

Guidelines on Sectoral Planning
for
Taluka/ Town Municipal Administrations (TMAs)

Programme Support Unit
Sindh Devolved Social Services Programme
Finance Department
Government of Sindh

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Foreword

The Sindh Devolved Social Services Programme is now in its third year as far as the Programme is concerned. However, this is its second year of developmental partnership with local governments. In this financial year, local governments will receive the second instalment of their SDSSP conditional grant. By preparing their Annual Sector Plans, the TMAs will be fulfilling one of the chief requirements of this conditional grant mechanism. Nevertheless, preparation of an inclusive and up-to-date Plan requires guidance and training. These Guidelines on planning in Water and Sanitation Sector are a humble attempt by the PSU to improve the planning capacity of the TMA officials and enable them to prepare a meaningful sectoral plan. The Guidelines will play a crucial role in capacity-building process and help institutionalize a culture of comprehensive planning in the Talukas/ Towns.

In this way, preparation of Town/ Taluka ASPs is jointly undertaken by the TMAs and PSU – each doing their bits. This exercise, which will bring forth vital, invaluable data, is the first of its kind in that never in the history of the province a disciplined effort to compile basic statistics pertaining to Water and Sanitation Sector has been made. It is hoped that the information thus gathered and, subsequently, made part of an integrated multi-dimensional province-wide database will be a source of in-depth studies and research on issues pertaining to Water and Sanitation Sector in Sindh, particularly, and the country, on the whole.

The Guidelines are well-researched and well-written – the fact that they are in our hands within the stipulated time attest to the determination and perseverance of the Sector Officers who developed them. I congratulate the officers and look forward to their continued zeal and devotion, which will lead to creating synergies with the local governments and line departments for improving the social indicators of the province.

**Abdul Kabir Kazi
Programme Director**

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Imtiaz Bhatti

List of Abbreviations

ADB	Asian Development Bank
ADP	Annual Development Programme
ASP	Annual Sector Plan
ATO	Assistant Town Officer
CBO	Community-Based Organization
CCB	Citizens Community Board
CR	Council Resolution
CSO	Civil Society Organization
DTO	Deputy Town Officer
DSSP	Devolved Social Services Programme
EIA	Environmental Impact Assessment
EPA	Environmental Protection Agency
FY	Financial Year
GoS	Government of Sindh
HSR	High Surface Reservoir
IEE	Initial Environmental Examination
KPP	Khush'hal Pakistan Programme
LGD	Local Government Department
MC	Monitoring Committee
MDGs	Millennium Development Goals
M&R	Maintenance and Repair
MOU	Memorandum of Understanding
NGO	Non-Governmental Organization
O&M	Operation and Maintenance
PFC	Provincial Finance Commission
PPP	Public-Private Partnership
PSU	Programme Support Unit
SA	Situation Analysis
S&D	Sewerage and Drainage
SDSSP	Sindh Devolved Social Services Programme
SLGO	Sindh Local Government Ordinance
S&SWM	Sanitation and Solid Waste Management
SWM	Solid Waste Management
TMA	Taluka/ Town Municipal Administration
UC	Union Council
VDA	Village Development Association
WS	Water Supply
WSS	Water and Sanitation Sector

SECTION I: MAIN FEATURES OF A SECTOR PLAN

1.1 INTRODUCTION

Planning is the key to efficient and optimal utilization of resources. An ideal plan depicts a realistic picture of strengths and weaknesses and opportunities and retarding factors; and based on that information suggests a realistic future course for the organization. In this time of cutting-edge competition, those that plan ahead are ideally set to remain ahead.

Enabling the local governments to prepare their annual plans of Health, Education, and Water and Sanitation Sectors is the hallmark of the Sindh Devolved Social Services Programme. The SDSSP is a US\$210 million social development programme funded by Asian Development Bank. The programme interacts with District Governments for implementing reforms in Education and Health Sectors, while with Taluka/ Town Municipal Administrations for reforms in Water & Sanitation Sector. The SDSSP aims to improve social indicators of the province through calculated interventions in these three Sectors.

To qualify for SDSSP funds, the TMAs need to prepare an annual sector plan for their Water and Sanitation Sector. Preparation of ASP is thus the main feature of the capacity-building process the SDSSP has initiated with the local governments. In the preceding financial year, Guidelines for the preparation of ASP were circulated to help TMAs in planning. The Programme Support Unit¹ also held multiple sessions of meetings, seminars and workshops with TMA officials to acquaint them with the planning process. As a result, 63 Talukas/ Towns whose Annual Sector Plans for their Water and Sanitation Sector were approved received their SDSSP grant share amounting to about Rs 340 million.

The present Guidelines are not an updated version of those sent to the Talukas/ Towns in last 2004-05. They have been completely rewritten to incorporate as much as possible practical knowledge acquired through experience during interaction with local governments, donors, civil society organizations and government departments during the preceding year. As these Guidelines are much more comprehensive and designed keeping in view ground realities, they supersede those released last year.

¹ PSU is the central office and nerve centre of the SDSSP. It is based in Karachi.

1.2 RELEVANCE OF INFORMATION REQUIRED

All the information required has direct relation to the social sector development initiatives started worldwide in response to the United Nations' Millennium Development Goals agenda. The UN targets the year 2015 as deadline for realization of the MDGs. Out of the eight MDGs, five have directly or indirectly depend on provision of improved water and sanitation facilities in developed countries. The Guidelines therefore prepare the TMA officials for long-term multi-year planning by asking information regarding projected demand of the Taluka/ Town in the year 2015.

About 40 per cent of the world's school-age children are infested with intestinal worms.

Lack of sanitation is a major public health problem that causes disease, sickness and death. Highly infectious 'excreta-related diseases such as cholera still affect whole communities'² in developing countries, and backward regions in developing countries such as rural areas of Sindh are even worse affected.

Box 1: Most frequent diseases related to poor water supply and sanitation

- **Diarrhoea.** About 4 billion cases of diarrhoea per year cause 2.2 million deaths, mostly among children under five
- **Intestinal worms** infect about 10 per cent of the population of the developing world and, depending upon the severity of the infection, lead to malnutrition, anaemia or related growth, and diminished school performance
- **Trachoma.** About 6 million people are blind from trachoma, a disease caused by the lack of water combined with poor hygiene practices. Studies found that providing adequate water supply could reduce the infection rate by 25 per cent
- **Schistosomiasis.** About 200 million people are infected with schistosomiasis, of whom 20 million suffer severe consequences. Studies found that adequate water supply and sanitation could reduce infection rate by 77 per cent
- **Cholera** is a worldwide problem, especially in emergency situations, that can be prevented by access to safe drinking water, sanitation and good hygiene behaviours

(Source: UNICEF, 2004, 'Meeting the MDG Drinking Water and Sanitation Target'. Available at <http://www.childinfo.org>)

² <http://www.childinfo.org/areas/sanitation>

These Guidelines have been designed as a comprehensive document to cater to the needs of both the urban and rural TMAs. As the function of the urban TMAs, generally, is confined to Sanitation and Solid Waste Management subsector, they should contact relevant civic agency that provides WSS services in urban areas and retrieve information pertaining to their area. In this way, vital information that should be part of the Taluka/Town records will be made accessible. Although the urban TMAs can skip some of the irrelevant Tables, they must complete the general situation analysis (Section II of these Guidelines).

Box 2: Different functions of urban and rural TMAs in the light of the SLGO

The SLGO 2001 (Section 54-h) mandates *Taluka* Municipal Administrations or rural TMAs to deliver water supply, sewage disposal and solid waste management services. These TMAs have to ensure the quality and consistency of service in production of potable water (water intake and treatment); distribution of potable water to customers; reduction in leakages for both water and sewage; collection of sewage, its treatment final disposal; mode of billing; and collection, processing and final disposal of solid waste.

In contrast to the functions of *Taluka* Municipal Administrations, *Town* Municipal Administrations have relatively limited responsibilities as laid out in Section 54-A of SLGO 2001. They carry out maintenance of assets, facilities as well as other supporting infrastructure, repair of burst pipes and improvement of solid waste management infrastructure, transportation and equipments.

1.3 DESIGN OF GUIDELINES

These Guidelines are both rigid and flexible. Rigid in the sense that some information has been required in the tabular format in order to make possible collection and collation of uniform province-wide data. However, the TMAs may choose to incorporate as much additional information as they consider necessary in view of their peculiar circumstances.

The Guidelines divide the Water and Sanitation Sector in to three subsectors of Water Supply, Sewerage and Drainage, and Sanitation and Solid Waste Management for the purpose of clarity and a detailed, multi-faceted analysis. Environmental issues being cross-cutting have been inserted as a separate Section.

Some of the information needed to complete the ASP would require a little research by TMA officials – they would not only need to rummage in to the TMA records but also seek information from other specialized agencies. Two important external sources of information could be the District Support Units and Bureaux of Statistics.

Main Features of a Sector Plan

The Guidelines are divided in five Sections. In Section I, main features of planning process and essentials of an ASP are discussed. In next section, the Guidelines give formats for general situation analysis, which include Taluka/ Town profile. Section III deals with subsector-wise situation analyses and provides formats for recording specialized subsectoral information. Section IV – Development Strategy – lists strategy to improve Taluka/ Town’s income and proposed development projects both by the Taluka/ Town and other governmental and non-governmental entities. Section V deals with environmental issues pertaining to each of the subsectors of WSS. The Guidelines also provide a set of Appendices. The one that merits mention here is the checklist to be filled up in the final stage of preparation of ASP. This checklist gives an idea of how scrutiny of ASP will take place after its completion.

