Interview schedule for Beneficiaries of PRWSS Project

Name of the village…………………………..Block………………………………

Demographical Profile:

1  Personal Profile:

1.1 Name of the Respondent…………………………

1.2 Age……………………………………………

1.3 Caste /Category: (A) Gen (B) OBC (C) SC (D) BC (E) Others

1.4 Education Status: (A) Illiterate (B) Primary (C) Middle (E) 10+2 (F) Graduate (G) Post graduate (H) Above

1.5 Occupational Status: (A) Government employee (B) Private job (C) Self employed (D) House Wife

2  Family Profile:

2.1 Type of Family: (A) Nuclear (B) Joint

2.2 No of family members/1/2/3/4/5/6/7/8/9/above

2.3 Total number of children in the family: 1/2/3/4/5/6/above

2.4 Children those going for Education Institute in which level?

(A) Primary (    )

(B) Elementary (    )

(C) Senior Secondary (    )

(D) Graduation (    )

(E) Master (    )
Economic Profile

3.1 Family income (Annual): (A) 10,000 (B) 10,000 to 20,000 (C) 20,000 to 40,000 (D) 40,000 to 1 lakh (E) 1 Lakh to 1.5 Lakh (F) 1.5 lakh to 3 lakh (G) 3 lakh Above

3.2 Accommodation: own or rented

If own /kaccha or pakka

If rented/kaccha or pakka

3.3 Do you have Cattles?

Yes ( ) No ( )

3.4 Type of cattle’s?

(A) Cows (B) buffalos (C) Goats

3.5 How many cattle’s do you have /1/2/3/4/5/6/7/8/9/above

3.6 Source of family income

(A) Agriculture ( )

(B) Job ( )

(C) Business ( )

3.7 How many acres land do you have /1/2/3/4/5/6/7/8/9/10-15/15-25/25-50/above

3.8 Family monthly Expendure: 1000-5000/5000-10000/10000-25000 above


3.10 Source of Electricity: (I) With meter Connection (II) Without meter Connection (III) Fuel and other sources

3.11 Ownership of Moveable Property:
### Moveable Property

<table>
<thead>
<tr>
<th>Property</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cattles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Television</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cycle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motorcycle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. **Study the level of awareness community members among the committee’s members about these committees.**

4.1 **Do you know that your village has GPWSC?**

   Yes (    ) No (    )

If yes Source of information?

(A) General meeting

(B) By NGO/DPMC/SPMC

(C) Panchayat members

(D) Public Address system /announcement /Mandir Gurudawara

(E) Radio/T.V/ETC

If No why?

…………………………………………………………………………………………

…………………………………………………………………………………………

…………………………………………………………………………………………
4.2 Do you know the role and responsibilities of GPWSC?

(A) Opening of saving bank account (   )
(B) Collection of beneficiaries shares (   )
(C) Collection and deposit of govt shares (   )
(D) Help to insure quality of products (   )
(E) Maintaining ledger book and records as World Bank records (   )
(F) Time to time provide information to the village people about the bank account (   )
(G) Help to choose feasible and cost effecting technology (   )
(H) O&M: finalizing water supply bills with consultation with village peoples (   )
(I) Collection of water bills from beneficiaries (   )
(J) Time to time repair of machine or pipe line / renovation of building (   )
(K) Operating another bank account for O&M (   )
(L) Submission of monthly progress report to Gram Panchayat (   )
(M) Carry out time to time survey of water quality, environmental and sanitation (   )

4.3 Are you ever participating in social resource mapping conducted by NGO?

Yes (   ) No (   )

If no why?

........................................................................................................................................................................
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........................................................................................................................................................................
4.4 Do you know the activities of GPWSC?

<table>
<thead>
<tr>
<th>Activities</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Resource Mapping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transact Walk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Line</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matrix Ranking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base Line Survey</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.5 Does the NGO/DPMC organize any following activity?

(A) Nukkar Natak, Skits, Play. ( )

(B) Exhibition. ( )

(C) Road Shows. ( )

(D) School Level Competition. ( )

4.6 GPWSC conducting any meeting?

If yes by which method?

(a) Meeting held in Panchayat house.

(b) Meeting held in Sarpanch house

(c) Information given by Chonkidar/Sarpanch/Panch/any other person

(d) Sign taken from home by: Chonkidar/Sarpanch/Panch/any other person

(e) Other family member on behalf of you.

