

HIMACHAL PRADESH
STATE WATER AND SANITATION MISSION
WSSO, DHALLI, SHIMLA-171012

NO: SWSM-WSSO-HPVHA/2013-14/

8459-81

Dated: 28-12-2013

To

- ✓ The Executive Engineer
IPH Division Ghumarwin, Palampur, Nalagarh
2. The Member Secretary, DWSM
Cum-Executive Engineer,
IPH Division, Bilaspur, Dharamshala, Solan


Subject:

Capacity building, IPC and IEC dissemination in drinking water sector in three blocks on pilot basis as per NRDWP guidelines

A Memorandum of Understanding (MoU) has been entered on dated 26-12-2013 between Water and Sanitation Support Organization (WSSO), Dhalli, Shimla, Himachal Pradesh-12 and M/s Himachal Pradesh Voluntary Health Association (HPVHA), B-37, Phase-1, Sector-2, New Shimla-9 to undertake the capacity building, Interpersonal Communication (IPC) and Information, Education & Communication (IEC) dissemination activities in all the Gram Panchayats of three blocks namely **Ghumarwin of District Bilaspur, Panchrukhi of District Kangra and Nalagarh of District Solan** on pilot basis in order to achieve the objectives of National Rural Drinking Water Programme (NRDWP). The complete detail of MoU indicating various activities, budget and time frame for completion is enclosed herewith which is also hoisted on the departmental website.


It is requested to apprise the concerned Assistant Engineer of IPH Sub-division/Consultant (Chemist)/Block Coordinators/Pradhan and Secretary of concerned GPs about the same and take further necessary action to monitor, coordinate and support HPVHA in implementation and execution of aforesaid activities.

Encl: As above


Director (WSSO)
Dhalli, Shimla-12

Copy to:-

1. The Convener, SWSM cum Additional Chief Secretary (IPH) to the Govt of Himachal Pradesh, Shimla-2 for information please
2. The Engineer-in-Chief (IPH), U.S. Club, Shimla-I alongwith MoU for information please
3. The Zonal Chief Engineer, Zone, Dharamshala, Hamirpur, Shimla and Mandi for information please
4. The Chairperson, DWSM cum Zila Parishad, District Bilaspur, Dharamshala, Solan for information and necessary support please
5. The Superintending Engineer, IPH Circle Bilaspur, Nahan and Dharamshala for information please
6. The Block Development Officer, Block Ghumarwin, Panchrukhi and Nalagarh alongwith MoU for information and necessary support please
7. The Executive Director, HPVHA, B-37, Phase-1, Sector-2, New Shimla-9 alongwith MoU for information and immediate necessary action please
8. Programmer/Consultant, Computer Cell, U.S. Club, Shimla-01 for uploading the same on departmental website
9. Guard file


Director (WSSO)
Dhalli, Shimla-12

HIMACHAL PRADESH
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Subject: Capacity building, IPC and IEC dissemination in drinking water sector in three blocks on pilot basis as per NRDWP guidelines

A Memorandum of Understanding (MoU) has been entered on dated 26-12-2013 between Water and Sanitation Support Organization (WSSO), Dhalli, Shimla, Himachal Pradesh-12 and M/s Himachal Pradesh Voluntary Health Association (HPVHA), B-37, Phase-1, Sector-2, New Shimla-9 to undertake the capacity building, Interpersonal Communication (IPC) and Information, Education & Communication (IEC) dissemination activities in all the Gram Panchayats of three blocks namely **Ghumarwin of District Bilaspur, Panchrukhi of District Kangra and Nalagarh of District Solan** on pilot basis in order to achieve the objectives of National Rural Drinking Water Programme (NRDWP). The complete detail of MoU indicating various activities, budget and time frame for completion is enclosed herewith which is also hoisted on the departmental website.

It is requested to apprise the concerned Assistant Engineer of IPH Sub-division/Consultant (Chemist)/Block Coordinators/Pradhan and Secretary of concerned GPs about the same and take further necessary action to monitor, coordinate and support HPVHA in implementation and execution of aforesaid activities.

Encl: As above

Director (WSSO)
Dhalli, Shimla-12

Copy to:-

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2. The Engineer-in-Chief (IPH), U.S. Club, Shimla-1 alongwith MoU for information please
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5. The Superintending Engineer, IPH Circle Bilaspur, Nahan and Dharamshala for information please
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7. The Executive Director, HPVHA, B-37, Phase-1, Sector-2, New Shimla-9 alongwith MoU for information and immediate necessary action please
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Director (WSSO)
Dhalli, Shimla-12



हिमाचल प्रदेश HIMACHAL PRADESH

02AA 187844

MEMORANDUM OF UNDERSTANDING

Between

Water and Sanitation Support Organization of State Water and Sanitation Mission (SWSM) Himachal Pradesh

&

Himachal Pradesh Voluntary Health Association

for

Capacity Building, IPC & IEC Dissemination in Drinking Water Sector under NRDWP in Rural Areas in Himachal Pradesh

Parties:-

It is hereby agreed on this date **26th December 2013** between Water and Sanitation Support Organization (WSSO) of State Water and Sanitation Mission (SWSM) here in after known as **1st Party** having its state office at Dhalli, Shimla-12 and Himachal Pradesh Voluntary Health Association (HPVHA) here in after known as **2nd Party** having its state office at B-37, Phase-1, Sector-2, New Shimla-9 whereby the 2nd Party undertakes to perform Capacity Building, IPC & IEC Dissemination activities in order to achieve the objectives of National Rural Drinking Water Programme (NRDWP) in all the Gram Panchayats of three blocks namely **Ghumarwin of District Bilaspur, Panchrukhi of District Kangra and Nalagarh of District Solan, Himachal Pradesh** on pilot basis as per the proposal.

