into common types of pump e.g. Afridev, India Mark 2, India Mark 3, Nira etc.

⁸ Can be subdivided into common combinations of pump and engine e.g. electrical with Mono, Cemo, Climax, KSB etc. The same applied to diesel driven pumping systems.

DRAFT SAMPLE FORM

Rural Water Supply Inventory 3: Technical module

1. Name of Kebele
2. Name of settlement / locality / mender
3. Name of water scheme and Local identification.....
4. Type of source
5. No. of water points
6. GPS coordinates
7. Water quality
8. Assessment of sanitary condition of site
9. Pump type
10. Pump flow (litres per minute at 60 strokes per minute)
11. Pump functioning – good – as installed
required attention – repairs or adjustments made
12. Training or other needs identified for the WASHCOM

ASSESSMENT OF PUBLIC TAP STANDS (PTS)

13. Name of settlement / locality
14. Name of PTS and Local identification.....
15. GPS coordinates
16. Water quality
17. Assessment of sanitary condition of site
18. Flow (litres per minute)
19. Tap functioning – good – as installed
required attention – repairs or adjustments made
20. Training or other needs identified for the WASHCOM

USING ANY REPAIR TO COLLECT ADDITIONAL DATA ON THE PPWSS

If the PPWSS has to be repaired there may be an opportunity update or collect further information especially for boreholes. These are included in questions 21 to 24 below. These data should also be entered on the PPWSS summary and stored with the WASHCOM and Kebele.

ADDITIONAL DATA COLLECTED DURING SCHEME REPAIRS

21. Static water level
22. Dynamic water level
23. Depth of well
24. Source yield

8.4. Rural Water Supply Construction Progress Report

Instrument name	RURAL WATER SUPPLY CONSTRUCTION PROGRESS REPORT (For rural and rural town schemes)
Instrument description	This Progress Report provides information on the progress of PWS schemes under construction; it is completed at the end of every quarter The purpose of this assessment is to : (i) report on actual progress compared with the planned schedule (ii) identify bottlenecks so that the Kebele or Woreda may consider what action, if any, they might take (iii) approve release of advances to the Contractor for the next phase . This report is prepared by the Woreda water desk and WASHCOM.
Process	The Kebele administration will meet with the contractor and WASHCOM at the site location and: (i) review progress in the last quarter and since commencement (ii) provide an opportunity for the WASHCOM to give their opinions about the contractor , the quality of the work, compliance with the schedule etc (iii) Provide an opportunity for the contractor to discuss any delays, the community's support to the project and how else they could assist; (iv) complete the Construction Progress Report, with their names and the date (v) leave a copy of their report with the WASHCOM and ask them to store it with care (vi) file a copy at the Kebele Administration and ensure it is filed with other records from this PPWSS (vii) send a copy to the Woreda and ensure it is filed with other records from this PPWSS (viii) enter these data on the PPWSS record in the WASH MIS
Incentives	The ambitious targets of UAP require accurate and timely feedback from the field on the progress in the construction of new schemes. This report provides a regular opportunity for progress to be monitored and bottlenecks addressed.

Indicator/question	Justification for and description of indicator + [Choice options]
GENERAL	
Name of Kebele	
Name of settlement	
GPS coordinates	Record the GPS location in decimal degrees latitude and longitude
WATER SCHEME	
Type of source	Mapping of the sources enables analysis of the links between water supply and water resources as well as analysis of functionality against source type. [Spring, Hand-dug well, Rain water harvesting, Borehole⁹, Surface source intake with treatment (River, Dam)]
Extraction system used	Enables analysis of reliability of technologies and spare parts requirements across regions [Hand pump¹⁰, Windmill, Solar, Electrical¹¹, Diesel, Treadle pump, Rope pump, Windlass]
No. of public water points in scheme	Describes the level of service provided by the scheme. When cross-referenced with population data from a census enables analysis of water points per thousand people.

⁹ Includes tube wells, jetted wells etc.

¹⁰ Can be subdivided into common types of pump e.g. Afridev, India Mark 2, India Mark 3, Nira etc.

¹¹ Can be subdivided into common combinations of pump and engine e.g. electrical with Mono, Cemo, Climax, KSB etc. The same applied to diesel driven pumping systems.

	A point source is a single point. Boreholes with distribution networks or gravity schemes (A Rural Pipe System RPS) will have many points.
No. of HH connections	Includes connections into household and yard connections into plot. Enables the growth of HH connections to be monitored
Planned cost of works	Reported on commissioning of works [Birr]
Cost of works at completion	Reported on completion of works [Birr]
Cost variance	Reported on completion of works [Birr]
Community contribution	Analysis of community contribution by the following categories Financial [Birr] In-kind [Birr] Labour[Birr] Other [Birr]
Milestones	Milestones used to analyse delays in construction process reported in days: WASHCOM elected [Days] WASHCOM functioning [Days] Site identified [Days] Community contributions started [Days] Scheme design [Days] Procurement [Days] Construction [Days] Quality assurance [Days] Hand over [Days]
Date of expected completion	Reported on commissioning of works [Date]
Date of completion	Reported on completion of works [Date]
Reasons for delay	Chose main reason: [Slow release of funds Community disagreements Technical difficulties Equipment breakdown Difficult to locate water Contractor absent Other]
Estimated total number of scheme users previously using an un-improved water source	This indicator should be reported at the beginning of the works and on completion of the works drawn from the RWS-Construction Completion Report.

DRAFT SAMPLE FORM

Rural Water Supply Construction Progress Report

(For rural and rural town schemes)

1. Name / location / mender of water scheme
2. Type of source: DBH / SBH / HDW / Spring / pond / cistern / other
3. Planned cost of works
4. PPWSS unique identification code & GPS location
5. Community contribution to cost
 - a. Financial
 - b. In-kind
 - c. Labour
 - d. Other
6. Milestone Dates planned & completed

Milestones	Date planned /	Date completed
WASHCOM elected		
WASHCOM functioning		
Site identified		
Community contributions started		
Scheme design		
Procurement		
Construction		
Quality assurance		
Hand over		
Other		
Other		
Other		

7. Reasons for any delays [Categories TBD]

names				
signed				
date				

8.5. Rural Water Supply Construction Completion Report

Instrument name	RURAL WATER SUPPLY CONSTRUCTION COMPLETION REPORT
Instrument description	<p>This completion report provides complete technical details of scheme including unique scheme ID that is embedded or carved in the platform.</p> <p>The technical details include for each of the system components:</p> <ul style="list-style-type: none"> ○ Name of component (distribution network, intake structure, reservoir, etc) ○ Type ○ Location (GPS reading) ○ Cost of construction ○ Completion date of construction ○ Material of construction ○ Description of component including where appropriate size (length, width, depth, diameter) and capacity or volume ○ Date of commissioning <p>This form is an annex to the contract between the Woreda, the WASHCOM and the Contractor.</p> <p>It is Filled in by contractor after the scheme is finished and endorsed by CFTs / Kebele / Woreda / Zone / Region staff as complete and accurate.</p> <p>4 copies are made – One each for WASHCOM, for Kebele, for Woreda and one for Zone or Region.</p> <p>At the Kebele this is stored in the file for this PPWSS where previous progress reports are kept and where future rural inventory information will also be stored.</p>
Process	<p>The Kebele administration and Woreda WASH team will meet with the contractor and WASHCOM at the site location and:</p> <ul style="list-style-type: none"> • Review scheme status and compare it with specifications in the construction contract • Provide an opportunity for the WASHCOM to give their opinions about the contractor , the quality of the work, compliance with the schedule etc • Provide an opportunity for the contractor to discuss any delays and deviations from the contract • Estimate 1. The total number of users that this scheme will serve; and 2. • The number of these that were previously unserved by a PPWSS (i.e. this category will be the data to be included in KPI no. 3) • Sign the scheme construction form with their names and the date • Leave a copy of their report with the WASHCOM and ask them to store it with care • File a copy at the Kebele Administration and ensure it is filed with other records from this PPWSS • File a copy to the Woreda and ensure it is filed with other records from this PPWSS • Woreda completes the final progress report (RWS-CPR) and completes a new RWSInv-1 and RWSInv-3 so creating a new record in the WASH MIS
Incentives	<p>This form is a trigger for the release of contract funds and also provides a technical baseline for the scheme against which future performance will be measured.</p>

DRAFT SAMPLE FORM

Rural Water Supply Construction Completion Report

(For rural and rural town schemes)

Completion Report

Hand Dug Wells

Site Details

Community _____ Woreda _____ Kebele _____

Location (Longitude & Latitude in decimal degrees): _____

Estimated total number of users of the scheme :

Estimated total number of scheme users who were previously using an un-improved water source :

Date of Mobilisation: _____ Demobilisation _____

Overall Situation at the site:

Internal diameter of well _____ metres and _____ metres

Lining type _____

Total Well depth _____ metres

Depth to Static Water Table _____ metres

Soil/rock formation in the well

From _____ to _____ metres, type of soil/rock is _____

From _____ to _____ metres, type of soil/rock is _____

From _____ to _____ metres, type of soil/rock is _____

From _____ to _____ metres, type of soil/rock is _____

From _____ to _____ metres, type of soil/rock is _____

Lining Type:

Handpump fitted: Yes/No If Yes then type: _____

Fenced: Yes/No

Water Quality (Usually since water quality test is conducted, better to use that)

Visual inspection (circle one) clean OK turbid

Smell (circle one) none OK bad

Taste good OK bad

Chlorinated Yes/No

Water Quantity

Static Depth _____ metres

Yield _____ litres/minute

Spring Development

Site Details

Community _____ Woreda _____ Kebele _____

Date of Mobilisation: _____ **Demobilisation** _____

Location: (GPS reading) _____

Estimated total number of users of the scheme :

Estimated total number of scheme users who were previously using an un-improved water source :

Overall Situation at the site:

Description & Number of spring eyes:

Dimensions of spring box: _____ x _____ x _____

Dimension of storage tank: _____ x _____ x _____

Fenced: Yes/No

Water Quality (Quality analysis result)

Visual inspection (circle one) clean OK turbid

Smell (circle one) none OK bad

Taste good OK bad

Chlorinated Yes/No

Water Quantity

Yield _____ litres/minute

Materials used

No	Type	Unit	Community Contribution	Purchased	Total
1	Sand	m ³			
2	Stone	m ³			
3	Gravel	m ³			
4	Wooden poles	Pcs/m			
5	Cement	bags			
6	Reinforcement bars	Kg			
7	Timber (specify size)	m ³ /pcs			
8	Nails (specify size)	kg			
9	Pipes (specify size)	Pcs/m			
10	Fittings (specify size)	pcs			
11	Pumps (specify type)	pcs			
12	Others				

Labour used

No	Name	Type of skill/unskilled	# days worked	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Total number of person-days contributed by the community

Total number of paid person-days

Total cost of works

Please attach a laminated as-built drawing of the water point

Contractor's name _____

Signature _____

9. Urban Water Supply Reports

Existing urban schemes are monitored through two instruments. A One-Time Report that describes the design of the scheme (in the base year) and an Annual Report that describes both improvement to (expansion, rehabilitation etc) and performance of the utility. The majority of the urban performance indicators are drawn from the International Benchmarking Network for Water and Sanitation Utilities (IBNET).

In addition to these utility reports there are two UWS instruments to monitor the progress and handing-over of construction works. The Construction Progress Report tracks milestones (e.g. design, procurement, construction etc.) for each individual construction project making it possible to identify which milestones are slowing progress both locally and nationally. The Construction Completion Report, in turn, is a detailed description of the construction works, designs, build costs, and GPS mapping of facilities and networks.

