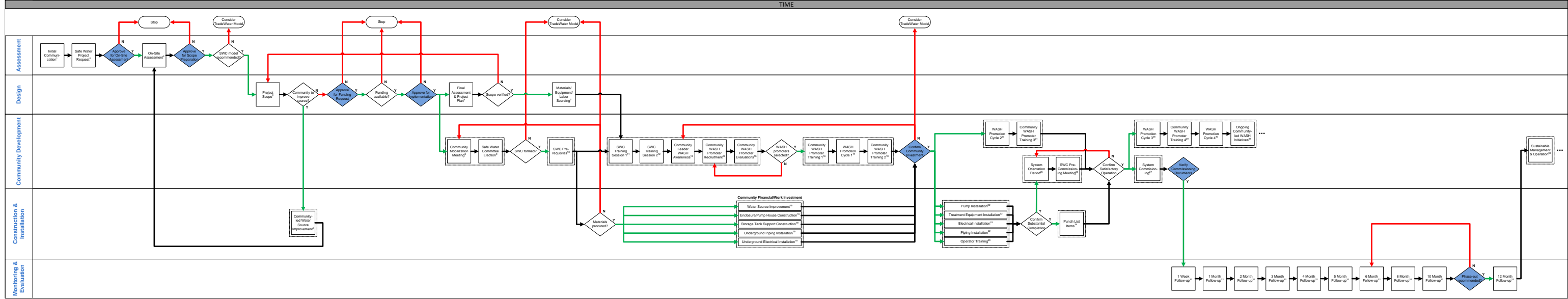


Water Missions International Project Flow: Community-Managed Water Supply



Rev. 2 (11/29/12)

Process	Goal	Objectives/Activities	Requirements for Successful Process Completion	People Involved	Process	Goal	Objectives/Activities	Requirements for Successful Process Completion	People Involved
1. Initial Communication	Identify communities for potential partnerships	1. Communicate with advocate via phone, email or letter	• Record of initial communication from the advocate filed • <i>Safe Water Project Request form</i> forwarded	Country Director, Community Advocate, Senior Community Dev. Officer	15. Community WASH Promoter Evaluations	Expand the SWC's capacity to conduct WASH promotion activities	1. Evaluate all Community WASH Promoter candidates 2. Select Community WASH Promoters 3. Schedule Community WASH Promoter Training 1	• Final list of Community WASH promoters filed	WMI WASH Coordinator, Community Dev. Officer, Safe Water Committee
2. Safe Water Project Request	Obtain sufficient information to determine if assessment should be conducted	1. Have advocate complete <i>Safe Water Project Request form</i> 2. Develop a scope and budget for on-site assessment	• Completed <i>Safe Water Project Request form</i> forwarded to Country Director • <i>Safe Water Project Request form</i> uploaded to Reporting Database • Project created in Reporting Database	Community Advocate, Senior Community Dev. Officer	WASH promoters selected?	Confirm that an adequate number of WASH volunteers have been identified			Community Dev. Officer
Approve for On-Site Assessment	Determine if on-site assessment is feasible and cost-effective			Country Director, Senior Community Dev. Officer, Senior Engineer or Technical Coordinator	16. Community WASH Promoter Training 1	Equip WASH volunteers with knowledge and educational skills	1. Administer WASH pre-test 2. Conduct detailed training in water contamination and waterborne illnesses according to WASH promotion plan 3. Review and revise community WASH promotion plan (sector assignments and weekly schedule) 4. Review WASH promoter reporting responsibilities 5. Discuss communication techniques and observe WASH promoters in action 6. Administer WASH post-test 7. Commission WASH promoters to mobilize community	• <i>WASH Promoter Training Report</i> uploaded to Reporting Database • All WASH promoters pass post-test	WMI WASH Coordinator, Community Dev. Officer, Safe Water Committee, community WASH promoters
3. On-Site Assessment	Obtain site-specific technical and socio-demographic information required to develop project scope	1. Verify data provided in the <i>Safe Water Project Request form</i> 2. Complete <i>Community Assessment form</i> 3. Inform community contact person that the assessment does not guarantee project approval	• Completed <i>Community Assessment form</i> uploaded to Reporting Database • Web link to community photos uploaded to Reporting Database	Senior Community Dev. Officer, Senior Engineer or Technical Coordinator	17. WASH Promotion Cycle 1	Promote the use of safe water and the safe water project in the community	1. Have community promoters educate community about water contamination and waterborne illnesses according to WASH promotion plan	• WASH promotion activity verified in subsequent <i>WASH Promoter Training Report</i>	Community WASH promoters, Safe Water Committee, WMI WASH Coordinator
Approve for Scope Preparation	Determine if project scope preparation is feasible and cost-effective			Country Director, Senior Community Dev. Officer, Senior Engineer or Technical Coordinator	18. Community WASH Promoter Training 2	Equip WASH volunteers with knowledge and educational skills	1. Administer WASH pre-test 2. Conduct detailed training in water treatment and safe water storage techniques according to WASH promotion plan 3. Review and revise community WASH promotion plan (sector assignments and schedule) 4. Review WASH promoter reporting responsibilities 5. Discuss communication techniques and observe WASH promoters in action 6. Administer WASH post-test 7. Confirm commitment of all WASH promoters	• <i>WASH Promoter Training Report</i> uploaded to Reporting Database • All WASH promoters pass post-test	WMI WASH Coordinator, Community Dev. Officer, Safe Water Committee, community WASH promoters