1) **DURATION:** The duration of the MoU shall be for one year i.e. 12 months w.e.f. 1st January 2014 to 31st December 2014

[Signature]
26/12/2013

[Signature]

2) Objectives : The following are the main objectives of the project:-

- a. Identification, Activation and Empowerment of Village Water and Sanitation Committees (VWSC's) for Planning, Implementation, Operation and Management of water supply schemes.
- b. Execute the Interpersonal communication activities in GPs/villages of selected blocks
- c. Conduct the Participatory rapid appraisals exercise for identification of the local issues and involvement of community.
- d. Strengthen and made functional the existing VWSC in the GP and form VWSC if not in existence
- e. Build the Capacity of VWSC Members
- f. Aware the community, school children, VWSC members, PRIs on water management including water quality aspects
- g. Ensure institutionalization and sustainability of GP to plan, implement and operate the water security planning process.

3) Key Indicators for the outcome of the project:

- a. Consents taken from Gram Panchayats for taking over Operation and Maintenance (O&M) of the scheme (single Panchayat schemes beyond delivery Tank of lift scheme in case of lift water supply schemes)
- b. 100% formation of VWSCs with certified list by the concerned Gram Panchayats along with name, designation and contact number of the members.
- c. At least 60% increase in water sample testing or an increase of 20% source testing for existing level of testing
- d. At least 20% of HHs have awareness about Rain Water Harvesting
- e. At least 25% increase in the HHs for safe handling and storage of drinking water
- f. At least 20% increase in long ladle use
- g. All water sources with good sanitary conditions in each GPs
- h. At least 70% of School children sensitized on water issues
- i. At least 70% HHs shall be contacted on water issues
- j. VWSCs meetings will be 100%
- k. At least 50% increase in the women participation in the meetings
- l. At least 5% reduction in supply of drinking water by minimizing wastage of drinking water
- m. Reduction in water borne diseases

4) The IEC material shall be printed after approval from 1st Party.

5) The exposure visits shall also be finalized in consultation with 1st Party

6) The Base Line and End Line Survey shall be carried out in consultation of 1st Party


7) Release of Funds :-

- a. The funds (upper limit) shall be released by 1st Party to 2nd Party on the submission of month wise plan for each quarter by 2nd Party in the following installments:
 - i. 30% of the total budget shall be released as an advance for the start up activities to be undertaken in 1st quarter.
 - ii. 25% of total approved budget at the start of 2nd quarter.
 - iii. 25% of total approved budget at the start of 3rd quarter
 - iv. 10% of total approved budget at the start of 4th quarter and
 - v. Remaining balance of 10% shall be released after submission of annual project report, documents, primary and secondary data, photographs and other related material of the project in hard and soft copy by 2nd Party.

The release of these funds will be streamlined & fixed as per the mutual consent of both the parties keeping in view the physical/financial progress in previous quarters and unutilized funds. However, it shall not exceed upper limits as mentioned above.

b. 2nd Party shall submit the monthly activity wise physical progress report duly verified by concerned Pradhan/ Secretary of the GP, SDO, IPII and Member Secretary, DWSM cum Executive Engineer, IPII

c. 2nd Party shall also submit the financial progress report (i.e. unaudited utilization of funds) for each month against the monthly activity wise progress report


12/12/2013



8) Utilization of Funds :-

- a. 2nd Party shall be required to maintain accounts of the funds and will open a separate bank account for this purpose on the double entry system. All bills/vouchers/cash books/ ledgers should be dually attested by the competent office bearer of 2nd Party.
- b. 2nd Party shall be required to produce records pertaining to these funds as and when asked by 1st Party/ its authorized functionaries for the purpose of the audit. For any financial irregularity by 2nd Party the MoU can be cancelled by 1st Party.
- c. At the end of the project the 2nd Party will submit an Audited Utilization Certificate within 15 days of the completion of the project.
- d. Re appropriation of budget inter heads may be allowed to 2nd party after dual approval from 1st Party.
- e. Any interest accrued on the saving bank account opened by the 2nd Party for the funds released by 1st Party shall be accounted for as release to funds to 2nd Party and will be adjusted in the 10% release to be made as per 7a (v) above

9) Examination of Records:-

1st Party reserve the right to access and examine all documents, including financial and programme monitoring documents relating to the project.

10) Monitoring , Evaluation and Reporting :-

- a. Monthly monitoring and review will be done by the DWSM/1st Party and quarterly physical and financial progress will be reviewed by SLSSC.
- b. A midterm review of the project will be undertaken by DWSM /WSSO through their respective representatives.
- c. The Divisional and Sub-divisional Officers of IPII shall visit the field at least once in a month for monitoring of this project.
- d. 2nd Party will submit programme & financial reports (Soft & hard copies) to 1st Party according to the schedule & proposals along with the worksheets.
- e. Each financial report will show all expenses & disbursement & be completed using the same categories as those specifies in the budget, which accompanies the project proposal.
- f. The performance of the 2nd Party shall be assessed on monthly basis and if not found satisfactory as per the plan proposal the further funding shall be stopped and MoU will be deemed cancelled.

11) Each programme report will :-

- a. Describe progress against the specific outputs described as per the project proposal.
- b. Include a copy of relevant material produced in the time period with the consultation of 1st Party.
- c. Some action photographs / video etc.

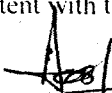
12) Programme Administration and Budget Compliance:-

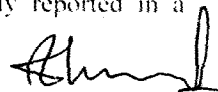
- a. The 1st Party reserves the right to conduct internal audit of the organization either through its own officers or duly appointed auditors.
- b. 2nd Party shall provide Audited statement of their entire operations on an annual basis within one month of the completion of the Financial Year or completion of the Project.
- c. 1st Party shall not be responsible for any liabilities including Tax liabilities assumed by 2nd Party with any third party.

13) Notification of cuts in funding:-

1st Party endeavor to provide a minimum of one month's advance notice if for any reason it becomes unable to make available to 2nd Party all or any part of the contribution pledged. 1st Party shall limit its obligation in such circumstances to ensuring that adequate funds have been received by 2nd Party to support its expenditure and commitments prior to the date of notification of cuts in a manner consistent with the terms if this contract.