(f) Any other place…………………………….
4.7 Meeting conducting by?

(A) Weekly

(B) Every month

(C) Quarterly

(D) Every six month

4.7 Are you participating in these meetings?

(A) Frequently

(B) Some times

(C) No participation

(D) Other participated on behalf of you

4.8 What topics or issues discussed in this meeting?

(A) Share Collection

(B) Operation & Maintenance

(C) Progress Report

(D) Any other………………………………..

4.9 Does the GPWSC show you monthly progress report?

Yes ( ) No ( )

4.10 Does the GPWSC get any suggestion form you?

Yes ( ) No ( )

4.11 If yes is it considered?

Yes ( ) No ( )

4.10 What suggestion have you given?
4.11 Are the members of GPWSC are approachable?

Yes (  ) No (  )

5. Study the views of community members about the working of GPWSC?

5.1 Do you know the name of chairmen of GPWSC?

Yes (  ) No (  ) if yes………………

5.2 Do you know the name of convener and technical member of GPWSC?

Yes (  ) No (  ) if yes………………

5.3 Do you know the name of General Panch member of GPWSC?

Yes (  ) No (  ) if yes………………

5.4 Do you know the name of Women Panch member GPWSC?

Yes (  ) No (  ) if yes………………

5.5 Do you know the name of Schedule Caste member of GPWSC?

Yes (  ) No (  )

if yes 1……………..2…………..3………….4………………

5.6 Do you know the name of Backward Caste member of GPWSC?

Yes (  ) No (  )

if yes 1……………..2…………..3………….4………………

5.7 While formation of GPWSC any meeting was called?

Yes (  ) No (  )
If yes in which method?

(A) General meeting of people (   )

(B) Meeting of Panchayat members(   )

(C) Meeting of main persons of the village(   )

(D) Meeting of any Govt Official /NGO(   )

If no why?

(A) Information given by Chonkidar/Sarpanch/Panch/any other person.(   )

(B) Sign taken from home by: Chonkidar/Sarpanch/Panch/any other person.(   )

(C) Meeting held in Sarpanch house.(   )

(D) Other family member on behalf of you.(   )

5.8 In which place meeting held?

…………………………………………………………………………………

5.9 Do you have prior information about formation of these committees?

Yes (   ) No (   )

If yes source of information.

(F) General meeting (   )

(G) By NGO/DPMC/SPMC.(   )

(H) Panchayat members. (   )

(I) Public Address system /announcement by Mandir Gurudwara. (   )

(J) Radio/T.V/ETC. (   )

5.10 Do you think proper method /procedure was adopted regarding the selection of GPWSC committee in selecting the member of committee:

Yes (   ) No (   )
5.11 Being the Beneficiaries of please rate the functions of GPWSC?

<table>
<thead>
<tr>
<th>Functions</th>
<th>Very good</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
<th>Don’t Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection of beneficiaries’ shares</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Help to insure quality of products</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Maintaining ledger book and records as per World Bank norms</td>
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</tr>
<tr>
<td>Time to time provide information to the village people about the bank account balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Help to choose feasible and cost effecting technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>finalizing water supply bills with consultation of community members</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Carry out time to time survey of water quality</td>
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<td></td>
</tr>
</tbody>
</table>
5.12  Meeting of the GPWSC member in calendar years

(A)  Weekly  

(B)  Every month  

(C)  Quarterly  

(D)  Every six month  

(E)  None  

If yes record of meeting:

(A)  Meeting record register 

(B)  Verbally  

(C)  No records  

5.13  Do you participate in this meeting?

(A)  Frequently  

(B)  Sometimes  

(C)  No participation  

(D)  Other participated on behalf of you  

5.14  What you will rate the performance of the GPWSC?

(A)  Good  

(B)  Very good  

(C)  Excellent  

(D)  Satisfactory  

(E)  Unsatisfactory  

(F)  Don’t Know  

10
5.15 What do you think should be role of GPWSC in this project?

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5.16 What do you think role of DPMC, SPMC and RWSS in this project?

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(1) What do you think role of Social Work/NGOs?

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(2) What do you think role of World Bank in this project?

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.........................................................................................................................................
.........................................................................................................................................
(3) What do you think role of Government in this project?