9.1. Urban Water Supply One Time Report

Instrument name	URBAN WATER SUPPLY ONE TIME REPORT (for town and city water supply schemes and liquid waste management systems for towns/cities)
Instrument description	<p>The assessment collects and updates detailed information on scheme type and capacity (source abstraction, water production, pumping stations, reservoirs, transmission, distribution etc.); cost and year of development.</p> <p>The purpose of the assessment is:</p> <ul style="list-style-type: none"> (i) To assess technical performance of water source and scheme, (ii) To support the Water Board in planning and decision making processes (iii) To identify governance and management issues such as Board elections, meetings with the community, how tariff changes are made, audits etc (iv) To capture all changes made over time <p>The assessment is done by the regional/urban technical team from the respective regional water bureau with Utility staff.</p> <p>Technical assessment of water supply scheme and of liquid waste management system is done once and updated whenever any improvements or changes are made in the systems. For any new schemes that will be developed in future a format with all the changes will be filled prior to completion.</p> <p>On top of verification of the assessment done annually by the external auditor, technical reassessment will be done every 4 to 5 years preferably during the dry season.</p>
Process	<p>The regional/ urban technical team from the water bureau coordinates their visit with the town/city WASH team who should accompany them to the utility.</p> <p>The team will:</p> <ul style="list-style-type: none"> (i) Bring utility file from previous inventory and any project completion report or other study reports on the water supply and liquid waste management system. (ii) Meet with the town/city water board to discuss the performance of system(s). (iii) Review the most recent and other completed forms in the file and confirm data (iv) Assesses water quality and quantity produced versus design (v) Assess on the condition of each part of the system(s) noting any repairs or adjustments that has to be made, (vi) Discuss with the town/city water board regarding any needs they have for technical and managerial support (vii) Complete the One-Time (UWS-OTR) and Annual Reports (UWS-AR). <p>These is no specific format for this form. It is a narrative report based on the indicators in the tables below.</p>

	<p>(viii) Enter their names and date on both reports</p> <p>(ix) Take a copy of both to the town/city administration and ensure they are filed with other records from the utility.</p> <p>(x) Made 5 copies and distribute one each to the utility, town or city water board, Region, and federal. One copy to remain with municipality to help ensure easy local retrieval in the future as well as sense of ownership and responsibility.</p> <p>(xi) Enter the data on the utility summary in the WASH MIS.</p>
Incentives	The provision of Adequate basic services for the rapidly increasing urban population requires a rational and evidence – based approach to design and equipment choice. This form provides key information that allows Regions and the Federal Bureaux to compile an overall picture and to determine policy on technology, equipment and problem avoidance.

Indicator/question	Justification for and description of indicator + [Choice options]
GENERAL	
Utility name ¹²	Full name of utility. Please provide: Long name – up to 50 characters Short name – up to 20 characters
Region	State region within country
City	State city or town on which utility services are centred
Contact Name, Address, Tel. #, Fax #, e-mail	Full contact details to allow communication with the manager and peer utilities
Types of services provided	Provides water service? [Yes/No] Provides sewerage service? [Yes/No] Provides other services? [Yes/No]
Extent of private sector involvement	Choose up to 3: A – none; B – service contract(s); C – management contract(s); D1 – affermage; D2 – lease contract(s); E – concession contract(s); F – build, (own,) operate & transfer contract(s); G – fully private asset ownership and operation]
Type of service provider	Choose one: A. Local or National Government Water Department - Not ring fenced¹³ B. Local or National Government Water Department - Ring fenced¹⁴ C. Statutory body D. Local or National Government wholly owned provider operating under commercial law E. Jointly (Government and Private) owned provider operating under commercial law F. Privately owned provider operating under commercial law G. Not for profit provider operating under commercial law]
Type of services provided	Provides water service? [Yes/No] Provides sewerage service? [Yes/No] Provides other services? [Yes/No]
Nature of service area	[urban, rural, urban and rural]
MANAGEMENT and GOVERNANCE	
Total number of staff:	water / waste water
Staff numbers by level	Management / skilled / un-skilled
How Governed?	Reports to Board of Directors / Mayor & Council / Regional Water Bureau?

¹² All indicators in green are taken from IBNETs 'start-up indicators' list recommended for companies new to benchmarking

¹³ finances for water/wastewater function are not reported separately from other government activities

¹⁴ finances for water/wastewater function are reported separately from other government activities

Audit	Date of last audit?
Tariff setting	Who sets tariff? What is the aim of the tariff? When was tariff last changed?
Complaints procedure	How do customers complain about leaks, low pressure, billing errors etc?
Public Meetings with communities	Are there any occasions during the year when utility management meets with customers and communities?
What best describes the utility's planning process?	A = setting budgets for the next year, B = a multi-year plan that identifies targets and resources for change and improvement, C = other (please enter description)
Who has general oversight of the utility's services and prices?	A = local, regional or national government department, B = independent board of stakeholders, C = independent service and price regulator, D = other (please enter description)
Is there a skills and training strategy for all staff?	[Yes/No]
What best describes the utility's planning process?	A = setting budgets for the next year, B = a multi-year plan that identifies targets and resources for change and improvement, C = other (please enter description)
Who has general oversight of the utility's services and prices?	A = local, regional or national government department, B = independent board of stakeholders, C = independent service and price regulator, D = other (please enter description)
WATER SUPPLY	
Year of construction:	Construction year of water supply scheme
Type of source	Surface / groundwater (River, borehole, spring, impounding reservoir, lake)
Design volume in m ³ /day	Of water supply scheme
Actual developed volume in m ³ /day	From water supply scheme
Description of means of abstraction	Year and cost of construction, If surface intake: type & reservoir capacity; If borehole: number, for each depth, diameter, yield & pump type & characteristics, description of pumping stations & standby generator; If spring: type & yield
Type of raw water transmission main	Year and cost of construction, (gravity or rising main) + Description of main For gravity: length, pipe type and diameter; For rising: length, pipe type, diameter, pumping head, description of pumping stations & standby generator, number of pumps & pump characteristics,)
Description of treatment plant	Year and cost of construction, Treatment process and capacity of each component, compound size
Type of clear water transmission main	Year and cost of construction, (gravity or rising main) For gravity: length, pipe type and diameter inclusive of all valves; For rising: length, pipe type, diameter inclusive of all valves, surge protection elements, pumping head, description of pumping stations & standby generator, number of pumps & pump characteristics
Description of clear water tank	Year and cost of construction, Description of Capacity and type
Description of distribution system	Year and cost of construction, Number of pressure zones, number and capacity of reservoirs, distribution main: length, pipe type and diameter inclusive of any PRVs, gate valves, check valves etc.
Description of auxiliary building	Number, size of rooms & use of rooms, compound size
SEWERAGE	
Year of construction:	Construction year of Sewerage System
Cost of construction	Construction cost of Sewerage System
Design flow in m ³ /day	Main sewerage system design flow
Actual flow of treated wastewater in m ³ /day	Actual flow or wastewater treated
Design volume of septage and sewage	

sludge treatment in m ³ /day	
Actual septage and sewage sludge treated in m ³ /day	
Description of Wastewater collection system	Year and cost of construction, Type, length, material, pipe diameter, if pumping, pump and pumping stations details
Description of wastewater treatment and disposal systems	Year and cost of construction, Description of treatment process and disposal system, treating capacity and size of each treatment component, year and cost of construction, material,
Description of septage and sewage sludge treatment system	Year and cost of construction, Type of treatment, size, material, disposal technique
Vacuum trucks for septage Collection	Year and cost of purchase, Number, capacity, functionality,

NB. THERE IS NO SPECIFIC FORMAT FOR THIS FORM. IT SHOULD BE A NARRATIVE REPORT USING THE TABLE ABOVE

9.2. Urban Water Supply Annual Report.

Wash Inventory On Urban Scheme Operation And Maintenance

Instrument Name	Urban Water Supply Annual Report (completed each dry season by the utility manager and town/city water board)
Instrument Description & Rationale	<p>This is an annual inventory of the water supply and liquid waste management system.</p> <ul style="list-style-type: none"> (i) Service delivery includes demand, service level (HH connections, pts, amount of water sold to and revenue from different customers: residents, commercial, institutional and industrial), water quality, population served / un-served, number of new connections made and applications filed, etc. (ii) Scheme operation & maintenance includes: production, water sold, tariff, cost of operation (staff, energy, chemical), revenues, breakage, overall management (TWB, performance based contract agreement with the operator, having business plan endorsed by the municipality) external auditing, annual debt and payment, (iii) The data will be used for national, sub-national and town / city level decision making regarding policy making, planning and resource allocation. (iv) Other uses of the data include: investment tracking, O&M monitoring,
Process	It will be completed by the Water utilities in dry season each year as part of their operational duties. In Year One, both the One-Time Report as well as the Annual Report should be completed. In subsequent years, utilities complete only the Annual Reports unless new expansion or major rehabilitation work is done.
Incentives	The operational and financial performance of water utilities is the determining factor in the level of water supply services provided to urban residents. This annual report is the utility's opportunity to review its own performance and to signal to Regional Bureaux about any support it requires.

Indicator/question	Justification for and description of indicator + [Choice options]
GENERAL	
Utility name ¹⁵	Full name of utility. Please provide: Long name – up to 50 characters Short name – up to 20 characters
Region	State region within country
City	State city or town on which utility services are centred
Contact Name, Address, Tel. #, Fax #, e-mail	Full contact details to allow communication with the manager and peer utilities
Date of report	Date that this annual report was submitted to the Region
Total Number of Staff – Water	Total number of staff working at the utility on water services Report in terms of Full Time Equivalent staff
Total Number of Staff – Wastewater	Total number of staff working at the utility on wastewater services separately. Report in terms of Full Time Equivalent staff numbers
Total population in town/city	Total population in town/city at time of report.
Total population in low – income areas of town / city	

¹⁵ All indicators in green are taken from IBNETs 'start-up indicators' list recommended for companies new to benchmarking

Percentage of Kebeles/ sub-cities within town/city with WASH Action Plans	Local government is responsible for supporting off-network services for water supply, sanitation and urban health this creates a link with utility planning.
Total no. of HHs	Needed to provide a ratio of the % of households with a yard or household connection
WATER SUPPLY	
Total population in area of responsibility - water supply	Total population under notional responsibility of the utility for water supply, irrespective of whether they receive service
Total population served (directly/indirectly)	Population under responsibility of the utility with access to water through house connections, yard taps and public water points (either with direct service connection or a standpost). Any population outside the utility's area of responsibility who are served (e.g. people who come from outside to the Utility's water points) should be excluded. Population under responsibility of the utility with access to water through house connections and shared yard taps (where 2 or more houses share a private yard with a tap). Population under responsibility of the utility with access to water through public water points.
City / town population that is not served by the utility & what sources they use	Population within the city / municipal boundaries that are not served by the utility by a minimum of a Public Tap Stand within 0.5 kms Confirms responses in total town pop and total pop served Explains what sources of water are used by this population
Number of water connections	Number of active water connections at year-end. All active connections should be counted – residential, non-residential etc - but inactive connections to vacant buildings should be excluded.
Number of water connections with an operating meter	Total number of water connections with working/operating meter at year end
Length of water distribution network	Total length of the distribution network (excluding transmission lines and service pipes)
Volume of water produced	Total volume of water produced for the service area, i.e. leaving treatment works operated by the Utility and purchased treated water, if any. [Million m3/year]
Volume of water consumed metered	Total volume of water billed that is metered, irrespective of whether the bill is paid or not. [Million m3/year]
Volume of water sold	Total volume of water billed (metered and un-metered) irrespective of whether the bill is paid or not. Clearly any un-metered volume must be estimated from other information about the water users. [Million m3/year]
Total volume of water sold to residential customers	Total volume of water billed to residential customers, split into direct supplies and public water points.
Volume of water sold to industrial and commercial customers	Total volume of water billed, split between three types of non-residential customer.
Total volume of water billed to institutions and others	
Total volume of water sold treated in bulk	
Number of Pipe Breaks	Total number of water pipe breaks in the distribution network during the year. Failures that require repair of mains, connections, valves and fittings that are the Utility's responsibility are included. Repairs from active leakage control are excluded. [#/year]
Duration of supply	Average hours of service /day. This indicator measures intermittent supply systems; interruptions due to unplanned failures or rehabilitation work should be excluded. [Hrs/day]
Number of customers receiving an intermittent supply	Percentage of residential customers who do not normally receive a 24 hours per day supply.
SEWERAGE	