1st Party will not liable to 2nd Party for any additional expenses or commitments, nor for any expenditures or commitments which were not duly and promptly reported in a manner consistent with this Memorandum of Understanding.


26/12/2013



14) Withdrawal of Support :-

1st Party shall have the option to terminate this agreement in the event of termination of the primary agreement by State Govt. /Govt. of India for what ever reason. Failure to comply with terms and conditions of the Memorandum of Understanding. 1st Party may suspend, reduce or cancel the contribution. Either party shall have the rights to terminate the Understanding at any time with thirty days notice in writing, indicating reasons for same to the other party. In kind goods if any provided to 2nd Party must be returned at the time of termination of this agreement.

15) 2nd Party shall meet the cost relating to various sundries and contingencies necessitated by the assignments.

16) 1st Party may allow one month extension in special case for completion of the project within the existing budget provisions as specified in the proposal. No additional budget shall be provided to complete the project.

17) 2nd Party shall manage with suitable equipments; wearing suits for injury to person's measure of protection and also the amt. which come payable due to operation of workman composition Act etc. to their deployed staff.

18) Change can be made in the content & nature of IEC activities at any time by 1st Party.

19) All item of work should be carried out in accordance with the specification given in the proposal.

20) 2nd Party shall maintain the quality of work allotted.

21) The cost of the project is according to the proposal and can not be amended / increased during the project period.

22) The 1st Party will ensure the sitting arrangement of the staff deployed by 2nd Party at Block level and shall permit the Area Coordinators to be deployed by 2nd Party to use the office computers and other equipments.

23) The staff deployed by 2nd Party will coordinate with Block Coordinators. BRCs appointed under NRDWP in the block.

24) The Block Coordinators already appointed by 1st Party shall cooperate with the Area Coordinators for completion of all activities up to village levels.

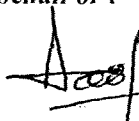
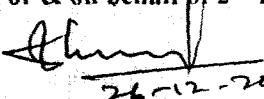


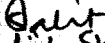

25) The staff deployed under the project by the HPVHA shall be the sole liability of 2nd Party before and after completion of task stipulated through this MoU.

26) **Budget:** - Total budget provision for this project is **Rs.4969800/- (Forty Nine Lakhs Sixty Nine Thousand Eight Hundred)** only for three pilot blocks. The budget summary sheet is enclosed at **Annex-A**. The activities are to be carried out as per the proposal and time frame enclosed at **Annex-B**.

27) Arbitration:

Any dispute arising under this agreement shall be referred to the courts in Shimla.

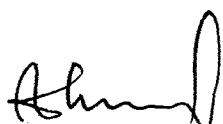
In witness thereof the parties hereto caused their present to be signed and delivered by their duly authorized representatives on the day, month and year first above written.

<p>For & on behalf of 1st Party</p>  <p>26th Dec. 2013</p> <p>Director WSSO, State Water and Sanitation Mission, Shimla, Himachal Pradesh</p>	<p>For & on behalf of 2nd Party</p>  <p>26-12-2013</p> <p>Secretary, HPVHA, Shimla, Himachal Pradesh</p>
<p>Witness</p>  <p>1. Dr. Anil Kumar 39, Silb, P.O. Luharwin Teh. Chumgar m.n. Distt Bilaspur. H.P.</p> <p>2. J. Landa Sharma, Flat. No. 2. Lower Bharoni Shimla - (HP)</p> 	<p>Witness</p>  <p>1. Lalit Sharma Phase - III sect - 2, New Shimla - 9</p> <p>2. J. Landa Sharma... Flat. No. 2. Lower Bharoni Shimla - (HP)</p> 

Summary of proposed budget for 3 blocks (Ghumarwin, Panchrukhi and Nalagarh)


Total no. of GPs in three blocks: 146

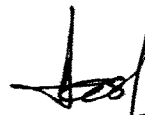
Sr. No.	Proposed Budget Heads	Number/ Quantity	Unit Rate (in Rs.)	Total Amount (in Rs.)
1	Start Up Activities			
1.1	Collection of scheme status through secondary Sources	3	5000	15000
1.2	Mapping of Stakeholders	3	8000	24000
1.3	Baseline Survey (Based on Random Sampling) @ Rs. 8/- Per sample house hold covering 7500-15000 approx	15000	8	120000
2	IEC development and Dissemination			
2.1	Slogan writing/Painting/ Speech competitions in schools @ Rs. 2000 at Sr. Sec. Schools/ High Schools	58	2000	116000
2.2	SMS messages (to cover all mobile subscribers in the block) approx 10000 SMS	30000	0.5	15000
2.3	100 Posters/ 500 Leaflets per panchayats (approx @ Rs. 3000 per Panchayat)	146	3000	438000
2.4	1 Hoarding per Gram Panchayat (approx @ Rs. 3000 per Panchayat)	146	3000	438000
2.5	5 Wall writing in public places (Rs. 500/- per Panchayat)	146	500	73000
3	Awareness cum Inaugural Workshops			
3.1	At Block Level for stakeholders including media (2 workshops in a year) @ Rs. 20000/- per workshop (Lunch for participants, stationary, Resource Person Honorarium, Staying, Travel etc.)	6	20000	120000
4	Inter Personal Communication			
4.1	Door to Door Meetings/ interaction (Rs. 1000/- per Panchayat) at least 400 HH per panchayat through motivators	146	1000	146000
4.2	2 Group meetings at Gram Panchayat levels in a year (with all stakeholders like Mahila Mandal, Youth Clubs, PRIs, General Public etc. @ Rs. 2000/- per Panchayat)	146	2000	292000
4.3	One Rally/Jal Yatras (School children, women etc.) (Rs. 1000/- per Panchayat)	146	1000	146000
4.4	One Street Plays/ Nukkar Nattak in Panchayats (Rs. 2000/- per Panchayat)	146	2000	292000


Secretary (H/V/A)


Director (WSSO)