1.4 PLANNING PROCESS AND STRATEGY

The planning process begins with a detailed exercise in situation analysis of WSS, which includes analysis of current state of the delivery system and incorporation of statistics. The officials and public representatives should look into social, technical, economic and environmental status of the existing water supply, sewerage and solid waste disposal systems. A good plan needs to integrate both quantitative and qualitative aspects of the process in its situation analysis section and go on to include identification of necessary development initiatives as a result of participatory processes.

It is important that the TMA officials read the provisions of the MoUs (See Appendix I).

The Memorandum of Understanding (please refer to Appendix I) signed by the TMAs with the Government of Sindh provides the basic parameters and Guidelines on utilization of SDSSP conditional grant. At the start, within the provided framework in the MoUs, it is crucial to carry out a comprehensive *situation analysis* of the current state of service provisions related to water supply, sewerage and drainage, and sanitation and solid waste management. A detailed list of operational and non-operational projects may be prepared as per formats provided in the following sections of these Guidelines. Information about facilities in the Taluka/ Town jurisdiction should be invariably mentioned in the relevant *Tables*, even though such facilities be out of the operational control of the Taluka/ Town and managed by district, province or any other entity.

Each of the schemes identified for rehabilitation should be assigned a priority with the help of key stakeholders – community and their elected representatives. Further, the planners at Taluka/ Town level should identify clearly the coverage extension, operational efficiency and resource protection in order to achieve the objectives of the project.

Once basic information has been compiled, strategic decisions can be taken and a plan can be prepared. A detail of engineering requirements for the restoration of the project, for instance water intake, network extension, sewage collection, or treatment should be incorporated in the planning procedure by including them in PC-1 format provided by the Government of Sindh (please refer to Environmental Guidelines provided separately).

Since it is clear that participatory planning is the main spirit of SLGO 2001, it is important to observe the processes laid down in the Ordinance. The formation of Council's Monitoring Committees to analyse the proposed development projects to be funded by DSSP is an agreed prerequisite set out in the MoU. The members of MCs would approve the ASP and then submit it to the Council for consideration. As participation of female members is also crucial to make the planning process inclusive, at least 20 per cent of the members in a monitoring committee should be women.

Likewise, when the Annual Sector Plan containing all development schemes including those to be funded by SDSSP is presented to the Council, it should consider it, debate it and approve it with or without modifications as it deems fit. Thus, after the Council Resolution validates the Annual Sector Plan and its contents *in toto*, the ASP acquires the status of a legal document.

It is important to provide copies of the minutes of the council proceedings and the CR along with ASP.

The TMAs must ensure SDSSP funds represent additionality to the regular social development expenditure in the Taluka/ Town. In other words, the regular budgetary allocation for development projects outside SDSSP needs to be maintained and possibly increased, while SDSSP funding tops it up as an additional grant to improve the services in Water and Sanitation Sector. The ASP, by giving the picture of all development initiatives in the Sector will eliminate chances of duplication of such activities.

Sustainability of the project after completion has always been a challenge for the Local Governments. It is therefore necessary to carefully carry out an analysis of budget implications regarding O&M of facilities, which the Taluka/ Town has to carry out from their own resources.

Box 3: Monitoring and periodic reporting of SDSSP-funded schemes

TMAs must ensure that the construction is carried out as per design and requirements and government rules and regulations are followed. The quality of construction, which is the key to project's longevity and sustainability, has to be ensured. The community and the Council through its Monitoring Committees need to oversee the process.

The TMAs would maintain communication with the Programme Support Unit (PSU) of SDSSP and submit periodic funds utilization reports (please refer to Appendix V).

1.5 ESSENTIAL FEATURES OF ASP

The ASP needs to lay down a broad vision of the political leadership of the Taluka/ Town regarding provision of services and facilities to the population during the current leadership's tenure in office and where the Taluka/ Town stands in next ten or so years. Further, the ASP has to provide as much detail as possible, especially on addressing

Main Features of a Sector Plan

poverty and gender imbalances; rationalization of existing facilities and resources; and creating synergy with other funding sources, not duplication of activities with them.

Before submitting the Annual Sector Plan to the Project Programme Support Unit (PSU) of SDSSP, please ensure that the following features have been taken care of made part of the Plan (**Please follow the flow chart given at Appendix VIII**).

1.5.1 Rationalization of existing facilities and resources

In pursuance of the provisions of MoU (Section 4-e) and the current government policies, existing non-functional facilities have first to be rehabilitated or made fully functional before embarking upon new projects. This *rationalization* of existing facilities also involves prioritization of such facilities for rehabilitation. If the facility was set up to advance political motives of interested groups and its rehabilitation would not facilitate a good number of people then *rationalization* can be taken as dismantling the facility and using the machinery and other yields where they are needed most.

Besides, as a measure of *rationalization* the TMA must also lay off redundant staff or use their services optimally where vacancies are available on one hand, and increase its income through bringing under the existing tax and fee coverage the remainder of population and revamping its taxation department.

1.5.2 Involvement of community

Involvement of community at all levels of planning and finally to a successful transfer of O&M functions to community itself characterize the latest trends in planning. NGOs of various levels, village associations, *Mohalla* committees, citizens' community boards, etc are forms of CBOs active at Taluka/ Town level.

As per SLGO-2001, Village Development Associations would ultimately assume control of the completed facilities in rural areas to ensure the schemes' sustainability in all the manners. Main challenges would be to not only ensure continuation of the services but also maintenance of quality of services with the help of community.

1.5.3 Poverty and gender targeting

The development programme of the Taluka/ Town leadership should be set so as to target reduction in poverty. Some water supply and sanitation facilities certainly raise more living standards of people than others; a raised living standard boosts confidence and positively impinges upon the economic activity of people. Thus, facilities that serve more people, therefore, need to be first rehabilitated.

In addition, the Plan should focus on mainstreaming of gender-sensitive planning with a tilt towards facilitating women. The schemes thus identified should both accommodate women who have to walk miles to fetch water for cooking and washing and alleviate

their problem of keeping their homes clean by devising women-friendly water supply and sanitation facilities.

1.5.4 Involvement of Monitoring Committees

Constitution and activation of the Council's Monitoring Committees in line with the SLGO is mandatory under the SDSSP conditional grant mechanism. Draft annual sector plan is presented before the relevant Committees for consideration and approval. There must be at least twenty per cent the lady members in each of these Committees to ensure female participation in the planning and monitoring process.

A proof of the formation of Council Committees showing the names of the members (Notification) and the endorsement of the ASP by each of the relevant Committees in the shape of resolutions bearing signatures of each member of the Committee is required (please see Appendix III: Sample copy of Monitoring Committee Resolution).

1.5.5 Approval of the ASP by the Council

Getting approval of the Council through a Resolution is the most important part in the process of ASP preparation. The Annual Sector Plan should be submitted to the Council for consideration, and a copy of the CR should be forwarded to the PSU along with transcripts of the minutes of the proceedings (please see Appendix VI: a sample Council Resolution).

Main Features of a Sector Plan

Box 4: Assurances by the TMA officials

- As required in Para 4 (E) of MoUs (please see Appendix I: Sample copy of Memorandum of Understanding), unless there is a solid rationale for undertaking new schemes, only old facilities are first to be improved/rehabilitated. The TMA should provide a *certificate* to this effect.
- An *undertaking* is also required that the TMA will be responsible for O&M of the facility – including providing staff salaries – through the community (VDA). These assurances should be provided in the form of certificates signed by the TOs Finance and Infrastructure and the TMO and countersigned by the Nazim.
- A second written *undertaking* as per Para 2(C) of MoUs is required, which stipulates that ‘the funding available under the DSSP conditional grants will not replace existing allocations for the Water & Sanitation sector and that the level of expenditures shall be maintained at or above the level of existing budgetary allocations’.

Box 5: Basic measurement units to be used in Tables

Listed below are some basic measurement units to be used while entering data in the tables. These units will bring uniformity in the data collected so that they can easily be compared with similar data across the province and over the following years.

1 Numbers

- a. *Amount (in Pak Rupees):* 1,750,000 (one million and seven hundred fifty thousand) should not be written as 17,50,000 (seventeen lacs and fifty thousand)
- b. *population:* 300,000 (three hundred thousand), not 3,00,000 (3 lac)

2 Quantity

- a. *Liquids:* In *gallons*. For example 2000 gallon/day of sewage
- b. *Solids:* In *kilogram's* or *metric tons* (1000 kg = 1 metric ton)

3 Distance

Distance should be measured in *metres* and *kilometres*

4 Area

Please follow either of the formats consistently throughout the ASP: *Square feet / square yards* or *square metres/ square kilometres*

5 Dates

Please follow either of the formats consistently throughout the ASP: *15 March 2005* or *15/03/05*

Main Features of a Sector Plan

1.6 SETTING OF ASP

The starting pages of ASP should be set in the following order.

- *Taluka/ Town map* with number of UCs and Taluka/ Town location in the district
- *Foreword by the Nazim*
- *Foreword by the Naib Nazim*
- *Table of contents* (showing, interalia, the number of tables and charts as well as their page numbers)
- **Executive Summary**

Provide information as accurate as possible. To ensure ownership and responsibility, the last page of each chapter in the ASP should be signed by the TO (I&S), TO (Finance), TMO and Nazim.

The official forwarding letter of the ASP should be signed by the Nazim/ TMO and should mention the number of pages in the plan.

Summarize (maximum five pages) what has been discussed in detail in the following chapters. An executive summary facilitates people that have no time to read the whole document.

