

Operational Framework for implementation of Swachh Bharat Mission (Gramin)

December 2014

**Public Health Engineering Department
Assam**

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Abbreviation

ANM	: Auxiliary Nurse Midwife
APL	: Above Poverty Line
APWS	
C	: Anchalic Panchayat Water and Sanitation Committee
ASHA	: Accredited Social Health Activist
AWW	: Anganwadi Worker
BCC	: Behaviour Change Communication
BNV	: Bharat Nirman Voluntary
BPL	: Below Poverty Line
BRCC	: Block Resources Centre Coordinator
BRG	: Block Resource Group
BWSC	: Block Water and Sanitation Committee
CBO	: Community Based Organisation
CRCC	: Cluster Resources Centre Coordinator
CSC	: Community Sanitary Complex
DRG	: District Resource Group
DWSC	: District Water and Sanitation Committee
DWSM	: District Water and Sanitation Mission
EOI	: Expression of Interest
GWSC	: Goanpanchayat Water and Sanitation Committee
IEC	: Information, Education and Communication
IHHL	: Individual Household Latrine
IMIS	: Integrated Management Information System
IPC	: Inter Personal Communication
MAC	: Member Autonomous Council
MoU	: Memorandum of Understanding
NGO	: Non Government Organization
ODF	: Open Defecation Free
PHED	: Public Health Engineering Department
PIP	: Project Implementation Plan
SBM(G)	: Swachh Bharat Mission (Gramin)
SHG	: Self Help Group
SLEC	: State Level Executive Committee
SLSSC	: State Level Scheme Sanctioning Committee
SLWM	: Solid and Liquid Waste Management
SWSM	: State Water & Sanitation Mission
TS	: Technical Sanction
VCDC	: Village Council Development Committee

Operational Framework for implementation of Swachh Bharat Mission (Gramin)

1. Background

Government of Assam is implementing the Sanitation programme since its launch, in 1999, as Total Sanitation Campaign. With more than one decade's implementation of the programme, nearly 22 lakh families were covered with toilet facilities in the rural areas of the State. However, still more than 28 lakh families are yet to be provided with a sanitary toilet. Also, a significant portion of the toilets (around 27%) already constructed, with very low cost, needs up-gradation.

Now, Govt. of India has resolved to achieve Swachh Bharat by 2019. On 2nd October'2014, the erstwhile Nirmal Bharat Abhiyan (NBA) has been re-structured as Swachh Bharat Mission (SBM -G). Under SBM -G, the goal of achieving Swachh Bharat has been pre-poned by 3 years (by 2019) as against 2022 under NBA. The goal is to transform all the villages to a clean village. Also, all household will have to be provided with a sanitary latrine by 2019 to commemorate the 150th birth anniversary of the Father of the Nation, Mahatma Gandhi.

As service provider, PHED, Assam will face twin challenges-transforming every village to clean village & providing Household Toilet and Sustaining the Sanitation facilities and their uses

2. Goal of the Programme

The overall goal of the programme is to eliminate open defecation in rural areas of the State (61.5% of the States households using toilets as per 2011 census) and achieve cleanliness of villages (Organized solid and liquid Waste management yet to be put in place in rural areas).

2.1 Objectives of the Programme

To achieve the goal of the programme, the main objectives are to **(i) Increase the demand for sanitary toilets among the rural households, (ii) Strengthen the institutional mechanism for delivery of the services,(iii) Involve all**

sections of the community in the programme activities.

The programme focuses on low cost affordable technology, capacity building of the programme staff, advocacy and communication through development of area specific communication strategy, building partnership with community based organizations for programme delivery, monitoring and evaluation.