4.5	One Exhibitions or Displays at Panchayat Level Local Fair and Festival (Sharing best practices in Gram Sabha meetings/ BDO meetings/ BMO meetings) - Rs. 500/- per Panchayat	146	500	73000
4.6	One Exposure visit for stakeholders (PRI/VWSC Members approx 30 participants) @ Rs. 1000/- per participant	3	30000	90000
5	Capacity Building			
5.1	Trainings of Key Stakeholders (PRIs, Women Groups, School Children and Techers etc.) on water testing at Panchayat Levels @ Rs. 1000/- per Gramp Panchayat	146	1000	146000
5.2	Training of VWSC Members on Water testing at Panchayat level (1 per Panchayat) @ Rs. 500/- per Panchayat	146	500	73000
6	Social Mobilization and Activation of Village Water and Sanitation Committee			
6.1	Social Mobilization of Village Water and Sanitation Committee (VWSCs) and ensure their continuing before exit @ Rs. 1000 per Panchayat	146	1000	146000
7	Monitoring and Documentation			
7.1	End Line Survey/ Documentation of the programme @ Rs. 8/- per sample of the sample size of 5000 HHs to be conducted third party	3	40000	120000
8	Establishment			
8.1	Area Coordinators (4 No.) (1 Area Coordinator for approx 10 Gram Panchayat)	15	60000	900000
8.2	Coordinator Travelling and other expenses (Rs. 2500/- per month per Area Coordinator)	15	30000	450000
8.3	Recruitment and Training of AC	3	5000	15000
8.4	Staying, Travelling, Honorarium of State Level Resource Person (2 visits per year) @ 15000/- per visit	6	15000	90000
8.5	Part Salary of Programme Officer at State Level (@ Rs. 15000/- per month)	1	180000	180000
	Sub Total			4518000
9	Administrative Expenses @ 10%			451800
	Total			4969800


 Secretary (CAVHO)


 26/12
 Director (WSSO)

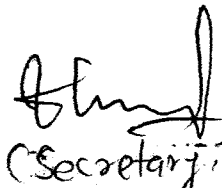
Proposed Budget

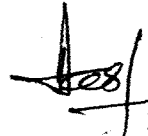
A) Block Ghumarwin, District Bilaspur

No. of GPs: 40

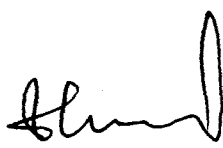
Sr. No.	Proposed Budget Heads	Number/ Quantity	Unit Rate (in Rs.)	Amount (in Rs.)
1	Start Up Activities			
1.1	Collection of scheme status through secondary Sources	5000	1	5000
1.2	Mapping of Stakeholders	8000	1	8000
1.3	Baseline Survey (Based on Random Sampling) @ Rs. 8/- Per sample house hold covering 2500-5000 approx	8	5000	40000
2	IEC development and Dissemination			
2.1	Slogan writing/Painting/ Speech competitions in schools @ Rs. 2000 at Sr. Sec. Schools/ High Schools	2000	21	42000
2.2	SMS messages (to cover all mobile subscribers in the block) approx 10000 SMS	0.5	10000	5000
2.3	100 Posters/ 500 Leaflets per panchayats (approx @ Rs. 3000 per Panchayat)	3000	40	120000
2.4	1 Hoarding per Gram Panchayat (approx @ Rs. 3000 per Panchayat)	3000	40	120000
2.5	5 Wall writing in public places (Rs. 500/- per Panchayat	500	40	20000
3	Awareness cum Inaugural Workshops			
3.1	At Block Level for stakeholders including media (2 workshops in a year) @ Rs. 20000/- per workshop (Lunch for participants, stationary, Resource Person Honorarium, Staying, Travel etc.)	20000	2	40000
4	Inter Personal Communication			
4.1	Door to Door Meetings/ interaction (Rs. 1000/- per Panchayat) at least 400 HH per panchayat through motivators	1000	40	40000
4.2	2 Group meetings at Gram Panchayat levels in a year (with all stakeholders like Mahila Mandal, Youth Clubs, PRIs, General Public etc. @ Rs. 2000/- per Panchayat)	2000	40	80000
4.3	One Rally/Jal Yatras (School children, women etc.) (Rs. 1000/- per Panchayat)	1000	40	40000
4.4	One Street Plays/ Nukkar Nattak in Panchayats (Rs. 2000/- per Panchayat)	2000	40	80000
4.5	One Exhibitions or Displays at Panchayat Level Local Fair and Festival (Sharing best practices in Gram Sabha meetings/ BDO meetings/ BMO meetings) - Rs. 500/- per Panchayat	500	40	20000

11


 (Secretary, H.V.H.A.)


 26/12/2013
 Director (WSSO)

4.6	One Exposure visit for stakeholders (PRI/VWSC Members approx 30 participants) @ Rs. 1000/- per participant	30000	1	30000
5	Capacity Building			
5.1	Trainings of Key Stakeholders (PRIs, Women Groups, School Children and Teachers etc.) on water testing at Panchayat Levels @ Rs. 1000/- per Gram Panchayat	1000	40	40000
5.2	Training of VWSC Members on Water testing at Panchayat level (1 per Panchayat) @ Rs. 500/- per Panchayat	500	40	20000
6	Social Mobilization and Activation of Village Water and Sanitation Committee			
6.1	Social Mobilization of Village Water and Sanitation Committee (VWSCs) and ensure their continuing before exit @ Rs. 1000 per Panchayat	1000	40	40000
7	Monitoring and Documentation			
7.1	End Line Survey/ Documentation of the programme @ Rs. 8/- per sample of the sample size of 5000 HHs to be conducted third party	40000	1	40000
8	Establishment			
8.1	Area Coordinators (4 No.) (1 Area Coordinator for approx 10 Gram Panchayat)	60000	4	240000
8.2	Coordinator Travelling and other expenses (Rs. 2500/- per month per Area Coordinator)	30000	4	120000
8.3	Recruitment and Training of AC	5000	1	5000
8.4	Staying, Travelling, Honorarium of State Level Resource Person (2 visits per year) @ 15000/- per visit	15000	2	30000
8.5	Part Salary of Programme Officer at State Level	60000	1	60000
	Sub Total			1285000
9	Administrative Expenses @ 10%			128500
	Total			1413500