Other sections of the ASP may be patterned as follows:

1. Introduction

It should incorporate vision and policy statements of the political leadership of the Taluka/ Town: what they want to do for the people and what they want to see changed. The financial and other constraints in their way may also be mentioned.

2. Situation Analysis (General)

All the subsections of Section II of the Guidelines should be made part of this chapter.

3. Situation Analysis (Sectoral)

Here carry out SA subsector-wise as laid out in Section III of the Guidelines.

4. Development Strategy

This chapter will incorporate information asked for in Section IV of the Guidelines.

5. Environmental Concerns

Here provide information as requested in Section V of the Guidelines.

- **Appendices**

Finally, append the following documents at the end of the Plan:

- a. The Final Checklist
- b. Coverage maps
- c. Monitoring Committees' Resolutions
- d. Council Resolution
- e. Other requisite annexure

SECTION II: SITUATION ANALYSIS (GENERAL)

Situation Analysis is an important phase of planning process. This Section provides layout of background general information about the Taluka/ Town to be incorporated in the ASP.

2.1 TALUKA/ TOWN PROFILE

This part of ASP starts with an introduction of the Taluka/ Town and sheds light on its salient features. It also provides statistics on population and staff position and the gives financial and fiscal data on the Taluka/ Town.

2.1.1 Taluka/ Town introduction

This part may be set in the following order.

- a) History
- b) Economic activities
- c) Social activities
- d) Main places of interest
- e) Any other information

2.1.2 Population

Information about present population and its rate of growth will facilitate the planners to set aside resources efficiently and keep their social development initiatives well-targeted.

Table 1: Population of the Taluka/ Town (UC-wise)

Population growth rate of the Taluka/ Town as determined in the 1998 census: _____					
S. No.	Name of UC	Area	Population as per 1998 census	Estimated Current population*	Estimated population in 2015
1	2	3	4	5	6
Total for the Taluka/ Town	Total number of UCs: _____				

* As on 30 June 2005

Table 2: Population of major towns

S. No.	Name of Town/ Settlement*	Pop. as per 1998 census	Current population (estimated)	Estimated population in 2015	No. of houses	Percentage of houses with water supply facility	Percentage of houses with sewerage/ drainage facility
1	2	3	4	5	6	7	8

* Please list all towns/ settlements with population of 5,000 or more

Table 3: Villages in the Taluka/ Town

S. No.	Name of village	Present population	No. of houses	Facilities available*
1	2	3	4	5

* Water supply system/ sewerage disposal network/ solid waste collection system

Table 4: Slum areas (Katchi Abadis) in the Taluka/ Town

S. No.	Name	UC	Date established	Present population	Number of houses	Facilities available*	Status**
1	2	3	4	5	6	7	8

* Please mention subsectoral as well as utility services like electricity etc

** Please inform about the status of the land on which the slum exists and whether process of regularization has been started

2.1.3 Staff position

This information is essential to bring about rationalization of available manpower in the Taluka/ Town. Personnel dealing with more than one subsector should be mentioned under the primary subsector of their responsibility and a note explaining their multifarious duties may be attached.

Situation Analysis (General)

Table 5: Important officials in the TMA

S. No.	Designation*	Name	Qualification	Date of posting	Phone			Email
					Office	Residence	Mobile	
1	2	3	4	5	6	7	8	9
1	TMO							
2	TO (I&S)							
3	TO (Finance)							
4	TO (Regulation)							

* Please also give information about all gazetted officials such as ATOs, DTOs (if any in the TMA)

Table 6: Officers/ staff working in Water Supply subsector

S. No.	Name of official	Designation	Qualification	Place of posting	Date of posting	Any recent training received*
1	2	3	4	5	6	7

* If yes, please give name, venue and date

Table 7: Officers/ staff working in Sewerage and Drainage subsector

S. No.	Name of official	Designation	Qualification	Place of posting	Date of posting	Trainings received*
1	2	3	4	5	6	7

* Please give name, venue and date

Table 8: Officers/ staff working in Sanitation and SWM subsector

S. No.	Name of official	Designation	Qualification	Place of posting	Date of posting	Any recent training received*
1	2	3	4	5	6	7

* If yes, please give name, venue and date

Table 9: All other officers/ staff that have not been accounted for above

S. No.	Name of official	Designation	Qualification	Place of posting	Date of posting	Any recent training received*
1	2	3	4	5	6	7

* If yes, please give name, venue and date

Table 10: Vacancies position

S. No.	Position	Subsector*	Place	Date of Vacancy	Remarks**
1	2	3	4	5	6

* Please mention Water Supply/ Sewerage and Drainage/ Solid Waste Management

** Please give here justification of continuing the position or give reasons, if it is being newly created

Table 11: Staff position (women)

S. No.	Name	Designation	Place of posting	Subsector*
1	2	3	4	5

* Water Supply/ Sewerage and Drainage/ Sanitation and Solid Waste Management

2.1.4 Information about elected representatives

a) Nazim

1. Name:
2. Residential Address:
3. Telephone (Residence):
4. Telephone (Office):
5. Telephone (Mobile):
6. Email:

Situation Analysis (General)

b) Naib Nazim

1. Name:
2. Residential Address:
3. Telephone (Residence):
4. Telephone (Office):
5. Telephone (Mobile):
6. Email:

Table 12: Council members

S. No.	Name of the Council member	Union Council*	If member of any Committee (Give name)
1	2	3	4

* Please give the name of the UC where the member is Naib-Nazim

2.1.5 Taluka/ Town Council's Monitoring Committees

Table 13: Monitoring Committees

S. No.	Name of Committee	Date of Notification*	Total number of members	Number of women members
1	2	3	4	5

* Please attach copies of CR and Notification(s) under which each committee has been formed

2.1.6 Financial information

In order to assess the history of flow of funds and creation of new resources, financial details of last five years of each Taluka/ Town will be monitored at PSU. This information should reflect details of various sources of funding like OZT etc and the expenditure details broken down in the following formats. The information is to be filled in the formats given below.

Table 14: Overall subsector-wise expenditures

Year	Water supply			Sewerage system			Solid waste management			Other			Grand Total (4+7+10+13)
	Rev	Cap	Tot	Rev	Cap	Tot	Rev	Cap	Tot	Rev	Cap	Tot	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
2001-2													
2002-3													
2003-4													
2004-5													
Current (estimated)													
Total													

(Rev = Revenue; Cap = Capital; Tot = Total)

Table 15: Funds received by the Taluka/ Town (all categories)

Year	PFC Transfer	Share in lieu of OZT	KPP	ADP*	SDSSP	MPA Grant	VDA	Other Sources** (mention)	Total
1	2	3	4	5	6	7	8	9	10
2001-02									
2002-03									
2003-04									
2004-05									
2005-06 (estimated)									
Total									

* Please add more columns for different annual development programmes (if any) by district, province, etc)

** Please add as many additional columns as necessary to ensure that complete details are given

Situation Analysis (General)

Table 16: Revenue from Taluka/ Town's own sources

Item	2002-03 (Actual)	2003-04 (Actual)*	2004-05 (Actual or Revised)*	2005-06 (Budget Estimate)*
1	2	3	4	5
A. Revenues from Water and Sanitation				
Water Fee				
Sewerage Fee				
Conservancy Fee				
Total**				
B. Revenues from Other Functions				
(list)				
Total Receipts				

* Please enclose relevant portions of the budgets for these years

** If the Taluka/ Town collects fee for WSS services as a consolidated charge, please mention here accordingly (in one row)

Table 17: Total income of the Taluka/ Town

Year	Own Sources	Transfers	Total
1	2	3	4
2001-02			
2002-03			
2003-04			
2004-05			
2005-06 (estimated)			
Total			

Table 18: Social sector spending

Year	ADP (Taluka/ Town)					ADP (District)				ADP (Province)			
	WS	S&D	SWM	Other	Total	WS	S&D	SWM	Total	WS	S&D	SWM	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14
2001-02													
2002-03													
2003-04													
2004-05													
2005-06*													
Total													
Year	MPA Grant**				KPP				Other Sources (please specify)***				
	WS	S&D	SWM	Total	WS	S&D	SWM	Total	WS	S&D	SWM	Total	
1	15	16	17	18	19	20	21	22	23	24	25	26	
2001-02													
2002-03													
2003-04													
2004-05													
2005-06*													
Total													
Year	SDSSP				VDA			Grand Total (6+10+14+18+22+26+ 30+33)					
	WS	S&D	SWM	Total	WS	S&D	Total						
1	27	28	29	30	31	32	33	34					
2001-02													
2002-03													
2003-04													
2004-05													
2005-06*													
Total													

* Estimated

** Or MNA etc – please mention and add more columns if necessary

*** Please add as many additional columns as necessary to ensure that complete details are given

Table 19: Utilization from SDSSP funds in FY 2004-05

Total ADP outlay*	SDSSP grant	SDSSP grant as percent of total ADP	Subsector-wise utilization of SDSSP funds			
			WS	SS	SWM	Total
1	2	3	4	5	6	7

* ADP of Taluka/ Town, district, and province combined

Situation Analysis (General)

Table 20: Purchases from SDSSP funds

Purchase of Machinery			Other items		
Qty.	Nature	Amount	Qty.	Nature	Amount
1	2	3	4	5	6
Total			Total		