2.2 Project Components

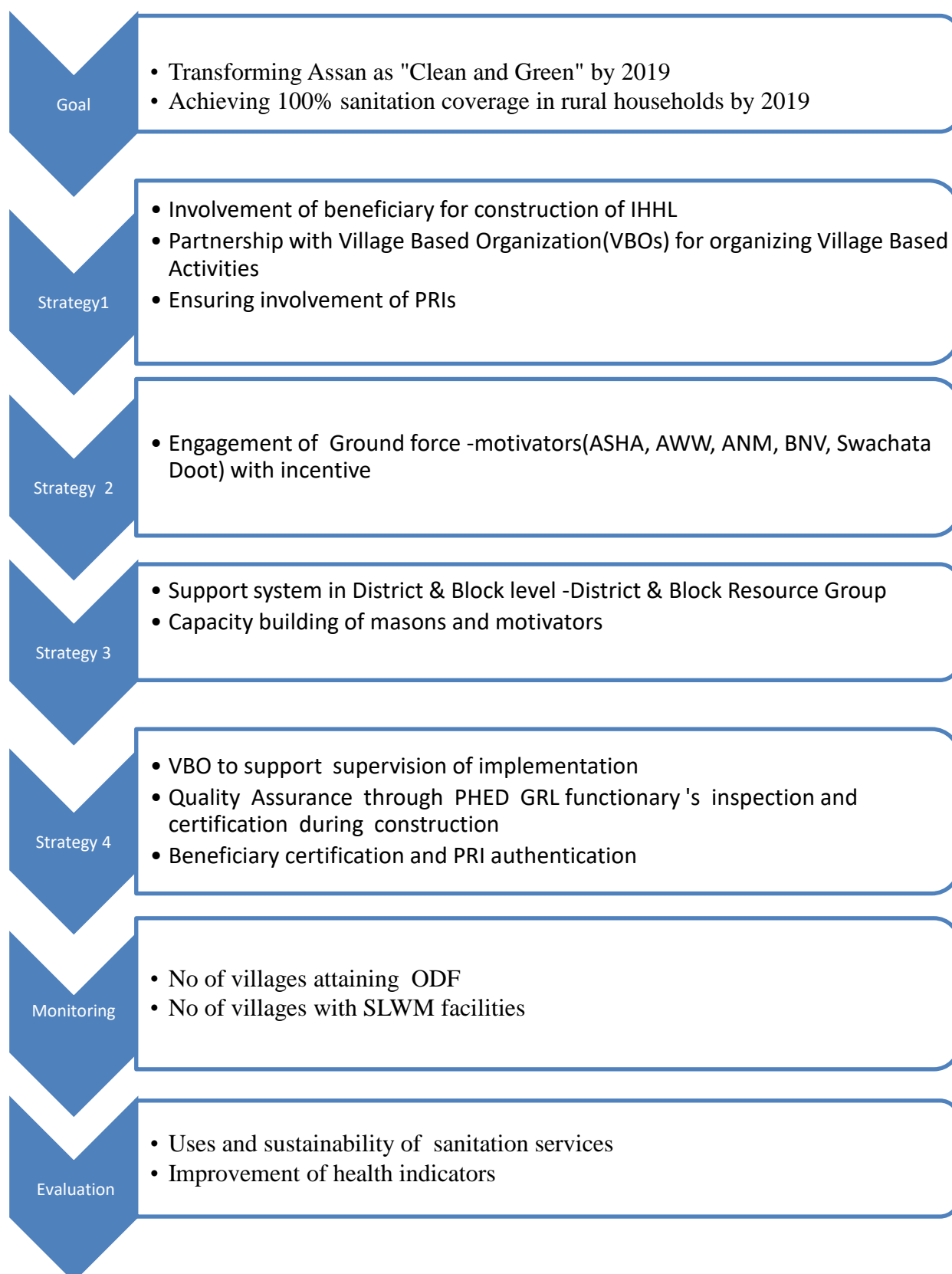
- 1. Individual Household Latrines for rural families**
- 2. Community Sanitary Complex**
- 3. Solid and Liquid Waste Management**

2.3 Provisions under SBM(G)

- 1. IHHL : Incentive @Rs.12000.00** for construction of **household latrines with provision of water storage facility for all APL families belonging to all SCs/STs, Small and Marginal Farmers, Landless Labourers with Homestead, Physically Handicapped and Women Headed Households, and all BPL families.**The funding pattern of the IHHL will be **Rs. 10,800.00 (90 percent) Central share and Rs. 1,200.00 (10 percent) State Share.**
- 2. SLWM:** A cap of Rs. 7/12/15/20 lakh is applicable for GPs having up to 150/300/500/ more than 500 households on a Centre and State/GP sharing ratio of 75:25. Additional cost requirements to be met by State/GP/other sources (Finance Commission funding/CSR/Swachh Bharat Khosh etc).
- 3. CSC:** Support for **Community Sanitary Complexes** to be Rs. 2.00 lakh at a sharing ratio of 60:30:10.
- 4. IEC:** IEC cost will be 8 percent of total project cost, with 3 percent at the Central level and 5 percent at State level. Of the 5% in the State level 0.5% (0.25% for IEC activities at State level and 0.25% for Capacity building activities at state level) will be spent & 4.5% (3.75% for IEC/BCC/IPC activities at District and Block/GP level and 0.75% for capacity building at District/Block/GP level) will be spent by the DWSCs.
- 5. Administrative Cost** at 2 percent of the project cost. The funding pattern is

in a ratio of 75:25 between Center and State. Of this fund 0.20% will be spent in SWSM and 1.80% will be spent in the DWSCs.