Number of sewer connections	Total number of sewer connections (residential and non-residential) at year end in thousands.
Length of the sewer system(s)	Total length of the sewerage network (excluding service connections). [km]
Number of blockages in the sewer system(s)	Total number of sewer blockages in the network during the year.
Total volume of wastewater collected	Volume of wastewater collected through the sewer system or by tanker. Where it cannot be measured, estimates should be made based on water use & infiltration from the ground (which should be included).
Volume of wastewater that is treated to primary level	Primary treatment is settlement that removes a significant proportion of solid matter. Screens are not primary treatment.
Volume of wastewater that is treated to at least secondary level	Secondary treatment is generally biological, and removes oxygen demand amongst other contaminants.
Percentage of people in low income areas using improved sanitation	Using a latrine that meets minimum standards? This will have to be done by survey. OR BY KEBELE / HEALTH STAFF ESTIMATE
FINANCIAL INFORMATION	
Date of last audit	Date last audit was submitted to the board (include a copy with this report) [Gregorian Calendar]
Total W & WW operating (billed) revenues	Total billing of water and wastewater services, connection fees, well abstraction fees, reconnection fees and other operational revenues including subsidies, but excluding all taxes
Total W operating revenues	Part of total operating revenues from water and services. [Birr]
Total W&WW (cash) income	Income actually received for water and wastewater services [Birr]
Total W&WW operational expenses	Total operational expenses (W&S) excluding depreciation and financing charges (interest and capital repayments). [Birr]
Labour costs	All costs within total W&WW operational expenses that are labour related (salaries, wages, pensions, other benefits, etc.). [Birr]
Energy costs ¹⁶	All energy costs within total W&WW operational expenses [Birr]
Contracted out services costs	Costs of all services within Item total W&WW operational expenses provided by private firms. [Birr]
Total Debt Service	Total debt service costs (Including interest and repayment of capital) [Birr]
Year end accounts receivable	Total of all accounts receivable at year end including water billings, and all other outstanding invoices. [Birr]
Connection charges – Water	Lump sum cost for residential water connection [Birr]
Connection charges – Sewerage	Lump sum cost for residential sewerage connection [Birr]
Does the utility offer more than one level of service for household or shared water supplies (excluding free standpipes)?	[Yes/No]
Does the utility offer more than one level of sanitation or sewerage service/ technology for households (excluding free public toilets)?	[Yes/No]
Does the utility offer a flexible/ amortized repayment option to spread the costs of	[Yes/No]

¹⁶ IBNET category is electrical energy – definition widened to capture all energy costs used for pumping

connection to the water and/or sanitation network?	
IMPROVEMENTS	
Cost of rehabilitation or expansion during the reporting year	Total of all construction completion reports for the utility for the year being reported.
Source of finance for rehabilitation and expansion during the reporting year	Grants or government transfers to the utility? [Yes/No] Borrowing from international financial agencies (multi- or bi-laterals)? [Yes/No] Government owned banks? [Yes/No] Commercial banks or bond holders? [Yes/No]
Number of new household connections	Total number of new household connections in past 12 months
Number of new commercial connections	Total number of new commercial connections in past 12 months
Number of new industrial connections	Total number of new industrial connections in past 12 months
Number of new public tap stands	Total number of new public tap stands installed in past 12 months
Number of <u>un-served</u> urban population to which improved services have been extended.	Total of all construction completion reports for the utility for the year being reported.
Number of <u>un-served low-income</u> urban population to which improved services have been extended.	Total of all construction completion reports for the utility for the year being reported.

NB. THERE IS NO SPECIFIC FORMAT FOR THIS FORM. IT SHOULD BE A NARRATIVE REPORT USING THE TABLE ABOVE

Cost variance	Reported on completion of works [Birr]
Milestones	Milestones used to analyse delays in construction process reported in days: Site identified [Days]

9.3. Urban Water Supply Construction Progress Report.

Instrument name	URBAN WATER SUPPLY CONSTRUCTION PROGRESS REPORT
Instrument description	<p>This Progress Report provides information on the progress of Urban Water Supply schemes under construction; it is completed at the end of every quarter</p> <p>The purpose of this assessment is to :</p> <ul style="list-style-type: none"> (i) report on actual progress compared with the planned schedule (ii) identify bottlenecks so that the Utility or Region may consider what action, if any, they might take (iii) approve release of advances to the Contractor for the next phase . <p>This report is prepared by the Utility, the RWB in consultation with the Contractor.</p>
Process	<p>The Utility and Regional Water Bureau will meet with the contractor at the site location and:</p> <ul style="list-style-type: none"> (i) review progress in the last quarter and since commencement (ii) provide an opportunity for the Utility to give its opinions about the contractor , the quality of the work, compliance with the schedule etc (iii) Provide an opportunity for the contractor to discuss any delays; (iv) complete the Construction Progress Report, with their names and the date (v) leave a copy of their report with the Contractor (vi) retain a copy at the Utility and ensure it is filed with other records from this construction (vii) retain a copy by the RWB and ensure it is filed with other records from this Urban Water Supply project
Incentives	The ambitious targets of UAP require accurate and timely feedback from the field on the progress in the construction of new schemes. This report provides a regular opportunity for progress to be monitored and bottlenecks addressed.

GENERAL	
Name of town	
Type of urban water supply and sewerage project	[New source / raw water transmission main extension / raw water transmission main replacement / pumping station / treatment plant / waste water lagoon / etc]
Name of Location	
GPS coordinates	Record the GPS location in decimal degrees latitude and longitude
Details of urban water supply project	Detailed specifications
No. of public water points in scheme	Describes the level of service provided by the scheme. When cross-referenced with population data from a census enables analysis of water points per thousand people. Boreholes with distribution networks or gravity schemes will have many points.
No. of HH connections	Includes connections into household and yard connections into plot. Enables the growth of HH connections to be monitored
Planned cost of works	Reported on commissioning of works [Birr]

Cost of works at completion Reported on completion of works **[Birr]**

Reasons for delay	Chose main reason: [Slow release of funds Community disagreements Technical difficulties Equipment breakdown Difficult to locate water Contractor absent Other]
	Community contributions started [Days] Scheme design [Days] Procurement [Days] Construction [Days] Quality assurance [Days] Hand over [Days]
Date of expected completion • Reported on commissioning of works [Date] Reported on commissioning of works [Date]	• Date of completion • Reported on completion of works [Date] • Reasons for delay Date of completion

Reasons for absence	Please	• [Slow release of funds		
	provide details	[Slow release of funds		
Community disagreements		• Technical difficulties Technical difficulties		• Equipment breakdown Equipment breakdown

DRAFT SAMPLE FORM

Urban Water Supply Construction Progress Report

GENERAL	
Name of town	
Type of Urban Water Supply project • • • Name of Location	• Name of Location • • • GPS coordinates • • • Detailed specifications of Urban Water Supply project Name of Location
GPS coordinates	
Detailed specifications of Urban Water Supply project	

1. Milestone Dates planned & completed

milestones	Date planned /	Date completed
Tender for design awarded • • • • Scheme design completed		• Scheme design completed • • • • Tender for construction awarded • • • • Procurement • • • • Construction • • • • Quality assurance Scheme design completed
Construction		
Quality assurance		
Hand over		
Other		
Other • • • • Other • • • •		• Other • • • • Other

2. Reasons for any delays

Difficult to locate water	
Other – please explain]	

names				
signed • • • • • date				• date date

Instrument description	Provides complete technical details of the water supply infrastructure as-built and a full account of the construction process. Full details below
Process	<p>All relevant officials (Utility staff, Kebele administration, Woreda WAST team and Regional WASH team) will meet with the contractor at the site location and:</p> <ol style="list-style-type: none"> 1. review scheme status and compare it with specifications in the construction contract 2. Provide an opportunity for the contractor to discuss any delays and deviations from the contract 3. Estimate 1. The total number of users that this scheme will serve; and 2. The number of these that were previously unserved by a PPWSS (i.e. this category will be the data to be included in KPI no. 3 – see section 10 of the manual) 4. Sign the scheme construction form with a record of their names and the date 5. leave a copy of their report with the Utility who enters these data on their Asset Register 6. file a copy at the Kebele, Woreda and Region and ensure it is filed with other records from this town

9.4. Urban Water

ter Supply Construction Completion Report.

Instrument name	Urban Water Supply Construction Completion Report
Incentives	This form is a trigger for the release of contract funds and also provides a technical baseline for the infrastructure against which future performance will be measured.

The Construction Completion Report includes, but is not limited to, the following items:

Name and Addresses of:

1. Designer (Responsible department or Consultant's company name)
2. Contractor's
3. Sub-Contractors names and addresses

Description of new infrastructure

Location (Longitude & Latitude of origin of expansion or source in decimal degrees):

Estimated total number of users of the new infrastructure:

Estimated total number of users of the new infrastructure who were previously using an un-improved water source:

Estimated total number of users in low-income settlements who will use new infrastructure who were previously using an un-improved water source:

List of:

1. Manpower deployed and major equipment (incl. sub contractors')

Dates:

1. Contract for construction advertised and awarded
2. Work started
3. Substantial completion
4. Work completed and completion certificate given:

Narrative report on:

1. Construction contract
2. Contractor's performance
3. Working conditions
4. Summary of major issues that affected the project
5. Scope of work: Including type and capacity of all work
6. As built construction schedule including key dates, such as start of specific tasks etc.
7. Reasons for any work stoppage
8. Items affecting schedule (weather, etc.)
9. Tender vs. actual quantities
10. Reasons for major under and over-runs ($\pm 20\%$)
11. Additional items
12. Percentage difference between constructed cost vs scheduled costs
13. Final cost summary including both construction and other costs like: property (compensation), design, geo- technical costs, construction supervision, utilities etc.
14. Final Payment Summary
15. Summary of Approved Extra Work
16. Contractors Major Claims
17. Brief discussion of issues and resolutions

Attachments

1. List of variation order documentation
2. List of Types of Testing and Numbers
3. Using form - Concrete Inspection Report
4. Engineer's Interim And Final Certificates
5. Structures
6. Environmental Impact Assessment report if any
7. "As Built" Drawings

10. Kebele WASH Action Plan

Planning begins at the kebele level. Annual Work Plans at the national, regional and woreda levels are derived from and are designed to support community level plans. The kebele administration is the planning centre for the rural WASH program described in the programme implementation manual (PIM). Responsibility for WASH planning and coordination is generally assigned to a kebele committee formed for that purpose – or to an existing committee or organization that can assume that mandate. HEWs, DAs and, in some instances, Community Facilitation Teams (CFTs) might serve as planning facilitators.

The Kebele WASH Action Plan has the aim of making a specific link between WASH instruments at the lowest administrative level to ensure that data is used for local-level planning. It is at this level that critical contextual information about livelihoods (e.g. the needs of pastoralists) and the performance of service provision can be evaluated alongside the raw data. There may, for example, be a functioning water supply but it is not in use because the water tastes salty and people use a better tasting traditional source. Schools might have adequate sanitation facilities but be poorly sited right next to class-room windows. A Kebele WASH action plan would present local priorities for action enabling better interpretation of the raw WASH M&E data by higher levels of government and utilities.