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……………………………………………………………………………………

(4) Any fact that comes across during data collection about respondents, please mention here?

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Date………………………..                     Name of the Investigator………………….
Interview schedule for GPWSC Members

Name of the village……………………Block…………………………

Demographical Profile:

1 Personal Profile:

1.1 Name of the Respondent………………………

1.2 Age………………………………………………

1.3 Caste /Category: (A) Gen (B) OBC (C) SC (D) BC (E) Others

1.4 Education Status: (A) Illiterate (B) Primary (C) Middle (E) 10+2 (F) Graduate

(G) Post graduate (H) Above

1.5 Occupational Status: (A) Government employee (B) Private job (C) Self employed

(D) House Wife

2 Family Profile:

2.1 Type of Family: (A) Nuclear (B) Joint

2.2 No of family members/1/2/3/4/5/6/7/8/9/above

2.3 Total number of children in the family:1/2/3/4/5/6/above

2.4 Children those going for Education Institute in which level?

(A) Primary (  )

(B) Elementary (  )

(C) Senior Secondary (  )

(D) Graduation (  )

(E) Master (  )

3 Economic Profile
3.1 Family income (Annual): (A) 10,000 (B) 10,000 to 20,000 (C) 20,000 to 40,000 (D) 40,000 to 1 lakh (E) 1 Lakh to 1.5 Lakh (F) 1.5 lakh to 3 lakh (G) 3 lakh Above

3.2 Accommodation: own or rented

If own /kaccha or pakka

If rented/kaccha or pakka

3.3 Do you have Cattles?

Yes ( ) No ( )

3.4 Type of cattle’s?

(A) Cows ( )

(B) Buffalos ( )

(C) Goats ( )

3.5 How many cattle’s do you have /1/2/3/4/5/6/7/8/9/above

3.6 Source of family income

(A) Agriculture ( )

(B) Job ( )

(C) Business ( )

3.7 How many acres land do you have /1/2/3/4/5/6/7/8/9/10-15/15-25/25-50/above

3.8 Family monthly Expenditure:1000-5000/5000-10000/10000-25000 above


3.10 Source of Electricity: (I) With meter Connection (II) Without meter Connection (III) Fuel and other sources
3.11 Ownership of Moveable Property:

<table>
<thead>
<tr>
<th>Moveable Property</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cattles</td>
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<td></td>
</tr>
<tr>
<td>Radio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Television</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cycle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motorcycle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4 Process of formation of GPWSC

4.1 Are you member of GPWSC:
Yes (   ) No (   )

4.2 If yes are you nominated member or elected?
..........................................................

4.3 What is the tenure of membership of GPWSC: (A) 1 year (B) 2 years (C) 3 years (D) 4 years (E) 5 years.

4.4 Do you know the name of chairmen of GPWSC?
Yes (   ) No (   ) if yes.................

4.5 Do you know the name of convener and technical member of GPWSC?
Yes (   ) No (   ) if yes.................

4.6 Do you know the name of General Panch member of GPWSC?
Yes (   ) No (   ) if yes.................

4.7 Do you know the name of Women Panch member GPWSC?
Yes ( ) No ( ) if yes………………………………………………………………………

4.8 Do you know the name of Schedule Caste member of GPWSC?
Yes ( ) No ( ) if yes 1……………..2…………..3……… ….4………………

4.9 Do you know the name of Backward Caste member of GPWSC?
Yes ( ) No ( ) if yes 1……………..2…………..3……… ….4………………

4.10 While formation of GPWSC any meeting was called?
Yes ( ) No ( )
If yes in which method?

(A) General meeting of people ( )
(B) Meeting of panchayat members ( )
(C) Meeting of main persons of the village ( )
(D) Meeting of any govt official /NGO ( )

If no why?

(A) Information given by chonkidar/sarpanch/panch/any other person. ( )
(B) Sign taken from home by: chonkidar/sarpanch/panch/any other person. ( )
(C) Meeting held in sarpanch house. ( )
(D) Other family member on behalf of you. ( )

4.11 In which place meeting held?

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

4.12 Do you have any prior information about formation of these committees?
Yes ( ) No ( )
If yes source of information.

(A) General meeting. ( )
(B) By NGO/DPMC/SPMC. ( )
(C) Panchayat members. ( )
(D) Public Address system /announcement by Mandir Gurudawara. (√)

(E) Radio/T.V/ETC. (√)

4.13 Do you think proper method /procedure was adopted regarding the selection of GPWSC members?

Yes ( ) No ( )

4.14 Being the member of GPWSC Committee do you know the functions of committee?

Yes ( ) No ( )

If yes, do you know following?