2.4 SBM(G) Architecture

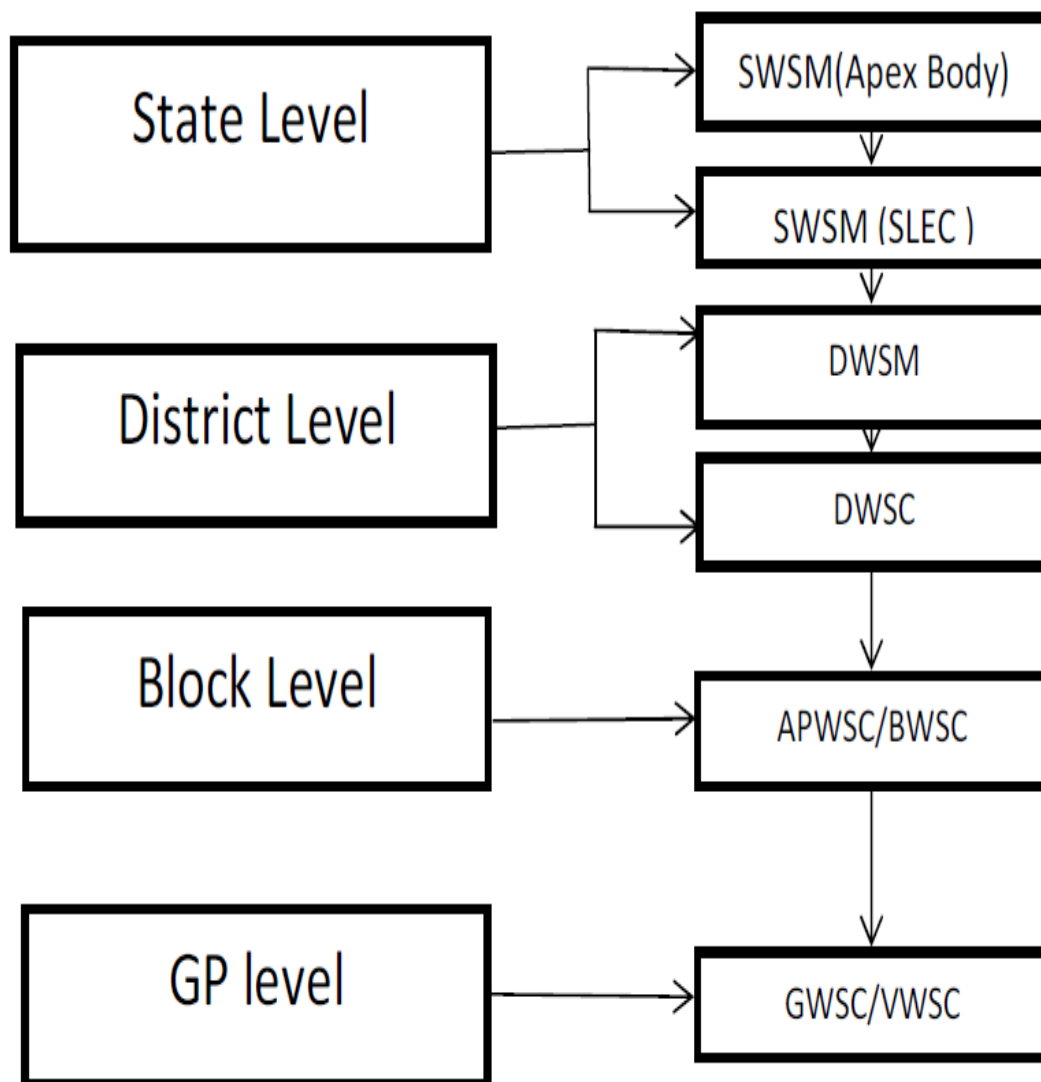


3. State's Project Objectives

In the State 28 Lakh household latrine 760 Nos. community sanitary complexes have to be completed within 2nd October 2019. Also, Solid & Liquid Waste Management (SLWM) activities will have to be taken up in all Gaon Panchayats of the State.

4. Administrative Set up

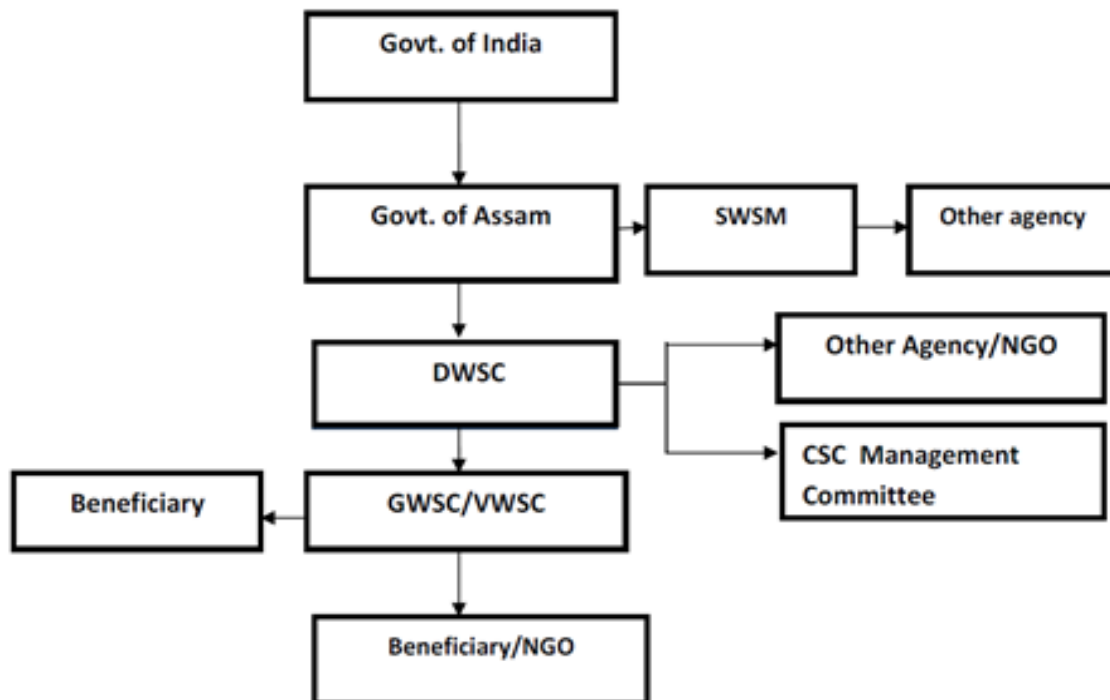
1. Administrative set up for implementation of SBM(G)



Existing implementation mechanism in the State

5. Fund Management

2. Fund Flow for SBM(G)



6. Reaching out to PRIs and other Village Institutions

In the State, every village is having one Gaon Burah and one Ward Member. Bharat Nirman volunteers, Accredited social health activists (ASHA) and Anganwadi Workers (AWW) are also available in each village. This group of people may be very useful resource in propagating the messages of SBM (G).