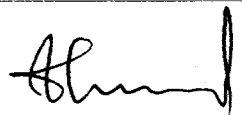

Secretary (HPVH)


26/12/2013
Director (WSSO)


B)Block Panchrukhi, District Kangra

No. of GPs: 37


Sr. No.	Proposed Budget Heads	Number/ Quantity	Unit Rate (in Rs.)	Amount (in Rs.)
1	Start Up Activities			
1.1	Collection of scheme status through secondary Sources	1	5000	5000
1.2	Mapping of Stakeholders	1	8000	8000
1.3	Baseline Survey (Based on Random Sampling) @ Rs. 8 Per sample house hold covering 2500-5000 approx	5000	8	40000
2	IEC development and Dissemination			
2.1	Slogan writing/Painting/ Speech competitions in schools @ Rs. 2000 at Sr. Sec. Schools/ High Schools	18	2000	36000
2.2	SMS messages (to cover all mobile subscribers in the block) approx 10000 SMS	10000	0.5	5000
2.3	100 Posters/ 500 Leaflets per panchayats (approx @ Rs. 3000 per Panchayat)	37	3000	111000
2.4	1 Hoarding per Gram Panchayat (approx @ Rs. 3000 per Panchayat)	37	3000	111000
2.5	5 Wall writing in public places (Rs. 500/- per Panchayat	37	500	18500
3	Awareness cum Inaugural Workshops			
3.1	At Block Level for stakeholders including media (2 workshops in a year) @ Rs. 20000/- per workshop (Lunch for participants, stationary, Resource Person Honorarium, Staying, Travel etc.)	2	20000	40000
4	Inter Personal Communication			
4.1	Door to Door Meetings/ interaction (Rs. 1000/- per Panchayat) at least 400 HH per panchayat through motivators	37	1000	37000
4.2	2 Group meetings at Gram Panchayat levels in a year (with all stakeholders like Mahila Mandal, Youth Clubs, PRIs, General Public etc. @ Rs. 2000/- per Panchayat)	37	2000	74000
4.3	One Rally/Jal Yatras (School children, women etc.) (Rs. 1000/- per Panchayat)	37	1000	37000
4.4	One Street Plays/ Nukkar Nattak in Panchayats (Rs. 2000/- per Panchayat)	37	2000	74000
4.5	One Exhibitions or Displays at Panchayat Level Local Fair and Festival (Sharing best practices in Gram Sabha meetings/ BDO meetings/ BMO meetings) - Rs. 500/- per Panchayat	37	500	18500



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Director (WSSO)

4.6	One Exposure visit for stakeholders (PRI/VWSC Members approx 30-40 participants) @ Rs. 1000/- per participant	1	30000	30000
5	Capacity Building			
5.1	Trainings of Key Stakeholders (PRIs, Women Groups, School Children and Teachers etc.) on water testing at Panchayat Levels @ Rs. 1000/- per Gram Panchayat	37	1000	37000
5.2	Training of VWSC Members on Water testing at Panchayat level (1 per Panchayat) @ Rs. 500/- per Panchayat	37	500	18500
6	Social Mobilization and Activation of Village Water and Sanitation Committee			
6.1	Social Mobilization of Village Water and Sanitation Committee (VWSCs) and ensure their continuing before exit @ Rs. 1000 per Panchayat	37	1000	37000
7	Monitoring and Documentation			
7.1	End Line Survey/ Documentation of the programme @ Rs. 8/- per sample of the sample size of 5000 HHs to be conducted third party	1	40000	40000
8	Establishment			
8.1	Area Coordinators (5 No.) (1 Area Coordinator for approx 10 Gram Panchayat)	4	60000	240000
8.2	Coordinator Travelling and other expenses (Rs. 2500/- per month per Area Coordinator)	4	30000	120000
8.3	Recruitment and Training of AC	1	5000	5000
8.4	Staying, Travelling, Honorarium of State Level Resource Person (2 visits per year) @ 15000/- per visit	2	15000	30000
8.5	Part Salary of Programme Officer at State Level	1	60000	60000
	Sub Total			1232500
9	Administrative Expenses @ 10%			123250
	Total			1355750


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C) Block Nalagarh, District Solan

No. of GPs: 69


Sr. No.	Proposed Budget Heads	Number/Quantity	Unit Rate (in Rs.)	Amount (in Rs.)
1	Start Up Activities			
1.1	Collection of scheme status through secondary Sources	1	5000	5000
1.2	Mapping of Stakeholders	1	8000	8000
1.3	Baseline Survey (Based on Random Sampling) @ Rs. 8/- Per sample house hold covering approx 2500-5000HH	5000	8	40000
2	IEC development and Dissemination			
2.1	Slogan writing/Painting/ Speech competitions in schools @ Rs. 2000 at Sr. Sec. Schools/ High Schools	19	2000	38000
2.2	SMS messages (to cover all mobile subscribers in the block) approx 10000 SMS	10000	0.5	5000
2.3	100 Posters/ 500 Leaflets per panchayats (approx @ Rs. 3000 per Panchayat)	69	3000	207000
2.4	1 Hoarding per Gram Panchayat (approx @ Rs. 3000 per Panchayat)	69	3000	207000
2.5	5 Wall writing in public places (Rs. 500/- per Panchayat)	69	500	34500
3	Awareness cum Inaugural Workshops			
3.1	At Block Level for stakeholders including media (2 workshops in a year) @ Rs. 20000/- per workshop (Lunch for participants, stationary, Resource Person Honorarium, Staying, Travel etc.)	2	20000	40000
4	Inter Personal Communication			
4.1	Door to Door Meetings/ interaction (Rs. 1000/- per Panchayat) atleast 400 HH per panchayat through motivators	69	1000	69000
4.2	2 Group meetings at Gram Panchayat levels in a year (with all stakeholders like Mahila Mandal, Youth Clubs, PRIs, General Public etc. @ Rs. 2000/- per Panchayat)	69	2000	138000
4.3	One Rally/Jal Yatras (School children, women etc.) (Rs. 1000/- per Panchayat)	69	1000	69000
4.4	One Street Plays/ Nukkar Nattak in Panchayats (Rs. 2000/- per Panchayat)	69	2000	138000

