

MINISTRY OF WATER



**WATER SECTOR DEVELOPMENT
PROGRAMME**

PHASE II

PROGRAMME IMPLEMENTATION MANUAL

MAIN PIM DOCUMENT

NOVEMBER 2015

Contents

CHAPTER 1. INTRODUCTION.....	4
1.1 WSDP-II POLICY FRAMEWORK	4
1.1.1 Programme Objectives.....	5
1.1.2 Programme Scope and Components.....	5
1.2 OUTLINE COMPONENT 1 - WATER RESOURCES MANAGEMENT	5
1.2.1 Basin Level Water Resources Reforms and Investments	6
1.2.2 National Level Water Resources Management Reforms and Investments	6
1.3 OUTLINE COMPONENT 2 - RURAL WATER SUPPLY AND SANITATION	6
1.3.1 Capacity Strengthening and Sustainability of water supply and sanitation:	7
1.3.2 Infrastructure Investments.....	7
1.4 OUTLINE COMPONENT 3 - URBAN WATER SUPPLY AND SEWERAGE.....	7
1.4.1 Capacity Development for Utilities (small and large).....	8
1.4.2 Infrastructure Investments in Urban WSSAs	9
1.5 OUTLINE COMPONENT 4 - NATIONAL SANITATION CAMPAIGN	9
1.5.1 Hygiene and Sanitation	9
1.6 OUTLINE COMPONENT 5 – PROGRAMME DELIVERY SUPPORT	10
1.6.1 Environmental and Social Safeguards.....	11
1.6.2 Institutional Arrangements	11
1.6.3 Legislation	13
1.7 UTILIZATION OF THE PIM	14
1.7.1 Contents of PIM main document, references and processes.....	14
1.7.2 Proposed PIM management structure	15
CHAPTER 2. COMPONENT 1: WATER RESOURCESMANAGEMENT	17
2.1 PLANNING (WRM).....	17
2.2 IMPLEMENTATION.....	19
2.3 OPERATION AND MAINTENANCE	21
2.4 MONITORING AND EVALUATION	22
2.5 CAPACITY DEVELOPMENT	24
2.6 COMPONENT 1: SUB COMPONENT: WATER QUALITY MANAGEMENT.....	25
2.6.1 PLANNING.....	25
2.6.2 IMPLEMENTATION	26
2.6.3 OPERATION AND MAINTENANCE	28
2.6.4 MONITORING AND EVALUATION	30
2.6.5 CAPACITY DEVELOPMENT	32
CHAPTER 3. COMPONENT 2: RURAL WATER SUPPLY DIVISION.....	34
3.1 PLANNING	34
3.2 IMPLEMENTATION.....	36
3.3 OPERATION AND MAINTENANCE	37
3.4 MONITORING AND EVALUATION	38
3.5 CAPACITY DEVELOPMENT	39
CHAPTER 4. COMPONENT 3: URBAN WATER SUPPLY AND SEWERAGE	41
4.1 PLANNING	41

4.2	IMPLEMENTATION.....	43
4.3	OPERATION AND MAINTENANCE	44
4.4	MONITORING AND EVALUATION	45
4.5	CAPACITY DEVELOPMENT	47
CHAPTER 5. COMPONENT 4: SANITATION AND HYGIENE.....		48
5.1	PLANNING	48
5.2	IMPLEMENTATION.....	49
5.3	OPERATION AND MAINTENANCE	50
5.4	MONITORING AND EVALUATION	51
CHAPTER 6. COMPONENT 5: PROGRAMME DELIVERY SUPPORT		53
6.1	SUB-COMPONENT 1 - PLANNING AND BUDGETING	53
6.1.1	BUDGET PLANNING.....	53
6.1.2	BUDGET IMPLEMENTATION	53
6.2	SUB-COMPONENT 2 – FINANCIAL MANAGEMENT	54
6.2.1	FM PLANNING.....	54
6.2.2	FM IMPLEMENTATION	55
6.3	SUB-COMPONENT3: PROCUREMENT MANAGEMENT	55
6.3.1	PROCUREMENT PLANNING	55
6.3.2	PROCUREMENT IMPLEMENTATION.....	57
6.4	SUB-COMPONENT 4 - MONITORING AND EVALUATION.....	60
6.4.1	M&E PLANNING	60
6.4.2	M&E IMPLEMENTATION	61
6.5	SUB-COMPONENT 5 – SAFEGUARDSMANAGEMENT	62
6.5.1	SAFEGARDS PLANNING.....	62
6.5.2	SAFEGUARD IMPLEMENTATION.....	64

Abbreviations & Acronyms

AfDB	African Development Bank
ARAP	Abbreviated Resettlement Action Plan
BWB	Basin Water Board
BWO	Basin Water Office
CAPSTART	Capacity Building Starter Activities
CB&T	Capacity Building and Training
CBO	Community Based Organisation
COWSO	Community Owned Water Supply Organisation
CWC	Catchment Water Committee
CWST	Council Water and Sanitation Team
DAWASA	Dar es Salaam Water and Sewerage Authority
DBMS	Database Management System
DC	District Council
DGCG	Donor Government Consultative Group
DHS	Demographic and Health Survey

DP	Development Partner
DPG	Development Partners' Group
DPP	Directorate of Policy and Planning
DWR	Division of Water Resources
DWSS	District Water Supply and Sanitation
DWST	District Water and Sanitation Team
EIA	Environmental Impact Assessment
ESA	External Support Agency
ESIA	Environmental and Social Impact Assessment
ESMF	Environmental and Social Management Framework
EU	European Union
EWURA	Energy and Water Utilities Regulatory Authority
FMP	Facility Management Plan
FSP	Facilitation Service Provider
GA	General Administration
GBS	General Budget Support
GoT	Government of Tanzania
HBS	Household Budget Survey
HIV	Human Immunodeficiency Virus
AIDS	Acquired Immunodeficiency Syndrome
IAs	Implementing Agencies
IEC	Information, Education and Communication
IRBMP	Integrated River Basin Management Plan
IWRM	Integrated Water Resources Management
JAS	Joint Assistance Strategy
KPI	Key Performance Indicator
LFA	Logical Framework Analysis
LGA	Local Government Authority
LGRP	Local Government Reform Programme
M&E	Monitoring and Evaluation
MDGs	Millennium Development Goals
MajIS	Water Utilities Information System
MIS	Management Information System
MKUKUTA	MkakatiwaKukuzaUchumina Kupunguza UmaskiniTanzania
MoF	Ministry of Finance,
MoHSW	Ministry of Health and Social Welfare
MoU	Memorandum of Understanding
MoW	Ministry of Water
MTEF	Medium Term Expenditure Framework
NAWAPO	National Water Policy
NEMC	National Environment Management Council
NGOs	Non-Governmental Organisation
NPRS	National Poverty Reduction Strategy

NSC	National Sanitation Campaign
NSGRP	National Strategy for Growth and Reduction of Poverty
NWB	National Water Board
NWSDS	National Water Sector Development Strategy
O&M	Operation and Maintenance
PER	Performance Expenditure Review/
PESIA	Preliminary Environmental Impact Assessment
PMS	Performance Management System
PHDR	Poverty and Human Development Reports
PMO-RALG	Prime Minister's Office – Reg. Administration and Local Government
PRS	Poverty Reduction Strategy
PS	Permanent Secretary
RAP	Resettlement Action Plan
RDP	Rural Development Policy
RDPS	Rural Development Policy and Strategy
RMF	Resettlement Management Framework
RPF	Resettlement Policy Framework
RS	Regional Secretariat
RWSP	Rural Water Supply Programme
RWSS	Rural Water Supply and Sanitation
RWSSP	Rural Water Supply and Sanitation Programme
RWST	Regional Water and Sanitation Team
SWAP	Sector Wide Approach to Planning
TA	Technical Assistance
TAC	Technical Advisory Committee
TAS	Tanzanian Assistance Strategy
TSP	Technical Service Provider
TWG	Thematic Working Group
TZS	Tanzanian Shillings
UfW	Un-accounted-For-Water
USD	United States Dollar
UWSA	Urban Water and Sanitation Authority
UWSS	Urban Water Supply and Sewerage
UWSSP	Urban Water Supply and Sewerage Programme
WATSAN	Water and Sanitation Committee
WRM	Water Resources Management
WRMP	Water Resources Management Programme
WSS	Water Supply and Sanitation
DUWSA	District Urban Water and Sanitation Authority
WSDP	Water Sector Development Programme
WUA	Water User Association
WUF	Water User Fee
WUG	Water User Group

Definitions

Access: Is an outcome indicator influenced by the water sector and other water related sectors such as health, education, agriculture, lands, natural resources. Examples would be percentage households or population served with improved water supply or sanitation.

Aquifer: An underground geological formation, or group of formations, which contain water and are sources of groundwater for wells and springs, and which are not necessarily contained within river basin boundaries.

Authority: An autonomous organisation established by or under an Act of Parliament to carry out specific functions within defined areas, accountable to a Minister through a Board of Directors.

Board: Particularly means the Board of Directors of a statutory body or company, i.e. a non-executive Board. Can also mean an autonomous organisation established by or under an Act of Parliament to carry out specific functions within defined areas, accountable to a Minister through a Board of Directors, i.e. an executive Board.

Catchment: An area drained by a stream, lake or other body of water. Can also refer to an area which drains into a dam.

Clustering: The grouping of water supply and sewerage services in a number of local government areas under one statutory / autonomous body in order to achieve commercial viability. Clustering can be based either on regional and local government boundaries or river basins, depending on the number of local government authorities, potential viability, and social / cultural factors, and geographical proximity.

Commercial: Ownership of water supply assets is transferred to autonomous legally established organisations (c.f. Authorities) with responsibility for the provision of water supply and sewerage services and the collection of revenues, and the organisations have full responsibility and accountability for the maintenance, protection and expansion of the assets.

Community: A group of households, hamlets or villages which are served by a common water supply facility whereby responsibility for maintenance, protection and expansion wholly or partially rests on the users.

Community Owned: Ownership of water supply assets is transferred to legal entities established by communities (c.f. Water Consumer Associations) and the communities have full responsibility and accountability for the maintenance and protection of the assets.

Community Water Supply: Shall mean inter alias, water supply for a rural setting

Cost Recovery: Reimbursement to providers of water supply and sewerage services of both recurring and non-recurring costs associated with operation, administration and maintenance. Costs include but are not limited to the costs of design, development, upgrades, equipment and any other costs associated with capital investment.

Coverage: is an output indicator, whether water supply or sanitation e.g. number of connections to sewerage system. This is what the sector purchases with the financial resources in a particular period.

Drainage Basin: A hydrological area consisting of part of the surface of the earth covered by a drainage system made up of surface water streams, or bodies of impounded surface water and the tributaries.

Household Connection: Water supply connections to domestic properties having internal plumbing.

Peri-urban Areas: Emerging settlements outside the formal housing areas of an urban area. In these settlements there is lack of basic services such as water supply and sanitation facilities. Generally the people living in these areas are in the low income group with limited ability to pay for water and sanitation services.

Public Tap: A tap or water distribution point which is used by a number of different consumers who pay for water drawn, and which is commonly found in peri-urban areas, informal settlements, and rural water supplies.

Rainwater Harvesting: A technology used for collecting and storing rainwater from land surfaces, rock catchments or rooftops using simple techniques such as jars and pots as well as more complex techniques such as charco dams.

Regulation: The activities involved in ensuring consumers receive the most cost effective level of service that they have been led to expect and are prepared to pay for. Specifically this involves: protecting consumers; assuring a demand driven approach; improving efficiencies and effectiveness of service providers; protecting assets; and promoting competition.

River Basin: An entire geographical area drained by a river and its tributaries (also referred to as a watershed).

Rural setting: Settlement with village socio-economic life style, whether within or outside an urban area.

Sanitation: Whilst a broad definition of sanitation covers the state of cleanliness of the environment and includes a wide range of waste management activities, within the context of this Programme sanitation is defined as the provision of appropriate facilities and services for the on-site disposal of human excreta and waste waters, and public education on water related hygienic principles.

Sector Wide Approach to Planning (SWAP): A situation where financial resources for capital investment, from both Government and Development Partners, are provided in support of jointly agreed expenditure strategies and plans, under Government leadership.

Service Provider:: An institution or organisation with actual or delegated responsibility for providing water supply and sewerage or sanitation services to consumers in accordance with contractual requirements. Service Providers can include *inter alia* Local Government Authorities, Water User Associations, Water User Trusts, Non-Government Organisations, and private operators.

Sewerage: Human excreta disposal systems relying on water as the waste transporting medium.

Townships: Secondary emerging settlements (mainly in rural areas) that have transformed from village status into township status. In the context of the WSDP, "*Townships*" also means "*Townships*".

Stakeholders: Any and all organisations and persons having a direct interest in the Water Sector.

Trans-boundary Waters: The water resources contained within Drainage or River Basins which cross the geographical boundaries of more than one sovereign country.

Urban Area: Urban Area means an area within the jurisdiction of an authority established or deemed to have been established under and governed by the Local Government (Urban Authorities) Act, 1982; and the Local Government (District Authorities) Act, 1982.

Water Consumers Association (Vikundi vya Huduma ya Maji): A legal entity established by communities for the ownership, management, operation and maintenance of water supply services.

Water Scarcity: The situation occurs when demand for water exceeds the available amount during a certain period or when poor quality causes restrictions, and calls for better management of the limited water resources.

Water Users Association (Vikundi vya Watumiaji Maji): A legal entity established by the users of water resources within a specified area to manage the allocation of water resources and resolve conflicts amongst water users within that area.

Yard Connection: Water supply connections to domestic properties which have a tap in the compound of a property or attached to the property, but with no internal plumbing.

CHAPTER 1. INTRODUCTION

The Programme Implementation Manual (PIM) is a framework within which WSDP Phase II is implemented. It is designed as a working tool – a reference document – to assist the Ministry of Water (MoW) and partner institutions including Local Government Authorities (LGAs) and line ministries in the implementation of WSDP Phase II. It is a quick guide on how the programme should be managed and implemented. The PIM provides key actors with information on the Programme context, planning, implementation, operation and maintenance processes, policies, institutional arrangements, stakeholders' responsibilities, strategies, guidelines and procedures.

In addition to PIM, each sub-sector prepared the Operation Guidelines to guide specific technical and other aspects of component activities. The sub-sector Specific Implementation Guidelines and PIM shall form part of development contracts between the Ministry of Water and respective implementing agencies (WSSAs, BWBs, EAs and LGAs) for the implementation of WSDP Phase II.

The PIM is structured into **six** main sections as follows:

- **Chapter 1: Introduction** - providing a quick overview of the WSDP Phase II and associated national and sectoral strategic policies, institutional and legislations environment, and the functioning of this PIM and its updating procedures.
- Chapter 2: Component 1 – Water Resources Management
- Chapter 3: Component 2 – Rural Water Supply and Sanitation
- Chapter 4: Component 3 – Urban Water Supply and Sanitation
- Chapter 5: Component 4 – Sanitation and Hygiene
- Chapter 6: Component 5 – Programme Delivery Support

1.1 WSDP-II POLICY FRAMEWORK

The WSDP II is the second phase of the long term Water Sector Development Programme (2006-2025). It is strongly linked to the National Water Policy of 2002, which emphasizes among other things community participation and all stakeholders participation in planning, implementation and ownership of WRM and WSS projects in the country. It is a product of the National Water Sector Development Strategy. As a water sector strategy, WSDP II is also strongly linked to other national policies and planning frameworks. The outcome of WSDP II interventions are expected to contribute to the achievements of the following: the Attribute 1.2.1 of the Vision 2025 which aspires for "High Quality Livelihood contributed by universal access to safe and clean water"; goal number 1 (Food self-sufficiency and security) and goal number 7 (Universal access to safe water) of the Tanzania Long Term Perspective Plan (TLTPP); the main goal of the Tanzania Five Year Development Plan (FYDP 2011/2012 – 2015/2016) for the water sector which reads: "To ensure adequacy and reliability of water supply to key production sources in the economy"; and also goal number 4 (Increasing Access to Affordable Clean and Safe Water; Sanitation and Hygiene services) and goal number 6 (Providing Adequate Social Protection and Rights to the Vulnerable and Needy Groups) under Cluster II (on improvement of quality of life and social wellbeing); as well as goal number 4 (Ensuring Food and Nutrition Security, Environmental Sustainability and Climate Change Adaptation and Mitigation) under Cluster I (on Growth and Reduction of Income Poverty) both of the National Strategy for Growth and Reduction of Poverty (NSGRP or MKUKUTA).

1.1.1 PROGRAMME OBJECTIVES

The Programme objectives are twofold: is to strengthen sector institutions for integrated water resources management; and improved access to water supply and sanitation services. The key aspect of the WRM is the protection, conservation and development of water sources through the implementation of the IWRM&D Plans; and the major target of water supply is to ensure that at least 90% of the rural population and 100% of the urban population have access to sustainable and affordable clean and safe water by the year 2025 as aspired in the Tanzania's Development Vision 2025.

1.1.2 PROGRAMME SCOPE AND COMPONENTS

The WSDP is based on a 'Sector Wide Approach to Planning (SWAP). Phase II of the programme under the SWAP framework has five Components as follows:

- 1 Water Resources Management and Development,
- 2 Rural Water Supply and Sanitation,
- 3 Urban Water Supply and Sanitation,
- 4 National Sanitation Campaign, and
- 5 Programme Delivery Support.

Details of sub-components and specific interventions are provided in the WSDP II document.

Programme Implementation processes have been prepared for each Component in the relevant sections of the PIM so as to guide Component interventions of specific issues and crosscutting frameworks. The institutional set up of each WSDP II component and subsequent intervention areas are summarized as follows:

1.2 OUTLINE COMPONENT 1 - WATER RESOURCES MANAGEMENT

The WRMD programme comprises of two **sub-components**:

- Water Resources Management and
- Water Quality Management.

The implementation of the subcomponents is designed in the following levels:

- Basin Level:- Water Resources Reforms and Investments;
- National Level: - Water Resources Management

The Water Resources Management sub component has two levels of implementation with seven intervention areas while the Water Quality Management has two intervention areas.

The seven intervention areas under the sub component -Water Resources Management- include the following:

- (i) Basin Level Water Resources Institutional Strengthening;
- (ii) Water Resources Monitoring and Assessment, Allocation, Regulation, Conflict Resolution and Demand Management;
- (iii) Water Resources Conservation, Protection and pollution control;
- (iv) Water reservoirs and Dam Safety Management;
- (v) Transboundary Water Resources Management;

- (vi) Implementation of IWRMD Plans; and
- (vii) National Reforms and Investments.

The Water Quality Management Sub-component has two intervention areas as follows:

- (1) Implementation of Water Quality Management for compliance
- (2) Management support and capacity development to support managerial systems of water quality management.

All the above intervention areas under this component are detailed in the WSDP Phase2 document.