(A) Opening of saving bank account. ( )

(B) Collection of beneficiaries’ shares. ( )

(C) Collection and deposit of government shares. ( )

(D) Help to insure quality of products ( )

(E) Maintaining ledger book and records as per World Bank norms. ( )

(F) Time to time provide information to the village people about the bank account balance. ( )

(G) Help to choose feasible and cost effecting technology. ( )

(H) Operation & Maintenance: finalizing water supply bills with consultation of community members. ( )

(I) Collection of water bills from beneficiaries ( )

(J) Time to time repair of machine or pipe line /renovation of building. ( )

(K) Operating another bank account for Operation & Maintenance. ( )

(L) Submission of monthly progress report to Gram Panchayat. ( )

(M) Carry out time to time survey of water quality, environmental and sanitation. (√)

4.15 Meeting of the member in calendar years?

(A) Weekly ( )

(B) Every month ( )
(C) Quarterly ( )
(D) Every six month ( )
(E) None ( )
(F) Any other…………………………………………………………………………………………

If yes record of meeting:
  (A) Meeting record register ( )
  (B) Verbally ( )
  (C) No records ( )
  (D) Any other method…………………………………………………………………………

4.16 Do you participate in this meeting?
  (A) Frequently ( )
  (B) Sometimes ( )
  (C) No participation ( )
  (D) Other participated on behalf of you ( )
  (E) Any other reason…………………………………………………………………………

4.17 How will you rate the performance of the GPWSC?
  (A) Good ( )
  (B) Very good ( )
  (C) Excellent ( )
  (D) Satisfactory ( )
  (E) Unsatisfactory ( )
  (F) Don’t Know ( )
  (G) Any other comments…………………………………………………………………………

4.18 What do you think should be role of GPWSC in this project?
4.19 How will you rate the performance of the RWSS Department?

(A) Good (   )
(B) Very good (   )
(C) Excellent (   )
(D) Satisfactory (   )
(E) Unsatisfactory (   )
(F) Don’t Know (   )

Any other comments........................................................................................................

5 The problem and constraints faced by GPWSC members?

5.1 Please rate the general problems as given below:

<table>
<thead>
<tr>
<th>Problems</th>
<th>Low</th>
<th>Moderate</th>
<th>High</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lack of the interest of the members in the functioning of the GPWSCs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Members do not attend the meetings</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Election process of the members not sufficient</td>
<td></td>
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<tr>
<td>Only chairman is overall authority of the committee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No incentives to the members</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dot have knowledge about the functioning of committee</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Group-ism in among the village people</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

5.2 The technical problems faced by the GPWSC members?

<table>
<thead>
<tr>
<th>Technical problems</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation of Bids</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluation of Bids</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Award of Bids</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Jointing and laying of pipes
Providing private household connections
Repairs of pipes
Quality of the products
Standards of material for construction

5.3 Please rate the finance related problems?

<table>
<thead>
<tr>
<th>Finance related problems</th>
<th>Yes fully matter</th>
<th>Somewhat matter</th>
<th>Not at all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collecting of Beneficiaries shares</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintaining Financial Register</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Follow up Financial Manual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparing Financial Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintaining Bank Accounts</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.4 Co-operation related problems from beneficiaries/RWSS Department/DPMC/ fellow members.

<table>
<thead>
<tr>
<th>Co-operation of the village people</th>
<th>Fully Cooperated</th>
<th>Somewhat Cooperated</th>
<th>Not at all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection of beneficiaries Shares</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selection of land for Scheme</td>
<td></td>
<td></td>
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<tr>
<td>Providing House hold connection</td>
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<tr>
<td>Deciding monthly bills water supply</td>
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<td>---</td>
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<tr>
<td><strong>Co-operation from Rural water supply and sanitation department (RWSS)</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Selection of Scheme</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical aspects of project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training on Technical aspects</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Use of appropriate technology</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Co-operation from District Program Management Cell (DPMC)</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Awareness about project to community</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection of Beneficiaries Shares</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintaining liaison between GPWSC, RWSS and SPMC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Co-operation from fellow GPWSC Members</strong></td>
<td></td>
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</tr>
<tr>
<td>Collection of beneficiaries Shares</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selection of land for Scheme</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Providing House hold connection</td>
<td></td>
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</tbody>
</table>

5.5 Does the RWSS provide you trainings in following cases?

5.5.1 Bids and procurement?

(A) Invitation of Bids

Yes ( ) No ( )

(B) Evaluation of Bids

Yes ( ) No ( )

(C) Award of Bids

Yes ( ) No ( )

(D) Any other…………………………………………………………………….......