10.1. Kebele WASH Action Plan

Instrument name	KEBELE WASH ACTION PLAN
Instrument description & Process	<p>This annual WASH action plan makes a link between WASH instruments at the lowest administrative level to ensure that data are used for local planning and that local priorities add context to the raw data.</p> <p>Step 1: Kebele Orientation. The Woreda WASH team (WWT) will facilitate an orientation meeting to familiarize the Kebele administration, community leaders and members with all aspects of the WASH program – the scope, the benefits, the requirements and the way forward.</p> <p>Step 2: Situational analysis: Based on the rural water supply inventory instruments (RWS-Inv 1, 2 & 3), or the urban water supply annual report (UWS-AR), and the Annual Schools Census, the HMIS Annual Household Register (HMIS-HHR), and the HMIS Annual Health Facilities Inventory (HMIS-HFI) the Kebele administration will identify and document needs and priorities.</p> <p>Step 3: Prepare Institutional, Community-Wide and User Group Need Assessments and Proposals. The WWT will provide the Kebele with guidelines and tools for WASH Planning. These will include outlines of the specific activities and investments that are “fundable” by WASH together with indicative unit costs together with criteria to be used in assessing proposals. The Kebele administration will work with institutions (schools, health posts), water user groups and Kebele Committees to develop an action plan.</p> <p>Step 4: Submit Kebele WASH Action Plan to WWT. The Kebele WASH Coordination Committee will assess the various proposals, select from among them activities/investments based on immediate priorities prepare a kebele WASH Action Plan.</p>
Incentives	Planning begins at the Kebele. Good quality need assessments at the community and Kebele levels will ensure plans are responsive to the needs and thereby a sense of ownership of the facilities and community responsibility for sustained services and

Indicator/question	Justification for and description of indicator + [Choice options]
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	healthy behaviours.
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11. Education MIS

11.1. Modified Annual School Census

Instrument name • E8 Modified Annual School Census E8 Modified Annual School Census	• Instrument description • Existing survey with slight modifications proposed to replace information on the <u>existence</u> of facilities with information on facility <u>use</u> Instrument description
Incentives	Measures indicators that are more important determinants of health and well - being. If facilities are poorly constructed, located or maintained the facilities will not be used and improved health or well – being will not result.

WATER SCHEME	
% of pupils/staff using a water point in or near the school	Pupils cannot learn and teachers cannot teach effectively if they are thirsty. A water point should be in or near the school. [none, a quarter, half, three quarters, all]
Type of point and protected / unprotected	Mapping of the points enables analysis of the links between water supply and water resources as well as analysis of functionality against source type. [Protected sources include: piped, Hand-dug well, Spring, Rain water harvesting, Borehole¹⁷, Surface source intake with treatment (River, Dam) and are assumed to be safe to drink] [Unprotected sources are those that are open to pollution and include uncovered wells, open springs, river water, tankers and are assumed unsafe]
Number of taps	Some schools will experience short periods of high demand as pupils take a drink during breaks between classes; a high ratio of taps to pupils will help ensure that all children are able to draw enough water
Current Status of water point	Required to identify which schools need support in developing better systems for sustainability [Functioning, functioning but faulty, not functioning, abandoned (dry)]
SANITATION	
% of pupils and staff using latrines at the school	Most pupils will need to urinate and some to defecate while at school. Schools without adequate sanitation facilities risk reduced attendance and disease from faeces left nearby. [none, a quarter, half, three quarters, all]
Number of stances / pits / seats / drops / stalls /	Ideally separate sanitation facilities should be provided for different sexes and pupils / teachers and there should be an adequate ratio of facilities available for use. Allows ratio of seats to users to be calculated to test if school complies with official standards. [number of pits / seats / drops / stalls / for female pupils only / for male pupils only / for teachers only / for female pupils and male pupils combined / for teachers and students combined]
Type of latrine	Predominant type of latrine used in the school [Simple pit latrine, Pit latrine with slab, Pour flush, Eco-san, Flush toilets – septic tank, Flush toilets – sewage connection]
Reasons for latrines not being used at schools	Some schools have never had any latrines built while others have had to abandon them for reasons of poor maintenance, damage

¹⁷ Includes tube wells, jetted wells etc.

DRAFT SAMPLE FORM

Modified Annual School Census

1. Do pupils and staff in the school use a drinking water point in or near the school? Yes / No

a. If yes, what is the type of water point?

- i. Protected – piped / well / spring / rainwater
- ii. Unprotected – well / spring / river / tanker

b. How many taps are there?

c. Is the water point working now?

- i. Functioning as designed
- ii. Functioning but faulty
- iii. Not functioning
- iv. Abandoned

2. Do pupils and staff in the school use latrines at the school? Yes / No

a. If yes, number of pits / seats / drops / stalls /

- i. for female pupils only
- ii. for male pupils only
- iii. for teachers only
- iv. for female pupils and male pupils combined
- v. for teachers and students combined

b. Predominant type of latrine:

- i. Simple pit latrine
- ii. Pit latrine with slab
- iii. Pour flush
- iv. Eco-san
- v. Flush toilets – septic tank
- vi. Flush toilets – sewage connection

c. If not used,

- 1. No latrines ever built
- 2. Latrines built and abandoned

12. Health MIS

The current Health MIS Annual Household Register contains 2 questions related to water & sanitation:

B3.1. The proportion of households with access to latrines.

B3.2. The proportion of households with access to a safe water source.

It is proposed that the term ‘access’ be replaced with ‘use’ to ensure specificity and clarity of the two above indicators.

In addition, supplementary indicators are proposed to capture improvements in the three target behaviours for effective hygiene and sanitation improvements and their related health outcomes: safe disposal of faeces, hand washing at critical times and safe water management. These are drawn from the Hygiene and Sanitation related packages of the Health Sector Extension Plan (HSEP) and the Health Sector Core Plan.

12.1. Modified Annual Household Register

Instrument name	HMIS - Annual Household Register
Instrument description	This is an existing survey managed by the Federal Ministry of Health and administered by Regional Health Bureaus, Woreda Health Desks, Health facilities at all levels and Health Extension Workers (HEWs).
Process	Completed by HEWs on all of the rural households they are currently working with. Estimated 30,000 HEWs would survey up to 1.5 million HHs. MoH has plans to expand their health extension process to urban areas through the use of Health Education Officers.
Incentives	Measures indicators that are more important health determinants. If facilities are poorly constructed, located or maintained or people do not want to change their behaviours then the facilities will not be used and no change in health can be expected. This hygiene and sanitation section of the HMIS also contains questions on solid waste management, healthy houses and catering establishments, which are included here to provide the complete section.

Indicator/question	Justification for and description of indicator + [Choice options]
Modifications to existing HMIS	
B3.1. The proportion of households using latrines	Use of latrines is known to reduce the morbidity of communicable diseases, particularly those transmitted by the fecal oral route, such as diarrhea, hepatitis, etc. Access to a latrine must be accompanied by appropriate utilization and availability of hand washing facilities after use. This is best assessed by survey. [The number of households with access to a latrine divided by the total number of households]

% of licensed catering establishments inspected	Catering establishments are a potential vehicle for spreading faecal-oral pathogens. Though many catering establishments may not be licensed those that are should be inspected. [The number of inspected catering establishments divided by the total number of licensed catering establishments]

12.2. Annual Health Facilities Inventory

Instrument name	HMIS - Annual Health Facilities Inventory
Instrument description	Data extracted from Existing survey.
Process	Completed by HEWs on all 14,000 health facilities.
Incentives	Part of the HMIS

Indicator/question	Justification for and description of indicator + [Choice options]
C1.5. Proportion of Health Institutions with piped water supply.	Without a water supply, it is difficult for a facility to maintain a basic level of sanitation. This indicator helps highlight priority locations for infrastructure development. This indicator is disaggregated by level (facility type and administrative level). [Proportion of Health Institutions with water supply is calculated as the number of Health Institutions that have a water supply divided by the total number of Health Institutions]
C1.6. Proportion of Health Institutions with latrine with piped water supply.	Each Health Institution should provide a model for sanitation. If the Health Institution does not have a latrine with a functioning water supply it is unlikely that its messages to other institutions and to households regarding constructing such a latrine will have an effect. This indicator is disaggregated by level (facility type and administrative level). [Proportion of Health Institutions with latrine with functioning water supply is calculated as the number of Health Institutions that have a latrine with functioning water supply divided by the total number of Health Institutions]

13. Central Statistical Agency Household Survey System

As the WASH sector becomes more experienced in assembling data from Education, Health and Water Resources, so it will be able to also consider the evidence about WASH from the national statistical surveys.

The Central Statistical Agency implements a wide range of nationally representative household surveys. These include the: Demographic and Health Surveys; Household Income, Consumption and Income Survey; Welfare Monitoring Survey; Core Welfare Indicators Survey; and the Housing and Population Census. These surveys include questions on water supply and sanitation (all), hand-washing facilities and incidence of diarrhea (DHS).

The WHO/UNICEF Joint Monitoring Program track country progress by implementing a simple linear regression on past household surveys as shown in the figure below. The Regional and National WASH Coordination Offices will use these nationally representative survey statistics as a cross-check on routine data, comparing the two sets of figures – particularly whether the trends are similar even where the absolute percentages may differ.

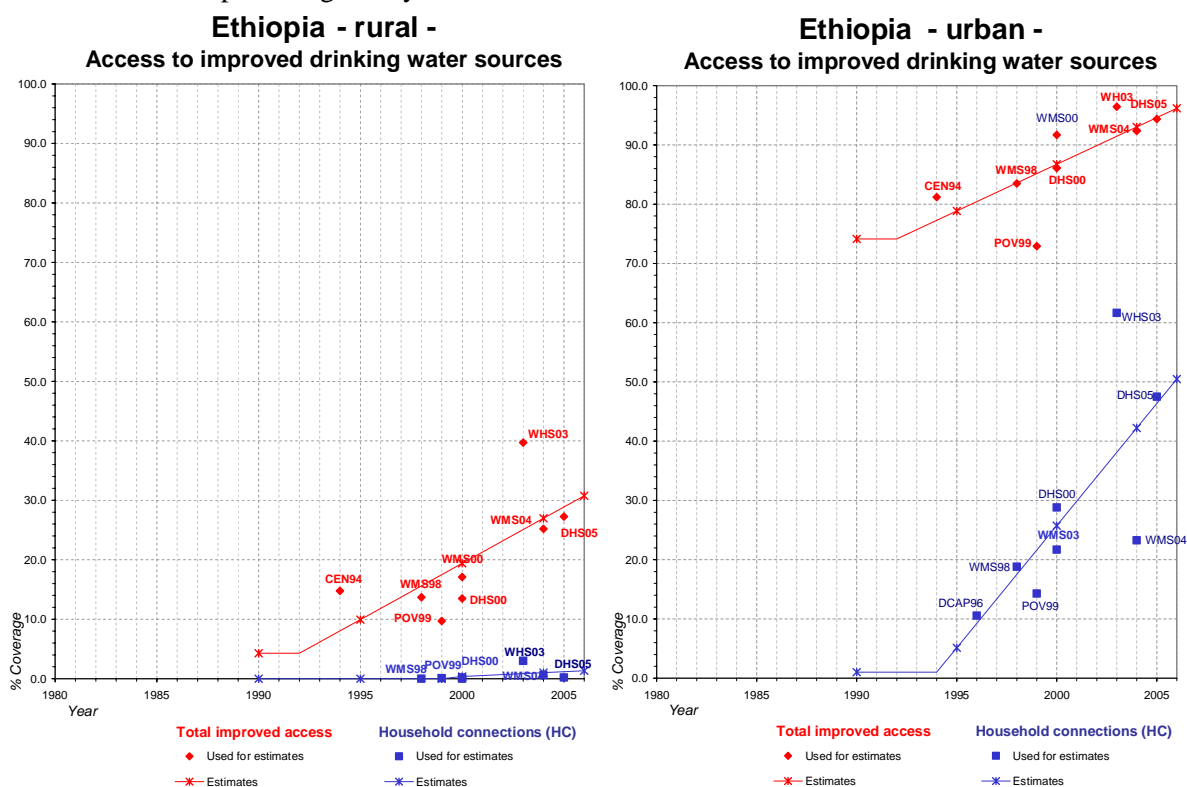


Figure 4. Source: UNICEF/WHO Joint Monitoring Programme progress reports (2008)¹⁸

¹⁸ Op cit. Equivalent trends for sanitation are available at http://www.wssinfo.org/en/40_MDG2008.html

14. Financial Management System - IBEX

This refers to the core government financial management and reporting system that is operated by the Federal Ministry, regional bureaus and woreda finance desks. This system accounts for treasury (channel 1) funds used at all levels and provides consolidated reporting at federal level.