1.2.1 BASIN LEVEL WATER RESOURCES REFORMS AND INVESTMENTS

The main focus of WSDP II is on strengthening institutional capacity by improving the management of water resources in all the 9 Basin Water Boards including the systems for water resources planning, management and development as well as intervention in stress-reduction. The focus is also on operationalizing and building capacities of the basin level water resources management institutions; these include Basin Water Boards (BWBs), Catchment Water Committees (CWCs) and Water User Associations (WUAs) as specified in the Water Resources Management Act No. 11 of 2009). In addition, the focus on these institutions is with respect to provision of support in the strengthening of their capacities in water resources monitoring, assessment, enforcement and compliance. Other focal areas include: protection of important water sources; water demand management; water quality management and pollution control, integrated water resources planning, trans-boundary water resources management and a variety of cross-cutting areas like disaster management, public awareness, inter-agency networking and establishing water resources Management Information System (MIS).

1.2.2 NATIONAL LEVEL WATER RESOURCES MANAGEMENT REFORMS AND INVESTMENTS

The main focus at national level with respect to Water Resources Management Reforms and Investments is on supporting the National Water Board and Water Resources Management Division (WRMD) by strengthening their capacities to fulfil their mandates including those of supporting the BWBs and coordinating the implementation of WSDP II and crosscutting water resources management related issues. This includes supporting human resources development, operational support, trans-boundary water resources management, development and implementation of a national communication and awareness strategy, development of water resources infrastructure of National Interest e.g. large dams, coordination and monitoring of water quality management activities, implementation of climate resilient water resources plans, de-fluoridation strategy, rehabilitation and construction of laboratory buildings, technical support for development of training capacity for IWRM, and flood and drought management, establishment of water research centre/center of Excellence, development of regulations, procedures and guidelines and standards. Development and implementation of new priorities from IWRMD Plans, national level - cross-sectoral coordination and collaboration.

1.3 OUTLINE COMPONENT 2 - RURAL WATER SUPPLY AND SANITATION

The focus for Component 2 is provision of sustainable quality and quantity water supply as per demand and improvement of sanitation services at affordable operational and maintenance costs to the rural population, while at the same time supporting capacity strengthening of RS and LGAs. The component has three intervention areas: infrastructure investments (new constructions, rehabilitation and extension); capacity strengthening; and sustainability of water supply and sanitation. The details of interventions are as shown below.

1.3.1 CAPACITY STRENGTHENING AND SUSTAINABILITY OF WATER SUPPLY AND SANITATION:

The carrying out of capacity strengthening and sustainability of water supply and sanitation involves facilitation of RS and LGAs in implementing RWSS projects, CWSTs support for on-going monitoring & supervision, facilitation of implementation of RWSS plans at LGA and RS levels, Recruitment of new engineers and technicians as per requirement of manpower succession plan and facilitation of the transfer of the same according to the need, MoW enhancement of tools, and feedback mechanism for monitoring and supervision of implementation of WSDP, facilitation and collaboration with RSs and PMO- RALG to provide backstopping, overseeing of LGAs implementing water supply projects and provision of practical training and transfer of practical knowledge and experience from most senior experts to juniors and improvement of COWSOs' access to spare parts and technical assistance from the Government during maintenance and repair of their projects' components by establishing center of excellence.

1.3.2 INFRASTRUCTURE INVESTMENTS

The carrying out of infrastructure investment intervention involves the following:

- (i) Facilitation of preparing preliminary design, feasibility study and detail design of RWSS projects at all levels and stages of projects implementation
- (ii) Increasing access to water supply & sanitation services (total users / beneficiaries coverage as percentage of total rural population).
- (iii) Increasing number of rural communities with adequate management, operation and maintenance procedures, which fully involve women in decision-making roles.
- (iv) Reduction of drudgery and time spent for collecting water.
- (v) Improvement of water quality.

1.4 OUTLINE COMPONENT 3 - URBAN WATER SUPPLY AND SEWERAGE

Urban Water Supply and Sanitation is the component that includes utilities serving 23 Regional headquarters, DAWASA, 105 utilities serving District Headquarters and small towns and areas serviced by 8 National Projects. With the exception of DAWASA, all WSSAs are graded under three categories: A, B and C according to financial capability which is defined as follows:-

- Category 'A': Authorities that meet full costs of their respective operations and contribute to investments. Utilities that are currently in this category are those serving the following regional headquarters: Arusha, Mbeya, Morogoro, Moshi, Mwanza, Tabora, Tanga, Dodoma, Iringa, Shinyanga, Songea, Musoma and Mtwara WSSA.
- Category 'B': Authorities that meet operational and maintenance costs and salaries for permanent staff with the exception of part of energy bills and investments. The utilities that currently belong to this category are those serving the following regional capitals: Bukoba, Kigoma, Sumbawanga, and Singida
- Category 'C' Authorities that meet operational and maintenance costs but are subsidized with electricity, salaries of permanent staff and investment costs. Utilities which belong to this category, are those serving the following towns: Babati, Lindi, Njombe, Mpanda, Geita and Bariadi, all 105 District Headquarters and small towns and 8 National Projects.

Key implementers of Component 3 – *Urban Water Supply and Sewerage* are the Urban Water Supply & Sanitation Authorities (UWSSAs) that include DAWASA, 23 Regional town utilities, 8 National Projects and 105 District towns and gazetted Small Towns. Each utility is responsible for planning, design, construction supervision, operation and maintenance and overall management of their water supply and sanitation systems.

Utilities have entered into Memorandum of Understanding with MoW based on Utilities' Business Plans as reviewed by EWURA. These MoUs describe how to handle projects implementation, routine operations and maintenance, and how to secure professional services that assist Utilities improve efficiency in service performance and expand their services over time.

The Regional town utilities have entered into a "Financial Resource Utilization Agreement" which qualifies the utility to receive, on an annual basis, capital development grants to implement investment plans on submission of quarterly/annual progress reports, and audits.

WSDP provides a window that is already operating for Regional town utilities of category 'A' and DAWASA, to access sub-loans. Alternatively, to fill the financing gaps, arrangements for accessing the soft loans, treasury bonds and commercial loans from financing Institutions are under way. The Category 'A' Regional town utilities and DAWASA are encouraged to apply for the loans.

Acceleration of the commercial viability of smaller Utilities, Regional Utilities providing technical, managerial advice and support to the smaller utilities in their region, which struggle to implement, operate and manage new/existing projects, create the necessary revenue for sustainable operations and attract the needed qualified staff and retain them for a longer period.

Component 3 therefore aims at transforming UWSSAs (Urban Water Supply and Sanitation Authorities) into autonomous commercially viable entities that are licensed and regulated by EWURA. Separating the regulatory, management and monitoring functions enables the overseers, "Boards" concentrate in the management of "Authorities" as commercial entities; whereas the regulator EWURA, ensures Utilities efficiency and equity, and Consumer Consultative Councils protect welfare of the community.

The UWSSAs are strengthened through improvements in demand forecasting, water sources assessment and planning, control over unaccounted-for-water, water quality management, network analysis, and tariff setting and billing systems, control over operating costs and aging arrears, and acquisition of investment funding. All the existing 23 regional and 96 district and Townships UWSSAs as well as DAWASA need infrastructure investment in water supply, sewerage services and on-site sanitation at different levels and scale. The nature of infrastructure investments that are needed includes refurbishment, upgrading and extension to existing water supply systems including source development, and in some cases, treatment plants. Under WSDP II priority is given to towns that have low water supply coverage and urgently need assistance in upgrading their respective water supply and sewerage systems.

The Component 3 - Urban Water Supply and Sewerage has three levels of implementation; Regional Utilities (UWSSAs), DAWASA and Small Towns/District Towns/National Projects (i.e. Large and Small Utilities). The Component 3 interventions at the three levels of implementation are as shown below.

1.4.1 CAPACITY DEVELOPMENT FOR UTILITIES (SMALL AND LARGE)

The Component 3 capacity strengthening for large and small utilities supports the following: (i) rehabilitation of offices, (ii) office equipment support (computers with accompanying accessories, photocopiers, Geographical Information Systems and mapping equipment, communication and networking equipment, laboratory equipment), (iii) operational equipment (vehicles, meter testing and repairs, leakage detection), and (iv) short-term recruitment of skilled personnel and/or technical assistance for network modelling, reduction of Non-Revenue-Water, mapping, installation of MIS and customers database and billing systems, willingness-to-pay studies, sanitation policy development, design and construction supervision of WSS systems, financial management, manpower studies and institutional renewal, etc. .

1.4.2 INFRASTRUCTURE INVESTMENTS IN URBAN WSSAs

DAWASA continues with the implementation of a special program that includes improvement of water supply and sanitation services in Dar es Salaam, Bagamoyo and Kibaha, and expansion of its sewerage system. Amongst priority interventions includes rehabilitation and extension of the water distribution network after completion of the major projects of Kimbiji and Mpera deep boreholes; laying of transmission main from Upper and Lower Ruvu water treatment plants to major reservoirs in various locations; and rehabilitation and extension of the sewerage system and interventions that will further reduce non-revenue water.

The Regional WSSAs continues with the implementation of their respective infrastructure interventions that are geared towards improving water supply services through construction and supervision of ongoing water supply and sewerage projects that are taking place in seven towns; construction of new water supply projects and sanitation facilities in four new regional headquarters; expansion of water supply and sewerage in eight regions; and rehabilitation and expansion of water supply and sewerage in four regions.

National Projects, District and Townships continues with the implementation of interventions for improving water supply and sanitation services in their respective areas. Amongst interventions include extension of the Kahama/Shinyanga Water supply project to 12 Towns and villages along the major pipelines.

1.5 OUTLINE COMPONENT 4 - NATIONAL SANITATION CAMPAIGN

In WSDP II, sanitation and hygiene component is a distinct component that caters for the ongoing National Sanitation Campaign. Unlike in WSDP phase I where the focus was on household sanitation and Water, Sanitation and Hygiene Education (WASH) at schools only, the phase II has embodied more areas of interventions in sanitation and hygiene. These are; household sanitation for both rural and urban settings; school WASH for primary and secondary schools; WASH in Health care facilities; sanitation in bus stops and highways; solid waste management; management of Healthcare waste and Research.

1.5.1 HYGIENE AND SANITATION

As aforementioned, the sanitation and hygiene issues under WSDP II have been assigned a separate component in order to effectively address the challenges facing the sub-sector in the country. Its implementation arrangement is two folds, being software realized through provision of hygiene education and hardware through rehabilitation and construction of sanitation facilities especially in schools, healthcare facilities and in transport hubs.

The Component is under the stewardship of TWG 4 and managed through the National Sanitation Campaign (NSC). The implementation of Component 4-National Sanitation Campaign -takes place in three major levels namely; National, RSs and LGAs. The implementation at National level is for overseeing strategic planning, resource mobilization, high level advocacy, monitoring and research. Whereas, the implementation at RS level continues with supervisory and monitoring as well as providing technical backstopping to LGAs on matters related to sanitation and hygiene. Major activities under the NSC include among others the following: Developing the Behaviour Change Communication Strategy and Messages; Engagement of households and schools through the use of Community Lead Total Sanitation (CLTS and SLTS) ; Engagements of Masons – training in construction, household sanitation marketing Development of training and promotional material; National and Local Promotional Events; Development of guidelines; WASH in schools (primary and secondary); WASH in Healthcare facilities; WASH in transport hubs and highways; Monitoring and Evaluation; and Research.

The Ministry of Health and Social Welfare leads all activities related to national sanitation and hygiene campaign and funds are disbursed directly from MoF to Implementing Agencies (IAs) namely; MoHSW, MoEVT, PMORALG and MoW. Other implementing agencies include the RS and LGAs.

At the national level, implementation of sanitation and hygiene activities is done according to the Memorandum of Understanding (MoU) signed among Ministries responsible for sanitation. At the RS and LGA level, the implementation is harnessed through the Regional Water & Sanitation Teams (RWSTs) and the Community Water and Sanitation Teams (CWSTs). Both RWSTs and CWSTs are coordinated by the Health Officer as the focal person at that level.

1.6 OUTLINE COMPONENT 5 – PROGRAMME DELIVERY SUPPORT

The overall objective of the Programme Delivery Support component is to provide facilitative services that supports all other Components under the WSDP Phase 2 to deliver planned outputs and expected outcomes.

Under Component 5 – *Programme Delivery Support*, the following specific objectives apply:

- (i) **BUDGETING:** Coordinating preparation of Medium Term Expenditure Frameworks (MTEFs), annual plans, annual budgets and annual procurement plans;
- (ii) **FINANCING:** Facilitating financial mobilization, allocation to priority activities, and financial disbursements for implementation of activities in accordance to approved financial forecasts and disbursement schedules;
- (iii) **PROCUREMENT:** Ensure that the appropriate procurement procedures are disseminated, understood and adhered to by the respective Implementing Agencies.
- (iv) **M&E:** Providing overall programme management and coordination; performance monitoring including progress reporting and periodical assessments;
- (v) **SAFEGUARDS:** Component 5 has the responsibility of ensuring that Environmental and Social Management Framework (ESMF) as well as Resettlement Management Framework (RMF) are carried out alongside the respective Component project(s) and that all pertinent steps stipulated in the ESMF and RMF manuals are followed.

Furthermore, Component 5 is coordinating capacity building within the components including the capacity enhancements of executive agencies. Component 5 ensures appropriate publicity and dissemination of policies, programmes, strategies, water legislation, guidelines, technical standards, regulations, and safeguards orders etc. so as to ensure that clarity prevails across all stakeholders

The achievement of all these objectives has to be coordinated by all departments/units within the MoW.

Implementation of the WSDP II is done at different levels from community, sub catchment, catchment, district and basin level and finally, the national level. For effective delivery of water supply services in the country, the capacity of the general administration at the MoW will be strengthened so as to provide effective administrative support for the programme implementation. The nature of capacity strengthening of the general administration is with respect to office construction, training, provision of office equipment and transport, and establishment of a Management Information System (MIS). This is done at central level, IAs and MoW Executive Agencies.

1.6.1 ENVIRONMENTAL AND SOCIAL SAFEGUARDS

Environmental and social aspects are crosscutting interventions in a sense that each Component in WSDP II has the responsibility of ensuring that Environmental and Social Management Framework (ESMF) as well as Resettlement Management Framework (RMF) are carried out alongside the respective Component project(s) and that all pertinent steps stipulated in the ESMF and RMF manuals are followed.

Safeguard activities currently coordinated by Component 5 include capacity building and follow up activities of safeguard implementation issues. Since each Component is required to comply with safeguards, Social and Environmental Safeguard Unit (SESU) has been established at the MoW and there are safeguard follow up desk officers at each IA. The capacity of each Component in carrying out safeguards shall be strengthened so as to ensure competence in environmental and social compliancy, monitoring and timely reporting. The cost of implementing environmental requirements depends on the site and nature of the projects and mitigation measures. The safeguards operational cost at the MoW and all IAs is borne from the so-called incremental cost.

The environmental and social activities of each safeguard desk officer at the IA shall include the following:

- (a) Compiling the screening report for each project received from IAs of the respective Components (1-5), and assign appropriate environmental risk level category (A, B, C) for the project.

Recommending appropriate environmental and social studies (i.e. ESIA, PESIA, ESAR, RAP, ARAP) to be carried out in a timely manner and in such a way that financing and implementation of a project should not be delayed.

Overseeing preparation of ToR and procurement of Consultant(s) done by Implementing Agent for carrying sub-project(s) PESIA, ESAR, RAP, ARAP; whichever is appropriate for project(s) assigned any of the environmental risk level category (A, B, C). The final report should be submitted to NEMC and WB for certification and approval respectively.

Carrying out quarterly monitoring assessment of where projects are implemented, in order to ensure that environmental and social interventions are incorporated in the project's phases (design, construction and operation).

Preparing safeguard quarterly, semi, and annual report in line with technical and financial report of the respective Components (1-5).

Collaborating with technical and environmental auditor in undertaking annual safeguard audit and respond to audit queries.

The safeguard coordination under Environmental Management Unit is responsible for:

- Coordinating safeguard capacity building,
- Compiling safeguard quarterly report.
- Providing backstopping assistance to each Component (1-5).
- Coordinating safeguard mission field assessments and preparation of agreed covenants.
- Supervising implementation of the agreed covenants.

1.6.2 INSTITUTIONAL ARRANGEMENTS

The National Water Policy 2002 (NAWAPO) has prescribed new roles for different players in water resources management and provision of water supply and sanitation services.

The role of Central Government, through the Ministry responsible for Water, is co-ordination, support and capacity building, monitoring and quality assurance, policy and guideline formulation, regulation and ensuring that water supply services are provided to the public. The BWBs are responsible for WRM while provision of water supply and sanitation services in urban and rural areas is under the responsibility of UWSSAs and LGAs respectively; and the regulatory function. The WRM and WSS institutional frameworks are based on the following principles:

- (1) Responsibility for the provision of water supply and sanitation services is to be held by local government authorities.
- (2) Clustering of water supply and sanitation services under the responsibility of adjacent local government authorities is aimed at commercial viability.
- (3) Legal transfer of assets to water and sanitation entities should be done, with precaution that community-owned structures are protected against confiscation and asset stripping.
- (4) Capital investment financing and operational support through local government should be separated from regulation and performance monitoring financing.
- (5) Tariffs should be linked to utility performance as part of the regulatory obligations.
- (6) Basin Water Boards are responsible for water resources management ,
- (7) Water basins should be transformed into autonomous bodies, once the source of financing has been established and operational.

a) Water Resources

The NAWAPO 2002, AND NWSDS 2006, provides institutional framework for WRM which is made up of the National Water Board and the Basin Water Boards, both of which involve stakeholder representatives; LGAs, the water-related sector institutions, water users, and private sector, NGOs, and women groups. Implementation of WRM interventions is done with active participation of all stakeholders through their respective Basin Water Boards or the National Water Board.

National Water Board is the highest level in the water resources management framework which is responsible for Integration of inter-sectoral planning, Co-ordination of basin planning and management, inter-sectoral / inter-basin water use conflicts, approval of water resources investment priorities and financing, inter-basin water transfers and trans-boundary water resources management.

Basin Water Boards are primarily responsible for water resources programme planning, management and overall coordination at Basin level. Water resources management is a multi-sectoral intervention and activities under IWRM&D Plans, hence BWBs will require interaction with communities, water users and a wide range of stakeholders.

The MoW (DWR) manages implementation of national and cross-sectoral components of the programme in collaboration with related institutions, prepares guidelines, and provides backstopping to Basins. MoW consolidates implementation reports from the basin, national and cross-sectoral components of the programme for submission to NWB.

b) Water Supply and Sanitation

The NAWAPO (2002) and the local government reforms, have necessitated significant changes in the roles of implementing agencies. MoW is now charged with a backup, “facilitating” role:, formulating policies, providing technical support, and focusing on co-ordination, monitoring and evaluation, and capacity building to the RSs, LGAs, BWOs and UWSAs/DUWSAs who are taking the lead role in managing implementation of water supply and sanitation activities.