Table 21: Staff hired from SDSSP funds

S. No.	Designation	Monthly Salary*	Annual salary*
1	2	3	4
Total			

* Including total allowances etc

2.1.7 Other important information

Table 22: Health facilities in the Taluka/ Town

S. No.	Name of facility*	Location	Nature**	No. of beds	No. of doctors	Remarks***	Quantity of solid waste generated daily	Quantity of hazardous waste generated daily	Final disposal site/ mode
1	2	3	4	5	6	7	8	9	10
Total (for 5, 6, 8 and 9)									

* Mention multi-bedded private healthcare facilities too

** BHU, Taluka Hospital, private hospital, etc

*** Comment on level and quality of care provided and facilities available

Table 23: Industrial activity

S. No.	Name of industrial unit*	Nature	Location	No. of employees	Quantity of sewage discharged daily	Final disposal channel	Quantity of hazardous waste produced daily		Final disposal site	Source of water supply
							Sewage	SW		
1	2	3	4	5	6	7	8	9	10	11
Total (for 6, 8 and 9)										

* Including tanneries, if any

Table 24: Other entities/ institutions

S. No.	Institution*	Nature	Location	No. of employees	No. of people benefiting from the facility daily	Quantity of solid waste generated daily	Disposal site	Quantity of sewage produced daily	Final disposal channel	Source of water supply
1	2	3	4	5	6	7	8	9	10	11

* Here give details about railway stations, universities, cantonment areas and other such organizations that produce sufficient quantity of sewage and solid waste and rely on the Taluka/ Town for water supply

Table 25: Other facilities managed by TMA

S. No.	Name	Location	Nature*	No. of employees	Annual budget	Remarks
1	2	3	4	5	6	7

* School (specify level)/ vocational centre/ fire brigade (specify number of vehicles in column 7)/ any other facility

2.2 ROLE OF COMMUNITY

In the light of Para 4-c of the MoU (please see Appendix I: Sample copy of Memorandum of Understanding), the TMAs will have to spend 10% of the SDSSP grant through CBOs (Please refer to Appendix VII, which defines CBO and gives its selection criteria). The detailed guidelines in this regard will be provided separately. The inclusion of the following formats, however, will consolidate the information about community involvement in the TMA jurisdiction.

2.2.1 Management by community

VDAs and *Mohalla Committees* are just two examples of community involvement in management of facilities or functions. However, community can get involved in various other means and ways and each Taluka/ Town can have its peculiar situations that it may like to elaborate in the ASP.

2.2.2 Village Development Associations (VDAs)

The village development association is a CBO involved in the operation and maintenance of WSS facilities in rural areas. Village folks elect a chairperson and members of VDA. The SLGO makes it mandatory to hand over WSS facilities to communities for M&O.

In this part information is given regarding number of water supply facilities handed over to VDAs/ community, the present status of such facilities or, if not handed over, the reasons thereof.

Situation Analysis (General)

Table 26: Total number of VDAs in the Taluka/ Town

S. No.	Name of VDA	Registration No.	Date formed	Name of Chair	Date elected	Contact information
1	2	3	4	5	6	7

Table 27: Water supply schemes handed over to VDAs

S. No.	Name of scheme	Date handed over to the VDA	Year-wise amount allocated					Year-wise amount released				Year-wise amount spent by the VDA			
			2002	2003	2004	2005	Current	2002	2003	2004	2005	2002	2003	2004	2005
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

(Note: Please attach relevant portions from the copies of the budgets for the years above)

Table 28: Water supply schemes not handed over to VDAs

S. No.	Name of scheme	Reasons not handed over to the VDA*	Funds allocated for VDA	Present of the funds
1	2	3	4	5

* Please justify in detail

Table 29: Sewerage schemes managed by VDAs

S. No.	Name of scheme	Date handed over to the VDA	Year-wise amount allocated					Year-wise amount released				Year-wise amount spent by the VDA			
			2002	2003	2004	2005	Current	2002	2003	2004	2005	2002	2003	2004	2005
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

(Note: Please attach relevant portions from the copies of the budgets for the years above)

Table 30: Sewerage schemes not handed over to VDAs

S. No.	Name of scheme	Reasons not handed over to the VDA*	Funds allocated for VDA	Present status of the funds
1	2	3	4	5

* Please justify in detail

2.2.3 Mohalla Committees

The Mohalla committee is a CBO involved in providing various social services at the *Mohalla* level – collection and disposal of garbage being one such function. These committees can be involved in development activities too.

Table 31: Mohalla Committees to monitor waste collection

S. No.	Name of the Committee	UC	Name of the Chairperson/ head	Number of members	Contact number/ address	Date established	Remarks*
1	2	3	4	5	6	7	8

* Give details of the role played by the committee

2.2.4 Neighbourhood or Village Councils

Under Section 93 of SLGO, the Taluka/ Town Council will establish a Neighbourhood Council (for urban areas)/ Village Council (for rural areas within 90 days its assumption of office.

S. No.	UC	Area	Date established	Number of members	Number of women members	Name of the Chair	Contact number/ address	Remarks
1	2	3	4	5	6	7	8	9

Situation Analysis (General)

2.2.5 Other CBOs and NGOs

Table 32: Names of active (registered) NGOs, CBOs

S. No.	Name of Organization*	Major area of activity	Address	Name of the contact person	Telephone number	Major source of funding	Any funding extended by the TMA
1	2	3	4	5	6	7	8

* Other than VDAs, Mohalla Committees and CCBs

Table 33: NGOs and CBOs active in SWM

S. No.	Name of the CBO/ NGO	Location	Major sources of funding	Comments*	Contact number/ address	Name of the contact person
1	2	3	4	5	6	7

* Nature of work and contribution made

2.2.6 Citizens Community Boards

Table 34: Formation of CCBs

S. No.	Name of CCB	Date formed	Registration No.	No. of members	Name of Chairman	Date elected	Contact information
1	2	3	4	5	6	7	8

Table 35: CCB schemes

S. No.	Name of CCB	Name of scheme	Nature of scheme	Cost	Community's share	Status of scheme	Amount spent*
1	2	3	4	5	6	7	8

* If scheme not completed

SECTION III: SITUATION ANALYSIS (SECTORAL)

3.1 WATER SUPPLY SUBSECTOR

This part covers specific information essential for need assessment in water supply subsector. The TMAs, Local Government Department and PSU will need to know the information such as availability of water sources and current demand and future demand of water to set development priorities in the subsector.

Table 36: Sources of water supply

S. No.	Name of Source	Quantity drawn daily	Quality*	Comments**
1	2	3	4	5

* In addition to other quality aspects, please mention if the source is used for discharge of sewage upstream

** Please mention sanctioned amount of water daily/weekly/monthly and its future availability

Table 37: Water storage capacity

S. No.	Name of facility and nature	Date commissioned	Capacity	Current daily demand of water for the Taluka/ Town	Comments*
1	2	3	4	5	6
Total for 4 and 5					

* Please describe its present condition. Also give any other relevant information

Table 38: Facility-wise number of WS connections with total number of connections in Taluka/ Town

S. No.	Name of facility	Water source	Alternative source of water	Daily quantity drawn from the primary source	Number of water supply connections provided from the facility
1	2	3	4	5	6
Total for the Taluka/ Town (5 and 6)					

Situation Analysis (Sectoral)

Table 39: UC-wise demand for water

S. No.	Name of UC	Present Population	Available quantity of water	Per cent of population covered	Current demand for water supply	Current shortfall	Projected demand in 2015
1	2	3	4	5	6	7	8
Total for the Taluka/Town							

Table 40: Expenditure in Water Supply subsector during last five years

Year	Expenditure from external funds			Expenditure from own income including OZT			Grand Total
	Revenue	Capital	Total	Revenue	Capital	Total	
1	2	3	4	5	6	7	8
2001-02							
2002-03							
2003-04							
2004-05							
Total							

Table 41: Total number of water supply schemes completed to date

S. No.	Name of Scheme	cost	Funding source	Year completed	Year handed over to the Taluka/Town	Status*
1	2	3	4	5	6	7
Total (for 2 and 3)						

* Please specify whether the scheme is Operational (O), Partially-functional (P) or Non-operational (N)

Total Operational: _____

Total Partially-functional: _____

Total Non-operational: _____

Table 42: Non-operational/ abandoned water supply projects in Taluka/ Town

S. No.	Name of project	Reasons rendering them non-operational	Estimated cost of operationalizing	Expected source of funding
1	2	3	4	5

Table 43: Facility-wise annual allocation and operational expenditure for water supply schemes (all)

S. No.	Name of facility	Annual allocation					Expenditure			
		2002	2003	2004	2005	Current	2002	2003	2004	2005
1	2	3	4	5	6	7	8	9	10	11
Total no. schemes: _____										

Table 44: Major development activity in water supply by Taluka/ Town during last five years

S. No.	Name of scheme	Union Council	Source of funding	Cost	Date of completion
1	2	3	4	5	6

3.2 SEWERAGE AND DRAINAGE SUBSECTOR

This part covers specific information essential for need assessment in Sewerage and Drainage subsector. The TMAs, Local Government Department and PSU will need to know the information such as availability of final disposal channels and current and future quantity of sewage generated to set development priorities in the subsector.