In 2005 a web-based Integrated Budget and Expenditure system (IBEX) was introduced. Having overcome initial difficulties in reporting lines, frequency, timeliness and format (different charts of accounts and budget trees across regions) this core reporting system is able to turn around quarterly reports, aggregate expenditure by level and programme within 3 months. The accounts module of IBEX records the financial transactions of budgetary institutions, records the aggregated monthly accounting reports and provides accounting reports in the form of ledgers, financial statements, management reports and transaction listings.¹⁹

Because transactions are recorded against budgetary institutions budget and expenditure data on water supply can only be specifically identified where it is made by a recognised WASH budgetary institution, its program, sub-agency, sub-program or project. Moreover the chart of accounts (see Annex 10) does not specifically classify expenditure for water supply development, only pre-construction activities (6321) and construction of infrastructure (6324). Thus expenditure on water supply development, sanitation and hygiene promotion made through other budgetary institutions is not easily identifiable. The growth of expenditure on water supply and sanitation under special purpose grants (such as the Food Security and Productive Safety-Nets Program), for example, has to be monitored separately from the parallel accounting processes set up for them in order to capture aggregate WASH expenditure. This can be particularly challenging when the link between physical and financial reports is indirect as is the case for the Food Security and Productive Safety-Nets Program.

IBEX does, however, allow very close monitoring of regional and woreda WASH expenditure made under the recognised WASH budgetary institution, its program, sub-agency, sub-program or projects. Reports give detail on both recurrent and capital expenditure and break these down according to the chart of accounts. This should be monitored on a quarterly basis by WASH staff at the woreda, regional and federal level.

In order to channel funds earmarked for the WASH sector the World Bank, African Development Bank and UK's Department for International Development have set up a financing mechanism that will flow through channel 1b. However, IBEX does not report on outputs. Therefore making any link between inputs and outputs will mean matching data from the financial reporting system with data generated by the administrative monitoring system specifically the urban and rural construction progress and construction completion reports.

¹⁹ GoE (2005) IBEX User Manual.

ANNEXES

Annex 1 – Summary of indicators, definitions and use by different levels of government

This annex lists all the indicators that are contained in the WASH M&E instruments. The purpose of the annex is to give users of the WASH M&E system an overview of which level of government the various indicators are intended to be processed and analysed at. Those indicators that are fed through to national level are those that are required for reporting the Key WASH Performance Indicators.

Indicator/question	Justification for and description of indicator + [Choice options]	Source Instrument	Data use at different Levels of Government					
			National/KPI	Region	Zone	Woreda/town	Kebele	community
RURAL WATER SUPPLY INVENTORY								
RURAL WATER SUPPLY								
Type of Public Protected Water Supply Scheme (PPWSS) source	Mapping of the sources enables analysis of the links between water supply and water resources as well as analysis of functionality against source type. [Spring, Hand-dug well, Rain water harvesting, Borehole ²⁰ , Surface source intake with treatment (River, Dam)]	RWS-Inv1 RWS-Inv2 RWS-Inv3						
Extraction system used	Enables analysis of reliability of technologies and spare parts requirements across regions [Hand pump ²¹ , Windmill, Solar, Electrical ²² , Diesel, Treadle pump, Rope pump, Windlass]	RWS-Inv1 RWS-Inv2 RWS-Inv3						
No. of public water points in scheme	Describes the level of service provided by the scheme. When cross-referenced with population data from a census enables analysis of water points per thousand people and so the equity of water point distribution. A point source is a single point. Boreholes with distribution networks or gravity schemes (A Rural Pipe System RPS) will have many points.	RWS-Inv1 RWS-Inv2 RWS-Inv3						
No. of HH connections	Includes connections into household and yard connections into plot. Enables the growth of HH connections to be monitored	RWS-Inv1 RWS-Inv2 RWS-Inv3						
Proportion of users of scheme in dry/wet season	As estimated by WASHCOM is a measure of actual use rather than an engineering estimate of coverage. Usage in dry season is a measure of sustainable provision; wet season usage is a measure of users preference for a safe source when unprotected sources are available. [a quarter, half, three quarters, all]	RWS-Inv1 RWS-Inv2 RWS-Inv3						
Proportion of people using scheme in settlement	Total number of users divided by total number of people in settlement as estimated by WASHCOM. [a quarter, half, three quarters, all]	RWS-Inv1 RWS-Inv2 RWS-Inv3						

²⁰ Includes tube wells, jetted wells etc.

²¹ Can be subdivided into common types of pump e.g. Afridev, India Mark 2, India Mark 3, Nira etc.

²² Can be subdivided into common combinations of pump and engine e.g. electrical with Mono, Cemo, Climax, KSB etc. The same applied to diesel driven pumping systems.

What is the main reason people do not use this scheme?	Encourage analysis of why people do not use public protected water supply. [Location, cost of water, water quality, water quantity, excluded by WASHCOM]	RWS-Inv1 RWS-Inv2 RWS-Inv3						
Year of construction	This is the year that the water point or scheme was handed over to the community or the first day of use. Enables analysis of functionality by age of water point. Particularly useful is functionality by extraction system (pump type) in order to identify reliability of technology options and gaps in the spares chain.	RWS-Inv1 RWS-Inv2 RWS-Inv3						
Hand pump flow in liters / min	Based on time to fill 20 / 25 l jerry can at 1 stroke per second. Identifies changes in water resources and/or faults in technology. A simple test to help the community be aware of changes in its water scheme.	RWS-Inv1 RWS-Inv2 RWS-Inv3						
Current Status of scheme	Required to analyse reasons for non-functionality. [Functioning, functioning but faulty, not functioning, abandoned (dry)]	RWS-Inv1 RWS-Inv2 RWS-Inv3						
Main hardware problem	Used to identify what back-up or rehabilitation is required for work-planning at Kebele and regional levels. [Source damaged, pump broken, pump stolen, storage tank out of use, pipe broken, under construction.]	RWS-Inv1 RWS-Inv2 RWS-Inv3						
Is there a community water management committee (WASHCOM) for the scheme?	A measure of whether the policy of community water scheme management is in place. [Yes / No]	RWS-Inv1 RWS-Inv2						
No. of meetings in past 12 months	Gauges if there is management activity.	RWS-Inv1 RWS-Inv2						
Total number of WASHCOM members	Gauges if there is management activity and is required to calculate the proportion of active and long-term members	RWS-Inv1 RWS-Inv2						
No of active members in management group (people who come to half or more of all meetings in past 12 months)	Gauges if WASHCOM has adequate participation.	RWS-Inv1 RWS-Inv2						
No of active members who have been member for more than 12 months	Gauges if excessive turnover and elections are a problem.	RWS-Inv1 RWS-Inv2						
No. of women in Management Group	Basic indicator of gender balance in management committee.	RWS-Inv1 RWS-Inv2						
Women in leadership role	Measure of women in leadership role. Choose up to 3: [Woman chair, woman treasurer, woman secretary]	RWS-Inv1 RWS-Inv2						
Tariff	Amount per HH per month / per container / other. Measure of the relative cost of water. Gauge of whether scheme is actively managed.	RWS-Inv1 RWS-Inv2						
Main Source of spare parts	Assesses the existence and reach of spare parts chain in the country. [Woreda administration, retail shop in Kebele, region, Addis]	RWS-Inv1 RWS-Inv2						
RURAL SANITATION								
Proportion of HHs with minimum latrines or better	WASHCOM estimate. A minimum latrine should have a cover over the hole, is washable, a latrine house and provides privacy. [a quarter, half, three quarters, all]	RWS-Inv1 RWS-Inv2						
Proportion of people practicing open defecation.	WASHCOM estimate. Open defecation encourages the transmission of disease from faeces by flies to food. An important WASH message is that people should not defecate in the open in communities and should bury their faeces when farming	RWS-Inv1 RWS-Inv2						

	[a quarter, half, three quarters, all]								
No. of people using a latrine	WASHCOM estimate. An early step on the sanitation ladder is to use any latrine. [a quarter, half, three quarters, all]	RWS-Inv1 RWS-Inv2							
RURAL HYGIENE									
Proportion of HHs with hand washing facilities near to latrine	WASHCOM estimate to triangulate data from HEWs. A minimum latrine should also have Hand Washing Facility (HWF) within 3 m of the latrine. This allows people to conveniently wash their hands after defecation and break the transmission of disease from their fingers to their food. [a quarter, half, three quarters, all]	RWS-Inv1 RWS-Inv2							
Proportion of people practicing hand washing after defecation	WASHCOM estimate. Hand washing after defecation or handling children's faeces is a very important public health measure. After defecation [a quarter, half, three quarters, all] After children's defecation [a quarter, half, three quarters, all]	RWS-Inv1 RWS-Inv2							
PUBLIC TAP STANDS									
	For each public tap-stand in a scheme the following information will be collected:	RWS-Inv3							
GPS coordinates	Record the GPS location in decimal degrees latitude and longitude	RWS-Inv3							
Functionality	[Functioning, functioning but faulty, not functioning, abandoned (dry)]	RWS-Inv3							
Sanitary assessment	Annex 7	RWS-Inv3							
Water quality assessment	Annex 8	RWS-Inv3							
Tap stand flow in liters / min	Based on time to fill 20 / 25 l jerry-can at 1 stroke per second. Identifies changes in water resources and/or faults in technology. A simple test to help the community be aware of changes in its water scheme.	RWS-Inv3							
Does the Kebele have a WASH Action Plan?	[Yes, No]	RWS-Inv2							
RURAL WATER SUPPLY CONSTRUCTION PROGRESS AND COMPLETION REPORTS									
Planned cost of works	[Birr]	RWS-CPR							
Cost of works at completion	Reported on completion of works [Birr]	RWS-CCR							
Cost variance	Reported on completion of works [Birr]	RWS-CCR							
Community contribution	Analysis of community contribution by the following categories Financial [Birr] In-kind [Birr] Labour[Birr] Other [Birr]	RWS-CPR							
Milestones	Milestones used to analyse delays in construction process reported in days: WASHCOM elected [Days] WASHCOM functioning [Days] Site identified [Days] Community contributions started [Days] Scheme design [Days] Procurement [Days] Construction [Days] Quality assurance [Days] Hand over [Days]	RWS-CPR							
Date of expected completion	Reported on commissioning of works [Date]	RWS-CPR							
Date of completion	Reported on completion of works [Date]	RWS-CCR							
Reasons for delay	Chose main reason: [Slow release of funds] Community disagreements	RWS-CPR							