5.5.2 Operation and maintenance?
(A) Jointing and laying of pipes.
   Yes ( ) No ( )

(B) Providing private house hold connections
   Yes ( ) No ( )

(C) Repairs of pipes and etc.
   Yes ( ) No ( )

5.6 Do you understand the technical aspects of this project?
   Yes ( ) No ( )

If yes source of subject
   (A) Technical members of DPMC/RWSS ( )
   (B) NGO team. ( )
   (C) Self study from manual. ( )
   (D) Any other reason………………………………………………………………………………

If no why?
   (A) No co-operation of technical staff of RWSS. ( )
   (B) NGO Team had no knowledge of technical aspects of this project. ( )
   (C) No manual provided by any agency, NGO/DPMC/SPMC/RWSS etc. ( )

5.7 What do you think role of DPMC, SPMC and RWSS in this project?
   ………………………………………………………………………………………………
   ………………………………………………………………………………………………
   ………………………………………………………………………………………………

(1) What do you think role of Social Work/NGOs?
   ………………………………………………………………………………………………
   ………………………………………………………………………………………………
   ………………………………………………………………………………………………
(2) What do you think role of World Bank in this project?

(3) What do you think role of Government in this project?

(4) Any fact that comes across during data collection about respondents, please mention here

Date……………………..                                      Name of the Investigator………………….
This Memorandum of Understanding (MoU) is entered on ------------ day of --------- 2006 between:

(i) The ________________ Gram Panchayat (hereinafter called the first Party),
(ii) The ________________ Gram Panchayat Water & Sanitation Committee (hereinafter called the second party) and
(iii) The District Programme management Cell (DPMC), (hereinafter called the third party).

1. Preamble

The Department of Water Supply and Sanitation, Government of Punjab is implementing a Medium Term Rural Water Supply and Sanitation Programme (hereinafter called the Programme) with the objective of providing to the rural communities increased access to improved, potable and sustainable drinking water and also to strengthen the decentralization of water supply and sanitation service delivery.

i. The Department of Water Supply and Sanitation has selected the first party based on an approved selection criteria for participation in the programme.

ii. The first party, in its Gram Sabha meeting has resolved to accept the key program principles and implement the programme in the village, constituted the second party and entrusted with it the responsibility of implementing the Programme in accordance with the guidelines and rules framed by the Department of Water Supply and Sanitation.

iii. The third party has been established by Department of Water Supply and Sanitation and entrusted with it the responsibility to spearhead the implementation of the programme at the District Level including provision of technical, social, financial, organizational and managerial support to the first two parties in successfully implementing the Programme.

Now therefore, this MoU is entered into among the authorized representatives of the three parties.

2. Objective

This MoU defines the roles and responsibilities of all the three parties to this MoU, so as to enable them to work together as partners.

3. Scope of the MoU

i. The three parties undertake to co-ordinate, collaborate, support and manage the planning and implementation of the Programme including operation and maintenance of the assets, existing or newly created, in accordance with this MoU.
ii. The activities under this MoU shall be carried out in accordance with the Program Implementation Plan as approved by the Department of Water Supply and Sanitation and also as per the Operational Guidelines developed and communicated to the first and second parties from time to time by the third party.

iii. The activities and the work shall be carried out within the geographic boundaries of -

---village.

4. Duration of the MoU

i. The third party has developed a Scheme Cycle consisting of the various activities, the duration for each activity and inter-relationship of activities and has divided the activities into pre-planning, planning, implementation and post-implementation phases [as per appended Scheme Cycle].

ii. DWSS, GP and GPWSC having completed the Pre-Planning phase, the agreement is for the period up to the completion of all activities listed in the scheme cycle and shall be completed within a period of 12 months from the date of signing of this MoU.