Situation Analysis (Sectoral)

Table 45: Scheme-wise number of sewerage connections with total number of connections in Taluka/ Town

S. No.	Name of scheme	Location (Union Council)	Name of UCs served*	Final disposal site	Daily quantity of discharge	Number of connections	Comments**
1	2	3	4	5	6	7	8
Total for the Taluka/ Town							

* Please give details about any downstream uptake of water for human consumption from the final disposal site

** Please give percentage of area covered in each Union Council

Table 46: UC-wise current requirement of sewerage/ drainage system and projected demand in 2015

S. No.	Name of UC	Daily quantity of discharge	Total number of houses	Number of houses un-served	Present Population	Per cent of population covered	Projected population in 2015	Projected quantity of discharge in 2015
1	2	3	4	5	6	7	8	9
Total for the Taluka/ Town:								

Table 47: Expenditure in Sewerage and Drainage subsector during last five years

Year	Expenditure from external funds			Expenditure from own income including OZT			Grand Total
	Revenue	Capital	Total	Revenue	Capital	Total	
1	2	3	4	5	6	7	8
2001-02							
2002-03							
2003-04							
2004-05							
Total							

Table 48: Total number of sewerage/ drainage schemes completed to-date

S. No.	Name of Scheme	cost	Funding source	Year completed	Year handed over to the TMA	Status*
1	2	3	4	5	6	7
Total (for 2 and 3)						

* Status: specify whether the scheme is Operational (O), Partially-functional (P) or Non-operational (N)

Total Operational: _____

Total Partially-functional: _____

Total Non-operational: _____

Table 49: Facility-wise annual allocation and operational expenditure for sanitation schemes (all)

S. No.	Name of facility	Annual allocation					Expenditure			
		2002	2003	2004	2005	Current	2002	2003	2004	2005
1	2	3	4	5	6	7	8	9	10	11
Total for the Taluka/ Town										

Table 50: Major development activity in S&D subsector by Taluka/ Town during last five years

S. No.	Name of scheme	Source of funding	Cost	Date of completion
1	2	3	4	5

Situation Analysis (Sectoral)

Table 51: Waste-water treatment/ recycling facility (if any)

S. No.	Name of the facility	Details of the treatment facility	Annual cost involved on maintenance
1	2	3	4

Table 52: Non-operational (abandoned) sewerage schemes in Taluka/ Town

S. No.	Name of project	Reasons rendering them non-operational	Estimated cost of operationalizing	Expected source of funding
1	2	3	4	5
Total for the Taluka/ Town				

3.3 SANITATION AND SOLID WASTE MANAGEMENT SUBSECTOR

The subsector of Sanitation and Solid Waste Management is the most under-developed in the province generally and in the rural TMAs particularly, with attention to environmental concerns almost non-existent. Only 19 per cent of Sindh has proper disposal facilities for solid waste (collected by any municipal institution, solid waste management department or by a private company). However, a further scrutiny boils down the figures relating to the presence of SWM facilities to 47 per cent for urban areas and only 1 per cent in the rural areas. In the areas outside Karachi, only Hyderabad (18 per cent) and Sukkur (13 per cent) have more than 10 per cent of the households with proper disposal facilities, while all the other district headquarters of the province show less than 10 per cent. The WSS releases of DSSP reflected many of such trends. For instance, an analysis of the Annual Sector Plans of a sample number of rural TMAs reveals that the Talukas preferred to spend 35 per cent on water supply, 61 per cent on sewerage system and only 4 per cent on SWM³.

In most of the Talukas/ Towns, the SWM system is non-existent, manual labour and worn-out machinery are used for garbage collection without proper design of final disposal site. To make the situation worse, in almost all the Talukas/ Towns, industrial and medical waste is also disposed of in the final landfill site. In some cases the collected garbage is dumped beside the roads and water bodies causing serious environmental and health problems.

³ Bhatti, I (2005), 'Analysis of Annual Sector Plans: Water and Sanitation Sector'. Sindh Devolved Social Services Programme, Finance Department, Government of Sindh, Karachi

Information on SWM should be established in the formats given below.

Table 53: List of existing SWM facilities (available in the Taluka/ Town)

S. No.	Name of Scheme	location	specifications	Quantity of solid waste managed daily	Initial cost	Maintenance cost
1	2	3	4	5	6	7

Table 54: Details of equipment/ machinery available for solid waste disposal

S. No.	Machinery/ equipment	Date purchased	Present condition	Quantity of SW handled daily	Initial cost	Maintenance cost
1	2	3	4	5	6	7

Table 55: Expenditure in SWM subsector during last five years

Year	Expenditure from external funds			Expenditure from own income including OZT			Grand Total
	Revenue	Capital	Total	Revenue	Capital	Total	
1	2	3	4	5	6	7	8
2001-02							
2002-03							
2003-04							
2004-05							
Total							

Table 56: Facility-wise annual allocation and expenditure for SWM schemes/ components (all)

S. No.	Name of facility/ component	Annual allocation					Expenditure			
		2002	2003	2004	2005	Current	2002	2003	2004	2005
1	2	3	4	5	6	7	8	9	10	11
Total for the Taluka/ Town										

Situation Analysis (Sectoral)

Table 57: Current mode of solid waste management

S. No.	Name of UC	Quantity of SW Produced annually	Nature of SW* (percentage)		Nature of SW** (percentage)		%age dumped	%age burned	%age sold	%age recycled
			Org.	Inorg.	Haz.	Reg.				
1	2	3	4	5	6	7	8	9	10	11
Total for the Taluka/ Town										

* Organic or inorganic

** Hazardous or regular

Total quantity of garbage generated daily/ monthly and annually in the Taluka/ Town:

Daily: _____

Monthly: _____

Annually: _____

Projected quantity annually in 2015: _____

Proposal for establishing a final disposal site (give the Taluka/ Town's plan):

- Nature of proposed facility
- Dimensions of the facility
- Cost (attach rough cost estimate)
- Availability of land
- Quantity of SW to be handled daily/ weekly/ annually
- Any other details

Information about incinerators (if any) within the Taluka/ Town jurisdiction:
(Please confirm from hospitals and industrial units):

Statistics on different types of solid waste produced annually:

Household: _____

Medical: _____

Commercial: _____

Industrial: _____

SECTION IV: DEVELOPMENT STRATEGY

A comprehensive development strategy needs to be evolved through participatory methods. A road map for improving the revenue collection and overall income of the Taluka/ Town should also be part of such strategy.

In the following parts, the Guidelines provide means to determine the Taluka/ Town's overall income position vis-à-vis its potential for revenue generation. A pro-forma has also been worked out to register the efforts taken by the TMAs to improve the recovery of user-charges on their social services. In the long-run, it will be made a regular feature to issue annual rankings of Talukas/ Towns in the province, which will include service delivery, realization of their revenue-generation potential, etc. Better-performing Talukas/ Towns may be given additional funds as incentives not only from SDSSP but also from the divisible pool through the Provincial Finance Commission.

In addition, this Section also deals with the development initiatives in the Water and Sanitation Sector the Taluka/ Town proposes to undertake in the current financial year.

4.1 IMPROVING TALUKA/ TOWN REVENUES

The Talukas/ Towns need to improve their own revenue collection and bring into the recovery net all the left out areas and sections of population. The purpose of the following Tables is to assess the revenue potential of the Taluka/ Town and to gauge the quantum of efforts the TMA executive and the political leadership have put in or they are willing to do so.

Development Strategy

Table 58: Revenue from Taluka/ Town's own sources

Item	2004-05 (Actual or Revised)*	2005-06 (Budget Estimate)*
1	2	3
<i>A. Revenues from Water and Sanitation</i>		
Water Fee		
Sewerage Fee		
Conservancy Fee		
Total WSS user-charges collected**		
<i>B. Revenues from Other Functions</i>		
Building plans approval fee		
Rent on Taluka/ Town property		
Property Tax		
Tax on transfer of immovable property		
Market fee		
Cattle piri fee***		
Total Receipts (A+B)		

* Please enclose relevant portions of the budgets for these years

** If the Taluka/ Town collects fee for WSS services as a consolidated charge, please mention here accordingly (in one row)

*** Fee on sale of animals in cattle market

Table 59: Comparative month-wise recovery position of fees, charges and taxes

Item	2004-05													2005-06*											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
<i>A. Revenues from Water and Sanitation**</i>																									
Water Fee																									
Sewerage Fee																									
Conservancy Fee																									
<i>B. Revenues from Other Functions</i>																									
Building plans approval fee																									
Rent on Taluka/ Town property																									
Property Tax																									
Tax on transfer of immovable property																									
Market fee																									
Cattle piri fee																									
Total Receipts																									

* Please fill up to the month the ASP is finalized

** If the Taluka/ Town collects fee for WSS services as a consolidate charge, please give information here accordingly

Development Strategy

Table 60: Notices issued for recovery of user charges in WSS and disconnections made

Month*	Number of notices issued and delivered**				Number of disconnections made			
	WS	S&D	S&SWM	Total	WS	S&D	S&SWM	Total
1	2	3	4	5	6	7	8	9
July 2005								
August 2005								
September 2005								
October 2005								
November 2005								
December 2005								
January 2006								
February 2006								
March 2006								
April 2006								
May 2006								
June 2006								
Total								

* Please fill up to the month the ASP is finalized

** Please keep handy the proofs of delivery of notices and disconnections made, they will be requested to be produced during the process of release of SDSSP funds

4.2 SUBSECTOR-WISE SCHEMES

4.2.1 Water Supply subsector

Table 61: Priority of Rehabilitation (abandoned or non-operational schemes)

S. No. (Priority-wise)*	Scheme	Total Cost	Population to be served	Per capita M&O cost of service	Per capita annual cost	Remarks**
1	2	3	4	5	6	7

* Please put first-priority scheme at serial number 1, second- at 2 and so on

** Give explicit justification for priority assigned to the scheme

Table 62: Priority of improvement or extension of facilities

S. No. (priority-wise)*	Name of scheme	Year completed	Requirements for improvement/ extension	Additional number of people to be covered	Number of additional houses to be covered	Remarks/ reasons
1	2	3	4	5	6	7