residential customers	water points.								
Volume of water sold to industrial and commercial customers	Total volume of water billed, split between three types of non-residential customer.	UWS-AR							
Total volume of water billed to institutions and others		UWS-AR							
Total volume of water sold treated in bulk		UWS-AR							
Number of Pipe Breaks	Total number of water pipe breaks in the distribution network during the year. Failures that require repair of mains, connections, valves and fittings that are the Utility's responsibility are included. Repairs from active leakage control are excluded. [# /year]	UWS-AR							
Duration of supply	Average hours of service /day. This indicator measures intermittent supply systems; interruptions due to unplanned failures or rehabilitation work should be excluded. [Hrs/day]	UWS-AR							
Number of customers receiving an intermittent supply	Percentage of residential customers who do not normally receive a 24 hours per day supply.	UWS-AR							
URBAN SEWERAGE									
Year of construction:	Construction year of Sewerage System	UWS-OTR							
Cost of construction	Construction cost of Sewerage System	UWS-OTR							
Design flow in m ³ /day	Main sewerage system design flow	UWS-OTR							
Actual flow of treated wastewater in m ³ /day	Actual flow or wastewater treated	UWS-OTR							
Design volume of septage and sewage sludge treatment in m ³ /day		UWS-OTR							
Actual septage and sewage sludge treated in m ³ /day		UWS-OTR							
Description of Wastewater collection system	Year and cost of construction, Type, length, material, pipe diameter, if pumping, pump and pumping stations details	UWS-OTR							
Description of wastewater treatment and disposal systems	Year and cost of construction, Description of treatment process and disposal system, treating capacity and size of each treatment component, year and cost of construction, material,	UWS-OTR							
Description of septage and sewage sludge treatment system	Year and cost of construction, Type of treatment, size, material, disposal technique	UWS-OTR							
Vacuum trucks for septage Collection	Year and cost of purchase, Number, capacity, functionality,	UWS-OTR							
Number of sewer connections	Total number of sewer connections (residential and non-residential) at year end in thousands.	UWS-AR							
Length of the sewer system(s)	Total length of the sewerage network (excluding service connections). [km]	UWS-AR							
Number of blockages in the sewer system(s)	Total number of sewer blockages in the network during the year.	UWS-AR							
Total volume of wastewater collected	Volume of wastewater collected through the sewer system or by tanker. Where it cannot be measured, estimates should be made based on water use & infiltration from the ground (which should be included).	UWS-AR							
Volume of wastewater that is treated to primary level	Primary treatment is settlement that removes a significant proportion of solid matter. Screens are not primary treatment.	UWS-AR							
Volume of wastewater that is treated to at least secondary level	Secondary treatment is generally biological, and removes oxygen demand amongst other contaminants.	UWS-AR							
Percentage of people in low income areas using improved	Using a latrine that meets minimum standards? This will have to be done by survey. OR BY KEBELE / HEALTH STAFF ESTIMATE	UWS-AR							

sanitation									
FINANCIAL INFORMATION		UWS-AR							
Date of last audit	Date last audit was submitted to the board (include a copy with this report) [Gregorian Calendar]	UWS-AR							
Total W & WW operating (billed) revenues	Total billing of water and wastewater services, connection fees, well abstraction fees, reconnection fees and other operational revenues including subsidies, but excluding all taxes	UWS-AR							
Total W operating revenues	Part of total operating revenues from water and services. [Birr]	UWS-AR							
Total W&WW (cash) income	Income actually received for water and wastewater services [Birr]	UWS-AR							
Total W&WW operational expenses	Total operational expenses (W&S) excluding depreciation and financing charges (interest and capital repayments). [Birr]	UWS-AR							
Labour costs	All costs within total W&WW operational expenses that are labour related (salaries, wages, pensions, other benefits, etc.). [Birr]	UWS-AR							
Energy costs ²⁵	All energy costs within total W&WW operational expenses [Birr]	UWS-AR							
Contracted out services costs	Costs of all services within Item total W&WW operational expenses provided by private firms. [Birr]	UWS-AR							
Total Debt Service	Total debt service costs (Including interest and repayment of capital) [Birr]	UWS-AR							
Year end accounts receivable	Total of all accounts receivable at year end including water billings, and all other outstanding invoices. [Birr]	UWS-AR							
Connection charges – Water	Lump sum cost for residential water connection [Birr]	UWS-AR							
Connection charges – Sewerage	Lump sum cost for residential sewerage connection [Birr]	UWS-AR							
Does the utility offer more than one level of service for household or shared water supplies (excluding free standpipes)?	[Yes/No]	UWS-AR							
Does the utility offer more than one level of sanitation or sewerage service/ technology for households (excluding free public toilets)?	[Yes/No]	UWS-AR							
Does the utility offer a flexible/ amortized repayment option to spread the costs of connection to the water and/or sanitation network?	[Yes/No]	UWS-AR							
IMPROVEMENTS									
Cost of rehabilitation or expansion during the reporting year	Total of all construction completion reports for the utility for the year being reported.	UWS-AR UWS-CCR							
Source of finance for rehabilitation and expansion during the reporting year	Grants or government transfers to the utility? [Yes/No] Borrowing from international financial agencies (multi- or bi-laterals)? [Yes/No] Government owned banks? [Yes/No] Commercial banks or bond holders? [Yes/No]	UWS-AR UWS-CCR							
Number of new household connections	Total number of new household connections in past 12 months	UWS-AR UWS-CCR							
Number of new commercial	Total number of new commercial connections in past 12 months	UWS-AR							

²⁵ IBNET category is electrical energy – definition widened to capture all energy costs used for pumping

connections		UWS-CCR							
Number of new industrial connections	Total number of new industrial connections in past 12 months	UWS-AR UWS-CCR							
Number of new public tap stands	Total number of new public tap stands installed in past 12 months	UWS-AR UWS-CCR							
Number of <u>un-served</u> urban population to which improved services have been extended.	Total of all construction completion reports for the utility for the year being reported.	UWS-AR UWS-CCR							
Number of <u>un-served low-income</u> urban population to which improved services have been extended.	Total of all construction completion reports for the utility for the year being reported.	UWS-AR UWS-CCR							
URBAN CONSTRUCTION PROGRESS AND COMPLETION REPORTS									
Type of urban water supply and sewerage project	[New source / raw water transmission main extension / raw water transmission main replacement / pumping station / treatment plant / waste water lagoon / etc]	UWS-CPR							
Name of Location		UWS-CPR							
GPS coordinates	Record the GPS location in decimal degrees latitude and longitude	UWS-CPR							
Details of urban water supply project	Detailed specifications	UWS-CPR							
No. of public water points in scheme	Describes the level of service provided by the scheme. When cross-referenced with population data from a census enables analysis of water points per thousand people. Boreholes with distribution networks or gravity schemes will have many points.	UWS-CPR							
No. of HH connections	Includes connections into household and yard connections into plot. Enables the growth of HH connections to be monitored	UWS-CPR							
Planned cost of works	Reported on commissioning of works [Birr]	UWS-CPR							
Cost of works at completion	Reported on completion of works [Birr]	UWS-CPR							
Cost variance	Reported on completion of works [Birr]	UWS-CPR							
Milestones	Milestones used to analyse delays in construction process reported in days: Site identified [Days] Community contributions started [Days] Scheme design [Days] Procurement [Days] Construction [Days] Quality assurance [Days] Hand over [Days]	UWS-CPR							
Date of expected completion	Reported on commissioning of works [Date]	UWS-CPR							
Date of completion	Reported on completion of works [Date]	UWS-CPR							
Reasons for delay	Chose main reason: [Slow release of funds] Community disagreements Technical difficulties Equipment breakdown Difficult to locate water Contractor absent Other]	UWS-CPR							
EDUCATION MIS: ANNUAL SCHOOL CENSUS									
WATER SUPPLY									

% of pupils/staff using a water point in or near the school	Pupils cannot learn and teachers cannot teach effectively if they are thirsty. A water point should be in or near the school. [none, a quarter, half, three quarters, all]	EMIS-ACS						
Type of point and protected / unprotected	Mapping of the points enables analysis of the links between water supply and water resources as well as analysis of functionality against source type. [Protected sources include: piped, Hand-dug well, Spring, Rain water harvesting, Borehole²⁶, Surface source intake with treatment (River, Dam) and are assumed to be safe to drink] [Unprotected sources are those that are open to pollution and include uncovered wells, open springs, river water, tankers and are assumed unsafe]	EMIS-ACS						
Number of taps	Some schools will experience short periods of high demand as pupils take a drink during breaks between classes; a high ratio of taps to pupils will help ensure that all children are able to draw enough water	EMIS-ACS						
Current Status of water point	Required to identify which schools need support in developing better systems for sustainability [Functioning, functioning but faulty, not functioning, abandoned (dry)]	EMIS-ACS						
SANITATION								
% of pupils and staff using latrines at the school	Most pupils will need to urinate and some to defecate while at school. Schools without adequate sanitation facilities risk reduced attendance and disease from faeces left nearby. [none, a quarter, half, three quarters, all]	EMIS-ACS						
Number of stances / pits / seats / drops / stalls /	Ideally separate sanitation facilities should be provided for different sexes and pupils / teachers and there should be an adequate ratio of facilities available for use. Allows ratio of seats to users to be calculated to test if school complies with official standards. [number of pits / seats / drops / stalls / for female pupils only / for male pupils only / for teachers only / for female pupils and male pupils combined / for teachers and students combined]	EMIS-ACS						
Type of latrine	Predominant type of latrine used in the school [Simple pit latrine, Pit latrine with slab, Pour flush, Eco-san, Flush toilets – septic tank, Flush toilets – sewage connection]	EMIS-ACS						
Reasons for latrines not being used at schools	Some schools have never had any latrines built while others have had to abandon them for reasons of poor maintenance, damage	EMIS-ACS						
HEALTH MIS: HOUSEHOLD REGISTER								
The proportion of households using latrines	Use of latrines is known to reduce the morbidity of communicable diseases, particularly those transmitted by the faecal oral route, such as diarrhoea, hepatitis, etc. Access to a latrine must be accompanied by appropriate utilization and availability of hand washing facilities after use. This is best assessed by survey. [The number of households with access to a latrine divided by the total number of households]	HMS-HHR						
The proportion of households using a safe water source.	Access to a safe water source is known to reduce the morbidity of communicable diseases, particularly those transmitted by water or the faecal oral route, such as diarrhoea, hepatitis, etc. The safe water source must be protected to avoid contamination. This is best assessed by survey. [The number of households with access to a safe water source divided by the total number of households]	HMS-HHR						

²⁶ Includes tube wells, jetted wells etc.

Proportion of Health Institutions with piped water supply.	Without a water supply, it is difficult for a facility to maintain a basic level of sanitation. This indicator helps highlight priority locations for infrastructure development. This indicator is disaggregated by level (facility type and administrative level). [Proportion of Health Institutions with water supply is calculated as the number of Health Institutions that have a water supply divided by the total number of Health Institutions]	HMIS-HFI						
Proportion of Health Institutions with latrine with piped water supply.	Each Health Institution should provide a model for sanitation. If the Health Institution does not have a latrine with a functioning water supply it is unlikely that its messages to other institutions and to households regarding constructing such a latrine will have an effect. This indicator is disaggregated by level (facility type and administrative level). [Proportion of Health Institutions with latrine with functioning water supply is calculated as the number of Health Institutions that have a latrine with functioning water supply divided by the total number of Health Institutions]	HMIS-HFI						

Annex 2 - Summary Of Proposed Changes For The Wash M&E System

CURRENT M&E SYSTEMS & INDICATORS	PROPOSED M&E SYSTEMS & INDICATORS
schools availability of Water supply & pit latrines at – annual school census	Water & latrine <u>usage</u> at schools – annual school census Detailed annual WASH assessment of schools by Kebele Administration and School Sanitation Club
Health Institutions Piped water and latrines with water <u>availability</u> at– annual HMIS	Piped water and latrines with water <u>availability</u> at Health Institutions – annual HMIS (no change) Detailed annual WASH assessment of Kebele Health Institution by Kebele Administration & HI staff
Protected Water Supply Schemes in rural areas and rural towns PPWSS inventories every 2 or 3 years; data collection by technical staff / consultants; results compiled as <u>coverage</u>	Annual inventory of <u>all</u> protected water supply schemes (PPWSS) and selected WASH indicators in by WASHCOM & / or Kebele Occasional technical assessment of all PPWSS by Woreda WASH Coordination teams Emphasis on PPWSS <u>functioning</u> , <u>usage</u> , and <u>access / proximity</u> Each PPWSS assigned a unique ID code based on administrative location and GPS Semi annual progress reports on new construction
Protected Water Supply Schemes and Public Tap Stands in towns Technical inventory and assessment every 2 or 3 years by technical staff / consultants; results compiled as <u>coverage</u>	A <u>one-time inventory</u> on the PPWSS and PTSs to capture information on assets, network, etc completed by utility or municipality staff <u>Annual update</u> on last 12 months performance and status: production, revenue, expenses, connections, breakdowns etc completed by utility or municipality staff Emphasis on PPWSS and PTS <u>functioning</u> , <u>usage</u> and <u>access / proximity</u> as well as on coverage of system Each PPWSS and public tap stand / fountain assigned a unique ID code based on administrative location and GPS Semi annual progress reports on new construction
Households HH with <u>access</u> to a latrine and with <u>access</u> to safe water – annual HMIS	HHs <u>using</u> a latrine with minimum standards, <u>practicing</u> safe water management, <u>practicing</u> hand washing – annual HMIS WASHCOM estimates of HH latrine <u>availability and usage</u> -- WASHCOM estimates of HHs <u>with hand – washing facilities</u> and who <u>practice</u> hand washing after defecation --