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26/12/2015
Director (WSSO)

4.5	One Exhibitions or Displays at Panchayat Level Local Fair and Festival (Sharing best practices in Gram Sabha meetings/ BDO meetings) - Rs. 500/- per GP	69	500	34500
4.6	One Exposure visit for stakeholders (PRI/VWSC Members approx 30-40 participants) @ Rs. 1000/- per participant	1	30000	30000
5	Capacity Building			
5.1	Trainings of Key Stakeholders (PRIs, Women Groups, School Children and Teachers etc.) on water testing at Panchayat Levels @ Rs. 1000/- per Gram Panchayat	69	1000	69000
5.2	Training of VWSC Members on Water testing at Panchayat level (1 per Panchayat) @ Rs. 500/- per Panchayat	69	500	34500
6	Social Mobilization and Activation of Village Water and Sanitation Committee			
6.1	Social Mobilization of Village Water and Sanitation Committee (VWSCs) and ensure their continuing before exit @ Rs. 1000 per Panchayat	69	1000	69000
7	Monitoring and Documentation			
7.1	End Line Survey/ Documentation of the programme @ Rs. 8/- per sample of the sample size of 5000 HHs to be conducted third party	1	40000	40000
8	Establishment			
8.1	Area Coordinators (7 No.) (1 Area Coordinator for approx 10 Gram Panchayat)	7	60000	420000
8.2	Coordinator Travelling and other expenses (Rs. 2500/- per month per Area Coordinator)	7	30000	210000
8.3	Recruitment and Training of AC	1	5000	5000
8.4	Staying, Travelling, Honorarium of State Level Resource Person (2 visits per year) @ 15000/- per visit	2	15000	30000
8.5	Part Salary of Programme Officer at State Level	1	60000	60000
	Sub Total			2000500
9	Administrative Expenses @ 10%			200050
	Total			2200550

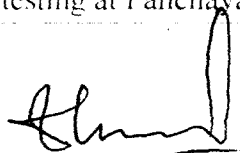

Secretary (HPVHA)

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Director (WSSC)

Time Frame of the proposal:

Sr. No.	Proposed Budget Heads	Month of activity completion											
		1	2	3	4	5	6	7	8	9	10	11	12
1	Start Up Activities												
1.1	Collection of scheme status through secondary Sources	*											
1.2	Mapping of Stakeholders	*	*										
1.3	Baseline Survey	*	*	*									
2	IEC development and Dissemination												
2.1	Slogan writing competitions in schools				*	*	*						
2.2	SMS messages (to cover all mobile subscribers in the block)					*	*	*	*	*	*	*	*
2.3	Posters/ Leaflets		*	*									
2.4	Hoarding/Banners			*	*								
2.5	Wall writing in public places				*	*	*						
3	Awareness cum Inaugural Workshops												
3.1	At Block Level for stakeholders including media (2 workshops in a year)			*	*								
4	Inter Personal Communication												
4.1	Door to Door Meetings/ interaction		*	*	*	*	*	*	*	*	*	*	*
4.2	Group meetings at Gram Panchayat levels in a year (with all stakeholders like Mahila Mandal, Youth Clubs, PRIs, General Public etc. @ Rs. 2000/- per Panchayat)		*	*	*	*	*	*	*	*	*	*	*
4.3	One Rally/Jal Yatras (school children, women etc.)		*	*	*	*	*	*	*	*	*	*	*
4.4	Street Plays/ Nukkar Nattak in Panchayats		*	*	*	*	*	*	*	*	*	*	*
4.5	Exhibitions and Displays (Sharing best practices in Gram Sabha meetings/ BDO meetings/ BMO meetings)		*	*	*	*	*	*	*	*	*	*	*
4.6	Exposure visits (One Exposure Visit)								*	*	*		
5	Capacity Building												
5.1	Trainings of Key Stakeholders (PRIs, Women Groups, School Children and Teachers etc.) on water testing at Panchayat Levels					*	*	*	*	*			
5.2	Training of VWSC Members on Water testing at Panchayat level (1 per Panchayat)					*	*	*	*	*			



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Director (WSSO)

6	Social Mobilization and Activation of Village Water and Sanitation Committee												
6.1	Social Mobilization of Village Water and Sanitation Committee (VWSCs) and ensure their continuing before exit						*	*	*	*	*		
7	Monitoring and Documentation												
7.1	End Line Survey/ Documentation of the programme *											*	*
8	Establishment												
8.1	Area Coordinators to support departmental Block Coordinators (3 No.)	*	*	*	*	*	*	*	*	*	*	*	*
8.2	Coordinator Travelling and other expenses	*	*	*	*	*	*	*	*	*	*	*	*
8.3	Recruitment and Training of AC	*											
8.4	Staying, Travelling, Honorarium of State Level Resource Person	*	*	*	*	*	*	*	*	*	*	*	*

*)- Activity 7.1 shall be conducted through third party in consultation with WSSO and shall be conducted in one additional month after completion of the project.

The activities shall be carried out for a period of one year from the date of signing of MoU with WSSO, SWSM, Himachal Pradesh


Secretary (HPVHA)


26/12/2013
Director (WSSO)

CONCEPT PROPOSAL

Capacity Building, IPC & IEC Dissemination in Drinking Water Sector under NRDWP in Rural Areas in Himachal Pradesh

Submitted By

Himachal Pradesh Voluntary Health Association

B-37, Phase-1, Sector-2, New Shimla-171009, HP, India

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HPVHA – A Brief

With the objective of *'Making Health a Reality for the people of Himachal Pradesh'*, Himachal Pradesh Voluntary Health Association (HPVHA), a state chapter of Voluntary Health Association of India (VHAI) is working on issues and concerns in health, inclusive growth and sustainable development since 1987.