SWC model recommended?	Determine if project can be implemented in a sustainable manner under the community-managed model			Country Director, Senior Engineer or Technical Coordinator	19. Preliminary Construction	Involve community in project implementation	1. Oversee water source improvement, exclusive/pump house construction, storage tank support construction, underground piping and electrical installation	• Record of completed construction work filed	Safe Water Committee, community members, Senior Engineer or Technical Coordinator
4. Project Scope	Develop the scope of the proposed safe water project	1. Evaluate technical design alternatives (water source, treatment, storage and distribution) 2. Develop preliminary schedule 3. Prepare project budget using <i>WMI Project Budget Estimator</i> 4. Complete <i>Financial Sustainability Worksheet</i>	• Scope sketch uploaded to Reporting Database • <i>WMI Project Budget Estimator</i> uploaded to Reporting Database • <i>Financial Sustainability Worksheet</i> uploaded to Reporting Database • Completed <i>Responsibility Matrix</i> uploaded to Reporting Database	Senior Engineer or Technical Coordinator, Senior Community Dev. Officer, Country Director	Confirm Community Investment	Verify that the community has invested time, labor and finances.			Country Director
Community to improve sources?	Determine if community is responsible for source improvements required in proposed project			Country Director, Senior Engineer or Technical Coordinator	20. WASH Promotion Cycle 2	Promote the use of safe water and the safe water project in the community	1. Administer WASH pre-test 2. Conduct detailed training in healthy hygiene practices according to WASH promotion plan 3. Review and revise community WASH promotion plan (sector assignments and schedule) 4. Review WASH promoter reporting responsibilities 5. Discuss communication techniques and observe WASH promoters in action 6. Administer WASH post-test 7. Confirm commitment of all WASH promoters	• WASH promotion activity verified in subsequent <i>WASH Promoter Training Report</i>	Community WASH promoters, Safe Water Committee, WMI WASH Coordinator
5. Community-led Water Source Improvement	Improve the water source that will be used in the safe water project	1. Have community carry-out water source improvements	• Record of communication from advocate indicating completion of improvements filed • On-site assessment scheduled	Community Advocate, Senior Engineer or Technical Coordinator	21. Community WASH Promoter Training 3	Equip WASH volunteers with knowledge and educational skills	1. Administer WASH pre-test 2. Conduct detailed training in healthy hygiene practices according to WASH promotion plan 3. Review and revise community WASH promotion plan (sector assignments and schedule) 4. Review WASH promoter reporting responsibilities 5. Discuss communication techniques and observe WASH promoters in action 6. Administer WASH post-test 7. Confirm commitment of all WASH promoters	• <i>WASH Promoter Training Report</i> uploaded to Reporting Database • All WASH promoters pass post-test	WMI WASH Coordinator, Community Dev. Officer, Safe Water Committee, community WASH promoters
Approve for Funding Request	Determine if project is viable based on proposed scope			Country Director	22. Equipment Installation	Install remaining equipment	1. Install pump, treatment equipment, electrical and piping	• <i>Equipment Release form</i> uploaded to Reporting Database	Senior Engineer or Technical Coordinator, Safe Water Committee, community members
Funding available?	Determine if funding is available for proposed project			Country Director	23. Operator Training	Develop operator's capacity to run the entire process of safe water production and delivery	1. Overview system operation 2. Overview system maintenance 3. Overview money handling (if applicable) 4. Overview reporting responsibilities	• <i>Operator Training Checklist</i> uploaded to Reporting Database	Senior Engineer or Technical Coordinator, Safe Water Committee
Approve for Implementation	Determine if project is ready to be implemented			Country Director	Confirm Substantial Completion	Confirm that a majority of the work has been completed			Senior Engineer or Technical Coordinator
6. Final Assessment & Project Plan	Confirm project plan	1. Place courtesy call to local authorities (phone or in-person) 2. Verify assumptions used to develop project scope 3. Develop detailed list of materials 4. Develop detailed list of labor activities	• Detailed list of materials and labor activities filed	Senior Engineer or Technical Coordinator, Country Director	24. Punch List Items	Finalize installation	1. Complete all outstanding construction-related tasks	• Record of completed construction work filed	Senior Engineer or Technical Coordinator