Local Government Authorities (LGAs): Local Government Authorities are responsible for planning and managing their own Council Water Supply and Sanitation Plans, including financial and procurement management and monitoring and evaluation and for contracting consultants and local service providers to assist with planning and implementation of the programme at the district level and in communities.

The Ministry of Water has been restructured to become more consistent with the core roles and functions envisaged in the NAWAPO 2002 and the LGRP. In the new roles, MoW shares some of its responsibilities with Regional Secretariat, LGAs, user communities and Private Sector Service Providers.

Urban Water and Sanitation Authorities (UWSAs/DUWSAs): Urban Water and Sanitation Authorities are responsible for planning and managing their water supply and sewerage systems. The utilities will enter into development contracts with MoW to handle capital grants and routine operations and maintenance and secure professional services to assist them improve efficiency and expand their systems over time. All utilities will be licensed by EWURA for regulatory purposes. The MoW has assumed the role of monitoring and evaluation of technical performance of UWSAs/DUWSAs not under EWURA mandate as well as soliciting resources for investments.

Water Supply and Sanitation Authorities and LGAs would be required to acquire water rights and appropriate discharge permits for sewage disposals from respective BWOs. The LGAs will only be allowed to dispose sewage in designated waste treatment ponds or sewers with agreement with the respective UWSA

1.6.2.1 Dialogue structures for WSDP

The Ministry of Water oversees the implementation of the WSDP II through 5 Technical Working Groups (TWGs) which are consultative groups for sector dialogue between MoW, other relevant line Ministries and Institutions, Development Partners, Civil Society Organizations and other sector stakeholders. The TWGs facilitate sector dialogue and consultations as well as disseminate relevant information in order to achieve the sector objectives. The TWGs also review the overall WSDP II implementation progress and recommend necessary actions across sub-sectors. The TWGs discuss proposals and make recommendations for decision making or approval by Steering Committee (SC). Any issue which requires the involvement and approval by the senior management of responsible Ministries will be forwarded to the SC. Programme management is coordinated through the Programme Coordination Unit (PCU) at MoW.

1.6.3 LEGISLATION

1.6.3.1 Water resources management Legislations

Water Resources Management in Tanzania is governed by the Water Resource Management Act No.11 of 2009, which provides for institutional and legal framework for sustainable management and development of water resources; outlines principles for water resources management; prevention and control of water pollution, participation of stakeholders and general public in the implementation of the National Water Policy. The Act repeals the Water Utilization (Control and regulation) Act No. 42 of 1974. The objective of the WRM Act ensures that nation's water resources are effectively and efficiently protected, conserved, used, developed, managed and controlled.

1.6.3.2 Water Supply and Sanitation Services Legislations

The legislations that govern provision of water supply and sanitation services include:

- The Dar es Salaam Water and Sewerage Authority (DAWASA) Act No. 20 of 2001,

Chapter 273 (revised edition; 2002) of the laws of the Recipient

- The Water Resources Management Act No. 11 of 2009 and
- The Water Supply and Sanitation Act No.12 of 2009

The objective of the Water Supply and Sanitation Act promotes and ensures the right of every person in Tanzania to have access to sustainable and affordable clean and safe water supply and sanitation services for all purposes. Other relevant legislations include:

- Operational Guidelines, 1998;
- Public Health (Sewerage and Drainage) Ordinance, 1955, Cap 336;
- National Investment (Promotion and Protection) Act 1990;
- The Energy and Water Utilities Regulatory Act No 11 of 2001; and
- The Local Government Authorities (District Councils) Act, 1982 as amended, 30th June 2000;

1.7 UTILIZATION OF THE PIM

1.7.1 CONTENTS OF PIM MAIN DOCUMENT, REFERENCES AND PROCESSES

The implementation arrangement for Water Sector Development Programme (WSDP) Phase 2 is explained in the set of documents according to the significance of each document. The contents of PIM documents are summarized in the table below.

No.	Type of Documents	Significance
1	PIM Main Document	The institutional arrangement of WSDP including policies, regulations/acts and implementation structure with indication of responsible agencies/organizations, is explained briefly together with implementation strategies.
2	Reference Documents	Reference documents referred to in the PIM are providing guidance on regulations, and provide guidelines set forth from laws and acts related to WSDP. These documents are basically prepared by other ministries.
3	Processes	Processes describe details of implementation procedural steps under the institutional arrangement of WSDP Components along with the implementation strategies. Implementing Agencies (IAs) must carry out the activities that are administratively required in WSDP Phase II by referring to the contents of these Processes.

Considering the hierarchy and significance of PIM documents shown in the table above, PIM Main document and references may be updated and revised least often. The contents of Processes basically consist of administrative activities and technical focus. The descriptions of administrative activities are expected to be utilized regularly by staff of IAs. Therefore, it should be informative as well as easy going for their works. On the other hand, the information in technical focus is complement to the administrative activities by introducing new technology, ideas, case studies, etc. In order to maintain the contents of Processes to be user friendly, the contents of Processes need to be updated and revised more frequently compared to other documents whenever the demand and necessity arises.

1.7.2 PROPOSED PIM MANAGEMENT STRUCTURE

1.7.2.1 Computer based database

The information in PIM should be revised timely whenever necessary. Otherwise, implementing agencies (IAs) might implement their activities in wrong directions. In order to revise/update the information in PIM timely, PIM documents are no longer hard copies instead are structured in the computer based database.

All the contents of PIM documents are integrated under computer based database structure. Therefore, the devices which can run the database are prerequisite for the utilization of the information. In case you wish to extract information from MoW HP, you can access MoW HP via internet connection with computers (Windows, Mac), tablets (Android, iOS) and even smart phones (Android, iOS, Windows). Offline database contained in DVD should be availed at MoW to all IAs where proper internet accessibility is not secured.

1.7.2.2 Responsibility of update/revision

Implementation of WSDP Phase 2 is coordinated and managed entirely by Programme Coordination Unit (PCU) of the MoW. Along with this arrangement, the update/revision of PIM documents is also coordinated by PCU. On the other hand, sometimes the contents of References might be changed by other ministerial agencies whenever necessary. In such cases, PCU communicates to respective ministries and arrangement for the update/revision of references, is done accordingly.

The contents of Processes are examined regularly on their practicability and relevance to the institutional arrangement of WSDP by respective Technical Working Groups (TWG) of WSDP.

Updated/revised contents are uploaded to MoW HP with the assistance of Information and Communications Technology (ICT) Unit of the MoW.

The specific approach of updating/revising the PIM documents is summarized in the table below and schematic structures of management of the PIM are illustrated in **Figure 1** below.

No.	Type of Documents	Approach for Update / Revision
1	PIM Main Document	The institutional arrangement of WSDP including policies, regulations/acts and implementation structure with indication of responsible agencies/organizations, is explained briefly together with implementation strategies.
2	Reference Documents	Documents referred to in the PIM are providing guidance on regulations, and provide guidelines set forth from laws and acts related to WSDP.
3	Processes	Processes describe details of implementation procedural steps and activities that Implementing Agencies (IAs) are to carry out as administrative requirement in WSDP Phase II.

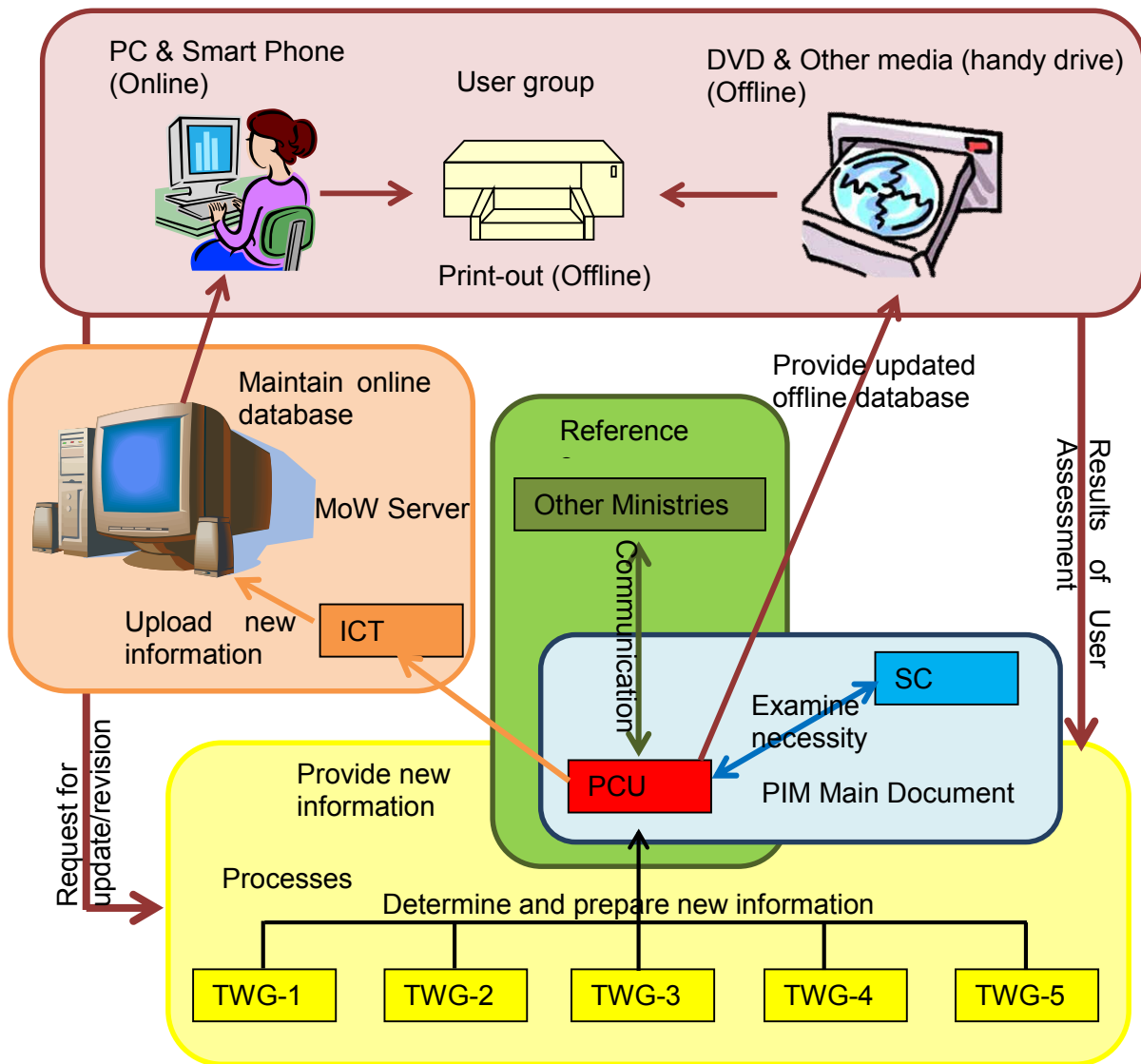


Figure 1 Schematic Structure of PIM Management

1.7.2.3 Responsibility of user groups

Individuals of IAs compose the user groups of PIM documents. User groups are requested to provide the comments/suggestions/requests for the update/revision and convey them to responsible sections of respective MoW divisions under specific TWG.

CHAPTER 2. COMPONENT 1: WATER RESOURCES MANAGEMENT

2.1 PLANNING (WRM)

The objective of the Planning Phase for Water Resources Management- Component 1 of WSDP Phase 2 is to implement the BWBs IWRM and Development Plans through Integrated Water Resources Management and Development (IWRMD) approach, which is a suitable way for efficient, equitable and sustainable development and management of water resources as required by the Water Resources Management Act, 2009.

The National Water Policy 2002 directs that planning of water resources development and management shall be participatory, multi-sectoral, inter-disciplinary, and based on river basins. This planning integrates the linkage between land use and water use, water quality and quantity, and the important role ecosystems plays in the sustainable development and management of water resources. Therefore any planning for WRM interventions must consider integrated water resources management and development for the sustainability of all social and economic sectors.

BWBs are responsible for planning and managing the overall integrated water resources management and development in their respective basins (Refer BWBs IWRMD Plans). Each BWB has to prepare annual plans from their IWRMD plans for budgeting and implementation in that particular year. Also BWBs have to prepare and consolidate CWCs and WUAs requirements for capacity building and include in their total budget.

The process of approving the plans is as follows:

- The BWB thoroughly reviews, vets and appraises the BWBs plans and incorporates them into the annual Investment Plan.
- The approved plan is submitted to the MoW for technical scrutiny and finally to MoF for funding.
- The BWB plans should indicate clearly to what extent it has incorporated the national objectives and priorities, as prescribed in the NAWAPO 2002 and the NWSDS, and the MKUKUTA priorities and principles.

Water resources management and development in WSDP phase 2 will adapt principle of IWRM as a strategy for planning as stipulated below:

- WRM interventions is done with the active participation of all stakeholders through their respective Basin Water Boards or the National Water Boards
- The BWBs develop action plans which are integrated into district annual plans, and establishes mechanism for coordinating, strengthening and integrating district outputs into basin perspective.
- The BWBs also monitor implementation of the plans and resolve cross-sectoral conflicts at the basin level.

The WRM Implementing Agencies (IAs) are supposed to perform their roles and responsibilities with proper compliance to related Water Resources Management regulations and WRMA 2009 as summarized in the table below. The detail planning procedures for WRM and BWBs are explained in the Programme Implementation processes.

PLANNING (WRM)		
IAs	Roles and Responsibilities	Related Regulations / Acts
Water Resources Division/ MoW Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Preparation of Annual Budget and Plans • Selection of Feasibility studies, Design and Supervision Consultants • Procurement of Goods and Works Providers • Strengthening Water Resources Monitoring and Assessment • Climate Change Adaption and Mitigation measures • Transboundary Water Resources Management • Water Resources Institutional Strengthening • Cross-sector Coordination and collaboration 	<ul style="list-style-type: none"> • WRMA 2009 • NWSDS
National Water Board(NWB)	Advises the Minister on: <ul style="list-style-type: none"> • Integration of inter-sectoral planning. • Co-ordination of basin planning and management. • inter-sectoral / inter-basin conflicts. • investment priorities and financing patterns. • inter-basin water transfer • trans-boundary water resources management 	<ul style="list-style-type: none"> • Water Resources Management Act 2009 • NWSDS, 2006
BWBs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Preparation of Annual , Budget and IWRMD Plans • Selection of Feasibility studies, Design and Supervision Consultants • Procurement of Goods and Services Provider • Strengthening Water Resources Assessment and monitoring • Climate Change Adaption and Mitigation measures • Water Resources Institutional Strengthening • Transboundary Water Resources Issues • Preparation of Capacity Development plan 	<ul style="list-style-type: none"> • The Water Resources Management Act, 2009 • NWSDS, 2006 • The Public Procurement Act, 2011 • The Public Procurement Act The Public Procurement Regulations, 2013 • World Bank Guideline Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 - Revised July 2014
Catchment Committee	<ul style="list-style-type: none"> • Coordinates and harmonises catchment/ sub-catchment integrated water resources management plans for submission to BWB • Identifies the causes and types of water use conflicts in catchment/sub-catchment to determine their solutions • Mobilizes WUAs plans in a given Catchment for submission to BWB • Consolidates and incorporate project 	<ul style="list-style-type: none"> • The Water Resources Management Act, 2009 • NWSD, 2006

PLANNING (WRM)		
IAs	Roles and Responsibilities	Related Regulations / Acts
	<ul style="list-style-type: none"> activities into catchment work plan, Plans on measures to implement water resources regulatory functions delegated by BWBs 	
WUA	<ul style="list-style-type: none"> Prepares and submits its requirements and plans to the BWBs Participates in preparing water use plans, conservation and protection of water sources Supports BWBs in identifying data requirements and locating monitoring stations for hydrological data collection 	
Consultants/ Private Sector /NGOs	<ul style="list-style-type: none"> Provision of services such as scoping, survey incl. water resources assessment and socio-economic study in selected communities, awareness creation. Feasibility studies and preparation of detail design of water resources infrastructure/facilities Prepares water resources management plans for selected WUAs 	<ul style="list-style-type: none"> The Public Procurement Act - The Public Procurement Regulations, 2013 Standard Request for Proposal, Selection and Employment of Consultants, Lump Sum - Contracts, PPRA Feb. 2014

2.2 IMPLEMENTATION

The objective of implementation phase of Water Resources management in WSDP Phase 2 is to implement BWBs plans that are derived from IWRMD plans. These include physical infrastructure, formation and strengthening of the CWCs and WUAs as well as water resources management regulatory and enforcement functions, O&M of monitoring stations and data collection”

Implementation of WRM interventions during WSDP phase 2 includes the following:

- Supervision of works by either using Consultants and/or in-house
- Construction of Office and Laboratory buildings and Water resources Management infrastructure (dams) by Contractors
- Establishment and capacity building of the CWCs and WUAs in all BWBs
- Regulation and enforcement of water resources management as specified in Water Resources Management Act No. 11 of 2009 and Water Resources regulations.
- Operation and Maintenance of Hydrometric and weather monitoring stations in all BWBs

The water resources management implementing agencies (IAs) will perform their roles and responsibilities in compliance to related WRM regulations and Water Resources Management Act No.11, 2009 as summarized in the table below. Detail implementation procedures for WRM functions are explained in Processes of PIM documents.

IMPLEMENTATION (WRM)		
IAs	Roles and Responsibilities	Related Regulations / Acts
Water Resources Management Division/ MoW Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Preparation of Annual Budget and Plans • Selection of Feasibility studies, Design and Supervision Consultants • Procurement of Goods and Works Provider • Strengthening Water Resources Monitoring and Assessment • Climate Change Adaption and Mitigation measures • Water Resources Institutional Strengthening • Transboundary Water Resources Management • Cross-sector Coordination and collaboration 	<ul style="list-style-type: none"> • The Water Resources Management Act, 2009 • The Water Resources Management Regulations, 2011 • Water Resources Management guidelines • WRM PAF 2014
BWBs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Contract Management of the feasibility study, Design & Supervision Consultant • Contract Management of Contractor, Goods and Services Providers • Strengthening Water Resources Management Institutions • Implement Water Resources Monitoring and Assessment Activities • Implement regulatory and enforcement functions that is water allocation, water demand management, water permit administration and water sources protection • Implement IWRM & D Plans • To participate in trans boundary Water Resources Management Issues • Implement Water Resources Management Strategic Interventions and Action Plan for Climate Change Adaptation 	<ul style="list-style-type: none"> • The Public Procurement Act, 2011 • The Public Procurement Act-The Public Procurement Regulations, 2013 • The Water Resources Management n Act, 2009 • National Water Sector Development Strategy (NWSDS) • Water Resource Management Act-2009 Regulations
Contractor/ Private Sector	<ul style="list-style-type: none"> • Constructs works as per detailed design contract • Supply of goods and other services 	<ul style="list-style-type: none"> • The Public Procurement Act, 2011 • The Public Procurement Act-The Public Procurement Regulations, 2013

IMPLEMENTATION (WRM)		
IAs	Roles and Responsibilities	Related Regulations / Acts
WUAs	<ul style="list-style-type: none"> • Manages allocation of water resources at local level. • Manages equitable allocation of water resources during drought. • Mediates in local water use disputes • Collects data and other WR information 	<ul style="list-style-type: none"> • The Water Resources Management Act, 2009 • Water Resources Management Regulations

2.3 OPERATION AND MAINTENANCE

The objective of Operation and Maintenance of Water Resources Management Component during WSDP Phase 2 is to ensure that water resources are operated and maintained in an efficient and sustainable manner for socio-economic and sustenance of environment” .