5. Roles and Responsibilities of the First Party (----------- Gram Panchayat)

The first party agrees to undertake the following roles and responsibilities:

i. To adopt a village vision, strategy and action plan for developing the water supply and sanitation sector in the village.

ii. To entrust with the second party the responsibility for implementing the vision, strategy and action plan for solving the issues and problems in the water supply and sanitation sector of the village.

iii. To support and enable the second party by suitably empowering it to perform the roles and responsibilities assigned to it as per this MoU and the guidelines of the Programme.

iv. To discuss and approve the Community Action Plan prepared by the second party.

v. To authorize the second party to receive eligible funds under the programme for capital works and expend the same in accordance with the provisions of this agreement and as per the guidelines issued by Department of Water Supply and Sanitation.

vi. To authorize the second party to open and operate separate Bank Account in the name of second party for transacting the funds for implementing water supply and sanitation schemes taken up under RWSS Programme and also for the operation and maintenance.

vii. To own all movable and immovable assets of the Water Supply and Sanitation infrastructure facilities and to entrust with the second party all the rights of operation, maintenance, management, up keep and safe custody of the assets.

viii. To utilize all the powers conferred on it as per the Punjab Panchayati Raj Act, 1994 and subsequent amendments to ratify all actions of the second party done in accordance with this MoU for the purpose of achieving the objectives of the Programme.

ix. To support the second party in all IEC and capacity building activities in the villages for the purpose of water supply development, improvement and sustenance; promotion of Sanitation, Health and Hygiene.
x. To provide support to the second party in mobilizing community contribution and recovery of operation and maintenance expenses.

xi. To monitor as well as audit all activities undertaken by the second party so as to ensure that all social, technical and financial processes and procedures are in compliance with the guidelines issued by the third party.

6. **Roles and Responsibilities of the Second Party** (----------- Gram Panchayat Water & Sanitation Committee)

The second party agrees to undertake the following roles and responsibilities:

i. To manage Rural Water Supply and Sanitation activities in the village including designing, implementing, undertaking procurement activities, fund management, operating and maintaining all Water Supply and Sanitation facilities and services.

ii. To assist the first party in preparing and implementing the village vision, strategy and action plan for developing the water supply and sanitation sector of the village.

iii. To perform all activities in respect of providing water supply and sanitation facilities and services to the village community.

iv. To act as a link and liaison between Gram Panchayat, Department of Water Supply and Sanitation, other departments and institutions working in the water supply and sanitation sector.

v. To disseminate information, create awareness and educate the village community on all aspects of water supply and sanitation including health and hygiene aspects and water resource management.

vi. To carry out all activities under this MoU utilizing participatory methodologies so as to ensure participation of women, youth, scheduled castes and poor in the village community.

vii. To receive funds from the third party and utilise the same as per rules and the guidelines of the programme and in accordance with prudent financial management principles.

viii. To comply with the principles, rules and guidelines issued by the third party from time to time.

ix. To open and operate bank accounts for transacting all amounts received and expended for implementing the Programme as well as operating and maintaining the schemes.

x. To maintain up to date and accurate books of accounts and make available records for audit/inspections.

xi. To procure works, goods or services for carrying out various activities under this MoU in accordance with the guidelines issued by the Department of Water Supply and Sanitation.

xii. To mobilize the villagers for community action to solve the water supply and sanitation related problems of the village.

xiii. To mobilize users’ share of capital cost of setting-up water supply and sanitation facilities from among the village community.

xiv. To operate and maintain the facilities created under the Programme and meet full operation and maintenance expenses by collecting user charges.

xv. To do all the activities under this MoU in a transparent manner providing key information to all members in village community including setting up of display boards.
To report monthly progress of Programme activities to the first party and to the third party on a regular basis.

To supervise all works and other activities under this MoU and to ensure conformity with quality and design parameters as per approved plans, estimates and other guidelines.

To co-operate with first and third parties for inspection, verification, audit, evaluation and studies by the first and third parties or agencies authorized by them and implement corrective actions recommended.

To carry out surveillance and monitoring of water quality and environmental sanitation.

To prepare Implementation Completion Report in respect of all Community Action Plans and submit to the third party.