* Please put first-priority scheme at serial number 1, second at 2- and so on. (Note: Please give one-page note on each scheme listing its existing components, scope and features, and areas to be improved or extended)

Table 63: Priority-wise list of proposed new water supply projects

S. No.	Name of Scheme*	Location	Specifications	Additional number of people to be covered	Number of additional houses to be covered	Initial cost	Maintenance cost	Remarks**
1	2	3	4	5	6	7		8

* Please put first-priority scheme at serial number 1, second- at 2 and so on

** Give explicit justification for priority assigned to the scheme

4.2.2 Sewerage and Drainage subsector

Table 64: Priority of rehabilitation (abandoned or non-operational schemes)

S. No. (Priority-wise)*	Scheme	Total Cost	Population to be served	Per capita M&O cost of service	Per capita annual cost	Remarks**
1	2	3	4	5	6	7

* Please put first priority scheme at serial number 1, second at 2 and so on

** Give explicit justification for priority assigned to the scheme

Table 65: Plan for the projects lacking treatment/ oxidization facilities

S. No.	Name of the project	Details of the treatment facility to be established	Cost involved on establishment	Annual cost on maintenance	Proposed source of funding
1	2	3	4	5	6
Total for the Taluka/ Town					

Development Strategy

Table 66: Priority of improvement or extension of facilities

S. No. (priority-wise)*	Name of scheme	Year completed	Requirements for improvement/ extension	Additional number of people to be covered	Number of additional houses to be covered	Remarks/ reasons
1	2	3	4		5	6

* Please put first priority scheme at serial number 1, second at 2 and so on. (Note: Please give one-page note on each scheme listing its existing components, scope and features, and areas to be improved or extended)

Table 67: List of proposed new sewerage system projects

S. No.	Name of Scheme	location	specifications	Additional number of people to be covered	Number of additional houses to be covered	Initial cost	Maintenance cost
1	2	3	4	5	6	7	8

4.2.3 Sanitation and Solid Waste Management subsector

Table 68: List of proposed new solid waste disposal projects

S. No.	Name of Scheme	location	specifications	Expected quantity of solid waste to be managed	Initial cost	Maintenance cost
1	2	3	4	5	6	7

Important: All Talukas/ Towns that have no proper solid waste disposal site should establish one. For this, the Taluka/ Town will have to provide land from its own resources, while other development costs can be borne from SDSSP funds. (Also please see Table 72)

Table 69: Equipment proposed to be purchased for solid waste disposal

S. No.	Details of machinery/ equipment	Estimated quantity of SW to be managed daily	Estimated cost	Estimated cost of maintenance
1	2	3	4	5

Table 70: Priority of improvement or extension or rehabilitation of facilities

S. No. (priority-wise)*	Name of scheme	Year completed	Requirements for improvement/ extension/ rehabilitation	Additional number of people to be covered	Number of additional houses to be covered	Remarks/ reasons
1	2	3	4	5	6	7

* Please put first priority scheme at serial number 1, second at 2 and so on. (Note: Please give one-page note on each scheme listing its existing components, scope and features, and areas to be improved or extended)

4.3 PROGRAMME-WISE SCHEMES

4.3.1 Sindh Devolved Social Services Programme schemes

Here development schemes to be carried out from SDSSP funds for the current year are to be listed. Please attach PC-1 and rough cost estimates for the schemes. Also discuss in detail the availability of funds and budgetary allocation to meet M&R of the schemes.

Further, a certificate to the effect that schemes taken up from last year's SDSSP funds have been completed is to be attached as an annexure.

Table 71: SDSSP funds to be utilized through CBOs

S. No.	Year	Name of CBO/ NGO/ etc	Nature of scheme taken up	Other Source of funding	Taluka/ Town share	Total cost of scheme	Comments
1	2	3	4	5	6	7	8

Note: Please refer to Para 4-c of MoUs (available at Appendix I), which mandates that 10 percent of the conditional grant for the financial year 2005-06 has to be utilized through CBOs (Refer to Appendix VII: Selection Criteria for CBOs)

Development Strategy

Table 72: SDSSP FY 05-06 schemes

S. No.	Scheme	UC	Nature*	Cost	Duration	Additional population to be covered
1	2	3	4	5	6	7

* Please mention SWM/ S&D/ WS/ and type and extent of the scheme

Important: *All Talukas/ Towns that have no proper solid waste disposal site should establish one. For this, the Taluka/ Town will have to provide land from its own resources, while other development costs can be borne from SDSSP funds.*

Table 73: Proposed SDSSP FY 06-07 schemes

S. No.	Scheme	UC	Nature	Cost	Duration	Additional population to be covered
1	2	3	4	5	6	7

4.3.2 Annual Development Programmes schemes

In this part, any other development activities funded by any source, including the Taluka/ Town itself should be listed.

Table 74: Taluka/ Town ADP FY 05-06 schemes

S. No.	Scheme	UC	Nature*	Cost	Duration	Additional population to be covered
1	2	3	4	5	6	7

* Please mention main features of the scheme

Table 75: Taluka/ Town ADP FY 06-07 schemes (expected)

S. No.	Scheme	UC	Nature*	Cost	Duration	Additional population to be covered
1	2	3	4	5	6	7

* Please mention main features of the scheme

Table 76: Taluka/ Town ADP FY 07-08 schemes (expected)

S. No.	Scheme	UC	Nature*	Cost	Duration	Additional population to be covered
1	2	3	4	5	6	7

* Please mention main features of the scheme

Table 77: Proposed District ADP Schemes for FY 05-06

S. No.	Scheme	UC	Nature*	Cost	Duration	Additional population to be covered
1	2	3	4	5	6	7

* Please mention main features of the scheme

Table 78: Proposed District ADP Schemes for FY 06-07

S. No.	Scheme	UC	Nature*	Cost	Duration	Additional population to be covered
1	2	3	4	5	6	7

* Please mention main features of the scheme

Table 79: Proposed District ADP Schemes for FY 07-08

S. No.	Scheme	UC	Nature*	Cost	Duration	Additional population to be covered
1	2	3	4	5	6	7

* Please mention main features of the scheme

Development Strategy

Table 80: Proposed Province ADP Schemes for FY 05-06

S. No.	Scheme	UC	Nature*	Cost	Duration	Additional population to be covered
1	2	3	4	5	6	7

* Please mention main features of the scheme

Table 81: Proposed Province ADP Schemes for FY 06-07

S. No.	Scheme	UC	Nature*	Cost	Duration	Additional population to be covered
1	2	3	4	5	6	7

* Please mention main features of the scheme

Table 82: Proposed Province ADP Schemes for FY 07-08

S. No.	Scheme	UC	Nature*	Cost	Duration	Additional population to be covered
1	2	3	4	5	6	7

* Please mention main features of the scheme

4.3.3 Other schemes

Table 83: Schemes for the year 05-06

S. No.	Scheme	UC	Nature*	Cost	Source of funding**	Additional population to be covered

* Please mention main features of the scheme

** DERA, KPP, or any other special package (please mention). Also inform next year's plan of the programme

Table 84: Schemes for the year 06-07

S. No.	Scheme	UC	Nature*	Cost	Source of funding**	Additional population to be covered
1	2	3	4	5	6	7

* Please mention main features of the scheme

** DERA, KPP, or any other special package (please mention). Also inform next year's plan of the programme

Table 85: Schemes for the year 07-08

S. No.	Scheme	UC	Nature*	Cost	Source of funding**	Additional population to be covered
1	23	4	5	6	7	8

* Please mention main features of the scheme

** DERA, KPP, or any other special package (please mention)

Table 86: Schemes by NGO/ private sector (confirmed)

S. No.	Scheme	UC	Nature*	Cost	Source of funding	Additional population to be covered
1	2	3	4	5	6	7

* Please mention main features of the scheme

(**Note:** Please include only the schemes negotiated and for which commitment has been received)

SECTION V: ENVIRONMENTAL CONCERNS

During the execution and operation of development projects, environmental impact has to be considered. This Section lists important environmental factors and briefly discusses environmental issues subsector-wise. However, detailed Environmental Guidelines are published separately, which may be referred to if on initial screening the project qualifies for a more detailed environmental vetting.

5.1 ENVIRONMENTAL FACTORS

Some important environmental factors are given below.

a. Air pollution

Projects related to solid waste management may have some impact on the air, especially in the form of unpleasant odour.

b. Water pollution

Leakages in the sewerage lines become a cause of contamination of water supply lines. Thus water pollution is a major threat to be checked during implementation of sewerage system schemes.

c. Drainage /run-off

Discharge of sewage in irrigation canals is one of main sources of water pollution.

d. Crop yield

In many cases, sewage is supplied for agriculture and is considered to be fertile for the crops. However, it is not realized that this practice can result into highly dangerous consequences and cause pollution in the following ways:

- Presence of faecal matter may cause bacterial presence in vegetable and other crops grown through sewage water
- Constant use of sewage may cause permanent damage to the soil chemistry
- Percolation/ penetration of sewage pollutes the sub-soil water reserves
- In case when industrial waste-water is also mixed with domestic sewage, highly toxic chemicals can cause serious health issues for the humans through polluted crops, soil and sub-soil water

e. Ground water contamination

For facilities that draw water from ground, ground water quality needs to be assessed. Ground water gets contaminated due to presence of septic tank for sewage or landfill sites, which can cause percolation (or lechate).