Operation and Maintenance in water resources management is mainly concerned with water Monitoring Station networks and equipment.

Routine operation and maintenance of the water stations from a central location is expensive in the case of large size water basins. In such situations therefore, Operation and Maintenance is devolved to field offices, resulting into reduced travel time and more work gets done effectively and efficiently.

The MoW provides technical backstopping to the BWBs in relation to Monitoring stations. The backstopping includes the following:

- Supporting the BWBs in the management of operations and maintenance of the stations and meet some operational costs for data collection
- Supporting Gauge Readers and WUAs in acquiring skills that enables them carry out minor maintenance of the stations and data collection
- Overseeing that operation and maintenance of monitoring station networks follows approved guidelines and manufacturers equipment service manuals

Maintenance of Monitoring Stations include the following:

- Preventive maintenance: It includes carrying out activities that extend life or usefulness of the station (as provided in the instrument, equipment manuals).
- Emergency maintenance: Includes carrying out any activity necessary to put a station back into operation after damage

BWBs receive monthly reports, quarterly reports and annual reports on Operation and Maintenance from the CWCs, WUAs and Gauge readers.

The BWBs, CWCs and WUAs perform their roles and responsibilities in compliance with the Water Resources Management Act No. 11 of 2009, and its regulations as summarized in the table below. The detail operation and maintenance procedures are explained in the PIM documents.

OPERATION AND MAINTENANCE		
IAs	Roles and Responsibilities	Related Regulations / Acts
Water Resources Division/ MoW	<ul style="list-style-type: none"> • Reviews progress reports of Operation and Maintenance from the BWBs • Provides technical and administrative support to BWBs • Provides standards and guidelines to BWBs 	
BWBs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Reviews progress reports of Operation and Maintenance from WUAs and Gauge Readers • Provides Technical and Administrative support to CWCs and WUAs. • Prepares monthly and other relevant reports and submits them to MoW • Construction and rehabilitation of monitoring stations • Supervision of Gauge readers 	<ul style="list-style-type: none"> • The Water Resources Management Act, 2009 • National Water Sector Development Strategy (NWSDS),2006 • Guide to Operational Hydrology Practices in Tanzania, January 2015
CWCs and Sub CWCs	<ul style="list-style-type: none"> • Prepares monthly reports (outline of O&M), quarterly report (progress of O&M) and annual reports (annual achievement and activity plans for the subsequent year) and submits them to BWB • Confirms payments of water user fees 	<ul style="list-style-type: none"> • The Water Resources Management Act, 2009 • National Water Sector Development Strategy (NWSDS)
WUAs	<ul style="list-style-type: none"> • Manages Water infrastructure at community level • Reports Status of water Resources Management infrastructure to BWBs • Conduct minor repairs of monitoring stations 	
Community	<ul style="list-style-type: none"> • Pays tariff (Cost recover) • Ensures security of Water resources management infrastructure 	

2.4 MONITORING AND EVALUATION

The objective of monitoring and evaluation in water Resources management during WSDP Phase 2 is to measure the progress and achievement/ performance in implementation of planned activities, the outputs, outcomes and achievements made in respect to specific objectives.

In implementation of WSDP II performance of DWR and BWBs will be monitored using a robust Performance Assessment Framework (PAF) developed in WSDP Phase I (refer WRM PAF 2014). The framework is been used by the BWBs in carrying out self-assessment and submit the results to the Ministry of Water for comparison with assessment done by the Ministry. The

monitoring framework for DWR will be used in carrying out self-assessment for the DWR at the HQ. The MoW Monitoring and Evaluation framework, will be used to monitor the overall implementation of WSDP

Therefore two system/strategy will be used for Monitoring and Evaluation of Water Resources Management implementation during WSDP phase 2 as follows:-

- monitors the progress and output of financial and physical inputs by comparing them to original plans of component 1 using the WSDP M&E Framework
- Evaluates achievements of WRM interventions with respect to relevance, effectiveness, efficiency, impact and sustainability by using the WRM PAF 2014

The WRM implementing agencies (IAs) will perform their roles and responsibilities in compliance to the WRM ACT 2009 and its regulations and guidelines as summarized in the table below. Besides, the detail monitoring and evaluation procedures for BWBs and WRMD are explained in PIM Processes documents.

MONITORING AND EVALUATION		
IAs	Roles and Responsibilities	Related Regulations / Acts/guidelines
WRM Division/ MoW	<ul style="list-style-type: none"> • Monitors and supervises WRM activities implemented in BWBs • Provides technical and administrative support to BWBs and WUAs and CWCs • Provides monitoring frameworks and standards • Receives and Reviews reports and makes intervention(s) as recommended 	<ul style="list-style-type: none"> • WRMA,2009 • WRMA,2009 regulations • WSDP-PIM Volume 3 - Financial Management Addendum, Ministry of Water, October 2006 • WSDP M&E Framework
BWBs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Conducts monitoring of activities with the support of MoW • Provides technical support and guidance to catchment committees and WUAs • Prepares reports and updates WSDP MIS non contract activities • Reports results of monitoring and evaluation to MoW • Records financial management data of activities under Contract 	<ul style="list-style-type: none"> • WRMA,2009 • WRM PAF 2014 • WSDP MIS • WSDP-PIM Volume 3 - Financial Management Addendum, Ministry of Water, October 2006
CWCs and Sub-CWCs	<ul style="list-style-type: none"> • Monitors and supervises WRM activities implemented by WUAs • Reports results of monitoring and evaluation to BWB 	<ul style="list-style-type: none"> • WRMA,2009 Regulations • WRMA, 2009 regulations
WUAs	<ul style="list-style-type: none"> • Prepares reports and submits to CWC 	<ul style="list-style-type: none"> • WSDP-PIM Volume 4- Final Procurement Manual, Ministry of Water, June 2007 • MIS User Manual (MoW, 2013) • Water Supply and Sanitation Act, 2009

2.5 CAPACITY DEVELOPMENT

The objective of Capacity Development for Component 1 during WSDP Phase 2 is to support key WRM institutions in respect to strengthening, maintaining and improving their capacities to effectively, technically and administratively perform their mandates and roles as per WRM Act, 2009. That is capacity that facilitates sustainable management and development of water resources through integrated and climate sensitive principles that meets social and economic needs.

NAWAPO emphasizes the following points in capacity development planning for WRM.

- Provide support to BWBs and other WRM institutions in strengthening their operational capacities
- Facilitate WUAs and CWCs to acquire technical, management and financial management skills

The Water Resources Management during WSDP phase 2 will adopt the following strategies in Capacity Development:-

- Review and update the existing capacity development plans (CD plan) for DWR,
- Support the WRM implementing agencies including the National Water Board, Basin Water Boards, CWCs and WUAs to regularly revise their CD plans,
- Finance implementation of CD Plans, monitor and report achievements from the plan implementation
- Provide adequate technical support to NWB, BWBs, CWCs and WUAs in implementation of their CD plans.

The WRM implementing agencies (IAs) will perform their roles and responsibilities in accordance to Water Resources Management Act No. 11 of 2009 and its regulations, and developed guidelines as summarized in the table below. The detailed capacity development procedure for WRM institutions is explained in PIM process documents.

CAPACITY DEVELOPMENT		
IAs	Roles and Responsibilities	Related Regulations / Acts
DWR- MoW	<ul style="list-style-type: none"> • Reviews CD plans of DWR • Provides Capacity Building support to BWBs in reviewing CD Plans • Consolidates BWBs plans and includes them in the Budget and work-plans • Funds implementation of the CD Plans 	<ul style="list-style-type: none"> • CD Implementation Guideline (MoW, 2014)
BWBs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Reviews and updates BWBs CD plans • Prepares CD plans • Provides support to CWCs and WUAs in preparing their CD Plans • Prepares budget and submits to MoW 	<ul style="list-style-type: none"> • CD Implementation Guideline (MoW, 2014)

CAPACITY DEVELOPMENT		
IAs	Roles and Responsibilities	Related Regulations / Acts
CWCs and WUAs	<ul style="list-style-type: none"> • Prepares CD needs and budget and submits to BWBs • Provides CD support to WUAs • Monitoring and coaching WUAs 	<ul style="list-style-type: none"> • CD Implementation Guideline (MoW, 2014) • Guidelines to Facilitate Implementation of the Capacity Development Framework (MoW, 2008)

2.6 COMPONENT 1: SUB COMPONENT: WATER QUALITY MANAGEMENT

2.6.1 PLANNING

The planning phase in Water Quality Management Sub component of Component I under WSDP Phase II is based on the management of water quality activities through water quality laboratories to support water quality management at basins, water authorities and LGAs in order to safe guard the public health and environment.

Pollution from point and non point sources of water resources is responsible for the deterioration of the quality of water, makes water unusable and its treatment very costly. Among other measures, NAWAPO 2002, emphasize that in order to remedy this situation, water shall be protected from pollution and harmful depletion through water quality monitoring and assessment to be undertaken systematically so as to identify extent and status of the quality of the water resources so that problems are detected early and remedial actions employed timely.

Water quality laboratories will identify the areas for water quality monitoring in collaboration with BWBs, Water Supply Authorities and LGAs. Thus formulate Water Quality Monitoring network plans indicating where samples are to be taken for water quality assessment based on various criteria using national objectives and priorities as prescribed in NAWAPO 2002 and Water Quality Management and Pollution Control Strategy. Then the prepared plans will be submitted for approval to MoW. The MoW shall provide guidelines for preparation of monthly, quarter and annual plans, indicating areas of main concern.

Water Quality Management Subcomponent of Component I under WSDP II planning focuses on the user-centric approach which, deliver the management information about water resource quality they require, to water resource managers, planners and other stakeholders as prescribed in Water Quality Management and Pollution Control Strategy.

PLANNING		
IAs Responsible for Processes	Roles and Responsibilities	Related Regulations / Acts
Water Quality Division/ MoW Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Provide technical assistance to Water Quality Laboratories and Research Station on planning and budgeting • Secure the budget for necessary water quality activities planned for implementation • Identify Capacity Development Gaps 	<ul style="list-style-type: none"> • Mow organization Structure • NAWAPO • National Water Sector Development Strategy • Water Quality

PLANNING		
IAs Responsible for Processes	Roles and Responsibilities	Related Regulations / Acts
	<ul style="list-style-type: none"> Review and consolidate water quality plans of water quality laboratories and research station (work plan, action plan, procurement plan and capacity development plans) Submit the reviewed laboratory' plans for consolidation and approval by MoW 	<ul style="list-style-type: none"> Management and Pollution Control Strategy Guidelines for Water Resources Monitoring and Pollution Control
Water Quality Laboratories Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> Define Objectives of the monitoring and set out Strategy (Pollutant sources, Water uses) Set variables (Priorities Water uses Pollution sources) Set monitoring methods (In situ and laboratory analysis) Prepare quality assurance program (Laboratories, fieldwork, quality control) Determine resource to use (laboratory facilities, field facilities, transport and staffing) Design monitoring network (Station number, station location, sampling frequency) Formulate Implement Plan and submit to DWQ for review and approval 	<ul style="list-style-type: none"> NAWAPO National Water Sector Development Strategy Water Quality Management and Pollution Control Strategy Guidelines for Water Resources Monitoring and Pollution Control
Ngurdoto Defluoridation Research Station Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> Suggest ways of improving the bone char de-fluoridation technology (if any) according to the findings Propose the best way of improving community awareness with regard to adoption of bone char de-fluoridation technology in their day to day activities Formulate Implementation Plans 	<ul style="list-style-type: none"> Strategy for Scaling up Defluoridation activities in Fluoride Belt

2.6.2 IMPLEMENTATION

The implementation phase in Water Quality Management Subcomponent under Component I of WSDP Phase 2 holds the objectives to ***execute the plan of water quality management into practical*** information user-centric approach with recognition that water quality management approaches and practices change with time. Therefore, in order to remain relevant, monitoring programmes need to be reviewed from time to time to confirm that they still meet their users' information requirements and be revised if necessary.

The water quality management subcomponent under component I of WSDP focuses on the following principles:

- data acquisition,
- data management and storage
- information generation and dissemination)

The major implementing agencies (IAs) are supposed to perform their roles and responsibilities with proper compliance to related guidelines as summarized in the table below.

IMPLEMENTATION		
IAs responsible for carrying out processes	Roles and Responsibilities	Related Regulations / Acts
Water Quality Division/ MoW Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Establishment of water safety plan guiding document • Training on the use of the plan in the piloted Water Supply Utilities • Up-scaling of the implementation of the water safety plan programs in the country • Develop integrated modeling tools for water quality • Establishment of Laboratory Information Management System (LIMS) for collecting, processing, storage and retrieval of laboratory data and results • Establishment of comprehensive and interdisciplinary Central Water Quality database • Development of National Water Quality map 	<ul style="list-style-type: none"> • Mow organization Structure
Water Quality Laboratories Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Implement focused Water Quality programme to monitor the quality of drinking water in water supply utilities to assess water safety compliance. • Monitor water quality in strategic and potential water sources of public interest for management and development • Ascertain performance of wastewater treatment facilities and advise accordingly • Method validation and development of laboratory analysis methods • Identification of hotspots areas and research to establish baseline information • Explore biological responses including measurement of algal biomass • Clarity studies to determine organic and inorganic contributors in specific water bodies of public interest • Research on aquifer interface for fresh and sea water along coastal regions 	<ul style="list-style-type: none"> • NAWAPO • National Water Sector Development Strategy • Water Quality Management and Pollution Control Strategy • Guidelines for Water Resources Monitoring and Pollution Control • Standard Methods for Examination of Water and Wastewater, • ISO 17025, • Laboratory Analytical Standard Operating Procedures
Ngurdoto Defluoridation Research Station Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Develop and maintain comprehensive national fluoride database and map • Implement different ways of improving the bone char defluoridation technology (if any) according to the findings • Propose a program for disseminating the risk of continued use of high fluoride water and develop the best way of 	<ul style="list-style-type: none"> • WHO Guidelines for Drinking-water Quality (Fourth edition. Geneva: World Health Organisation; 2011)

IMPLEMENTATION		
IAs responsible for carrying out processes	Roles and Responsibilities	Related Regulations / Acts
	improving community awareness with regard to adoption of bone char defluoridation technology in their day to day activities <ul style="list-style-type: none"> • Carry out laboratory analysis of different agricultural products (vegetables, tomatoes and milk) to check for the fluoride content. 	

2.6.3 OPERATION AND MAINTENANCE

The Water Sector Development Program phase II regards operation and maintenance as one of key activities towards sustainability of water quality management services in basins, urban and rural areas. Operations and Maintenance for water quality management are the decisions and actions regarding the control and upkeep of property and equipment. These are inclusive, but not limited to actions focused on scheduling, procedures, and work/systems control and optimization; and performance of routine, preventive, predictive, scheduled and unscheduled actions aimed at preventing equipment failure or decline with the goal of increasing efficiency, reliability, and safety. Thus operations and maintenance typically comprises the day-to-day activities necessary for the buildings (laboratories and offices), equipment, instruments and their systems to perform the intended functions. It also includes data collection and processing, support operation of equipment and instruments, taking care of defaults of equipment, instruments, technology and buildings which facilitate supply series and provision of technical support to staff of DWQ towards sustainability of water quality laboratories.

Procedures for operation and maintenance in water quality laboratories will be as follow:

- (i) Training: This is considered a vital element of operation and maintenance for new personnel; especially when new equipment is installed or emerging technology is being employed. Important to the overall facility management program, personnel shall be properly instructed and motivated. Training courses will familiarize personnel with the procedures necessary to operate and maintain complex systems and equipment, often using the system-level operation and maintenance manual as a basis of information.
- (ii) Each laboratory will conduct a routine preventive maintenance program that is part of its QA/QC program in order to minimize the occurrence of instrument failure and other system malfunctions.
- (iii) Service and repair of instruments, equipment, tools, will be performed by an internal group of qualified personnel. Alternatively, scheduled instrument maintenance and emergency repair may be provided by the manufacturer's representatives under a repair and maintenance contract.
- (iv) Instrument maintenance will be implemented by the laboratory on a regularly scheduled basis. The servicing of critical items should be scheduled to minimize the downtime of the measurement system. The laboratory will prepare a list of critical spare parts for each instrument. These spare parts will be requested from the manufacturer and stored at the laboratory.

- (v) Testing, inspection, and maintenance procedures described in laboratory SOPs will be in accordance with manufacturer’s specifications and with the requirements of the specific analytical methods used.
- (vi) All maintenance and service must be documented in service logbooks to provide a history of maintenance records. A separate service logbook should be kept for each instrument.
- (vii) All maintenance records will be traceable to the specific instrument, equipment or tools. Records produced as a result of testing, inspection, or maintenance of laboratory instruments will be maintained and filed at the laboratory. These records will be available for review by internal and external laboratory system audits.
- (viii) Field equipment and instruments will be thoroughly checked and calibrated before shipment or transport to the field.
- (ix) Procedures for maintaining the accuracy of field equipment and laboratory instruments used for field tests and laboratory analyses should be conducted. The equipment and instruments should be calibrated before each use or, when not in use, on a scheduled, periodic basis.
- (x) Equipment used to collect field samples or take field measurements will be maintained and calibrated with sufficient frequency and in such a manner that the accuracy and reproducibility of results are consistent with the manufacturer’s specifications and/or other guidelines.
- (xi) Upon arrival, field sampling and measurement equipment will be examined by the sampling team leader to verify that it is in good working condition. The manufacturer’s O&M manual and instructions that accompany the equipment will be consulted to ensure that all calibration procedures are followed.
- (xii) All laboratory equipment used in analytical laboratories will be calibrated in accordance with written SOPs maintained by the laboratories. Calibration records (including the dates and times of calibration and the names of the personnel performing the calibration) will be filed at the location at which the analytical work is performed and maintained by the laboratory personnel performing QC activities.

The major implementing agencies (IAs) are supposed to perform their roles and responsibilities with proper compliance to related regulations and acts as summarized in the table below.