Scope verified?	Confirm that the project can be implemented as proposed			Country Director, Senior Engineer or Technical Coordinator	25. System Orientation Period	Ensure that system operation is satisfactory prior to commissioning	1. Observe the operator during water production 2. Observe the operator during water quality sampling 3. Observe the operator during business transactions (if applicable) 4. Observe the operator during record keeping	• Water treated for predetermined duration	Community Dev. Officer, Senior Engineer or Technical Coordinator
7. Materials/ Equipment/ Labor Sourcing	Locate supplies and labor required to implement the project	1. Identify sources for materials and equipment 2. Identify sources for labor 3. Ensure sustainable supply chain for recurring materials 4. Assign as much responsibility to community as possible	• Sources confirmed for all identified materials, equipment and labor activities	Senior Engineer or Technical Coordinator, Country Director	26. SWC Pre-commissioning Meeting	Ensure that the SWC is prepared to begin water production and distribution	1. Confirm that an adequate financial sustainability plan is in place 2. Confirm that reporting responsibilities are known	• <i>Safe Water Committee Pre-Commissioning Meeting Report</i> uploaded to Reporting Database	Community Dev. Officer, Safe Water Committee
8. Community Mobilization Meeting	Organize and engage the community to support the proposed project	1. Overview mission and vision of Water Missions International 2. Overview WASH 3. Discuss technical and financial aspects of proposed project 4. Discuss proposed responsibilities of Water Missions International 5. Discuss proposed responsibilities of community 6. Discuss roles and responsibilities of each Safe Water Committee position 7. Schedule date for Safe Water Committee election * Community Mobilization Meeting and SWC Election should be held on separate days unless recommended by Community Development Officer and approved by Country Director	• <i>Community Mobilization Report</i> uploaded to Reporting Database	Community Dev. Officer, community leaders, community members	Confirm Satisfactory Operation	Confirm successful operation			Community Dev. Officer, Senior Engineer or Technical Coordinator
9. Safe Water Committee Election	Form a competent Safe Water Committee that represents best interests of the community at large	1. Review roles and responsibilities of each Safe Water Committee position 2. Facilitate nomination process 3. Facilitate voting process 4. Sign <i>Safe Water Committee Certification form</i> 5. Discuss SWC prerequisites (supporting documents, procurement of construction materials) 6. Discuss and sign a <i>Memorandum of Understanding</i>	• <i>Safe Water Committee Certification form</i> uploaded to Reporting Database	Community Dev. Officer, community leaders, community members	27. System Commissioning	Official start of operation	1. Organize and hold a ceremony to formally acknowledge the start of operation	• <i>Commissioning Report</i> uploaded to Reporting Database	Community Dev. Officer, Country Director, WMI WASH Coordinator, Safe Water Committee, community members
SWC formed?	Verify that all Safe Water Committee positions have been subsequently filled			Community Dev. Officer	28. WASH Promotion Cycle 3	Promote the use of safe water and the safe water project in the community	1. Have community volunteers educate community about healthy hygiene practices according to WASH promotion plan 2. Review and revise community WASH promotion plan (sector assignments and schedule) 4. Review WASH promoter reporting responsibilities 5. Discuss communication techniques and observe WASH promoters in action 6. Administer WASH post-test 7. Confirm commitment of all WASH promoters	• <i>WASH Promoter Training Report</i> uploaded to Reporting Database • All WASH promoters pass post-test	WMI WASH Coordinator, Community Dev. Officer, Safe Water Committee, community WASH promoters