5.2 LEGAL REQUIREMENTS

The Government of Pakistan as well as Asian Development Bank lays special emphasis on addressing the environmental concerns arising out of development projects. For this purpose, it requires to ensure that no environmental damage results from the ongoing and future development activities. The first step towards addressing the environmental concerns is documenting the impact of the project on the surroundings. Pakistan Environmental Protection Act (PEPA) 1997, Section 12, makes it mandatory to carry out Initial Environmental Examination (IEE) or Environmental Impact Assessment (EIA) of every project and submit it to EPA for approval.

It is essential to carry out water testing for water quality of all the water supply projects of your TMAs as early as possible (please see Table 87).

5.2.1 Projects requiring an Initial Environmental Examination

Water Supply and Treatment: Water supply schemes and treatment plants with total cost of less than twenty five (25) million rupees

Waste Disposal: Waste disposal facility for domestic or industrial wastes with annual capacity less than ten thousand (10,000) cubic meters

5.2.2 Projects requiring an Environmental Impact Assessment

Water Supply and Treatment: Water supply schemes and treatment plants with total cost of twenty five million (25 million) rupees and above

Waste Disposal: The following type of projects must undergo an EIA

1. Waste disposal and storage of hazardous or toxic wastes including landfill sites and incineration of hospital toxic waste
2. Waste disposal facilities for domestic or industrial wastes with annual capacity of more than then thousand (10,000) cubic meters

Environmental Concerns

5.3 SUBSECTOR-WISE ENVIRONMENTAL CHECKLISTS

5.3.1 Water Supply subsector

For every water supply scheme, whether new or old, it is necessary to fill out the following environmental checklist.

Table 87: Environmental checklist – water supply schemes

S. No.	Proposed Scheme	Source of water	Quantity of water to be drawn daily	Water testing data*	Purification facilities available	Purification facilities proposed	Last date of disinfection**	Budget allocated for disinfection/clearing***
1	2	3	4	5	6	7	8	9

* Please attach report of the lab

** For existing schemes. Also attach schedule of disinfection

*** Attach copy of relevant portion of budget

In addition to the checklist above, to determine whether an IEE or an EIA is applicable to your project, please check the following screening questions.

Box 6: Screening for water supply schemes

1. Is the proposed scheme or part of the scheme in an ecologically sensitive area?
_ Yes _ No

2. Is the proposed scheme going to cost Rs. Five Million or more?
_ Yes _ No

If the answer to any of the above questions is yes, then the project would require an initial environmental examination or an environment impact assessment. Please fill out the pro-forma for water supply subsector given in the Environmental Guidelines and send them to Sindh Environmental Protection Agency for further action. A copy of the same may be attached with Annual Sector Plan for information of the PSU, SDSSP

5.3.2 Sewerage and Drainage subsector

For every sewerage/ drainage scheme, whether new or old, it is necessary to fill out the following checklist.

Table 88: Environmental checklist – Sanitation schemes

S. No.	Project	Estimated quantity of sewage			Discharge handling capacity of the project	Water treatment facility provided in the scheme	Final disposal site of the treated or untreated sewage	If discharged in a canal/ lake etc, who draws water from it for use?*	Quantity of untreated sewage used for agricultural purpose
		Domestic sewage	Industrial sewage	Total					
1	2	3	4	5	6	7	8	9	10

* Name entities, settlements, town UCs, TMAs, etc, that draw water for human use downstream

In addition to the checklist above, to determine whether an IEE or an EIA is applicable to your project, please check the following screening questions.

Box 7: Screening for Sewerage and Drainage schemes

1. Is the proposed scheme or part of the scheme in an ecologically sensitive area?
_ Yes _ No

2. Is the proposed scheme going to cost Rs. Five Million or more?
_ Yes _ No

If the answer to any of the above questions is yes, then the project would require an initial environmental examination or an environment impact assessment. Please fill out the pro-forma for Sewerage and Drainage subsector given in the Environmental Guidelines and send them to Sindh Environmental Protection Agency for further action. A copy of the same may be attached with Annual Sector Plan for information of the PSU, SDSSP.

Environmental Concerns

5.3.3 Sanitation and Solid Waste Management subsector

For each solid waste management scheme, whether new or old, it is necessary to provide the following checklist.

Table 89: Environmental checklist – SWM schemes

S. No.	Project	Solid waste quantity				Estimated quantity to be handled through the project	Final dumping site	Water sources within 100 metres of final disposal site
		Domestic	Industrial	Hazardous	Total			
1		2	3	4	5	6	7	8

In addition to the checklist above, to determine whether an IEE or an EIA is applicable to your project, please check the following screening questions.

Box 8: Screening for Solid Waste Management schemes

1. Is the proposed scheme or part of the scheme in an ecologically sensitive area?

Yes No

2. Is the proposed scheme a waste disposal facility for domestic or industrial wastes, with annual capacity more than Ten Thousand (10,000) cubic meters?

Yes No

3. Is the proposed project a waste disposal facility for storage of toxic or hazardous waste (including landfill sites and incineration of hospital waste?)

Yes No

If the answer to any of the above questions is yes, then the project would require an initial environmental examination or an environment impact assessment. Please fill out the pro-forma for Sanitation and Solid Waste Management subsector given in the Environmental Guidelines and send them to Sindh Environmental Protection Agency for further action. A copy of the same may be attached with Annual Sector Plan for information of the PSU, SDSSP.

Note: PC-I form for water supply and sanitation projects, issued by the Planning Commission, Government of Pakistan, provides Part – D at the end of the form to cover the environmental aspects. It is essential that while filling out PC-1 for each scheme, its Part – D may be filled in carefully and submitted to the PSU. Copies of PCs-1 through 4 have been made part of the detailed Environmental Guidelines published separately.

APPENDICES

Appendix I: Sample copy of Memorandum of Understanding

**Memorandum of Understanding between
The Government of Sindh
and
The Taluka/ Town Municipal Administration _____
District _____**

Preamble

WHEREAS THE GOVERNMENT OF SINDH with headquarters at Karachi, has entered into an Agreement with the Asian Development Bank for the US\$220 million (\$100m for direct transfer to local governments, \$110m for creating fiscal space for social services and \$10m for capacity building) Devolved Social Services Programme (DSSP) to support financing, capacity building, partnership building and reforms of Sindh’s devolved social services at the District Government and TALUKA/ TOWN Municipal Administration level in accordance with the provisions contained in Part I, II & III of this Memorandum of Understanding (hereinafter referred to as MoU)

AND WHEREAS THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION OF _____ TALUKA/ TOWN is a legal, representative entity with its Headquarters at _____ charged with the responsibility of providing social services in the areas of Water Supply & Sanitation to its citizens, under the SINDH LOCAL GOVERNMENT ORDINANCE – 2001.

AND WHEREAS THE GOVERNMENT OF SINDH and THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION OF _____ TALUKA/ TOWN (“hereinafter referred to as the Parties”) mutually desire to improve social sector financing, promote and support programs focusing on improving social services delivery in and to contribute to the formulation of long-term strategies to help reduce poverty and gender imbalances, through improving governance and financing, rationalization of services, community participation and public accountability

NOW, THEREFORE the Parties execute this Memorandum of Understanding on this ____ day of _____ 2005 to set forth and coordinate the efforts in favour of improving social services in areas of TALUKA/ TOWN Municipal Administration _____ hereinafter referred to as the TALUKA/ TOWN MUNICIPAL ADMINISTRATION.

I. Areas of Collaboration

1. Programme Support

The Parties agree to provide support for the Devolved Social Services Programme and its activities to strengthen, improve and expand effective delivery of social services in Water Supply and Sanitation Sector.

2. Financing

THE GOVERNMENT OF SINDH agrees to provide funds equivalent to US\$ 100 million to from the DSSP conditional grant funds (ADF) and from the additionality generated through resource management (OCR funds) in subsequent years, to the Local Governments (District Governments and TMAs) over a period of three years as determined by the Provincial Finance Commission based on an objective formula as per procedure detailed in the agreement with the Asian Development Bank, and to make public the exact share of the Local Governments before the start of every Fiscal Year.

- a. THE GOVERNMENT OF SINDH further agrees to transfer the annual share of the TALUKA/ TOWN MUNICIPAL ADMINISTRATION from these DSSP funds, directly into the Account of the TALUKA/ TOWN Municipal Administration subject to fulfilling the criteria given in para-4.
- b. THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION agrees to use its share of funds as per the parameters set by the DSSP loan agreement generally and in this MoU specifically.
- c. THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION agrees that the funding available under the DSSP conditional grants will not replace existing allocations for the Water & Sanitation Sector and that the level of expenditures shall be maintained at or above the level of existing budgetary allocations.
- d. THE GOVERNMENT OF SINDH agrees that there shall be no responsibility for THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION for the repayment of the assistance / funds provided under DSSP during the programme implementation period.