OPERATION AND MAINTENANCE		
IAs	Roles and Responsibilities	Related Regulations / Acts
Water Quality Division/ MoW Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Develop programs for operation and maintenance of laboratory instruments and equipment. 	<ul style="list-style-type: none"> • National Water Sector Development Strategy • Water Quality Management and Pollution Control Strategy • Guidelines for Water Resources Monitoring and Pollution Control • Standard Methods for Examination of Water and Wastewater, • ISO 17025, • Laboratory Analytical Standard Operating Procedures

OPERATION AND MAINTENANCE		
IAs	Roles and Responsibilities	Related Regulations / Acts
Water Quality Laboratories Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Implement Operation and Maintenance for laboratory instruments and equipment 	<ul style="list-style-type: none"> • National Water Sector Development Strategy • Water Quality Management and Pollution Control Strategy • Guidelines for Water Resources Monitoring and Pollution Control • Standard Methods for Examination of Water and Wastewater, • ISO 17025, • Laboratory Analytical Standard Operating Procedures
Ngurdoto Defluoridation Research Station Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Establish the applicability of community defluoridation facilities especially in organized communities that can keep the services sustainable • Establish availability of raw materials and mass production facilities and collection network countrywide • Assess the availability of materials for the proposed defluoridation facilities from small (household) to large scale (Institutional level) units. • Study cost implications of the selected methods applied at different scales. • Establish the unit cost of producing defluoridation units for individual and community use • Review the most effective institutional arrangements – public sector or private sector or public private sector partnership – for cost effectively mass producing and supplying the defluoridation facilities. • Prepare strategies for mass production and supply of the defluoridation facilities based on the proposed technology. 	<ul style="list-style-type: none"> • Strategy for Scaling up Defluoridation Activities and Research Findings in Fluoride Belt

2.6.4 MONITORING AND EVALUATION

As part of the continuing effort to safeguard the public health and provision of accurate and precise water quality data, the Division of Water Quality (DWQ) of the Ministry of Water has a developed Laboratory Technical Performance Assessment Protocol. The primary function of the protocol is to assess the performance of Water Quality Laboratories with regard to the collection and analysis of accurate and precise water quality data. Not only that but also is to assess the impact of capacity development being provided to these laboratories in term of their abilities to perform core functions, solve problems, define and achieve objectives; and understand and deal with their development needs in a broad context and in a sustainable manner. The outcome of

the assessment in turn will help in developing or refining monitoring methods and protocols to improve quality and comparability of data through the application of agreed procedures and techniques for the management of water quality with regard to value for money.

2.6.4.1 Tools for monitoring and evaluation

The following are procedures and guideline which shall be used during monitoring and evaluation:

- (i) Sample-management system;
- (ii) Qualifications and responsibilities of major personnel;
- (iii) Laboratory scope of work (sample volume)
- (iv) Space and other physical resources;
- (v) Conformance of laboratory operations to quality assurance/quality control plan;
- (vi) Analytical methods used;
- (vii) Standard operating procedures of the laboratory;
- (viii) Records including analysts' notebook, quality control charts, and instrument maintenance notebooks;
- (ix) Types and numbers of instruments available;
- (x) Use of reference materials and other quality assurance samples in the laboratory;
- (xi) Quality control checks used to verify adequacy of completed analysis;
- (xii) Data-entry and data-review procedures;
- (xiii) External and internal evaluation programs in which the laboratory participates and results from these programs and
- (xiv) Safety and training procedures

These will be achieved through using procedures and guidelines as:

- Laboratory Technical Performance Assessment Protocol for Water Quality Laboratories Performing Analytical Services
- Guidelines as prescribed in Reference -ISO/IEC 17025..

The major implementing agencies (IAs) are supposed to perform their roles and responsibilities with proper compliance to related regulations and acts as summarized in the table below.

MONITORING AND EVALUATION		
IAs	Roles and Responsibilities	Related Regulations / Acts
Water Quality Division/ MoW Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Conduct monitoring and evaluation 	<ul style="list-style-type: none"> • ISO/IEC 17025 • Laboratory Technical Performance Assessment Protocol for Water Quality Laboratories Performing Analytical Services
Water Quality Laboratories Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Undertake performance evaluation 	<ul style="list-style-type: none"> • ISO/IEC 17025 • Laboratory Technical Performance Assessment Protocol for Water Quality Laboratories Performing Analytical Services

MONITORING AND EVALUATION		
IAs	Roles and Responsibilities	Related Regulations / Acts
Ngurdoto Defluoridation Research Station Process Details: refer to the Web- Based PIM	<ul style="list-style-type: none"> • Monitor the performance of the defluoridation equipment • Monitor the performance of the researched products (activated carbon filters, use of visual methods and artificial hydroxyapatite) • Record the achievements obtained for awareness campaigns and training 	<ul style="list-style-type: none"> • Strategy for Scaling up Defluoridation Activities and Research Findings in Fluoride Belt

2.6.5 CAPACITY DEVELOPMENT

Whenever the water quality management is discussed, the issue of the sustainability should be forecasted. The scope of sustainability of water quality management should include creating an enabling environment with appropriate policy and legal frameworks; institutional development, including community participation, awareness raising and human resources development (including motivation and commitment) and strengthening managerial systems. Sustainability should foster collaboration among institutions, and build both human and social capital. Thus capacity building will define the efficiency mechanisms that are necessary to ensure sustainability of water quality management.

Inadequate or absence of sustainable management of water quality hinders socio economic development of any country. Thus capacity development initiatives at all levels play a very important role in the provision and management of water quality activities. In reality, most of these skills are not gained through formal education, it has been noticed that the professionals acquire these skills and knowledge over the year through their work experience and association in the sector. Addressing the capacity gaps assumes significant importance with the growing complexities around the management of water resources and provision of clean and safe water in the country. Thus grooming water quality experts is of prime importance towards achieving sustainable water quality management solution in the country. Thus the proposed project aims at developing water quality staff capacities for the management of water quality issues and promotion of water quality laboratories through the attainment of accreditation.

Water Quality Management sub component will implement the capacity building activities in accordance to their CD Plans at DWQ and water quality laboratories as addressed in the WSDP Phase II.

CAPACITY DEVELOPMENT		
IAs	Roles and Responsibilities	Related Regulations / Acts
Water Quality Division/ MoW Process Details: refer to the Web- Based PIM	<ul style="list-style-type: none"> • Establishing plans for Rehabilitation and construction of water laboratories • Procurement and installation of laboratory furniture for constructed water quality laboratories • Development and implementation of field sampling and laboratory analytical Plan • Developing/establishing laboratory safety compliance plan and conducting training programs on laboratory safety compliance as 	<ul style="list-style-type: none"> • CD Implementation Guideline (MoW, 2014)

CAPACITY DEVELOPMENT		
IAAs	Roles and Responsibilities	Related Regulations / Acts
	<p>per Occupational Safety and Health Administration (OSHA) regulations</p> <ul style="list-style-type: none"> • Planning for Strengthening all 16 water quality laboratories and Research Station by providing necessary equipment, instruments and glassware • Strengthening of all 16 water quality laboratories and Research Station by supplying necessary chemicals • Strengthening of all 16 water quality laboratories through provision of analytical methods and Certified Reference materials • Preparing to Strengthen DWQ to carry out water quality monitoring in remote areas • Capacitate the office/personnel by providing computers (to be changed in the CD) • Equip Water Quality Laboratories by providing transport facility • Implement skills and knowledge development through training • Public participation on water quality management • Institutional collaboration and coordination to increase the profile of water quality management • Establishment of funding mechanism to raise the profile of water quality management through monitoring and enforcement 	
<p>Water Quality Laboratories</p> <p>Process Details: refer to the Web-Based PIM</p>	<ul style="list-style-type: none"> • Preparing for establishment of quality assurance and quality control programs • Continue with the process of accreditation whereby at least five water quality laboratories will be accredited • Plan and implement field and laboratory safety manual • Identification of equipment, instruments, glassware, chemicals and other working gears • Planning for implementation of skills and knowledge developed through training • Public participation on water quality management 	<ul style="list-style-type: none"> • CD Implementation Guideline (MoW, 2014)
<p>Ngurdoto Defluoridation Research Station</p> <p>Process Details: refer to the Web-Based PIM</p>	<ul style="list-style-type: none"> • Identification of water quality research equipment and tools • Prepare implementation plans for skills and knowledge developed through training • Planning for public participation on water quality management • Institutional collaboration and coordination to increase the profile of Research Station 	<ul style="list-style-type: none"> • De-fluoridation Strategy • CD Implementation Guideline (MoW, 2014)

CHAPTER 3. COMPONENT 2: RURAL WATER SUPPLY DIVISION

3.1 PLANNING

The objective of Planning Phase for Rural Water Supply and Sanitation Component 2 of WSDP Phase 2 is to prepare water supply plans for selected communities that are technically adequate and financially reasonable and socially applicable”.

NAWAPO emphasizes the following in planning.

- Water resources assessment and management for sustainable water supply and sanitation
- Community participation as demand responsive approach
- Water supply at the lowest appropriate level as the choice of affordable technology
- Private sector participation to deliver the services

Rural Water Supply and Sanitation Component of WSDP phase 2 adapts principle strategies for planning as stipulated below.

- Selection of target communities by confirming their demand and readiness for full cost recovery of operation and maintenance (O&M)
- Preparation of water supply plans by private sector (Consultant) for selected communities
- Selection of appropriate water supply technology by considering water resource availability and socio-economic conditions of selected communities

The major implementing agencies (IAs) perform their roles and responsibilities in compliance with related regulations and Acts as summarized in the table below. Besides, detail planning procedures for Regional Water and Sanitation Teams (RWSTs) and Council Water and Sanitation Teams (CWSTs) are explained in Processes of PIM documents.

PLANNING		
IAs	Roles and Responsibilities	Related Regulations / Acts
Rural Water Supply Division/ MoW	<ul style="list-style-type: none"> • Secures budget for necessary activities for planning. • Coordinates and supervises procurement process of consultants • Provides technical and administrative assistance to RWSTs and CWSTs • Reviews and approves water supply plan(s) of RSs/RWSTs and LGAs/CWSTs 	<ul style="list-style-type: none"> •

PLANNING		
IAs	Roles and Responsibilities	Related Regulations / Acts
RWSTs/ RSs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Reviews selection procedures of candidate communities • Reviews ToR and RFP for procurement of consultants prepared by LGAs • Reviews results of scoping survey • Reviews results of detail design • Reviews and approves water supply plan(s) of LGAs/CWSTs 	<ul style="list-style-type: none"> • The Water Supply and Sanitation Act, 2009 • The Public Procurement Act, 2011 • The Public Procurement Act - The Public Procurement Regulations, 2013 • World Bank Guideline Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 - Revised July 2014
CWSTs/ LGAs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Selects candidate communities • Procures consultant for preparation of water supply plan(s), detail design of water supply facilities for selected communities and assists CWST formulate District Water Supply Plan(s) • Manages contract for preparation of water supply plan(s), detail design of water supply facilities for selected communities and assist CWST to formulate District Water Supply Plan(s) • Formulates implementation plan for construction of water supply facilities based on detail design(s) • Procures consultant for supervision of construction • Procures contractor for construction of water supply facilities 	<ul style="list-style-type: none"> • National Strategy for Growth and Reduction of Poverty II • The Water Supply and Sanitation Act, 2009
Communities/ LLGAs	<ul style="list-style-type: none"> • Applies selection procedure of RWSP by submitting part A of Facility Management Plan (FMP) to LGAs • Mobilizes community residents for the establishment of interim committee of COWSO • Provides Consultants necessary data/ information for planning 	
Consultants/ Private Sector	<ul style="list-style-type: none"> • Conducts scoping survey including water resources assessment and socio-economic study of selected communities • Prepares detail design of water supply facilities for selected communities • Prepares water supply plan(s) for selected communities 	<ul style="list-style-type: none"> • The Public Procurement Act - The Public Procurement Regulations, 2013 • Standard Request for Proposal, Selection and Employment of Consultants, Lump Sum - Contracts, PPRA, February 2014

3.2 IMPLEMENTATION

The objective of implementation phase for Rural Water Supply and Sanitation Component 2 of WSDP Phase 2 is to execute plans of rural water supply project(s) into physical infrastructure as well as formation of COWSOs”

Rural Water Supply and Sanitation Component 2 of WSDP phase 2 adapts principle strategies for implementation as follows:-

- Supervision of Consultant(s) either private or in-house (public) for the implementation works of selected communities
- Construction of infrastructure (water supply/sanitation scheme) by the Contractor
- Establishment and registration of COWSOs to all selected communities

The major implementing agencies (IAs) perform their roles and responsibilities in compliance with related regulations and Acts as summarized in the table below. Besides, detail implementation procedures for RWSTs and CWSTs are explained in Processes of PIM documents.

IMPLEMENTATION		
IAs	Roles and Responsibilities	Related Regulations / Acts
Rural Water Supply Division/ MoW	<ul style="list-style-type: none"> • Reviews monthly progress reports from RWSTs/RS. • Provides technical and administrative assistance to RWSTs and CWSTs • Secures budget for necessary activities for implementation 	<ul style="list-style-type: none"> • The Water Supply and Sanitation Act, 2009 • The Water Supply and Sanitation Act- The Water Supply and Sanitation Regulations, 2011
RWSTs/ RSs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Reviews progress reports from CWSTs/LGAs • Reports to MoW about Progress of Projects 	<ul style="list-style-type: none"> • The Public Procurement Act, 2011 • The Public Procurement Act-The Public Procurement Regulations, 2013
CWSTs/ LGAs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Manages Contract(s) of Consultants • Manages Contract(s) of Contractors • Registers COWSOs 	<ul style="list-style-type: none"> • The Water Supply and Sanitation Act, 2009 • National Rural Water Sustainability Strategy (NRWSS) • The Water Supply and Sanitation Act - The Water Supply and Sanitation (Registration of Community owned Water Supply Organisations) Regulations, 2009 • Huduma ya Maji na Usafi wa Mazingira Vijijini, 2010 • Water Resources Management Act, 2009 • Water Resource Management Act-Water Resources Management Regulations

IMPLEMENTATION		
IAs	Roles and Responsibilities	Related Regulations / Acts
Consultants/ Private Sector	<ul style="list-style-type: none"> • Approves work plan • Supervises contractors' works and does field inspection • Issues payment certificates 	<ul style="list-style-type: none"> • The Public Procurement Act, 2011 • The Public Procurement Act-The Public Procurement Regulations, 2013
Contractor/ Private Sector	<ul style="list-style-type: none"> • Constructs as per detailed design and contract 	<ul style="list-style-type: none"> • The Public Procurement Act, 2011 • The Public Procurement Act-The Public Procurement Regulations, 2013
Community	<ul style="list-style-type: none"> • Participates in construction • Establishes COWSOs 	<ul style="list-style-type: none"> •

3.3 OPERATION AND MAINTENANCE

The objective of Operation and Maintenance phase in Rural Water Supply Component 2 of WSDP Phase 2 is to ensure water supply services to rural communities are sustainable.

NAWAPO emphasizes sustainable arrangement that makes communities fully responsible for operation and maintenance of their water supply schemes. Accordingly the following apply:

- Communities manage operations and meet operation costs including that of scheme improvements.
- Communities acquire skills in letting and supervising operation contracts.

Rural Water Supply Component2 of WSDP phase 2 adapts principle strategies for Operation and Maintenance as follows:-

- Provision of technical and financial guidance to COWSOs
- Receive monthly reports, quarterly reports and annual reports on Operation and Maintenance from COWSOs

The major implementing agencies (IAs) perform their roles and responsibilities in compliance with related regulations and acts as summarized in the table below. Besides, detail operation and maintenance procedures for RWSTs and CWSTs are explained in Processes of PIM documents.

OPERATION AND MAINTENANCE		
IAs	Roles and Responsibilities	Related Regulations / Acts
Rural Water Supply Division/ MoW	<ul style="list-style-type: none"> • Reviews progress reports of Operation and Maintenance from RWSTs/RSs, CWSTs/LGAs • Provides technical and administrative assistance to other IAs 	

OPERATION AND MAINTENANCE		
IAs	Roles and Responsibilities	Related Regulations / Acts
RWSTs/ RSs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> Reviews progress reports of Operation and Maintenance from CWSTs/LGAs Provides Technical and Administrative Assistance to CWSTs/LGAs 	<ul style="list-style-type: none"> The Water Supply and Sanitation Act, 2009 National Rural Water Sustainability Strategy (NRWSS)
CWSTs/ LGAs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> Receives monthly reports (outline of O&M), quarterly reports (progress of O&M) and annual reports (annual achievement and activity plan for subsequent year) Confirms payments of water user fees Provides technical and financial guidance to COWSOs Approves amendment of registration documents Provides penalties 	<ul style="list-style-type: none"> The Water Supply and Sanitation Act, 2009 National Rural Water Sustainability Strategy (NRWSS) The Water Supply and Sanitation Act - The Water Supply and Sanitation (Registration of Community Owned Water Supply Organisations) Regulations, 2009
COWSOs	<ul style="list-style-type: none"> Manages community water supply projects Reports Status of water supply facilities and finance to CWST 	<ul style="list-style-type: none"> Huduma ya Maji na Usafi wa Mazingira Vijijini, 2010
Community	<ul style="list-style-type: none"> Pays tariff (Cost recover) Ensures security of rural water supply projects 	<ul style="list-style-type: none"> Huduma ya Maji na Usafi wa Mazingira Vijijini, 2010

3.4 MONITORING AND EVALUATION

The objective of Operation and Maintenance phase for Rural Water Supply and Sanitation Component 2 of WSDP Phase 2 is to measure progress and achievements of planned activities and examine their processes with respect to specific objectives.

NAWAPO emphasizes an appropriate mechanism for monitoring and evaluation of rural water supply and sanitation services by considering the following:-

- Communities monitoring capacity is developed,
- A computerized data base is developed at districts and national level,
- A comprehensive reporting and feedback mechanism from each level is established.

Rural Water Supply and Sanitation Component2 of WSDP phase 2 adapts principle strategies for Monitoring and Evaluation as follows:-

- Monitoring of progress and output of financial and physical inputs in comparison with original plans of rural water supply projects and programme
- Evaluation of achievements of rural water supply projects and programme with respect to relevance, effectiveness, efficiency, impact and sustainability

The major implementing agencies (IAs) perform their roles and responsibilities compliance with related regulations and Acts as summarized in the table below. Besides, detail monitoring and evaluation procedures for RWSTs and CWSTs are explained in Processes of PIM documents.

MONITORING AND EVALUATION		
IAs	Roles and Responsibilities	Related Regulations / Acts
Rural Water Supply Division/ MoW	<ul style="list-style-type: none"> • Monitors and supervises WSS activities that RSs and LGAs implement • Provides technical and administrative assistance to RWSTs and CWSTs 	
PMO-RALG	<ul style="list-style-type: none"> • Supports MoW in conducting monitoring 	
RWSTs/ RSs <i>refer to the Web-Based PIM</i>	<ul style="list-style-type: none"> • Monitors and supervises WSS activities that LGAs implement 	<ul style="list-style-type: none"> • Planning and Management Guide (PMG), (PMO-RALG)
CWSTs/ LGAs <i>Process Details: refer to the Web-Based PIM</i>	<ul style="list-style-type: none"> • Forecasts contract Works' activities • Forecasts non contract works' activities • Records financial management data of Contract and Non Contract Works activities' • Monitors progress of Contract works • Monitors progress of non-contract works • Monitors existing water supply facilities • Evaluates achievements and impacts of projects against resp. WSDP targets • Reports results of monitoring and evaluation to RWST/RS 	<ul style="list-style-type: none"> • WSDP-PIM Volume 3 - Financial Management Addendum, Ministry of Water, October 2006 • WSDP-PIM Volume 4- Final Procurement Manual, Ministry of Water, June 2007 • MIS User Manual (MoW, 2013) • Water Supply and Sanitation Act, 2009
COWSOs	<ul style="list-style-type: none"> • Conducts monitoring and evaluation of rural water supply project 	

3.5 CAPACITY DEVELOPMENT

The objective of Capacity Development phase for Rural Water Supply and Sanitation Component 2 of WSDP Phase 2 is to strengthen, maintain and improve capacities of RSs and LGAs with respect to increasing effectiveness in performance of the RWSP technically and administratively.