HPVHA strongly advocates that **enlightened people** respond responsibly to health needs of their families and larger communities. As a **federation of** voluntary organizations which is an important component of civil society, HPVHA has evolved as a model in HP for effective formulation and implementation of **sustainable development** programmes.

HPVHA is registered under the Societies Registration Act XXI of 1860 & Foreign Contribution Regulation Act (FCRA) 1976. HPVHA is a **registered non-profit** making society having a secular constitution which aims at **improving the health of the people** irrespective of caste, creed, sex and religion. It is a state level federation of **29 voluntary organizations** and **8000 self help groups** engaged in health and developmental activities.

The initial objective was to create a **supporting and enabling** environment for all. "**Health for All**" was the mission which advocates of **public health management** aspired for during the period of late 80's. The public health sector **was not able to reach** out to the vast population despite an intensive service delivery system. So a **supporting organisation** was required which would help creation of demand for health care **services and also facilitate** the government to implement the same.

Today, the organization works in the field of **community health and development**, rural sanitation, child rights/ development, **policy advocacy**, **strategic research** and helps the grass root level voluntary organizations to plan, **implement and evaluate** their developmental programmes.

HPVHA's vision is

- **Respect for human rights and social justice**
- **Socio Economic development with ecological conservation**



- **Creating demand for public health system**
- **Optimum utilization of resources for integrated and holistic development**

HPVHA is a member in various State and District level Government Committees.

1. State RCH Governing Council.
2. State AIDS Control Society.
3. State Mental Health Authority.
4. State Blindness Society.
5. State Coordination Committee on Population Education.
6. **State National Rural Health Mission Committee**
7. State Coordination Committee to Combat Trafficking and Sexual Exploitation of Women and Children.
8. State PNDT Advisory Committee.
9. State Steering Committee for EC Health Sector Reform Programme.
10. State Steering and Monitoring Committee on Tobacco Control
11. State Blood Transfusion Council
12. State Committee for Selection of State Youth Award for social awareness.
13. State Level Standing Committee for Bonded Labour System (Abolition) Act. 1976 and other related Acts.
14. District Level Steering and Monitoring Committee on Tobacco Control in all districts
15. Shimla District Health Mission
16. Bilaspur District Health Mission
17. Childline Advisory Board. Shimla
18. **City Sanitation Task Force Municipal Corporation Shimla**
19. **District Level Steering Committee in Bilaspur, Shimla and Solan on "Community led Assessment, Awareness, Advocacy and Action Programme" (CLAP) for environment Protection and Carbon Neutrality in HP.**
20. **District Water and Sanitation Committee under Total Sanitation Campaign in Bilaspur, Hamirpur and Solan districts.**

HPVHA as a member in National Level Committee:



- State Convener for Campaign Against Child Trafficking
- State Convener for advocacy Forum for Tobacco Control
- State convener for Jan Sawasthya Parmpra Manch, IGSSS
- State Chapter of Voluntary Health Association of India (VHAI)
- State Nodal Agency for Village Resource Center, ISRO

Rational for IEC Intervention/ Focus on sustainability

There is a need to involve Panchayati Raj Institutions and communities in planning, implementing and managing drinking water supply schemes and creation of an enabling environment for the Panchayati Raj Institutions and local communities to manage rural drinking water sources and systems. There has been a paradigm shift in the programme of only providing safe drinking water to emphasis on achieving water security through decentralized governance with oversight/regulation, participatory planning and implementation of schemes. Capacity building programs for communities to monitor and prudently use their water resources.

There is a need to empower the communities by involving the local governing bodies. There is a need for capacity building and implementation of a proactive action plan. The elements for a Community development Driven approach needs to be recognized. In short, the communities have to be informed and empowered to take up community ownership of safe drinking water practices.

Objectives of IEC Intervention

The objective of this IEC campaign is to trigger positive behavioural changes among stakeholders with respect to hygiene, use of safe drinking water and sanitation facilities. This requires enhancing knowledge regarding safe drinking water, hygiene and sanitation by preparing, involving and empowering the rural community to actively shoulder the responsibility.

The objectives of this campaign would be to:



- i.) create awareness and motivate people to take affirmative action for protection of drinking water sources, safe handling of drinking water;
- ii.) create awareness and motivate people to conserve water resources;
- iii.) trigger behaviour change among individuals, families and communities to adopt improved health and hygiene practices;
- iv.) create awareness and demand for community participation
- v.) create an enabling environment through strengthened coordination, effective advocacy with media and critical stakeholders;
- vi.) convergence of all water conservation programme at the village level.
- vii.) highlight the importance to maintain potability and reliability of drinking water quality standards both at the production (water treatment plant) as well as at the consumption points (household level).
- viii.) focus on personal hygiene, and proper storage at the house hold level i.e. at the family level which will ensure reduction of disease burden leading to improved quality of life and well being of the community.
- ix.) monitoring and Surveillance of drinking water sources
- x.) inter departmental Convergence of activities
- xi.) Identification, Activation and Empowerment of Village Water and Sanitation Committees (VWSCs) for Planning, Implementation, Operation and Management of water supply schemes.
- xii.) execute the Interpersonal communication activities in GPs/villages of selected blocks
- xiii.) conduct the Participatory rapid appraisals exercise for identification of the local issues and involvement of community.
- xiv.) strengthen and made functional the existing VWSC in the GP and form VWSC if not in existence
- xv.) build the Capacity of VWSC Members
- xvi.) aware the community, school children, VWSC members, PRIs on water management including water quality aspects
- xvii.) ~~Ensure institutionalization and sustainability of GP to plan, implement and~~ the water security planning process

Strategies of IEC Interventions

Awareness - Awareness and the education component of safe drinking water, water security programme leads to sustained behavioral change. Experience has shown that information, education, and communication (IEC) campaigns involving communities and grassroots organizations can accelerate the process of change and hasten the adoption of required best practices

People's participation - Rural community should be involved in planning, implementation and monitoring of the programme and the community's needs, resources and challenges have to be assessed.