Step 1

Identify village level institutions/organizations such as Mothers club, Youth Club, Shelf Help Group. Prepare the register with the name and contact number of Chief Functionary.

Step 2

Identify one Swachhata Doot in each village. He /She may be anyone from the village willing to join the mission. He will be selected by the Gaon Panchayat/GWSC/VCDC/MAC. His name will be declared publicly in the Gaon Sabha Meeting. He will be issued a formal letter by the DWSC. **Details of Swachhata Doot enclosed. (Annexure - I).**

Step 3

- a. The Swachhata Doot will be provided with leaflets, registers
- b. He will be given one Badge, supported with SMS pack and performance based incentive and finally one **certificate of appreciation** will be given. **(Badge and Certificate of appreciation format enclosed, Annexure – II(A) & II(B)).**

Step 4

He will be oriented on the following areas

- a. Mission to achieve ‘**Swachh Bharat**’ by 2019.
- b. Motivation Techniques
- c. Orientation on technological options

DWSM consultants supported by the District Resource Group(DRG) and Block Resource Center Co-ordinators(BRCC)/ Cluster Resource Center Co-ordinators(CRCC) supported by Block Resource Group(BRG) will organize the orientation programmes.

Her /His role

- a. His role as **Swachhata Doot** (To visit every household to spread the messages on Swachh Bharat Mission. To team up with ASHA/AWW. To help in organizing group meetings(s) and any other activities. To report to the Gaon Burah and Ward Member. To co-ordinate with NGOs/CBOs/SHGs and GP Presidents. To send daily report through

SMS to the Block Resource Center Co-ordinators(BRCC)/ Cluster Resource Center Co-ordinators(CRCC) . To maintain register of the households.) (**Format for register enclosed Annexure – III (A) & (B).**)

7. Advocacy and Communication

Step 1:

Assess the situation (No of families, Status of Sanitation facilities, Hygiene Practices, Occurrence of water and sanitation related diseases, literary status, economic condition etc) of the project area(Example: Village/Habitation/Gaon Panchayat).

Step 2:

Identify the Primary Participant (PP) (Example: Mother, Children, whose behavior need to be changed), Secondary Participant (SP) (Example: Elders in the family, ASHA, AWW, NGO volunteers, who can influence for changing the behavior) and Tertiary Participant (TP) (Example: Political leaders, Religious leaders, Opinion leaders; who can indirectly help/hinder in the project implementation).

Step 3:

Prepare/Design the plan for advocacy (for Tertiary Participants), Social Mobilization (for Secondary Participants) and Behaviour Change (for Primary Participants).

Step 4:

Design the plan for disseminating health and hygiene messages through Mid media and Reminder media(Hoarding, Wall Writing, Postering, Bannering, Messages on Public Transport(Rickshaw, Auto, Bus etc)

Step 5:

Implement the plan with the help of DRG/District Consultant,

BRG/BRCC/CRCC and Swachata Doot for Advocacy, Social Mobilization and Mid media and Reminder media activities through suitable agencies.

Step 6:

Evaluate the impact of the activities in the community, document & report

8. Capacity Building

Step1.

Analyze the Training need of the programme staff of different levels(Engineers, Consultants, Accounts personnel) and supporting workforce(masons, frontline workers viz Swachhata doot, ASHA, AWW, BNV etc)

Step2.

Design the training programmes and Prepare the annual action plan for State Level/Zonal Level training (Example :Trainng of Trainers, MIS training, Account Personnel's training, Engineers Training, District Resource Groups' training) and District Level training (Example :Block Resource Group's training, Mason Training, Frontline workers training).

Step3.

Identify institutes for imparting training at State /Zonal level and NGOs/CBOs for training at District Level.

Step4.

Organize the trainings as per the Annual Action Plan.

Step5.

Evaluate the performance improvements after training.

9. Hardware activities

9.1 Community Sanitary Complexes

Step 1:

Identify market and Bus Stand in Gaon Panchayat area as well as the thickly populated area, where construction of IHHL is not possible.

Step 2:

Form a Community Sanitary Complex Management committee (CSCMC). Collect 10% upfront contribution as per Guidelines.

Step 3:

Submit the proposal for new toilet from the Committee through the Gaon Panchayat/GWSC/VCDC/MAC to DWSC. **(Format for proposal enclosed - Annexure- IV).**

Step 3.