NAWAPO emphasizes planning of Capacity Development with the following observations:.

- Provision of assistance that strengthens capacities of District Councils and private sector
- Facilitation of communities in acquiring technical and management skills

Rural Water Supply and Sanitation of Component 2 of WSDP phase 2 adapts principle strategies for Capacity Development as follows:-

- Preparation of capacity development plan(s) (CD plans) for the organization including DWE offices, RWA/RWST, RWSD/MoW
- Provision of adequate technical advise to CWST and RWST regarding CD plan

The major implementing agencies (IAs) perform their roles and responsibilities in compliance with related regulations and Acts as summarized in the table below. Besides, the detail capacity development procedures for RWSTs and CWSTs are explained in Processes of PIM documents.

CAPACITY DEVELOPMENT		
IAs	Roles and Responsibilities	Related Regulations / Acts
Rural Water Supply Division/ MoW	<ul style="list-style-type: none"> • Reviews CD plan(s) of RS/RWSTs, CWSTs/LGAs • Provides Capacity Building to RS/RWSTs, CWSTs/LGAs 	<ul style="list-style-type: none"> • CD Implementation Guideline (MoW, 2014)
RWSTs/ RSs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Reviews CD plan(s) of CWSTs/LGAs • Prepares Regional CD plan(s) • Provides CD support to CWSTs 	<ul style="list-style-type: none"> • CD Implementation Guideline (MoW, 2014)
CWSTs/ LGAs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Provides technical advice to COWSOs • Strengthens and builds capacities of COWSOs • Monitors and coaches COWSOs 	<ul style="list-style-type: none"> • CD Implementation Guideline (MoW, 2014) • Guidelines to Facilitate Implementation of the Capacity Development Framework (MoW, 2008) • WSDP-PIM Volume 3 - Financial Management Addendum, Ministry of Water, October 2006 • WSDP-PIM Volume 4 - Final Procurement Manual, Ministry of Water, June 2007

CHAPTER 4. COMPONENT 3: URBAN WATER SUPPLY AND SEWERAGE

4.1 PLANNING

The objective of PlanningPhase for Component 3 of WSDP Phase 2 is to improve the water supply and sanitation services provided by the Urban Water Supply and Sanitation Authorities. The nature of improvements aimed at includesupgrading and expansion or new construction works.

In order to ensure that sustainability of the Utility’s operations is achieved investments must be done in line with the conditions and strategies defined in the Business Plan of the Utility. Financing of projects through Public Private Partnerships (PPP), commercial loans or other non-WSDP Phase 2 resources, should follow guidance provided for by the appropriate loans and PPP guidelines.

NAWAPO emphasizes the following in planning.

- Water resources assessment and management for sustainable water supply
- Community participation as demand responsive approach
- Water supply at the lowest appropriate level as the choice of affordable technology
- Private sector participation to deliver the services

Urban Water Supply and Sewerage Component of WSDP Phase 2 adapts principle strategies for planning as stipulated below.

In pursuit to meeting the planned WSDP Phase 2 targets, Regional WSSAs, DAWASA, National Project, District and Small Town WSSAs will continue implementing planned activities, which some spilled over from WSDP 1.. For New projects priority is given to the needy (i.e., areas with low water supply and sanitation coverage). Investment needed differ from one WSSA to another based on geographical differences and demographic size. Nature of improvements needed includes rehabilitation, upgrading and extension of existing water supply systems. They also include source development, treatment plants and storage facilities. The use of water kiosks in urban areas will continue as a transition means of expanding water supply services coverage in low-income areas. This option is used in Small Towns and transitional areas in regional and district towns.

Under WSDP Phase 2 a better scrutiny of technical designs and feasibility studies is employed before starting implementations. Initiation of projects’ feasibility studies and designs should take place only when funding is surely available, otherwise such studies and designs become outdated before actual implementation starts.

In order to avoid delays in project executions, the required reporting by the MoW needs to be better prepared in order to obtain no-objection from the funding agencies.

The major implementing agencies (IAs) perform their roles and responsibilities in compliance with related regulations and Acts as summarized in the table below. Besides, the detail planning procedures for WSSA are explained in Processes of PIM documents.

PLANNING		
IAs responsible	Processes	Related Regulations / Acts
Urban Water Supply Division/ MoW	<ul style="list-style-type: none"> • Secures budget for necessary activities for planning • Co-ordinates planning for projects of national importance • Coordinates and supervises procurement process of consultants • Provides technical and administrative assistance to WSSA • Reviews and approves water supply plan of WSSA • Secures finance for infrastructure and capacity development projects. • Advises EWURA in formulation of technical guidelines/standards. • Provides technical guidance and co-ordinates Water Supply and Sanitation Authorities (WSSAs), including DAWASA. • Provides technical support and monitors major capital works. 	<ul style="list-style-type: none"> • NAWAPO 2002 • NWSDS • MKUKUTA • WSDP II 4.4 • MoU- MoW/DPs • MTEF • MoU-MoW/WSSAs
WSSAs/DAWASA Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Prepares business plans of water supply and sewerage services, including capital investment plans • Develops Plan(s) and selects priority projects • Prepares annual Work Plan(s), secures funding through GoT Budget (MTEF) • Procures Feasibility Study and Environmental Safeguard Consultants • Manages Contracts of Consultants • Formulates implementation Plans • Procures Design, Supervision and ESIA Consultants, • Procures Works Contractor 	<ul style="list-style-type: none"> • NAWAPO 2002 • NWSDS • MKUKUTA • WSDP II 4.4 • MoU MoW-DPs, MTEF • The Public Procurement Act - The Public Procurement Regulations, 2013 • Standard Request for Proposal, Selection and Employment of Consultants, Lump Sum - Contracts, PPRA, February 2014 • Standard Tendering Document, Procurement of Medium and Large Works, PPRA, 2014 • The Environmental Management Act - The Environmental Management (Water Quality Standards) Regulations, 2007 • The Road Act, 2007 • The Road Management Act, 2009 • The Railways Act, 2002 • The Water Supply and Sanitation Act, 2009

PLANNING		
IAs responsible	Processes	Related Regulations / Acts
		<ul style="list-style-type: none"> • The Public Procurement Act - The Public Procurement Act Regulations, 2013 • World Bank Guideline Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 - Revised July 2014
EWURA	<ul style="list-style-type: none"> • Approves business plans of WSSAs. • Issues operating Licenses to WSSAs. • Approves service tariffs. • Publishes technical guidelines and standards. • Monitors water quality and performance of WSSAs. • Collects and publishes comparative performance data. • Advises Ministry on impact of major capital works on customer tariffs 	<ul style="list-style-type: none"> • EWURA Act, 2001 • WSSAs Business Plan
Consultants/ Private Sector	<ul style="list-style-type: none"> • Conducts scoping survey including water resources assessment and socio-economic study in selected communities • Prepares detail design of water supply and sanitation facilities for selected communities • Prepares water supply plans for selected communities 	<ul style="list-style-type: none"> • The Public Procurement Act - The Public Procurement Regulations, 2013 • Standard Request for Proposal, Selection and Employment of Consultants, Lump Sum - Contracts, PPRA, February 2014

4.2 IMPLEMENTATION

During implementation phase, the following three (3) activities are carried out: (1) actual construction works of water supply facilities by contractors, (2) supervision of construction works by consultants and (3) technical and logistical support to be provided by Regional Utilities to weaker District and Small Town Utilities within their regions.

The Utility, with support from or through the designated Regional Utility, shall properly manage the contracts with consultants and contractors so that projects are implemented smoothly, and ensures that the Business Plans are adjusted with reflection of the new infrastructures (if any) with the intention that a solid basis for appropriate tariffs is approved by Regulator EWURA.

Where applicable, the Regional Utility shall monitor the activities of the beneficiary Utility and gives comments and/or assistance to the Utility and to MoW where appropriate.

The objective of implementation phase in Urban Water Supply Component 3 of WSDP Phase 2 is to execute plans of rural water supply projects into physical infrastructure

Urban Water Supply and Sanitation Component of WSDP Phase 2 adapts principle strategies for implementation of the plan that improve water supply services through construction and supervision of ongoing water supply and sewerage projects; construction of new water supply projects and sanitation facilities; expansion of water supply and sewerage and rehabilitation and expansion of water supply and sewerage system. Those interventions are prioritized so as to attain the objectives, KPIs and targets described in WSDP II document.

The major implementing agencies (IAs) perform their roles and responsibilities in compliance with related regulations and acts as summarized in the table below. Besides, the detail implementation procedures for WSSA are explained in Processes of PIM documents.

IMPLEMENTATION		
IAs responsible	Processes	Related Regulations / Acts
Urban Water Supply Division/ MoW	<ul style="list-style-type: none"> • Reviews monthly progress reports from WSSA • Provides technical and administrative assistance to WSSA • Secures the budget for necessary activities for implementation 	<ul style="list-style-type: none"> • The Water Supply and Sanitation Act, 2009 • The Water Supply and Sanitation Act- The Water Supply and Sanitation Regulations, 2011
WSSAs/DAWASA Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Manages Contracts of Consultant • Manages Contract of Contractor • Regional Utilities provide technical and logistical support to weaker Utilities • Implements Safeguard Mitigations 	<ul style="list-style-type: none"> • The Public Procurement Act, 2011 • The Public Procurement Act-The Public Procurement Regulations, 2013 • The Public Procurement Act - The Public Procurement Regulations, 2013 • Standard Request for Proposal, Selection and Employment of Consultants, Complex Time-Based Contracts (PPRA, 2014) • The Water Supply and Sanitation Act, 2009 • Programme Implementation Manual, Volume 6: Resettlement Policy Framework • The Water Resources Management Act, 2009 • The Land Acquisition Act, 1967 • The Water Supply and Sanitation Act - 2009 • Water Resources Management Act, 2009

4.3 OPERATION AND MAINTENANCE

Operation and Maintenance (O&M) is one of the key tasks for Utilities that sustains and expands water supply services in communities. In this regard one of the responsibilities of the Utilities is to operate and maintain water supply and sanitation systems to the extent of which is laid down in the Memorandum of Understanding signed between the Utilities and the Ministry of Water.

Utilities have Business Plans that serves as reference guide for effective management of water supplies and sanitation services in compliance with the requirements of the regulator (EWURA). Operation and maintenance data and information is entered at the respective Authority’s headquarters by using a water utilities information system (Mails) and received by EWURA and the MoW.

The objective of Operation and Maintenance phase of the Urban Water Supply and Sanitation Component 3 of WSDP Phase 2 is to ensure that water supply services are provided to urban areas in a sustainable manner

NAWAPO emphasizes an improved infrastructure for sustainable and efficient water supply and sanitation services in urban areas.

The major implementing agencies (IAs) perform their roles and responsibilities in compliance with related regulations and Acts as summarized in the table below. Besides, the detail operation and maintenance procedures for WSSA are explained in Processes of PIM documents

OPERATION AND MAINTENANCE		
IAs responsible for carrying out O & M	Processes	Related Regulations / Acts
Urban Water Supply Division/ MoW	<ul style="list-style-type: none"> • Reviews progress reports of Operation and Maintenance from UWSSA • Provides technical and administrative assistance to other IAs 	<ul style="list-style-type: none"> • The Water and Sanitation Act, 2009 • MoU-MoW/WSSAs, DAWASA
WSSA/DAWASA Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Establishes proper monitoring arrangements for O&M 	<ul style="list-style-type: none"> • The Water and Sanitation Act, 2009 • MoU-MoW/WSSAs, DAWASA

4.4 MONITORING AND EVALUATION

Monitoring is a periodically recurring task that allows results, processes and experiences to be documented and used as a basis to steer decision-making and learning processes. Monitoring is checking progress against plans. The data acquired through monitoring is used for evaluation.

Evaluation is assessing, as systematically and objectively as possible, a completed project or programme (or a phase of an ongoing project or programme that has been completed). Evaluations appraise data and information that inform strategic decisions, thus improving the project or programme in the future.

Monitoring and Evaluation is necessary for evidence-based decisions, performance improvements and accountability in any sector program or project. The value of M&E is realized when its data and information are used in prioritization and quality control of activities. The level of M&E effectiveness and efficiency can be measured if proposed remedial actions are implemented including positive and negative incentives.

The objective of monitoring and evaluation phase in Urban Water Supply and Sanitation Component 3 of WSDP Phase 2 is to measure the progress and achievement of planned activities and also examine their processes with respect to specific objectives.

NAWAPO emphasizes an appropriate mechanism for monitoring and evaluation of urban water supply and sanitation services by considering the following:-

- Review performance guideline
- Improve management capacity of utilities
- Establish computerized data base at all management levels
- Establish a comprehensive reporting and feedback mechanism from each level of management

Urban Water Supply and Sanitation Component 3 of WSDP phase 2 adapts principle strategies for Monitoring and Evaluation as follows:-

- Monitoring of the progress and output of financial and physical inputs in comparison with a original plans of urban water supply and sanitation projects and programme
- Evaluation of achievements of urban water supply projects and programme with respect to relevance, effectiveness, efficiency, impact and sustainability

The major implementing agencies (IAs) are supposed to perform their roles and responsibilities with proper compliance to related regulations and Acts as summarized in the table below. Besides, the detail monitoring and evaluation procedures for Urban Water supply utilities are explained in Processes of PIM documents

MONITORING AND EVALUATION		
IAs	Process	Related Regulations / Acts
Urban Water Supply Division/ MoW	<ul style="list-style-type: none"> • Monitors and supervises WSS activities implemented in Urban Water Utilities • Provides technical and administrative assistance to Urban Water Utilities • Conducts monitoring and evaluation of water supply projects 	<ul style="list-style-type: none"> •
UWSSAs/DAWASA Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Forecasts contract Works activities under • Forecasts non contract works activities • Records Contract and Non Contract Works activities' financial management data • Monitors Contract works progress • Monitors non contract works progress • Monitors existing water supply facilities • Evaluates achievements and impacts in association with WSDP targets • Reports results of monitoring and evaluation exercise 	<ul style="list-style-type: none"> • WSDP-PIM Volume 3 - Financial Management Addendum, Ministry of Water, October 2006 • WSDP-PIM Volume 4- Final Procurement Manual, Ministry of Water, June 2007 • MIS User Manual (MoW, 2013) • Water Supply and Sanitation Act, 2009

4.5 CAPACITY DEVELOPMENT

The WSDP Phase 2 supports capacity development in Component 3 – *Water Supply and Sanitation*. The capacity development support is at each of the levels of operation, i.e. at Utility levels (management board and/or operating staff), at National levels (preferably through institutions like ATAWAS and WMDI), and within the Ministry of Water.

The objective of Capacity Development phase for Urban Water Supply and Sanitation Component 3 of WSDP Phase 2 is to strengthen, maintain and improve the capacities of Utilities with respect to increasing effectiveness in performance of the urban water supply and sanitation projects technically and administratively.

NAWAPO emphasizes the following in planning:

- Provision of assistance to urban water utilities to strengthen their capacities
- Facilitation of communities for acquiring technical and management skills

Urban Water Supply and Sanitation Component of WSDP Phase 2 adapts principle strategies for Capacity Development as follows:-

- Preparation of capacity development plan(s) (CD plans) for the organization including WSSAs, DAWASA and UWSD/MoW
- Provision of adequate technical advice to utilities regarding CD plans

The major implementing agencies (IAs) perform their roles and responsibilities in compliance with related regulations and Acts as summarized in the table below. Besides, the detail capacity development procedures for WSSAs are explained in Processes of PIM documents.

CAPACITY DEVELOPMENT		
IAs	Process	Related Regulations / Acts
Urban Water Supply Division/ MoW	<ul style="list-style-type: none"> • Reviews CD plans • Provides support to utilities in the preparation of CD plans • Provision of Capacity Building to utilities 	<ul style="list-style-type: none"> • CD Implementation Guideline (MoW, 2014) • Guidelines to Facilitate Implementation of the Capacity Development Framework (MoW, 2008)
WSSAS/DAWASA Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Reviews CD plans • Prepares Regional CD plans 	<ul style="list-style-type: none"> • CD Implementation Guideline (MoW, 2014) • Guidelines to Facilitate Implementation of the Capacity Development Framework (MoW, 2008)

CHAPTER 5. COMPONENT 4: SANITATION AND HYGIENE

5.1 PLANNING

The Planning Phase for Component 4 *Sanitation And Hygiene* - is meant to prepare consolidated plans for districts and Regions focusing on priority areas as indicated in the national priority areas for sanitation and hygiene. National sanitation targets are systematically assigned to all LGAs based on population in the respective areas. The scope of plans is defined by the ceiling allocated to the respective IAs and includes key intervention areas for National Sanitation Campaign (NSC)Phase 2 namely; household sanitation and hygiene, school WASH (Primary and Secondary), WASH in Health Facilities, WASH in transport hub and highways, Household water treatment and safe storage and Solid Waste Management (SWM).

The National Water Policy (NAWAPO, 2002) and the National Health Policy, 2007 both provide clear direction on the provision of sanitation and hygiene services in the country. The latter stipulates involvement of stakeholders for the purpose of preserving public health as environmental sanitation and hygiene issues are enhanced.

The major implementing agencies (IAs) perform their roles and responsibilities in compliance with guidance provided from the Acts and Regulations as highlighted in the table below.

PLANNING		
IAs	Roles and Responsibilities	Related Regulations / Acts
MoHSW	<ul style="list-style-type: none"> • Secures budget for necessary planning activities • Coordinates and supervises the Planning process for IAs on Sanitation and Hygiene • Provides technical and administrative assistance to RWSTs and CWSTs • Reviews and approves sanitation and hygiene plans prepared by RSs and LGAs 	•
PMO-RALG	<ul style="list-style-type: none"> • Collaborates with MoHSW in reviewing and approving the RS and LGAs sanitation plans 	•
MoEVT	<ul style="list-style-type: none"> • Coordinates the planning process for school WASH • Collaborates with MoHSW in reviewing and approving the sanitation plans 	•
RWSTs/ RSs	<ul style="list-style-type: none"> • Reviews selection procedures of intervention villages • Communicates the budget ceiling to LGAs within the Region • Reviews sanitation plans for LGAs 	<ul style="list-style-type: none"> • The Water Supply and Sanitation Act, 2009
CWSTs/ LGAs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Selects intervention villages • Prepares the Council Plans for Sanitation and Hygiene • Submits the Plans to RS for review 	
Private Sector	<ul style="list-style-type: none"> • Prepares Plans on Sanitation and Hygiene • Submits Plans to CWSTs 	

5.2 IMPLEMENTATION

The implementation phase entails execution of planned activities under the Component 4. The implementation strategy involves two approaches namely; promotion of behavioural change also known as software and provision of infrastructures (hardware).