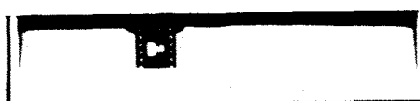
Accountability & responsibility - All stakeholders have to understand the responsibility of ownership of the programme.

The first phase of IEC strategy will focus on:

1. Create awareness and motivate people to take positive action for protection of drinking water sources, safe handling of drinking water;
2. How to conserve the water resources – rainwater harvesting and rooftop water conservation; protection of natural water sources in the village; and
3. Bringing behavioural change in adopting improved health and hygiene practices.

The second phase of IEC strategy will focus on:

1. Operation and Maintenance of water systems; it would require change of the present centralized supply-driven approach to decentralized demand-driven, community managed approach.
2. Planning and Management of water services; to start with gravity schemes within the Panchayat area;
3. Wastewater and solid waste management;
4. Sustainability of water sources through indigenous or other technologies
5. Water testing and Monitoring - Training would be imparted to community members on field testing of water sources on water quality.



Targeted Area

Three blocks namely Ghumarwin, distt. Bilaspur, Panchrukhi district Kangra and Nalagarh district Solan shall be taken initially on pilot basis.

Targeted Group

There would be "multi stakeholders" in this IEC campaign. (A decentralized approach to be executed on Mission mode/social activism)

- i.) At the grassroots /Panchayat level the community members, office bearers of PRI, AWW, ANM and members of SHG's and CBO's.
- ii.) The members of VWSC, VHSC, Jal Rakshak
- iii.) The Block coordinators, community based resource coordinators, officials of BDO (Focus would be on integrating officials of different departments too)
- iv.) District level officials
- v.) Besides these, schools and educational institutions
- vi.) Any private medical institutions
- vii.) State level concerned departmental officials (IPH as nodal dept in association with RD/PRI and Health)

Methodology

a) Focus Issues

- Use of safe and clean drinking water
- Judicious use /Protection of drinking water sources
- Avoiding wastage of water
- Rainwater water harvesting, recharge of groundwater
- Reuse and recycling of water
- Involvement of Panchayats /community/VWSC and its capacity building
- Water borne diseases
- Wastewater and solid waste management

- Sustainability of water sources through various technologies
- Hygiene behaviour
- Water quality & testing
- Gender specific water issues
- Water resources and treatment
- Safe water in schools and **anganwadis**
- Convergence of total sanitation programme, activities of VHSC and VWSC to be focused upon
- Pre test of IEC material **designed**
- Collection of scheme status through secondary sources.
- Focus on Gender and vulnerability analysis to develop a detailed understanding of the issues involved.
- Initial communication will be targeted to key decision makers in the state governments to build a supportive environment for sector reforms
- operational communication to village communities will be in the form of capacity building
- Development of communication kit comprising of all IEC materials like posters, hoardings, banner, slogans, SMS messages.

b) Proposed methods

✓ **Inter-Personal communication**

- Use of PRA techniques to involve the community and PRIs in identifying the problem areas and intervention needed
- Conducting focus group discussions and community level interaction
- Health-walk especially for women and children

✓ **Activities at School and Anganwadi level with involvement of students**

- Distribution of School Kits that includes behaviour posters, leaflet for children and parents, leaflet for teachers and hand-washing poster
- Organizing Poster making, wall painting, slogan writing by students;
- Organizing various competitions like essay completion on health and hygiene among school children;

- Organizing Awareness generation through rallies, marches etc.:
- Involvement of NSS, NSC, Scout and NYKs;
 - ✓ Organize district level workshops of various clubs/organisations including NGOs for providing Coordinators to BRCs for developing folk-art forms that are need based.
 - ✓ Facilitate Inter-Community communication through posters, hoardings, banner, slogans, SMS messages.
 - ✓ Broadcast of "Audio Spots/ Jingles" through Community Radio
 - ✓ Celebrating National and International days such as World Water day (March 22nd), World Toilet day (November 19th), Hand Washing day(15th October or as modified), World Women's day (March 8th), Environment day (June 5th), etc.
 - ✓ Organise Jal-Yatra in the Panchayats. It would evoke interest among people about the programme. Jal Yatra should display slogans about the judicious use of and hygiene involved with water.
 - ✓ Prepare a booklet FAQ on NRDWP in Hindi so that the programme is understood by the people.

Project activities (Proposed activities in 1 Block)

- a. **Baseline Survey** – Conduct a KAP/ social impact assessment in randomly selected Panchayats of few blocks. Conduct a need assessment at Panchayat, block and district level to gauge the region specific requirement. The questionnaire will include: (Detailed questionnaire shall be developed in consultation with Department)
 - Topographical details of the area
 - Number of water sources
 - Type of usage of water sources
 - Complaint redressal mechanisms
 - Level of satisfaction
 - Awareness about water usage
 - Views on pricing
- b. **Mapping of Stakeholders** - (Institutional analysis and inventory - Identify existing local level institutions (formal/Informal) including nongovernment organisations, their

strengths and their present potential role in carrying out communication activities). Besides these identifying all other government functionaries /community members of 1 block

c. Collection of scheme status through secondary sources

d. IEC development - HPVHA will develop

- Slogan
- SMS messages
- Poster
- Hoarding/Banners

e. IEC dissemination - Three pronged activities shall be focussed upon:

- **Stakeholder sensitization by conducting workshops for block level, Panchayat level officials and Initial communication** will be targeted to **key decision makers** in the state governments to build a supportive environment for sector reforms
- **Inter personal communication – FGD, one to one community interaction, interaction with mahila mandals,**
- **Conducting Jal Yatras, plays in Panchayats, sharing best practices in Gram sabha meetings/BDO meetings/BMO meetings.**

f. Water Testing – Trainings shall be imparted for water testing of sources.

g. Sustainability of Programme – For sustainability of programme, Village Water and Sanitation Committee (VWSCs) shall be identified, formed, activated and empowered to taking over the ownership of the programme activities for the future purpose before exit of the programme by HPVHA.