DWSC will accord the Technical Sanction (TS) to the CSCMC with intimation to Gaon Panchayat/GWSC/VCDC/MAC. **(TS format enclosed - Annexure- V).**

Step 4

Sign the Memorandum of Understanding (MoU) with NGO/other agency in case of implementation by NGO, DWSC will select the NGO through Expression of Interest (EoI) or Expression of Willingness (EoW). **(EoI & MoU format enclosed -Annexure-VIA & VIB).**

Step 5

Transfer the fund to the NGO as per the clause of the MoU along with the detailed drawing and Specification.

Step 6

Get the construction verified by the Block Co-ordinator and PHED field

officer.

Step 7

Completion certificate will be signed by the President & Secretary of CSC management Committee duly countersigned by the PHED field Officer. Photograph during construction and after completion of construction with the President & Secretary of CSC management Committee will have to be taken.

Step 8

Online entry of the completed CSC in the Ministry of Drinking Water and Sanitation's IMIS will be ensured by the MIS consultant/District Nodal Officer of SBM (G).

9.2 Construction of Individual Household Latrine

Step 1:

Identify the households without toilet as per the Baseline Survey entered online.

Step 2:

Convene a meeting of GPWSC. Invite the Gaon Burah, ASHA, AWW, Swachata Doot to the meeting. Discuss the issue of sanitation in presence of Gaon Burah, ASHA, AWW, Swachata Doot. Take a pledge to construct at least 10 IHHL by each Ward Member, Gaon Burah, ASHA, AWW and Swachata Doot. In one village, 50 IHHL can be constructed in one month. With average 10 village of the GP 500 IHHL can be constructed in one GP every month.

Step 3:

Invite every household sending an invitation letter at a convenient time in a location (with due permission of the authority any community hall, premises of any religious place, school, club etc) utilizing the BRCC/CRCC/Swachata Doot.

Step 4:

Visit every household for motivation for personal hygiene, toilet use, maintenance and upkeepment of surroundings, general cleanliness.

Step 5:

Release of incentive amount to the beneficiary after complete construction of the toilet, as per approved specification/higher specification than in case they are willing to construct the toilet. Else, take an undertaking that they are willing to get the toilet constructed through selected NGOs/SHGs.

Step 6.

Accord Technical Sanction (TS) by an officer of PHED as per the power vested by the Government (**Format enclosed -Annexure- VII**).

Step 7.

Sign the Memorandum of Understanding (MoU) with NGO/other agency in case of implementation by NGO. (**Annexure-VIA**) DWSC will select the NGO through Expression of Interest (EoI) or Expression of Willingness (EoW). (**MoU format enclosed - Annexure- VIB**).

Step 8.

Transfer the fund to the NGO as per the clause of the MoU along with the detailed drawing and Specification.

Step 10.

Get the construction verified by the Swachata Doot, Block Co-ordinator and PHED field officer.

Step 11.

Completion certificate will be signed by the Beneficiary, authenticated by the concerned Gaon Burah/ Ward Member, duly countersigned by the PHED field Officer and President of the Gaon Panchayat. Photograph during construction and after completion of construction with the beneficiary will

have to be taken.

Step 12.

Online entry of the completed IHHL in the Ministry of Drinking Water and Sanitation's IMIS will be ensured by the MIS consultant/District Nodal Officer of SBM (G).

10. Monitoring

Step 1:

Identify the team at State Level, District Level, Block Level, GP Level and Village level. Develop the monitoring formats for each level.

Step 2:

Frame the monitoring and review plan during project implementation period.

Field Visit:

- a) **State level:** Field Visit bimonthly (Secretary/Chief Engineer or his authorized representative(Addl. Chief Engineer/Superintending Engineer or any other Officer chosen by the SWSM),
- b) **District Level:** Field Visit monthly (Deputy Commissioner or his authorized representative, Chief Executive Officer, ZP or his authorized representative, Member Secretary/Associate Member Secretary, DWSC or District Nodal Officer or any other officer chosen by the DWSC)
- c) **Block Level:** Field Visit fortnightly (Block Development Officer or his authorized representative, Asstt. Executive Engineer(PHE) , Block Co-ordinator)
- d) **GP level:** Field Visit weekly (GP President, GP Secretary, Member Secretary, GWSC/VWSC, Cluster Co-ordinator),
- e) **Village level:** Daily (Swachata Doot, ASHA, AWW, PHED Grass Root Level Worker)

Review

- a) State Level: Quarterly (To be Chaired by Secretary, PHED/Executive Director, SWSM and attended by ACE(PHE)/SE(PHE))
- b) District Level: Monthly (To be Chaired by Deputy Commissioner and attended by Member Secretary, Associate Member Secretary, District Nodal Officer, District Consultants, Asstt. Executive Engineers)
- c) Block Level: Fortnightly (To be Chaired by the Member Secretary/ Associate Member Secretary and attended by Asstt. Executive Engineers, Member Secretary, GWSC/VWSCs, BRCC/CRCC)
- d) GP Level: Weekly (To be Chaired by the GP President and attended by the Member Secretary, GWSC/VWSC and other members, Swachata Doot)

11. Evaluation

Step 1

Finalize the indicators for evaluation of project outcome (Example: % of household with Sanitary Latrine, % of household using Sanitary latrine, % of household managing Soak pit, % of household practicing using Compost pit, % of children practicing hand washing with soap before eating and after defecation, % of families using improved water sources)

Step 2

Engage agencies/individuals for evaluation inviting Expression of Interest

Step 3

Document and set appropriate policy for implementation/course correction
(Suggestive formats enclosed -Annexure -IX).