Annex 3 - Estimated Parameters for the WASH Programme

- No. of PPWS schemes: 50,000 to 100,000
- Of which, non - functioning: 20% to 30%
- Average annual no. of new PWS schemes planned under the UAP: 21,900
- No of Woredas: 900
- No of Kebeles: 18,000
- No of schools: 17,000
- No of Health Institutions: 14,000
- No. of HEWs: 30,000
- No. of HHs in direct contact with HEWs at any time: 1,500,000 (7.5 million people)
- Total no. of Rural Towns: 634
- Total no. of water utilities reporting to Woreda:
- Total no. of towns with water utilities reporting to Region: 104
- Total no. of utilities with municipalities status and T/C water board: 105
- Total annual spend by GoE & others on WASH: \$100 million / Birr 1 billion
- Proposed spend 3-5% on M&E = EB 30 to 50 million

Annex 4 - Targets And Indicators Of WASH Programme By Ministry & Agency & Programme

MINISTRY / AGENCY / DONOR / PROGRAMME	SELECTED TARGETS AND INDICATORS RELATED FOR WASH ACCESS, COVERAGE, FUNCTIONING, CONSTRUCTION, USAGE & BEHAVIOUR CHANGE – HHs, COMMUNITIES, SCHOOLS AND HEALTH INSTITUTIONS
MOE – School Improvement Programme	<p>Education to all by 2015</p> <ul style="list-style-type: none"> • 100% primary education to all • 100% quality assurance
MOH – National Hygiene and Sanitation Strategy	<p>Universal <u>access</u> to improved hygiene and sanitation by 2012</p> <ul style="list-style-type: none"> • 100% <u>adoption</u> of Improved Hygiene and Sanitation • 100% <u>coverage</u> of improved hygiene and sanitation
MOWR - Universal Access Programme 2006 - 2012	<ul style="list-style-type: none"> • 149,000 new PPWSS <u>constructed</u> • 51 million additional users <u>covered</u> • 98% coverage by 2012 • Total population with access to safe drinking water (rural and urban) (%) <ul style="list-style-type: none"> ○ Rural population with access to potable water within 1.5 km (%) ○ Urban population with access to potable water within 0.5 km (%)
Joint Technical Review – Proposed Report Format for Regions (this was designed to match the PASDEP policy indicator matrix and MoWR / BoWR quarterly reporting)	<ul style="list-style-type: none"> • Outcome: Increased access to potable water supply • Total population with <u>access</u> to safe drinking water (rural and urban) (%) <ul style="list-style-type: none"> ○ Rural population with <u>access</u> to potable water within 1.5 km (%) ○ Urban population with <u>access</u> to potable water within 0.5 km (%) • Outcome: Improved operation and maintenance of water supply <ul style="list-style-type: none"> ○ <u>Malfunctioning</u> water facilities (rural) (%) ○ Rate of <u>production</u> in m³ (urban) • Inputs: Increase number of rural water supply schemes constructed <ul style="list-style-type: none"> ○ Number of deep bore holes <u>constructed</u> annually ○ Number of shallow bore holes <u>constructed</u> annually ○ Number of hand dug wells <u>constructed</u> annually ○ Number of springs <u>developed</u> annually ○ Number of ponds <u>constructed</u> annually ○ Number of cisterns <u>constructed</u> annually ○ Number of cisterns <u>constructed</u> annually • Inputs: Increase number of urban water supply schemes studied, designed, constructed and rehabilitated <ul style="list-style-type: none"> ○ Number of towns for which their water supply schemes design and study completed annually ○ Number of urban water supply schemes constructed annually ○ Number of urban water supply schemes rehabilitated annually • Outcome: Increased access to hygiene and sanitation services <ul style="list-style-type: none"> ○ Proportion of schoolchildren (separate data for boys and girls) using

	<p>school latrines (%)</p> <ul style="list-style-type: none"> ○ Proportion of rural households using latrines (%) ○ Proportion of urban households using latrines (%)
Protection of Basic Services	<ul style="list-style-type: none"> • Proportion of rural and urban population with access to potable water • Proportion of population with access to improved sanitation, urban and rural • Reduced proportion of malfunctioning rural water facilities • Establish M&E-MIS system to collect and analyze sector data and support the sector planning
DFID WSSP 2007 – 2012 £75 M	<ul style="list-style-type: none"> • 70% of the population <u>using</u> an improved drinking water source • 56% of the population <u>using</u> an improved sanitation facility for excreta disposal. • At least 60% of population in 300 participating Woredas <u>using</u> improved water supplies within 1.5km of their homes by EoP. • 80% of population in 37 participating small towns <u>using</u> improved water supplies within 0.5km of their homes by EoP. • <u>Malfunctioning</u> water supplies reduced to 10% in participating Woredas by EoP. • At least 50% of families <u>disposing of children's stools</u> in latrines by EoP. • At least 50% of primary <u>schools in participating Woredas with 1:40 toilet/pupil stance ratio</u> by EoP • 13,300 rural schemes <u>constructed</u> in participating Woredas (World Bank and DFID combined). • 102 small town schemes <u>constructed</u> (World Bank and DFID combined). • At least 200,000 household latrines <u>constructed</u> in rural communities benefiting from new water supply. • At least 30,000 household latrines <u>constructed</u> in participating small towns. • 1,000 primary <u>school latrines constructed</u> in participating Woredas. • At least 1,500 <u>health post latrines constructed</u> in participating Woredas
UNICEF 2007 - 2011	<ul style="list-style-type: none"> • By the end of 2007, 340,000 vulnerable women and children have <u>access</u> to WASH • By the end of 2010 WASH integrated into 650 <u>health institutions</u> • By the end of 2011, 6 million vulnerable women and children have <u>access</u> to safe water and sanitation • WASH integrated into 1,000 <u>schools</u>
WORLD BANK WSSP & UWSS	<ul style="list-style-type: none"> • access to improved water supply for at least 2 million people in rural and urban project areas • % of water points constructed in participating communities functioning properly • % of participating town water systems expanded or rehabilitated, functioning properly, with at least 15 litres/ capita/ day • % of rural population in participating Woredas with improved access to water. • % of urban population in participating urban areas with improved access to water.

	<ul style="list-style-type: none"> • % of participating town water systems expanded or rehabilitated, functioning properly, supplying at least 15 liters per capita per day • 1 million urban people with new water supply • 3 million urban people with improved water supply • 0.5 million urban people with improved sanitation
AfDB	<ul style="list-style-type: none"> • Rural water supply <u>coverage</u> increased to meet the MDG targets: from 24% in 2004 to 35 % in 2008, 45% in 2010 and to reach 62% of the population by 2015. • Rural sanitation <u>coverage</u> increased to meet the MDG targets: from 8% in 2004 to 21% in 2007, 32% in 2010, and to reach 54% by 2015. • <u>Incidence of water borne diseases</u> halved by 2015; from 60% of the population in 2004, to 45% in 2007, 40% in 2010, and to reach 30% by 2015. • Rural Water Supply <u>access</u> increased from 24% to 35% by mid 2008. • Average <u>distance</u> to nearest water points reduced from 3km. in 2004 to 1 km by mid 2008. • Average <u>travel time</u> of women and children to water points reduced from 3 hours in 2005 to 1 hour in Participating Woredas by mid 2008. • Per capita water <u>consumption</u> increased from about 10 l/c/day in 2004 to 20 l/c/day by mid 2008. • Sanitation <u>coverage</u> increased from 8% to 21% • Improved <u>hygiene and Sanitation practices adopted</u> by mid 2008. • <u>Construction</u> of 24,500 water points, 10,000 demonstration latrines and 6,500 communal latrines in schools, clinics and rural growth centres by mid 2008. • Up to 1.45 million improved traditional pit latrines <u>constructed</u> by communities with own financing by mid 2008. • <u>Non-functional services</u> reduced from 33% to 15% through rehabilitation of 1,550 water points by mid 2008;
UNDESA / GIRWI – Global Initiative for Rationalizing Water Information – provisional WatSan indicators	<ul style="list-style-type: none"> • % of functional urban water systems • % of functional small rural WS schemes • Rural and urban water supply access • Rural and urban sanitation access • Coverage of WSS facilities in schools • Unaccounted-for water • Rate of cost recovery • Number of people trained in water-related disciplines (per 1,000 inhabitants)

Annex 5 - Classification Of Public Protected Water Supply (PPWS) Schemes

type	code
Source Type	
Protected spring on spot	PSS
Spring development with rural pipe scheme	SG-RPS
Hand-dug well	HDW
Shallow borehole	SW
Deep borehole	DBH
Surface source (River, Dam) Intake with treatment	RIT
Rain water harvesting from roof catchment	RWH
Extraction System	
Motorized pump	MP
Submersible pump	SP
Hand pump Afridev	HPAF
Hand pump India Mark 2	HPIM2
Hand pump India Mark 3	HPIM3
Hand Pump Other	HPO
Windlass	WIN
Rope pump	RP
Solar pump	SOL
Windmill pump	WP
Public Water Point Type	
HH connection	HH
Public tap stand / fountain	TS
Yard connection	YC

Annex 6 - Classification Of Latrines & Defecation Practices

type			
	Flush to sewer		
	Flush to condominial septic tanks to small bore sewers		
	Flush to septic tank		
	Ventilated Improved Pit (VIP) Latrine with concrete slab		
	Eco san – <i>arborloo</i> (tree planting on previous sites)		
	Eco san – <i>fossa alterna</i> - double alternating pit compost toilet		
	Eco san - urine separation and faecal composting		
	Does the Traditional Pit Latrine (TPL) / eco-san meet minimum standards?	yes	no
	With slab		
	With hole cover		
	With house / superstructure		
	Is it clean?		
	Is it maintained?		
	Is it washable?		
	Open defecation – buried		
	Open defecation – designated places		
	Open defecation - indiscriminate		
	Open defecation in the compound (young children)		
	URBAN PRACTICES		
	Bucket latrine		
	Wrap and throw / “flying toilets”		
	URBAN ARRANGEMENTS		
	Private – family / HH members only		
	Shared – use by a limited number of HHs only		
	Public – use by anyone		
	KEY QUESTIONS	yes	no
	Does the system separate human faeces from human contact?		
	Does it provide privacy?		
	Is it safe to use? Especially for girls and women?		
	Is it clean?		
	Is it convenient, providing easy access at all hours?		
	Is it comfortable?		