The major implementing agencies (IAs) perform their roles and responsibilities in compliance with relevant Acts and Regulations indicated in the table below.

IMPLEMENTATION		
IAs	Roles and Responsibilities	Related Regulations / Acts
MoHSW	<ul style="list-style-type: none"> Reviews monthly progress reports from RWSTs/RS. Provides technical and administrative assistance to RWSTs and CWSTs Secures budget for necessary activities for implementation 	<ul style="list-style-type: none">
PMO-RALG	<ul style="list-style-type: none"> Carries out an independent annual performance assessment for all the LGAs 	
MoEVT	<ul style="list-style-type: none"> Reviews monthly progress reports from RWSTs/RS on School WASH. Provides technical and administrative assistance to RWSTs and CWSTs on School WASH 	
RWSTs/ RSs	<ul style="list-style-type: none"> Reviews progress reports from CWSTs/LGAs Reports to PMO-RALG about progress of Campaign and sends a copy to the MoHSW 	
CWSTs/ LGAs	<ul style="list-style-type: none"> Leads promotional events within the Council Manages Contracts of Contractors (where applicable) Manages Contracts of Consultant (where applicable) Motivates Community Health Workers for performing their duties on monitoring 	
<p>Process Details: refer to the Web-Based PIM</p>	<ul style="list-style-type: none"> Enforces the Acts 	<ul style="list-style-type: none"> The Public Procurement Act, 2011 The Public Procurement Act-The Public Procurement Regulations, 2013 The Public Procurement Act-The Public Procurement Regulations, 2013 Local Government Act, (Rural), 1984 Local Government Act (Urban), 1985 The Public Health Act, 2009

IMPLEMENTATION		
IAs	Roles and Responsibilities	Related Regulations / Acts
Consultants (where applicable)	<ul style="list-style-type: none"> • Approves work plans • Supervises contractor's work and doing field inspection • Issues payment certificates 	<ul style="list-style-type: none"> • The Public Procurement Act, 2011 • The Public Procurement Act-The Public Procurement Regulations, 2013
Contractor (where applicable)	<ul style="list-style-type: none"> • Constructs as per detailed design and contract 	<ul style="list-style-type: none"> • The Public Procurement Act, 2011 • The Public Procurement Act-The Public Procurement Regulations, 2013
Private sector	<ul style="list-style-type: none"> • Implements sanitation campaign as per approved national guidelines in their operational areas • Submits progress reports to the Council's returning officer in their operational areas 	<ul style="list-style-type: none"> • PIM
Community	<ul style="list-style-type: none"> • Participates in construction of improved toilets and hand washing points • Contributes labour/material/financial resources for construction of school WASH facilities • Carries out periodic assessment of progress made in sanitation campaign in the jurisdiction areas 	<ul style="list-style-type: none"> • National Sanitation Campaign Implementation Guidelines •

5.3 OPERATION AND MAINTENANCE

The Operation and Maintenance phase in Component 4 refers to provision of sanitation and hygiene services in a sustainable and user friendly context. It originates from the planning stage where selection of appropriate technical options for sanitation and hygiene is emphasized.

The National Health Policy and NAWAPO emphasizes that, operation and maintenance of household sanitation and hygiene facilities is sole responsibility of the households. However, in order to link well the policy statement with the operation and maintenance of sanitation and hygiene services, the following is carried out:

- Communities manage operations and meet operational costs for the household sanitation and hygiene
- Establishing budget items to cater for O&M cost for school WASH and in Health Facilities.
- Promoting sustainable technology for sanitation and hygiene at community and institutional levels

Component 4 in WSDP Phase 2 adapts principle strategies for Operation and Maintenance as follows:

- Provision of technical and financial guidance to communities
- Receipt of monthly reports, quarterly reports and annual reports on Operation and Maintenance from LGAs

The major implementing agencies (IAs) perform their roles and responsibilities in compliance with related Acts and Regulations as summarized in the table below. Besides, the detail operation and maintenance procedures for Central level, RWSTs and CWSTs are explained in Processes of PIM documents.

OPERATION AND MAINTENANCE		
IAs	Roles and Responsibilities	Related Regulations / Acts
MoHSW/MoEVT/PMO-RALG	<ul style="list-style-type: none"> Provides technical and administrative assistance to other IAs 	<ul style="list-style-type: none">
RWSTs/ RSs	<ul style="list-style-type: none"> Reviews progress reports of Operation and Maintenance from CWSTs/LGAs Provides Technical and Administrative Assistance to CWSTs/LGAs Provides technical guidance to Communities, Schools and Health Facilities Enforces laws and Bye-laws 	<ul style="list-style-type: none"> The Water Supply and Sanitation Act, 2009 The Public Health Act, 2009 The Bye-laws
CWSTs/LGAs <i>Process Details: refer to the Web-Based PIM</i>	<ul style="list-style-type: none"> Prepare Operation & Maintenance reports and submit to RWSTs/RSs 	
School/Health Facility committee	<ul style="list-style-type: none"> Ensures constant supply of cleansing materials Effects routine maintenance of the WASH facility 	
Community	<ul style="list-style-type: none"> Contributes resources for O&M in schools Carries out regular maintenance on household toilets and hand washing points Purchases cleansing aid for household use 	<ul style="list-style-type: none"> <i>School/ WASH Fund Management Guideline</i>

5.4 MONITORING AND EVALUATION

The Monitoring and Evaluation stage for Component 4 in WSDP Phase 2 measures progress and achievements of planned activities and also examines their processes with respect to specific objectives.

The NAWAPO and the National Health Policy both emphasizes on the strengthening and use of appropriate mechanism for monitoring and evaluation of sanitation and hygiene services by considering the following:-

- Strengthening monitoring at all levels,
- Introduction of web based monitoring system that operates from district, regional and national level,
- Establishment of comprehensive reporting and feedback mechanism from each level
- The component four of WSDP phase 2 adapts principle strategies for Monitoring and Evaluation as follows:-
- Monitoring of the progress and output of financial and physical inputs in comparison with a original plans of the component
- Evaluation of achievements of sanitation and hygiene projects

The major implementing agencies (IAs) perform their roles and responsibilities in compliance with related regulations and Acts as summarized in the table below. Besides, the detail monitoring and evaluation procedures for RWSTs and CWSTs are explained in Processes of PIM documents.

MONITORING AND EVALUATION		
IAs	Roles and Responsibilities	Related Regulations / Acts
MoHSW	<ul style="list-style-type: none"> Monitors and supervises sanitation and hygiene activities implemented by RSs and LGAs Provides technical and administrative assistance to RWSTs and CWSTs 	
MoEVT	<ul style="list-style-type: none"> Monitors and supervises sanitation and hygiene activities implemented in Schools at RSs and LGAs Provides technical and administrative assistance on school WASH to RWSTs and CWSTs 	
PMO-RALG	<ul style="list-style-type: none"> Supports MoHSW and MoEVT to conduct monitoring 	
RWSTs/ RSs	<ul style="list-style-type: none"> Monitors and supervises sanitation and hygiene activities implemented in LGAs 	
CWSTs/ LGAs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> Forecasts contract works' activities (where applicable) Forecasts non contract works' activities (where applicable) Records Contract and Non Contract Works' activities financial management data. Monitors progress of Contract works (where applicable) Monitors progress of non contract works Evaluates achievements and impacts in association with National Sanitation Committee targets Reports results of monitoring and evaluation 	<ul style="list-style-type: none"> WSDP-PIM Volume 3 - Financial Management Addendum, Ministry of Water, October 2006 WSDP-PIM Volume 4- Final Procurement Manual, Ministry of Water, June 2007 NSMIS
Community	<ul style="list-style-type: none"> Conducts participatory monitoring and evaluation of sanitation and hygiene 	

CHAPTER 6. COMPONENT 5: PROGRAMME DELIVERY SUPPORT

6.1 SUB-COMPONENT 1 - PLANNING AND BUDGETING

The planning of WSDP Phase 2 activities at the MoW level is coordinated by the Directorate of Policy and Planning and follows the established procedures for Government planning and budgeting. The key steps in planning and budgeting for WSDP Phase 2 include:

- A Performance Expenditure Review (PER) reviews sectoral strategic plans and reviews and amendment of MoW strategic plans developed as part of the Performance Management System (PMS) process. MoW strategic plans reflect wider sector goals and objectives
- MoW prepares three-year work plans for WSDP Phase 2
- Division of Policy and Planning (DPP) of MoW consolidates work plans. Again, these work plans mirror MoW's individual operational plans under the PMS process. The TWG 5 reviews Development Partners' and GoT's commitments
- The WSDP Phase 2 work plans are incorporated in MoWs' MTEFs

It should be noted that the programme is part of the central government system, and that the administration at lower levels have their own operational budgets assembled and passed as part of the global national budget.

The major implementing agencies (IAs) perform their roles and responsibilities in compliance with related regulations and Acts as summarized in the table below. Besides, the general planning procedures for Budget and Planning, Procurement, financial management, Monitoring and Evaluation and Capacity building sub components under component 5 are explained in Processes of PIM documents.

6.1.1 BUDGET PLANNING

PLANNING		
IAs	Roles and Responsibilities	Related Regulations / Acts
MoW /Divisions Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Identifies priority areas by IAs under MoW Department • Prepares MTEF • Mainstreams CD plans into annual budget and work plans 	<ul style="list-style-type: none"> • The Budget Guideline, Circular, Procurement Plan • NAWAPO 2002 • NWSDS 2006 • WSDP II, MKUKUTA II, TDV, MDGs • Water Sector CD Plan Framework
Executive Agencies (DDCA, WDMI)	<ul style="list-style-type: none"> • Drills and constructs water retaining (Dams) infrastructures • Trains water experts 	<ul style="list-style-type: none"> •

6.1.2 BUDGET IMPLEMENTATION

The Implementation of WSDP Phase2 Component 5 focuses on financial mobilization, which encompasses negotiations and managing financial commitments and financial controls. The financial controls include strengthening the financial management and reporting and facilitating auditing functions including implementation of audit recommendations, preparation of sector

MTEF, annual plan and budget for the sector. In addition other aspects include strengthening the procurement management units with trainings for speeding up bid processing and strengthening contract management, adherence to MoU and Dialogue Calendar; programme assessment through technical audits and midterm reviews. The Management Information System (MIS) includes enhancements that cover M&E outputs, Field monitoring visits, conducting service delivery surveys, annual sectoral PAF evaluations and assurance of implementation of CD plans at all levels.

The implementation of different interventions in this Component complies with related regulations and Acts as summarized in the table below. Besides, the detail implementation procedures for MoW and its Executive Agencies are explained in Processes of PIM documents.

IMPLEMENTATION		
IAs	Roles and Responsibilities	Related Regulations / Acts
MoW /Divisions Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Solicits funds from different sources. • Operationalizes CD plan 	<ul style="list-style-type: none"> • MoU, Financing Agreement, The Financing Act 2001, CD Plan Framework
Executive Agencies (WDMI)	<ul style="list-style-type: none"> • Trains water experts 	<ul style="list-style-type: none"> •
Executive Agencies (DDCA)	<ul style="list-style-type: none"> • Drills boreholes and constructs dams 	<ul style="list-style-type: none"> •

6.2 SUB-COMPONENT 2 – FINANCIAL MANAGEMENT

6.2.1 FM PLANNING

Financial Planning includes all necessary arrangements for channeling funds to implementing agencies (IAs) and the accounting procedures for requesting and receiving replenishments. These procedures are explained in details in the Financial Addendum

PLANNING		
IAs	Roles and Responsibilities	Related Regulations / Acts
MoW/Divisions Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Financial Management, Control, Accountability and VFM 	<ul style="list-style-type: none"> • Financial Management Act 2001 • Public Procurement Act 2011 • WSDP II Financial Management Addendum
Executive Agencies (DDCA, WDMI)	<ul style="list-style-type: none"> • Manages Finances and Control 	<ul style="list-style-type: none"> • WSDP II MOU • Financial Agreement

6.2.2 FM IMPLEMENTATION

This part elaborates how financing and financial management for WSDP Phase 2 is done. In general the programme's accounting system operates within the general framework of the Government accounting system, which uses standard charts of accounts including planning, budgeting, reporting and auditing. Now largely implemented under a computerised system known as *Epicor*. Overall accountability in this regard rests with the Ministry of Finance (MoF), who is mandated to issue circulars, directives and guidelines. This is a follow up of the Public Finance Act. No. 6. of 2001 and Public Procurement Act of 2011, with regard to all accounting and financial reporting requirements in the Government, of which the Programme is part (under the auspices of MoW).

At Government level, the accounts operate under the overall monitoring and technical support of the MoW. Likewise, in the Basin Water Offices (BWBs), Executive Agencies (EAs) and Urban Water Authorities (UWSSAs/DUWSAs), the accounts is operated under the overall directions of the Boards. In the LGAs the accounts is operated under the overall direction of the District, Town, Municipal and City Councils, in line with the Local Government Authority Financial Memorandum of 1997. The operating procedures are guided by the processes shown in the table below:

IMPLEMENTATION		
IAs	Processes	Related Regulations / Acts
MoW/Divisions Process Details: refer to the Web- Based PIM	<ul style="list-style-type: none"> Facilitation of Resource mobilization allocation and utilization by Conducting pre audit on expenditure and timely posting in MIS and continuous reconciliation 	<ul style="list-style-type: none"> Public Finance Act Financial Management Addendum Circulars and Directives Public Finance Regulations

6.3 **SUB-COMPONENT3: PROCUREMENT MANAGEMENT**

6.3.1 PROCUREMENT PLANNING

Procurement plans are intended to achieve transparency and predictability of the procurement activities and provide good basis for monitoring progress and performance. Procurement plans facilitate smooth and timely procurement activities. Procurement of goods, works, consultants, non consultant services, selection and employment of consultancy services are guided by planned procurement needs based on approved budgets.

Planning starts by compiling a list of all known goods, works and services needed to be procured by the programme. These lists then become the basis for deciding how these items should be combined or divided into contract packages and know what method of procurement should be used for each package and the scheduling for procurement of each activity. One of the considerations taken into account while choosing contract packaging is the timing when goods or services are needed. After packaging the methods of procurement to be used for each activity are determined by the nature and size of the packages.

The major implementing agencies (IAs) perform their roles and responsibilities in compliance with related regulations and Acts as summarized in the table below.

PLANNING		
IAs	Roles and Responsibilities	Related Regulations / Acts
Ministry of Water	<ul style="list-style-type: none"> • Consolidates procurement plans received from other implementing entities of WSDP into one Procurement Plan • Seeks approval of the Procurement Plan by the MoW Management and Steering Committee 	<ul style="list-style-type: none"> • The Public Procurement Act 2011 Regulations, 2013 • World Bank Guideline Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, May 2004 - Revised 2011 • Standard Bid document and evaluation guideline by PPRA and World Bank (www.ppra.go.tz), (www.worldbank.org)
Urban Water Supply and Sewerage Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Prepares procurement plans from Business plans and MTEF • Submits to MoW for consolidation into WSDP procurement plan 	<ul style="list-style-type: none"> • The Public Procurement Act 2011 Regulations, 2013
Basin Water Boards Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Prepares procurement plans from Business plans and MTEF • Submits to MoW for consolidation into WSDP procurement plan 	<ul style="list-style-type: none"> • World Bank Guideline Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, May 2004 - Revised 2011
LGAs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Prepares procurement plans from Business plans and MTEF • Submits to MoW for consolidation into WSDP procurement plan 	<ul style="list-style-type: none"> • The Public Procurement Act 2011 Regulations, 2013 • World Bank Guideline Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, May 2004 - Revised 2011 • Standard Bid document and evaluation guideline by PPRA and World Bank (www.ppra.go.tz), (www.worldbank.org)
Ministry of health and social welfare	<ul style="list-style-type: none"> • Prepares procurement plans from MTEF • Submits to MoW for consolidation into WSDP procurement plan 	<ul style="list-style-type: none"> • The Public Procurement Act 2011 Regulations, 2013 • World Bank Guideline Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, May 2004 - Revised 2011

PLANNING		
IAAs	Roles and Responsibilities	Related Regulations / Acts
		<ul style="list-style-type: none"> Standard Bid document and evaluation guideline by PPRA and World Bank (www.ppra.go.tz), (www.worldbank.org)

6.3.2 PROCUREMENT IMPLEMENTATION

6.3.2.1 **WORLDBANK GUIDELINE, PUBLIC PROCUREMENT ACT AND STANDARD TENDER DOCUMENTS.**

Procurement under WSDP Phase 2 is carried out in accordance with provisions stipulated in the financing agreements signed with development partners. World Bank guidelines under IBRD loans and IDA credits dated May 2004 revised 2011 are used for large contracts stipulated in the procurement plan as prior review. The prior review also uses World Bank tender documents and tender evaluation guidelines which are in two parts (i) tender evaluation guidelines for procurement of goods and works and (ii) Tender evaluation guidelines for selection and employment of consultants. Procurement of post review contract is carried out in accordance with the Public Procurement Act 2011 and its associated guidelines and uses tender documents and evaluation guidelines as provided by PPRA. Web sites (www.ppra.go.tz) (www.worldbank.org)

6.3.2.2 **PROCUREMENT ORGANISATION AND RESPONSIBILITIES**

6.3.2.2.1 *TENDER BOARDS*

Procurement activities for goods, works, non consultancy and consultancy services under WSDP Phase 2 are carried out by the respective procuring entities. These procuring entities are;

- Ministry of Water Tender Board
- Urban Water Supply and Sewerage Authority Tender Boards
- Basin Water Board Tender Boards
- Local Government Tender Boards
- Ministry of Health and Social Welfare Tender Board
- Executive Agency (DDCA, WDMI) Tender Boards

The composition, method of appointment of members and functions of the tender boards are as described in the PPA 2011 section 31 and the local government finance Act for LGAs.

6.3.2.2.2 *PROCUREMENT MANAGEMENT UNIT (PMU)*

In every procuring entity there is established Procurement Management Unit (PMU) staffed to an appropriate level. The PMU consists of Procurement specialist and other technical and supporting staff and is headed by a person with sufficient academic qualification and experience. PMU functions are as stipulated in the PPA 2011 and its associated regulations.

6.3.2.2.3 *USER DEPARTMENTS*

The user department of a procuring entity performs its function as stipulated in the PPA 2011 section 39(1).

The major implementing agencies (IAs) perform their roles and responsibilities in compliance with related regulations and Acts as summarized in the table below.