Annexure-I

Details regarding engagement Swachhata Doot

Why Swachhata Doot ?

To disseminate the messages on health, water & Sanitation in the community, the services one volunteer will be very helpful. He/She can support the community in promoting village sanitation. Preferably, one volunteer in each village maybe engaged. This volunteer may be named as **Swachchhata Doot or Sanitation Messenger**.

How Swachhata Doot will be helpful in implementation of SBM ?

- The Swachhata Doot will act as **MESSAGE BEARER** and propagate messages on Health, Water and Sanitation.
- The Swachhata Doot will act as a **LINK** person between the GP/ BRCC/ CRCC & the Community.
- The Swachhata Doot will **ENCOURAGE** the Individual Households of the community for construction of sanitary toilets & its uses.
- He will help to **ORGANISE** group meetings.
- He will **SUPERVISE construction of IHHL**, status of sanitation, hygiene, safe drinking water, disposal of solid and liquid waste etc.
- He will **COORDINATE** with Masons, NGO/CBOs.

Engagement of Swachhata Doots, How ?

- (1) Swachchhata Doots may be engaged by Gram Panchayat/GWSC/VWSC with the approval of Gram Sabha/DWSC.
- (2) The engagement can be cancelled by the GWSC due to unsatisfactory performance.
- (3) The Swachchhata Doots can withdraw from SBM activities within 15 days notice.

Who can be engaged as Swachhata Doot ?

- A resident of the Village in which he is being engaged.
- Minimum Education Qualification, HSLC passed
- A person with working experience in sanitation, water and hygiene.
- He/She must have access to toilet and should not be practicing Open Defecation.
- He/She should possess good command over local language/dialect.
- He/She to coordinate masons for quality control in construction.
- He/She should have good communication skill, should hold a good

reputation in the GP, should be apolitical, should possess leadership quality and community mobilization skills.

- Preference will be given to smart phone holders with latest innovations.

What will be the Roles & Responsibilities?

1. Visit house to house to disseminate the messages on SBM.
2. Keep records of households of the village on Sanitation and Drinking Water status.
3. Keep records of construction of IHHL.
4. Give feedback on construction and usages of IHHL to BRCC/CRCC/GP through SMS.

What Swachhata Doot will get?

1. Incentive for motivation of household @ Rs.75/- per household till completion of the HHL and Rs.75/ per HHL for monitoring sustainable use of HHL and hygiene practices by the family for 3 months after completion.
2. SMS pack upto maximum Rs.1000/- per village.
3. A Badge.
4. Leaflet, Brochure and other IEC aids.
5. A certificate of appreciation on attaining Open Defecation Free status by the village.

Certificate of Appreciation



*This is to certify that Mr. / Mrs.....son / daughter / wife of
....., an inhabitant of Village.....GP
.....Block.....District.....
was actively involved in performing his / her duties as **SWATCHATA DOOT** under
Swachh Bharat Mission (gramin)
w.e.f.....to.....District Water & Sanitation
Committee appreciates his / her role as Swatchata Doot and issues this certificate in recognition to
his / her invaluable services.*

Member Secretary , DWSC

Deputy Commissioner

Note : This may be translated into local language

Annexure - II (B)

Badge



Name:

Code No.....

.....Village

Note : This may be translated into local language

Annexure - III (A)

Register of Swatchhata Doot for Status of Water and Sanitation

Name of District: Block: GP : Village :								
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[illegible]

Annexure - III (B)

Register of Swachhata Doot for Advocacy Communication & Capacity Building

Name of District: Block: GP : Village :

Sl. No.	Activity	Date of Activity	No. of Activity	Signature of Swachhata Doot	Signature of AEE (PHE)
1	2	3	4	5	6
	Home Visit				
	Group Meetings				
	Padayatra				
	School Rally				
	Cycle Rally/Bike Rally				
	School Rally				
	Others				

Annexure - IV

Proposal of Community Sanitary Complex

[illegible]

Annexure – V
Suggestive format for Technical Sanction for Community Sanitary Complex (CSC)

GOVERNMENT OF ASSAM
OFFICE OF.....
.....

No. PHE/.....

Dated:

To,

.....
.....

Sub: Technical Sanction for Community Sanitary Complex (CSC)

Ref: AA no.....

1. Technical Sanction is hereby accorded for construction ofnos. of Community Sanitary Complex (CSC) in.....village, underG.P ofBlock in.....District.
2. The Sanction amount is Rs..... (Rupees.....)
3. The Sanction has been registered in the office of the undersigned as
4. The Expenditure will be met out of the allocation under Swachh Bharat Mission.
5. The terms and conditions as stated in the AA letter should be strictly followed.
6. The TS amount should not exceed under any circumstances.
7. The certified copy of the plan and estimate should be sent to the office of the undersigned and SWSM for record.
8. The materials should be procured as per existing Govt. rules/guidelines.
9. The progress report should be submitted to the office of the undersigned and SWSM.
10. The work must be completed as per approved drawing and specifications.