7. Roles and Responsibilities of Third Party (DPMC)

The third party agrees to undertake the following roles and responsibilities:

i. To arrange for dissemination of Programme information including key principles, approaches and methodologies, components and activities etc. to the village community.

ii. To arrange for implementing social mobilization, IEC and capacity building activities for the benefit of the first and second parties.

iii. To make available the services of the sub divisional offices including the services of JEs of the Department of Water Supply and Sanitation to spearhead all Programme related activities.

iv. To assist the second party in contracting the services of Support Organizations, Village Support Teams etc. for availing social mobilization, IEC and other capacity building support services.

v. To arrange for providing technical support in collection of field data, helping the village community on deciding affordable and feasible technical options, preparing rough cost estimates, preparation of Detailed Scheme Reports etc. and completing the Community Action Plans.

vi. To build the capacity of the first and second party in technical and engineering aspects including water quality monitoring, operation and maintenance aspects.

vii. To accord administrative and technical sanction for the Community Action Plans.

viii. To release programme funds to the second party in instalments as per the guidelines of the Programme.

ix. To measure works, check quality of works and materials, internal audit bills and pass bills for payments to the contractors.

x. To carry out evaluation studies, impact assessment surveys etc. and share the key learning with first and second parties.

xi. To commission quality surveillance studies and evaluations and recommend corrective measures wherever needed.

8. Terms and Conditions of Fund Release

i. The third party will release to the second party the Programme funds in two instalments, once the latter fulfil the conditions for release of each instalment as summarized in Table 1:
9. **Termination of the MoU**

i. The first party and the second party can terminate the MoU in the events of:

   a. Undue delay in providing technical support, administrative sanctions, technical sanctions etc. by the third party.

   b. Delay of more than 60 days, without valid reasons, in releasing Programme funds by the third party in spite of the first and second parties successfully fulfilling all the conditions for releasing the payments.

ii. The third party can terminate the MoU on the occurrence of one or more of the following events after reasonable notice:

   a. Mismanagement of Programme funds, materials and/or assets by the first and second parties

   b. Failure on the part of the first and second parties to complete the activities in accordance with the agreed Scheme Cycle

   c. Providing incorrect data or information by the first and second parties with malafide intentions to mislead the third party

   d. Either of the first two parties losing interest in Programme activities and becoming dormant

   e. The first and second parties cannot undertake the Programme activities due to technical, financial, social or other reasons

   f. Failure of the first and second parties to rectify the defects pointed out by the third party within reasonable time.

**Table 1 - Conditions for Release of Programme Funds**

<table>
<thead>
<tr>
<th>Instalment No</th>
<th>Amount of Instalment</th>
<th>Condition for Release of Instalment</th>
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</table>
| Instalment – I | 40% of the approved DSR* | • Mobilization of 100% of the community capital contribution  
• Signing of MoU  
• Signing of the contract with the contractor |
| Instalment – II | Balance 40% of the approved DSR * | • Submission of utilization certificate utilizing 60% of the first instalment and verified by third party |
| Instalment – III | Balance 15% of the approved DSR * | • Submission of utilization certificate utilizing 60% of the first and second instalment and verified by third party |
| Instalment – Final | Balance 5% of the approved DSR * | • Scheme Completion Report prepared and accepted |

* In case of Multi Village Schemes, ‘approved DSR’ will be equal to the amount towards Intra-village assets
Any disputes between the parties arising out of this MoU shall be settled, in the first instance, through mutual and amicable consultation. If the dispute is not settled through such consultation, the matter shall be referred for arbitration to the Principal Secretary, Department of Water Supply and Sanitation, Government of Punjab.
11. Appendices

The following documents given in appendices to this MoU shall be deemed as part of this MoU:

i. Gram Panchayat Resolution by the first party dated …………..
ii. Scheme Cycle

We the undersigned on behalf of the respective institutions shall maintain the integrity in functions and abide by the contents of this MoU for effective implementation and achievement of the objectives of the Programme.

<table>
<thead>
<tr>
<th>For first party</th>
<th>For second party</th>
<th>For third party</th>
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<tbody>
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<td>……………………..</td>
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<tr>
<td>…… Sarpanch, Gram Panchayat</td>
<td>…… Secretary, GPWSC</td>
<td>…….District Programme Director, DPMC</td>
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</table>

**Witnesses**

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<thead>
<tr>
<th>Name and Address</th>
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<tr>
<td>Signature……………</td>
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1. At least one of the witnesses of the first and second parties shall be a woman.