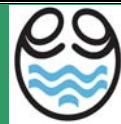


# RWSSP: TOOLKIT 7.1 WATSAN Committee Checklist



## Introduction

Effective WATSAN community committees are an essential component for promoting sustainability. This TAN has been developed to help monitor the current situation, and to promote better practice.

The checklist over leaf provides questions on the current status of the community WATSAN committee. It should act as a guide to help improve the quality of community committees.

What we are looking for;

- ✓ a committee that represents the many voices of the community
- ✓ an approach to water and sanitation management that builds on existing structures, processes and capacity where they exist.
- ✓ committees with efficient and effective leadership
- ✓ involvement by the committee in project planning, implementation, monitoring and evaluation
- ✓ a committee that is capable of dealing with the social, technical and financial components of management
- ✓ investment by the NSA in promoting linkages between the WATSAN and alternative support organisations, such as the private sector, local government, CBOs
- ✓ clear and transparent bookkeeping
- ✓ a clear constitution and operating procedures, rules and regulations (byelaws)
- ✓ water and sanitation committees recognised as a legal body with legal authority



Photo: Jim Thomas TCA



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To assist in achieving this a monitoring questionnaire has been developed. Its aim is to promote discussion amongst the community, NSA and the WATSAN committees to identify opportunities for improvement. The questionnaire can be used to understand more about how the WATSAN committee operates. It is not meant to be a test, but a way to explore the current situation.

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**Ask members of the community.**

Who is on your WATSAN committee?	
Do you know these people?	
How many are men/women?	
Do you know how these people were selected?	
How long can they stay in the committee for?	
What is their role?	
Have you paid money to the WATSAN committee?	
What is this money used for?	
How do you access the committee to discuss grievances or issues related to water supply?	
What interaction have you had with the WATSAN committee?	
How does the committee promote improved hygiene and sanitation?	
How would you improve the WATSAN committee?	

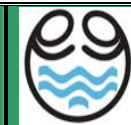
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**Ask the WATSAN Committee members**

When was the committee created? How early in the project	
How was it involved if at all in designing and implementing the community water supply?	
How was the committee established? Did one exist prior to the project or is the committee new?	
How many men/women on the committee? (WATSAN committees should definitely have women representatives)	
What are your roles and responsibilities?	
FOR WOMEN :How do the women feel about their role on the committee? Do they have as much authority/power as the men? (ask when no men around)	
How were you selected to be on the committee?	
Who is the chairman? What is his/her position in the community?	
Do you have any byelaws? A written constitution/guidelines ?	
How are new members elected?	
What training have you received? Have these helped you do your job? What skills do you feel you lack? (Bookeeping, gender, PHAST, HIV/AIDS, Managing meetings, management and leadership, O&M, Roles	

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and functions)	
What support are you given , by the NSA, any other stakeholders?	
What benefits do you to get out of being a member?	
Do you have a bank account?	
Do you collect money from the community? How is this money accounted for to the community, what is it spent on? How do you raise the money?	
How often do you need to meet? Do you have an agenda? Do you keep minutes? Do you have regular meetings? (Once a ¼ is minimum) When was your last meeting	
Do the WATSAN members exchange experiences with other WATSANs?	
What authority do you have to ensure community contributions/maintenance/management of the water and sanitation facilities.	
What support do you need to work more effectively and efficiently?	
Do you have any linkages with other stakeholders in water and sanitation, such as other NSAs, WDC? Local Goverb	