Enclo: As Stated above

.....
(Designation of the Sanctioning Authority)

Memo. PHE/.....

Dated:

Copy to:

1. The Secretary to the Govt. of Assam, PHED, Dispur.
2. The Chief Engineer (PHE), B&S, ED, RGRWSM, Hengrabari, Guwahati-36.
3. The Chairman, DWSM cum Deputy Commissioner.....

.....
(Designation of the
Sanctioning Authority)

FORMAT FOR EXPRESSION OF INTEREST (E.O.I.)

District Water and Sanitation Committee(DWSC),,District, Assam invites Expression Of Interest (EOI) from CBO/NGO/SHG to facilitate construction of Individual Household Latrines/Community Sanitary Complex/Solid & Liquid Waste Management activities/ IEC activities under Swatchh Bharat Mission (Gramin), SBM, (G), in theBlock/.....Gaon Panchayat/.....Village ofDistrict of Assam.

Pre – qualification criteria:

1. The organization must be registered under Society Registration Act.,1860/ National Rural Livelihood Mission(in case of SHGs)/any State Govt Department as SHG
2. The organization must have work experience in rural community based projects or any similar assignments for minimum 2 years.
3. Preference will be given to organizations from the locality with adequate experience in Water & Sanitation sector.

For detailed scope, pre-qualification criteria, other terms and conditions and suggested formats, willing organizations may visit the office of the undersigned. The details will be issued on payment of Rs.100.00 in the form of IPO/DD/Cash in favour of Member Secretary, DWSC.

Interested organizations who meet the pre – qualification criteria may furnish their Expression of Interest(EoI) with all necessary documents in a sealed cover along with a covering letter duly signed by an authorizing signatory on or beforemonth, year byhrs at following address :

Address of DWSC:.....

Authorized Signatory on behalf of DWSC

Application Form for CBO/SHG/NGO

Name of the work: Construction of IHHL/CSC/SLWM/IEC activities

1. Name of Organization / Applicant:
2. District:
3. Area / Locality:
4. Address for communication:
5. Contact/Phone no:..... E-mail ID (if any):
6. Date of Registration:
7. Registration no:
8. Pan No:
9. Name of Bank..... Account no..... IFSC code:
10. Name & designation of the chief functionaries: (Annex-I. Contact details).....
11. No. of active members: (Annex-II. Contact details).....
12. Memorandum of Association:

Previous Experience:

1. Type of works undertaken: (List of activities to be attached):.....
2. Area/ locality:
3. Certificate:

Seal of Organization

Signature of Authorized Signatory

Annexure – VI C
FORMAT FOR MEMORANDUM OF UNDERSTANDING
(Between DWSC and NGO/CBO/SHG)

Introduction

.....District Water and Sanitation Committee, having its office located in.....District..... is implementing Swachh Bharat Mission (Gramin)(SBM-G), a flagship programme of Govt of India. The DWSC is represented by the Executive Engineer (PHE).....Division as Member Secretary and Deputy Commissioner ...District as Chairman. The DWSC is willing to engage a support organization (SO) for carrying out different activities under SBM(G)

Purpose and Scope

The purpose of this MOU is to provide the framework arrangement between DWSC and the SO.(Name of NGO/CBO/SHG etc), represented by, Secretary andPresident/Chairman.for carrying out different activities of SBM(G) inGaon Panchayat, underBlock.....District.

The NGO/CBO/SHG will be responsible

- i. Organizing IEC activities as per approved plan of DWSC
- ii. Facilitate the mason trainings as per approved plan of DWSC
- iii. Support the beneficiary for Construction of IHHL
- iv. Support for construction of CSC/SLWM
- v. Take photographs and help the BRCC/CRCC/Data Entry operator for uploading in IMIS
- vi. Submit Completion reports/Utilization certificates

Responsibilities

Both DWSC and the NGO/SHG/CBO will appoint a person to serve as the official contact and coordinate the activities of each organisation to carry out this MOU.

The organisations agree to the following tasks for this MOU:

Actions

1. The NGO/CBO/SHG will submit the documents as per the terms and conditions of willingness of interest (WoI)/Expression of interest (EoI) .
2. On selection of the organization by the DWSC, both party will sign the MoU , through their official representative.
3. The NGO/SHG/CBO will be responsible for completing the assignments as per the offer letter issued by the DWSC
4. The DWSC will be responsible to release funds to the NGO/CBO/SHG as per conditions of the offer letter of DWSC

Dispute Settlement

Should there be disagreement/dispute between the signatories to this agreement; the matter will be taken up with the DWSM/SWSM. Legal jurisdiction for any litigation will be within the Gauhati High Court..

Terms of Understanding

1. The MoU will be valid till.....
2. Extension of MoU will be considered on review of the performance
3. All tasks / activities will have to be carried out as per approved plan/design/drawing/estimate. Any defect noticed within 1 year in executing the assignments will have to be rectified at the cost of the NGO/CBO/SHG
4. The performance of the NGO/CBO/SHG will be reviewed half yearly or earlier with an intimation to the NGO/CBO/SHG
5. In case of unsatisfactory performance and breach of the provisions of the MoU/Offer letter , the agreement will be terminated by the DWSC
6. DWSC will cover the cost of activities as per agreement. Any cost towards programme staff, masons, labourers etc will be the sole responsibility of the organization.