IMPLEMENTATION		
IAs	Roles and Responsibilities	Related Regulations / Acts
Ministry of Water	<ul style="list-style-type: none"> • Prepares statement of requirements • Prepares tender documents • Evaluates bid documents • Prepares contract document • Manages contract execution • Receives request for No Objection prior to reviewing contracts and submits to the World Bank for action 	<ul style="list-style-type: none"> • The Public Procurement Act 2011 Regulations, 2013 • World Bank Guideline Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, May 2004 - Revised 2011 • Standard Bid document and evaluation guideline by PPRA and World Bank (www.ppra.go.tz), (www.worldbank.org)
WSSAs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Prepares statement of requirements • Prepares tender documents • Evaluates bid documents • Prepares contract documents • Manages contract executions • Submits prior review contracts to MoW for submission to the World Bank 	<ul style="list-style-type: none"> • The Public Procurement Act 2011 Regulations, 2013 • World Bank Guideline Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, May 2004 - Revised 2011 • Standard Bid document and evaluation guideline by PPRA and World Bank
LGAs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Prepares statement of requirements • Prepares tender documents • Evaluates bid documents • Prepares contract document • Manages contract execution • Submits prior review contracts to MoW for submission to the World Bank 	<ul style="list-style-type: none"> • The Public Procurement Act 2011 Regulations, 2013 • World Bank Guideline Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, May 2004 - Revised 2011 • Standard Bid document and evaluation guideline by PPRA and World Bank (www.ppra.go.tz), (www.worldbank.org)
Ministry of health and social welfare	<ul style="list-style-type: none"> • Prepares statement of requirements • Prepares tender documents • Evaluates bid documents • Prepares contract document • Manages contract execution • Submits prior review contracts to MoW for submission to the World Bank 	<ul style="list-style-type: none"> • The Public Procurement Act 2011 Regulations, 2013 • World Bank Guideline Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, May 2004 - Revised 2011 • Standard Bid document and evaluation guideline by PPRA and World Bank (www.ppra.go.tz), (www.worldbank.org)

IMPLEMENTATION		
IAs	Roles and Responsibilities	Related Regulations / Acts
Excutive Agency (DDCA, WDMI) Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Prepares statement of requirements • Prepares tender documents • Evaluates bid documents • Prepares contract document • Manage contract execution • Submits prior review contracts to MoW for submission to the World Bank 	<ul style="list-style-type: none"> • The Public Procurement Act 2011 Regulations, 2013 • World Bank Guideline Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, May 2004 - Revised 2011 • Standard Bid document and evaluation guideline by PPRA and World Bank (www.ppra.go.tz), (www.worldbank.org)

6.3.2.3 PROCUREMENT MONITORING AND RECORD KEEPING

Effective monitoring is ensured Under the WSDP Phase 2by ensuring continuous flow of information on all procurement activities and periodic reports prepared by various WSDP implementers contain the required information. Each implementing entity is responsible for monitoring and recording its procurement activities. Control of procurement documents is done by all implementing agencies that ensure all important documents are securely kept. These documents must be controlled and accounted for during ordering, receiving and recording, storing and issuing.

The major implementing agencies (IAs) perform their roles and responsibilities in compliance with related regulations and Acts as summarized in the table below.

PROCUREMENT MONITORING AND RECORD KEEPING		
IAs	Roles and Responsibilities	Related Regulations / Acts
Ministry of Water	<ul style="list-style-type: none"> • Ensures that all procurement processes are recorded and securely kept as per requirements 	<ul style="list-style-type: none"> • The Public Procurement Act 2011 Regulations, 2013 • World Bank Guideline Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, May 2004 - Revised 2011
Urban Water Supply and Sewerage Authority Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Ensures that all procurement processes are recorded and securely kept as per requirements 	<ul style="list-style-type: none"> • The Public Procurement Act 2011 Regulations, 2013 • World Bank Guideline Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, May 2004 - Revised 2011
LGAs Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Ensures that all procurement processes are recorded and securely kept as per requirements 	<ul style="list-style-type: none"> • The Public Procurement Act 2011 Regulations, 2013 • World Bank Guideline Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, May 2004 - Revised 2011

PROCUREMENT MONITORING AND RECORD KEEPING		
IAs	Roles and Responsibilities	Related Regulations / Acts
Ministry of health and social welfare	<ul style="list-style-type: none"> Ensures that all procurement processes are recorded and securely kept as per requirements 	<ul style="list-style-type: none"> The Public Procurement Act 2011 Regulations, 2013 World Bank Guideline Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, May 2004 - Revised 2011
Excutive Agency (DDCA, WDMI) Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> Ensures that all procurement processes are recorded and securely kept as per requirements 	<ul style="list-style-type: none"> The Public Procurement Act 2011 Regulations, 2013 World Bank Guideline Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, May 2004 - Revised 2011

6.4 SUB-COMPONENT 4 - MONITORING AND EVALUATION

6.4.1 M&E PLANNING

The M&E of the planning phase requires implementing agencies (IAs) employ WSDP Phase 2 M&E tools and plans. These provide means for evidence-based decision-making towards achieving the WSDP's Development Objectives and targets as performance indicators are gathered throughout implementation of WSDP/projects.

The implementing agencies (IAs) perform their roles and responsibilities in compliance with the M&E system plans described in the WSDP M&E framework. The detail planning procedures for WSDP IAs are presented in the table below.

PLANNING		
IAs	Roles and Responsibilities	Related Regulations/Acts
MoW/PMO–RALG	<ul style="list-style-type: none"> Prepares WSDP M&E tools (M&E logical framework, M&E framework, M&E plans), which guide IAs in monitoring and evaluating implemented projects accordingly; Provides technical assistance to IAs on M&E activities during planning stage; Plans sectoral related studies (surveys and research activities); Monitors and evaluates implementation of WSDP Phase 2 	<ul style="list-style-type: none"> WSDP M&E framework/NWSDS section 7 page 67
EWURA	<ul style="list-style-type: none"> Ensures Water Utilities effectively plan for M&E of operations and service delivery; Plans for monitoring and evaluating Water Utilities performance in service delivery and assesses effectiveness and efficiency of new investments 	<ul style="list-style-type: none"> WSDP M&E framework/NWSDS section 7 page 68

PLANNING		
IAs	Roles and Responsibilities	Related Regulations/Acts
Implementing Agencies (IAs) Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> Prepares projects' M&E logical frameworks and M&E plans as guided by WSDP Phase 2 M&E framework; Ensures M&E activities are part and parcel of projects' priority activities as guided by WSDP Phase 2 M&E framework 	<ul style="list-style-type: none"> WSDP M&E framework/NWSDS section 7 page 67

6.4.2 M&E IMPLEMENTATION

During implementation of WSDP Phase 2, IAs measure progress of interventions at different levels of WSDP institutional arrangement. The M&E plans effectively gather information and data on implementation of WSDP/projects that is needed for decision-making machinery and future planning. Therefore, all IAs are obliged to effectively and efficiently implement the M&E plans.

As explained in the WSDP Phase 2 M&E framework the following is adhered by all implementing agencies (IAs):

- Monitoring and evaluation framework of WSDP Phase 2 shall guide the monitoring and evaluation activities;
- The IAs accounting officers shall put in place monitoring and evaluation plans for every project funded under WSDP Phase 2 modality/arrangement;
- The IAs' responsible officers for monitoring and evaluation shall assess the progress and performance of projects. Reporting on progress made is done quarterly, semi-annually and annually using progress report template presented in the WSDP Phase 2 M&E framework. The mid-term and final evaluation of implementation of WSDP/or project shall be undertaken, lessons learned documented and shared with stakeholders;
- Changes to the logical framework and monitoring and evaluation framework shall be discussed and agreed during stakeholders in consultation with WSDP Phase 2 coordination unit/DPP; and
- Carrying out periodic data quality assessment that ensures data collected on specific indicators is valid, precise, reliable, has integrity and timely to guide decision making in the sector and project jurisdiction.

Implementing agencies (IAs) perform their M&E roles and responsibilities in compliance with WSDP Phase 2 M&E framework as shown in the table below. Besides, the detail implementation procedures for RWSTs and CWSTs are explained in Processes of PIM documents.

MONITORING AND EVALUATION		
IAs	Roles and Responsibilities	Related Regulations/Acts
MoW/PMO–RALG/MoHSW/MoEVT	<ul style="list-style-type: none"> Monitors and supervises WSDP Phase 2 implemented contracts as per M&E plans; Conducts monitoring field visits to selected IAs/projects quarterly; 	<ul style="list-style-type: none"> M&E logical framework, M&E plans/M&E framework/WSD

MONITORING AND EVALUATION		
IAs	Roles and Responsibilities	Related Regulations/Acts
	<ul style="list-style-type: none"> • Conducts WSDP Phase 2 mid-term and final evaluations of implementation performance of WSDP and other water sector related studies that are guided by the M&E framework; • Maintains the WSDP MIS and other related systems effectively and sustainably; • Consolidates physical and IFRs progress reports and shares with DPs accordingly (quarterly, semi-annually and annually (status of the water sector) reports) using the agreed reporting template; • Processes sector information and analyses data for future sectoral planning. 	P MoU
EWURA	<ul style="list-style-type: none"> • Regulates Water Utilities on performance related activities; • Prepares annual Water Utilities performance report; • Maintains the Majls and analyses data for sectoral future planning 	<ul style="list-style-type: none"> • WSDP M&E framework, M&E plans/NWSDS section 7 page 68
Implementing Agencies (IAs) Process Details: refer to the Web-Based PIM	<ul style="list-style-type: none"> • Monitors progress of implementation of planned projects' activities as per M&E plans; • Prepares progress reports (quarterly and semi-annually) using the agreed reporting template; • Enters data/information in the WSDP MIS, Majls and National Sanitation Campaign MIS and updating of the WPM system information; • Monitors existing water supply facilities • Evaluates achievements and impacts in association with WSDP targets • Reports monitoring and evaluation results and maintains M&E data for decision-making machinery and future planning. 	<ul style="list-style-type: none"> • WSDP M&E framework, Projects' M&E logical framework, M&E plans, NWSDS section 7 page 67

6.5 SUB-COMPONENT 5 – SAFEGUARDSMANAGEMENT

6.5.1 SAFEGARDS PLANNING

Safeguard plans are intended for defining environmental and social concepts, methodologies, tools, and procedures that should be applied during the “project cycle” in order to comply with the national law and the World Bank’s safeguard policies. The plan enables predictability of the environmental activities and provides a good basis for monitoring progress and performance. Safeguards plans facilitate smooth and timely identification of the affected environment and respective society, proposing appropriate safeguards instruments, selection and employment of consultancy services, guided by planned safeguard guidelines as outlines in the Environmental and Social Management Framework and Resettlement Policy Framework.

Safeguards Planning starts by compiling a list of all known feasibility study works projects which has been identified as bankable projects by the program implementing Agent (IA). The Implementing Agency Safeguard Coordinator (IA-SC) review secondary information (studies, maps, others) of the project, and prepares a site visit to the project area.

The information gathered then become the basis for deciding the project category through **Environmental and Social Preliminary Assessment (ESPA)** included in the ESMF, which define the environmental and social studies required by law and safeguards.

One of the considerations taken into account while choosing the environmental and social studies required by law and safeguard policies is the timing at which these studies should be accomplished so as recommended intervention can wellbeing mainstreamed into project designs and constructed promptly. After categorization the appropriate instruments (ESIA, PESIA, EA, GESP and RAP), can be determined and the method of procuring consultant can easily be determined by the nature and size of the project.

The major implementing agencies (IAs) perform their roles and responsibilities in compliance with related regulations and Acts as summarized in the table below.

PLANNING		
IAs	Roles and Responsibilities	Related Regulations / Acts
Ministry of Water	<ul style="list-style-type: none"> • Consolidates Environmental and Social Preliminary Assessment (ESPA) received from other implementing entities of WSDP into a database and each into project file. • Review ESPA, comments and issue no Objection for Category B projects • The IA-SC prepares TORs for the studies required using the guidelines included in the ESMF. • Receive from IAs the TORs for Projects Category A and B for review and comments. • Send the TORs for Projects Category A to the WB for review, comments and No Objection. • Receive the final version of the TORs, and send the final TORs to the IA in order to register the project to NEMC and then IA start with the procurement process. • Receive the draft studies from IA for Category A and B for review and comments. • Send to the WB the draft studies for Category A for review, comments and No Objection. • Approve Category B studies, then send to the IA in order to finalize with the consultancy. • Once Bank’s No Objection is obtained, send the projects Category A study approval to IA to finalize with the consultancy. Include the studies reports in the database and in the individual project file. • Once received the final version of the TORs, the MoW send the final TORs to the IA in order to register the project to NEMC and then start with the procurement process. 	<ul style="list-style-type: none"> • Environmental Management Act, 2004 • EIA Regulation 2005 • Environmental and Social Management Framework June 2014 • Resettlement Policy Framework June 2014 • (www.worldbank.org)

PLANNING		
IA's	Roles and Responsibilities	Related Regulations / Acts
WSSAs/ BWOs/ LGAs Process Details: refer to the Web- Based PIM	<p>The Implementing Agency Safeguard Coordinator (IA-SC) role and responsibilities:</p> <ul style="list-style-type: none"> • Recruit Consultant for Safeguards (mandatory for LGAs, optional for WSSAs and BWOs) • Preliminary Assessment, including: <ul style="list-style-type: none"> - Project information - Apply the Environmental and Social Preliminary Assessment (ESPA) • Safeguards Assessment, including: <ul style="list-style-type: none"> - Prepare TORs for the studies required - Follow up the studies preparation and participation process - Review the draft document - Studies approval • Environment Certification, including: <ul style="list-style-type: none"> - Request the Environment Certification (EC) • Legal Agreement or Contract, including: <ul style="list-style-type: none"> - Include environmental and social clauses in the execution contracts 	<ul style="list-style-type: none"> • Environmental Management Act, 2004 • EIA Regulation 2005 • Environmental and Social Management Framework June 2014 • Resettlement Policy Framework June 2014 • (www.worldbank.org)
Ministry of health and social welfare	<p>The Consultant for the feasibility, environmental and social study) shall:-</p> <ul style="list-style-type: none"> • For Category C prepare the GESBP report for sanitation infrastructures 	<ul style="list-style-type: none"> •

6.5.2 SAFEGUARD IMPLEMENTATION

6.5.2.1 Project Implementation Phase.

The implementation of safeguards policy guidelines are hinged on the environmental and social management and the resettlement policy framework. At this stage the required instruments from each project (ESIA, PESIA, RAP, EA) based on its category has already been developed. In each document there is established an Environmental and social management Plan (ESMP) which outline all the identified impacts and the recommended mitigation, the responsible person or institution, and the cost involved.

Each IA-SC is required to make sure that of the plans were well integrated in the project design and form part of the project contract for concurrent implementation of the mitigation measures.

Once the project is almost done, before the project closing, the IA-SC should apply the last environmental and social tool included in the ESMF called "Environmental and Social Final Report – ESFR" in order to review the application of the environmental and social measures included in all the Plans (ESMP, RAP others). Once the ESFR conclude that the environmental and social measures have been completed, the IA can finalize the project execution.

6.5.2.2 SAFEGUARD ORGANISATION AND RESPONSIBILITIES

6.5.2.2.1 MOW-ESMU

MOW-ESMU activities for safeguards consultancy and safeguards management activities under the current administrative set up are carried out by the respective Environmental Management Unit established since July 2015. The Unit has two major subunits responsible for Environmental matters and the other for Social accountabilities. The unit will coordinate the implementing agencies (IA) to ensure their commitment in implementing the Environmental Laws and other written laws of the country, through their respective Departments.

- Urban Water Supply and Sewerage
- Rural Water Supply and Sanitation
- Water Resources
- Local Government

6.5.2.2.2 IMPLEMENTING AGENT- SAFEGUARD COORDINATOR (IA-SC)

In every Implementing Agent there is appointed Safeguard Coordinator (IA-SC) staff to an appropriate level. The IA-SC should be with sufficient academic qualification and experience in environmental or social matters who can assume the role of the coordinator.

Other technical and supporting staff who can be assigned duties from time to time can be sourced from related departments i.e. liaison or public relation officer or CDO.

The major implementing agencies (IAs) perform their roles and responsibilities in compliance with related regulations and Acts as summarized in the table below.

IMPLEMENTATION		
IAs	Roles and Responsibilities	Related Regulations / Acts
Ministry of Water	<ul style="list-style-type: none"> • Receive All complains from IAs. • Receive the ESFR for Category A and B for review and comments. • Receive a summary quarter report each three (3) months with the status of all projects (under preparation, construction and finalized). • prepare a Status Report of all projects financed by the WSDP, before the DP's- JSM of the WSDP which forms part of semi and annual reports. • PCU prepare safeguard ToR and supervise its implementation of annual Technical and safeguard audit. • PCU prepare Technical and safeguard audit responses and action plan. 	<ul style="list-style-type: none"> • Environmental Management Act, 2004 • EIA Regulation 2005 • Environmental and Social Management Framework June 2014 • Resettlement Policy Framework June 2014 • (www.worldbank.org)
WSSAs/ BWOs/ LGAs Process	<p>The Implementing Agency Safeguard Coordinator (IA-SC) role and responsibilities:</p> <ul style="list-style-type: none"> • Recruit Consultant for Safeguards (mandatory for LGAs, optional for WSSAs and BWOs) • Project follow-up and monitoring, including: 	<ul style="list-style-type: none"> • Environmental Management Act, 2004 • EIA Regulation 2005 • Environmental and

IMPLEMENTATION		
IAs	Roles and Responsibilities	Related Regulations / Acts
<p>Details: refer to the Web-Based PIM</p>	<ul style="list-style-type: none"> - Follow-up and monitoring of the environmental and social Plans - Handle complains of the environmental and social plans • Compliance of the environmental and social Plans, including: <ul style="list-style-type: none"> - Final review of the environmental and social Plan execution • Follow-up the environmental and social aspects, including: <ul style="list-style-type: none"> - Monitor the ESMP (Operational Phase) • Follow-up implementation of mitigating measures, including: <ul style="list-style-type: none"> - Environmental Report of projects status - Status Report of the WSDP 	<ul style="list-style-type: none"> • Social Management Framework June 2014 • Resettlement Policy Framework June 2014 • (www.worldbank.org)
<p>Ministry of health and social welfare</p>	<ul style="list-style-type: none"> • The Consultant for the feasibility, environmental and social study) shall:- • For Category C prepare the GESBP report for sanitation infrastructures 	<ul style="list-style-type: none"> • Environmental Management Act, 2004 • EIA Regulation 2005 • Environmental and Social Management Framework 2014 • Resettlement Policy Framework 2014 • (www.worldbank.org)
<p>Excutive Agency (DDCA, WDMI)</p>	<ul style="list-style-type: none"> • The Consultant for the feasibility, environmental and social study) shall:- • For Category A, B (as any other IAs) prepare the GESBP report for any infrastructures of Cat. C.. 	<ul style="list-style-type: none"> • Environmental Management Act, 2004 • EIA Regulation 2005 • Environmental and Social Management Framework 2014 • Resettlement Policy Framework 2014 • (www.worldbank.org)