Annex 7 - Sanitary Inspection Forms (UNICEF, Ethiopia)
These are part of the RWS-INV 3 (process steps 5 and 6)

Sanitary Inspection Form: Shallow / Deepwell With Handpump

A. General Information

1. WOREDA, KIBELE, VILLAGE NAME

--	--	--

2. GPS LOCATION (UTS)

--	--

3. TIME & DATE OF VISIT

--

4. WATER SUPPLY IDENTIFICATION CODE

--	--	--	--	--	--	--

5. TYPE OF HANDPUMP

Ser	Type	Yes/No
1	IM2	
2	IM3	
3	AFRIDEV	
4	Other	

6. DEPTH TO BOTTOM OF WELL (m)
Measured from Ground Level
min

--

7. FLOWRATE litres / min
Measured at 60 strokes /

--

8. DEPTH TO STATIC WATER TABLE (m)
Measured from Ground Level

--

B. Sanitary Inspection Shallow / Deepwell With Handpump

Source of Information: 'O' = Direct Observation; 'I' = Interview

SER	QUESTION	Type (O / I)	YES/NO
1	Is there a latrine within ten metres of the borehole?	O	
2	Can domestic animals approach the water point?	O	
3	Other than latrines and domestic animals, are there any other sources of pollution within ten metres of borehole? (i.e. excreta, garbage, drains / channels, sewers, ponds, dug wells, cultivation)	O & I	
4	Is the apron missing, damaged, or less than 1.85 metres in diameter	O	
5	Can waste water collect on the apron?	O	
6	Is the drainage channel missing, damaged or blocked with debris?	O	
7	Can waste water or rain water collect within 3 metres of the borehole?	O & I	
8	Can water, dirt or dust enter the borehole, e.g. is the pump-cover damaged or missing?	O	
9	Can waste water enter the borehole at the point of attachment of the hand-pump?	O	
10	Do people regularly bathe and wash clothes or cooking / eating utensils at the hand-pump?	O & I	
Total Score of Risks:			

C: Results and Recommendations

The following important points of risk were noted:

D: Name and Signature of Assessor:

Sanitary Inspection Form: Shallow / Deep Well With Distribution System

A. General Information

1. WOREDA, KIBELE, VILLAGE NAME

--	--	--

2. GPS LOCATION (UTS)

--	--

3. TIME & DATE OF VISIT

--

4. WATER SUPPLY IDENTIFICATION CODE

--	--	--	--	--	--	--

5. NO OF TAP STANDS

No	Functional Non- Functional (YES / No)	Remarks
1		
2		
3		
4		

6. DEPTH TO BOTTOM OF WELL (metres)

--

7. SAFE YIELD (if known)
litres per minute

--

8. DEPTH TO STATIC WATER TABLE (metres)
Measured from Ground Level

--

B. Sanitary Surveillance Shallow / Deep Well With Distribution System

Source of Information: 'O' = Direct Observation; 'I' = Interview

Note: In theory this should be completed for each tap stand, scores being averaged. In this case, it is recommended that one third to one half tap stands in the reticulation system are inspected, scores being averaged.

SER	QUESTION	Type (O / I)	YES/NO
1	Are taps missing from the tap stand?	O	
2	Does any tap at the tap-stand leak?	O / I	
3	Does the tap stand lack a support, e.g. a concrete pillar or post?	O	
3	Does surface water collect within two metres of the tap-stand?	O / I	
5	Are any water pipes exposed within five metres of the tap-stand?	O	
6	Is there human excreta within ten metres of the tap-stand?	O	
7	Other than human excreta, are there any other sources of pollution within ten metres of the tap-stand ? (i.e. domestic animal excreta, garbage, cultivation?)	O	
8	Can domestic animals approach the tap-stand?	O	
9	Are there any signs of leaks in the piped water supply within 50m of the tap-stand?	O	
10	Do people regularly bathe and wash clothes or cooking / eating utensils at the tap stand?	O & I	
Total Score of Risks:			

C: Results and Recommendations

The following important points of risk were noted:

D: Name and Signature of Assessor:

Sanitary Inspection Form: Protected Dug Well

A. General Information

1. WOREDA, KIBELE, VILLAGE NAME

--	--	--

2. GPS LOCATION (UTS)

--	--

3. TIME & DATE OF VISIT

--

4. WATER SUPPLY IDENTIFICATION CODE

--	--	--	--	--	--	--

5. TYPE OF DUG WELL

Ser	Type	Yes/No
1	Private	
2	Public	
3	Fitted with Handpump	
4	Fitted with Windlass	

6. DEPTH TO WATER TABLE / metres
metres Measured from Ground level
Measured from Ground level

metres

7. DEPTH OF WELL /

metres

B. Sanitary Inspection: Protected Dug Well

Source of Information: 'O' = Direct Observation; 'I' = Interview

SER	QUESTION	Type (O / I)	YES/NO
1	Is there a latrine within 10 metres of the well?	O	
2	Can domestic animals approach the well?	O	
3	Other than latrines and domestic animals, are there any other sources of pollution within ten metres of borehole? (i.e. excreta, garbage, drains / channels, sewers, ponds, dug wells, cultivation)	O & I	
4	Is the well parapet (wall) missing, damaged or less than 0.75m above ground level?	O	
5	Does the inner seal (i.e. lining) around the top of the well extend less than one metre below ground level	O	
6	Is the apron around the parapet missing, damaged, or less than 1.0 metres wide	O	
7	Is water withdrawn by rope and bucket or windlass, rather than a handpump?	O	
8	Is the drainage channel missing, damaged or blocked with debris?	O	
9	Can waste water or rain water collect within 3 metres of the well?	O & I	
10	Can water, dirt or dust enter the well ?	O	
Total Score of Risks:			

C: Results and Recommendations

The following important points of risk were noted:

D: Signature of Assessor:

Sanitary Inspection Form: Protected Spring

A. General Information

1. WOREDA, KEBELE, VILLAGE NAME

--	--	--

2. GPS LOCATION (UTM)

--	--

3. TIME & DATE OF VISIT

--

4. ID CODE (see attached sheet for details)

--	--	--	--	--	--	--

5. Yield liters / min

Liters / minute

B. Sanitary Inspection Protected Spring

Source of Information: 'O' = Direct Observation; 'I' = Interview

SER	QUESTION	Type (O / I)	YES/NO
1	Is the area extending at least 10 metres above the spring fenced off to prevent access by domestic animals, etc?	O	
2	Can surface water collect in the area extending 10 metres above the spring? – e.g. are drains damaged, blocked?	O	
3	Is there a latrine uphill and within 30m of spring?		
4	Are there other potential pollution sources (refuse pits etc) uphill and within 30 metres of the spring?	O	
5	Is the spring retaining wall missing or damaged?		
6	Is the area immediately behind the retaining wall sealed to prevent contamination?		
7	Is it possible for contamination to be deliberately or accidentally introduced into the water storage area behind the retaining wall, eg by playing children?		
8	Is the backfill area immediately behind the retaining well eroded or subsided?	O & I	
9	Can waste water pool in the water collection area?	O	
10	Can domestic animals access the water collection area?	O	

Total Score of Risks:

C: Results and Recommendations

The following important points of risk were noted:

D: Signature of Assessor:

Annex 8 – Notes on water quality testing

1. The risk of faecal contamination is assessed by a WQ test using the WQ test kit.
2. If this test kit is not available, then this risk is assessed by the presence or absence of ten risk factors, (WHO Edition III Guidelines for Drinking Water Quality).
3. Different sanitary inspection formats are available for different types of water supply. Annex 7 includes formats (prepared by UNICEF) for
 - a. Shallow / deep well with handpump
 - b. Shallow / Deep well with distribution system
 - c. Protected Dug Well
 - d. Protected Spring
4. The total number of risk indicators present (0-10) is used to assess faecal contamination risk;
5. a score of ten indicates the greatest risk.
6. In terms of physico-chemical water safety, there are four simple indicators, using the turbidity tube or transparent jar or bottle
 - a. turbidity (cut off being 20 JTU, measured with a turbidity tube, if more than this, it score a 1, indicating risk;
 - b. odour – if the water smells of iron / hydrogen sulphide etc, it scores a 1, indicating risk;
 - c. taste – if saline, it scores a 1; and
 - d. if there is evidence of iron (staining on platform, it scores a 1).These four risk scores are added to give an overall physico-chemical risk score

Annex 9 – Safe Water Chains (EHP)

(REFERENCE FOR THE QUESTION ON SAFE WATER MANAGEMENT IN THE HMIS – AHHR)

Even if the household has easy access to safe water, the members (especially children) could be at risk if the water is not properly stored and the storage container is not properly maintained.

Definition of Terms: Households that practice safe water (SW) management to protect drinking water from contamination should do the following:

1. Use an improved water source that is within reach (30 minutes or less in rural areas and 5 minutes or less in urban areas) and accessible daily
2. Cover containers and use narrow-neck containers
3. Limit access of children to the drinking water by raising the water containers above ground (prevent children from putting hands in water)
4. Use a different vessel to transfer water than the one used for drinking or pouring from the container
5. Treat water to remove pathogens from the water (e.g., chlorination, filtration, boiling, or solar disinfection)
6. Keep container clean This is applicable to households that do not have piped water or those with piped water where the supply is irregular, forcing them to store water to ensure continuous supply.

The last stage in the safe water chain is the possession and use of a clean/safe water transferring vessel that allows the water from a safe source to be transferred to a vessel for drinking.

Definition of Terms: A clean water-transferring vessel is the container used to manipulate the stored water. It does not include the containers used to store the water in the household. Households should have one vessel that is used exclusively for transferring water from the water storage container to a drinking glass or to any other vessels or containers.

The water-transferring vessel should be kept clean, off the floor, and out of reach of children.

If households use plastic water storage containers and can pour water safely and cleanly from the container or use a tap, a water-transferring vessel would not be necessary.

An important part of proper water storage is to have narrow-neck or covered containers, which minimize the possibility of contamination with diarrhea pathogens.

Definition of Terms: Water storage containers should have a screw-on top/lid or a plate-like cover that completely covers the container. A narrow-neck container is a suitable and acceptable substitute for covers as it offers less chance for hands to enter the container and contaminate the stored water.

Annex 10 – Budget and Expenditure codes

	Account title	Donors Category	Double Entry
Control Account	Construction	Works	6320
	Pre-construction activities		6321
	Construction of building-non-residential		6323
	Construction of infrastructure		6324
Control Account	Goods and services	Goods	6200
	Goods		6216
	Miscellaneous equipment		6218
Control Account	Fixed Assets	Goods	6310
Subsidiary Accounts	Purchase of vehicles		6311
	Purchase of equipment		6313
	Purchase of Building, furniture & fixture		6230
Control Account	Contract service	Consultant Service	6250
Subsidiary Accounts	Contracted professional services		6251
	Salary to contract staff		6113
	Salary to external Contract staff		6115
	Allowance to contract staff		6123
	Allowance to external Contract staff		6124
Control Account	Traveling & Official Entertainment Service	Operating Costs	6230
Subsidiary Accounts	Per diem		6231
	Transport fees		6232
Control Account	Training	Training	6270
Subsidiary Accounts	Local training		6271
	External training		6272
	Training related per diem		6273
	Training related transport fee		6274
Control Account	Personnel Costs	Operating Costs	6100
Subsidiary Accounts			
	Wages for casual staff		6114
Control Account	Maintenance & Repair	Operating Costs	6240
Subsidiary	Maintenance & repair Vehicle		6241

Accounts			
	Maintenance and repair equipment		6243
	Maintenance and repair of building, furnishing & fixtures		6244
	Operation Support		
	Printing		6213
	Fuel and lubricants		6217
	Research and development supplies		6219
	Rent		6252
	Advertising		6253
	Insurance		6254
	Fees and charges		6256
	Electricity charges		6257
	Telecommunication charges		6258
	Water & other utilities		6259
	Office supplies		6212
	Allowance to permanent staff		6121

Annex 11 – WASH M&E indicative implementation budget

ITEM	notes	number	unit cost \$	total cost (USD)
EQUIPMENT				
GPS 1 per Woreda	assumes 200 already have a unit	700	300	210,000
solar panels	assumes half have power	450	300	135,000
computers ,	assumes half have a computer	450	700	315,000
software - anti virus		900	60	54,000
TRAINING				
curriculum & materials development		lump sum		10,000
Regional WASH M&E, TOT	11 Regions * 3 staff * 4 person days (PD)	132	50	6,600
Woreda WASH M&E, TOT	900 Woredas * 3 staff * 5 PDs	14000	30	420,000
Kebele WASH M&E	18,000 Kebeles * 2 staff * 3 PDs	108,000	20	2,160,000
MATERIALS				
detailed design of forms		lump sum		5,000
printing RWSI 1 & 2 PPWSS	4 copies * 80,000	320,000	0.04	12,800
printing all other forms		100,000	0.04	4,000
LOGISTICS				
travel within Kebele		18,000	50	900,000
other				200,000
TOTAL				4,432,400
CONTINGENCY 15%				664,860
GRAND TOTAL				5,097,260