10. SWC Prerequisites	Procure supporting documents and construction materials that the Safe Water Committee is responsible for providing	1. Have SWC collect construction materials and funds as outlined in the <i>MOU</i> 2. Have SWC complete <i>Safe Water Project Household Survey</i> 3. Have SWC provide proof of bank account 4. Have SWC document permission granted for water source and land use 5. Have SWC complete any documents associated with regulatory requirements	• <i>Memorandum of Understanding</i> uploaded to Reporting Database • <i>Safe Water Project Household Survey</i> digitized and uploaded to Reporting Database • Record of bank account filed • Document granting permission to make use of a particular water source or land filed • Documents associated with regulatory requirements filed	Safe Water Committee, Community Dev. Officer	29. Community WASH Promoter Training 4	Equip WASH volunteers with knowledge and educational skills	1. Administer WASH pre-test 2. Conduct detailed training in healthy sanitation practices according to WASH promotion plan 3. Review and revise community WASH promotion plan (sector assignments and schedule) 4. Review WASH promoter reporting responsibilities 5. Discuss communication techniques and observe WASH promoters in action 6. Administer WASH post-test 7. Confirm commitment of all WASH promoters	• <i>WASH Promoter Training Report</i> uploaded to Reporting Database • All WASH promoters pass post-test	WMI WASH Coordinator, Community Dev. Officer, Safe Water Committee, community WASH promoters
Materials procured?	Confirm that the community is invested in the project			Country Director, Community Dev. Officer	30. WASH Promotion Cycle 4	Promote the use of safe water and the safe water project in the community	1. Have community volunteers educate community about healthy sanitation practices according to WASH promotion plan	• WASH promotion activity reported by SWC in <i>Safe Water Project Monthly Summary Report</i> matches the WASH promotion plan	Community WASH promoters, Safe Water Committee, WMI WASH Coordinator
11. SWC Training Session 1	Develop the SWC's capacity to operate and sustain the water treatment system on a technical and financial basis	1. Review technical and financial aspects of proposed project 2. Have SWC members identify individual responsibilities 3. Overview evangelism and discipleship plan 4. Prepare a <i>Safe Water Project Constitution</i>	• <i>Safe Water Project Constitution</i> uploaded to Reporting Database	Community Dev. Officer, Safe Water Committee	31. Ongoing Community-led WASH Initiatives	Promote the use of safe water and the safe water project in the community	1. Encourage community WASH volunteers to develop and carry-out a WASH promotion plan in accordance with the specific needs of the community	• WASH promotion activity reported by SWC in <i>Safe Water Project Monthly Summary Report</i> matches the WASH promotion plan	Community WASH promoters, Safe Water Committee, WMI WASH Coordinator
12. SWC Training Session 2	Develop the SWC's capacity to operate and sustain the water treatment system on a technical and financial basis	1. Identify and discuss ongoing costs associated with Safe Water Project 2. Estimate Safe Water Project income (water price, household penetration, and consumption) 3. Discuss money handling and reporting procedures 4. Develop a <i>Financial Sustainability Plan</i> 5. Overview WASH promotion process 6. Schedule date for Community Leader WASH Awareness	• <i>Financial Sustainability Plan</i> uploaded to Reporting Database • <i>Safe Water Committee Training Report</i> uploaded to Reporting Database	Community Dev. Officer, Safe Water Committee	Verify Commissioning Documents	Verify satisfactory management, operation and promotion of the safe water project	1. Conduct scheduled on-site visits 2. Take necessary corrective measures to address any unsatisfactory conditions	• <i>Follow-Up Report</i> uploaded to Reporting Database • <i>Safe Water Project Monthly Summary Reports</i> uploaded to Reporting Database	Community Dev. Officer, M&E Officer, Safe Water Committee, Senior Engineer or Technical Coordinator, WMI WASH Coordinator
13. Community Leader WASH Awareness	Establish relationship with local authorities and encourage them to support the project	1. Overview WMI and the safe water project 2. Overview WASH 3. Solicit support from community leaders to mobilize WASH promoters 4. Schedule date for Community WASH Promoter Evaluations	• <i>Community Leader WASH Awareness Report</i> uploaded to Reporting Database	WMI WASH Coordinator, Safe Water Committee	Phase-out recommended?	Confirm that SWC is capable of managing and operating system indefinitely			Country Director, Community Dev. Officer
14. Community WASH Promoter Recruitment	Expand the SWC's capacity to conduct WASH promotion activities	1. Have community leaders and SWC recruit candidates for Community WASH Promoters	• Community WASH Promoter nomination list filed	Safe Water Committee, community leaders	33. Sustainable Management & Operation	System continues to operate indefinitely without the presence of WMI	1. Performance standards met		Safe Water Committee