Authorization

On behalf of the organisation I represent to sign this MOU

DWSC

Name: _____

Organisation Seal: _____

Date: _____

SO

Name: _____

Organisation: _____

Date: _____

Annexure – VII
Format for Technical Sanction for Individual House Hold Latrine (IHHL)

GOVERNMENT OF ASSAM
OFFICE OF.....
.....

No. PHE/.....

Dated:

To,

.....

.....

Sub: Technical Sanction for Individual House Hold Latrine (IHHL)

Ref: AA no.....

1. Technical Sanction is hereby accorded for construction ofnos. of Individual House Hold Latrine (IHHL) in.....village, underG.P ofBlock in.....District.
2. The Sanction amount is Rs..... (Rupees.....)
3. The Sanction has been registered in the office of the undersigned as
4. The Expenditure will be met out of the allocation under Swachh Bharat Mission.
5. The terms and conditions as stated in the AA letter should be strictly followed.
6. The T.S amount should not exceed under any circumstances.
7. The certified copy of the plan and estimate should be sent to the office of the undersigned and SWSM for record.
8. The materials should be procured as per existing Govt. rules/guidelines.
9. The progress report should be submitted to the office of the undersigned and SWSM.
10. The work must be completed as per approved drawing and specifications.

Enclo: As Stated above

.....
(Designation of the Sanctioning Authority)

Memo. PHE/.....

Dated:

Copy to:

1. The Secretary to the Govt. of Assam, PHED, Dispur.
2. The Chief Engineer (PHE), B&S, ED, RGRWSM, Hengrabari, Guwahati-36.
3. The Chairman, DWSM cum Deputy Commissioner.....

.....
(Designation of the Sanctioning Authority)

Annexure-VIII A

Monitoring Format I

Physical Progress

Year	Month	Construction of IHHLs for BPL		Construction of IHHLs for APL		Community sanitary complex		Solid and liquid waste management		RSM & PC	
		Target	Achiev	Target	Achiev	Target	Achiev	Target	Achiev	Target	Achiev

Monitoring Format II

GP Saturation Status

Year	Month	Name of District	Total number of GPs	Number of GPs selected for saturation	Number of selected GPs approved by the DWSM	Number of selected GPs where functional piped water supply was available	Total number of GPs achieved saturation during the month

Annexure-VIII B

Monitoring Format I II Involvement of NGOs

Year	Name of Project District	Total no. of NGO involved	No. of NGOs receiving grant	Amount of grant released to NGOs	No. of NGOs from whom UC was pending	Amount of UC pending

Annexure-VIII C

Monitoring Format I V IEC and HRD activities

Year	Number of IEC /training programmes targeted to be conducted		Number of IEC training programmes actually conducted		Number of persons targeted to be trained		Number of persons actually trained	
	At District level	At Block level	At District level	At Block level	At District level	At Block level	At District level	At Block level

Annexure-VIII D

Monitoring Format V													
Field Visit													
Name of the Project District	Year/Month	Total no. of inspection required to be conducted	No. of inspections actually conducted	Total no. of HHL/CSC/SLWM activities visited	Total no. of objections raised in inspection reports	No. of objections relating to							
						Construction work not in accordance to norms	Non-involvement of community in construction	Latrines polluting water sources	Incorrect selection of beneficiary	Improper use of latrines	Improper site selection	Others	

Annexure-VIIIE

Monitoring Format VI											
IEC Expenses											
Name of project District	Year	Budget for IEC	Central Share	State share	Total project expenditure	Actual expenditure on IEC including start up activities	Expenditure on IEC as percentage of total expenditure under SBM(G)	Expenditure on IEC taking place at District and Project levels	Expenditure on IEC taking place at Block level	Expenditure on IEC taking place at Gram Panchayat level	Remarks, if any
Monitoring Format VII											
HRD Expenses											
Name of project District	Year	Budget for HRD	Central Share	State share	Total project expenditure	Actual expenditure on HRD	Expenditure on HRD as percentage of total expenditure under SBM(G)	Expenditure on HRD taking place at District and Project levels	Expenditure on HRD taking place at Block level	Expenditure on HRD taking place at Gram Panchayat level	Remarks, if any

Monitoring Format VII											
Admn Expenses											
Name of project District	Year	Budget for Admn	Central Share	State share	Total project expenditure	Actual expenditure on Admn	Expenditure on Admn as percentage of total expenditure under SBM(G)	Expenditure on Admn taking place at District and Project levels	Expenditure on Admn taking place at Block level	Expenditure on Admn taking place at Gram Panchayat level	Remarks, if any
Monitoring Format VIII											
Hardware Expenses											
Name of project District	Year	Budget for Hardware	Central Share	State share	Total project expenditure	Actual expenditure on Hardware	Expenditure on Hardware as percentage of total expenditure under SBM(G)	Expenditure on Admn taking place at District and Project levels	Expenditure on Admn taking place at Gram Panchayat level		Remarks, if any