3. Technical Assistance

THE GOVERNMENT OF SINDH agrees to provide and THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION agrees to effectively utilize requisite technical expertise and support consisting of Water & Sanitation, Finance, Governance, Gender, and Monitoring & Evaluation Experts, made available through the Provincial Programme Support Unit and the Local Support Units; with the latter located in District _____ in achievement of DSSP objectives. The

Appendices

GOVERNMENT OF SINDH shall also recruit consultants to staff the Programme Support Unit, who will work with the Provincial Line Departments and the DISTRICT GOVERNMENT _____ to provide support and guidance on DSSP activities and objectives

4. Criteria for Accessing Conditional Grants

- a. THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION can access the conditional grant ONLY if it prepares Annual Sector Plan as given in para-6.
- b. THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION shall use the conditional grant ONLY in Water Supply & Sanitation Sectors.
- c. THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION shall allocate an expenditure of not less than 10% of funds in year 2006-07 through Community Based Organizations (CBOs) in a timely manner as conditional grant for public-private partnership initiatives subject to the guidelines and terms and conditions prepared separately for this purpose by THE GOVERNMENT OF Sindh through PLDs / PSU.
- d. THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION shall NOT invest more than \$100,000 (Approximately 5.7 million) from the funds provided under DSSP in any one scheme/project/activity
- e. THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION shall use the conditional grants IN THE FIRST INSTANCE, ONLY for rationalization / operationalization of existing services/schemes/projects and staff.
- f. THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION can invest in new services /schemes/projects only if there is a clear technical and financial feasibility plan as to how it would be sustained and there is clear commitment of the District Government for allocating Maintenance & Repairs funds in subsequent financial years as well as for funding the staff hired during the programme period. These recruitments would however be need / facility based with preference to the specially and female candidates. THE GOVERNMENT OF SINDH shall assist in carrying out the technical and financial feasibility studies
- g. THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION shall NOT use the conditional grants on luxury items such as purchase of vehicles, air conditioners, furnishing of existing offices, office equipment etc. unless these are required for fulfilling obligations under this MoU and THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION clearly demonstrates to the GOVERNMENT OF SINDH that there exist no other sources of finances for purchase of equipments essentially required for operation and maintenance of Water and Sanitation Sector related work.
- h. THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION shall use these funds for pro-poor, gender balancing projects; investments, schemes and their

feasibilities should clearly identify measurable benefits to the poor specially women.

- i. THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION in using the conditional grant funds shall follow all the planning, budgeting and approval processes outlined in the Sindh Local Government Ordinance, 2001 and other relevant rules including the Budget Rules.

5. Gender Mainstreaming

The Parties agree to take steps towards gender mainstreaming, giving priority to gender issues and needs in sector plans and also involving women in decision making by including women councillors on Budget, Accounts and Sector Committees formed under the Sindh Local Government Ordinance, 2001 and by following the provisions of GRAP.

II. Work Method

6. Annual Sector Plans:

- a. To access the conditional grant funds, THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION shall each year prepare detailed Annual Sector Plan for Water Supply & Sanitation, clearly indicating the activities, plans, projects, schemes as well as their source of financing.
- b. These Annual Sector Plans shall be prepared for the entire sector and not just for activities, projects, and NOT just for schemes to be funded from the conditional grant.
- c. The Annual Sector Plan shall form part of the Annual Budget for the District and shall be approved by the District Council as per the provisions of the Sindh Local Government Ordinance, 2001.
- d. Subject to other conditions of this MoU, THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION shall have complete flexibility to use the DSSP funds based on demand-driven, need-based sector priorities in the TALUKA/ TOWN MUNICIPAL ADMINISTRATION.

7. Accounting and Accountability:

THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION shall place the conditional grant funds in a separate account and prepare Statements of Expenditure for the DSSP funds and shall cause the expenditures made from this DSSP funds to be audited by the District Audit Office of the Pakistan Auditor General and/or supplementary audit by a non-governmental auditor as mutually agreed upon by the Parties.

8. Assessment, Monitoring and Evaluation:

THE PARTIES shall independently and jointly undertake quarterly reviews of the programme activities leading up to a comprehensive Annual Performance Review of the whole programme and may employ Third Party Validation and Social Audit methods and techniques for this review. The Terms of Reference for Third Party Validation and Social Audit shall be developed separately and communicated to all Local Governments. The assessment, monitoring and evaluation shall take place on the basis of clear process, input and output indicators.

9. Reporting, Documentation and Communication:

THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION shall produce and submit all reports and documentation as prescribed by THE GOVERNMENT OF SINDH OR Programme Support Unit (PSU) on its behalf. The Parties shall promote the dissemination of learning from this partnership within their respective organizations and networks.

III. Terms of the Memorandum of Understanding

This MoU will be in effect for the tenure of the DSSP Programme and Technical Assistance Loans. It can be terminated either by mutual agreement of the Parties or by the GOVERNMENT OF SINDH if it has demonstrable reasons to believe based on the advice and recommendation of the Provincial Programme Steering Committee, that THE TALUKA/ TOWN MUNICIPAL ADMINISTRATION is not fulfilling its obligations as laid out under this MoU.

The Parties may receive cooperation from other donors, organizations, Provincial Line Departments/agencies or Federal Government Ministries/agencies, Trusts / Foundations based on the acceptance of the Parties.

In acceptance of the aforementioned, the duly authorized representatives of the Parties sign this Memorandum of Understanding.

Seal

Mr Abdul Kabir Kazi
Programme Director
Sindh Devolved Social
Services Programme
Finance Department
Government of Sindh

Seal

Mr _____

Nazim, Taluka/ Town

District _____

Appendix II: Process of Planning as envisaged in SLGO

1. Identification of schemes through a bottom-up planning system
2. Preparation of outlines of sector planning by concerned officers in consultation with council's sector committee (at least 2 female councillors as its members)
3. Approval of the sector plan outlines by Budget and Development Committee (at least 2 female councillors as its members)
4. Preparation of detailed annual sector plan proposal
5. Preparation of technical sanctions for schemes involving works
6. Approval by Budget and Development Committee
7. Issuance of Administrative Approval and Technical Sanction
8. Inclusion in Annual Development Programme
9. Approval by Council

Appendices

Appendix III: Sample copy of Monitoring Committee Resolution

THE COUNCIL COMMITTEE FOR.....

Outward No:
.....

Date:

The TMA officials have submitted before this Committee the revised draft of Annual Sector Plan on During the Plan’s initial preparation phase, the community and civil society organizations as well as elected representatives were consulted and their recommendations have been included in this draft. The Committee, during the review of the first draft, had made certain remarks and advised some basic modifications, which have also been made part of the present draft.

We have thoroughly reviewed the Plan and found it balanced and comprehensive. The schemes identified for taking up in the sector of water and sanitation from both SDSSP and other programmes are essential for the development of the Taluka/ Town. These development initiatives will improve living conditions of the population, decrease poverty and reduce gender imbalance.

We, undersigned, forward this draft ASP to the honourable Taluka/ Town Council for deliberations over it and recommend its approval.

Name of the members

Signatures

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |

Forwarded with compliments to,

The Convener
Taluka/ Town Council
Taluka/ Town.....

-sd-

The Chairman
Monitoring Committee for

Appendix IV: Sample copy of Council Resolution

Resolution No:

Date:

The Annual Sector Plan for Water and Sanitation Sector was submitted before this House on ... The Monitoring Committees forand ...have been involved in the preparation of this Plan and the honourable members have recommended the Plan to this House for approval.

The Taluka/ Town Council has thoroughly reviewed and discussed all sections of the Plan and required the TMA officials to explain certain points. Later, the House recommended some modifications, which have been duly incorporated.

The Council appreciates and welcomes the planning procedure adopted. In the Memorandum of Understanding pertaining to the Sindh Devolved Social Services Programme (SDSSP), signed by the TMA with the Government of Sindh, the Taluka/ Town had committed itself to prepare a yearly plan of the Water and Sanitation Sector. This scientific approach makes possible depiction of a complete sectoral picture showing available resources coming from all corners and development initiatives taken up from them.

Having been satisfied with the contents of the Plan and the planning procedure adopted by the TMA executive, the House approves the Annual Sector Plan of the Taluka/ Town and accords permission to execute and implement the development projects, studies and surveys listed in the Plan.

-sd-

**Convener of the House/
Naib Taluka/ Town Nazim**

Appendix V: Quarterly Utilization Report

Taluka/ Town: _____

District: _____

Funds Released: _____

Date of Release: _____

For the quarter ending: _____

S. No	Name of scheme/ work	Start date	Proposed completion date	Approved amount	Funds utilized	Utilization (in percentage points)	Physical progress on scheme/ work (in percentage points)	Remarks*
1	2	3	4	5	6	7	8	9
Total for columns 5, 6, 7 and 8								

* Please give additional information, such as reasons of delay in completion of a scheme

Summary

Total number of subsector-wise schemes / works under SDSSP

Water Supply: _____

Sewerage and Drainage: _____

Sanitation and Solid Waste Management: _____

Total funds utilized from SDSSP grant: _____

Appendix VI: Final Checklist

S. No.	Requirement	Checked by (please put your initials opposite each requirement, if in your view it has been met)					
		TO (I&S)	TO (F)	TMO	Nazim	LGD Focal Person	Sector Officer at PSU
1	Soft copy (on CD) of the complete ASP included						
2	Covering letter with the ASP (signed by Nazim or TMO) mentioning total number of pages in the Plan						
3	Council Resolution on ASP (photocopy of minutes attested by Naib Nazim)						
4	Actual map of the Taluka/ Town showing main towns and UCs and position of the Taluka/ Town within the district						
5	Forewords by the Nazim and Naib Nazim						
6	Comprehensive Table of Contents						
7	Executive Summary of the ASP						
8	All information as per Tables in the Guidelines completely provided*						
9	Signatures of TMA officials at the end of each chapter of ASP						
10	Council Resolution for establishment of monitoring committees (Photocopies of minutes and notification)						
11	At least 1/3 rd women members in each monitoring committee						
12	Original copy of the Resolution and recommendations by Monitoring Committees						
13	Relevant portions of the copies of budget						
14	Certificate by Nazim and TMO that all schemes proposed from SDSSP funds are rehabilitation schemes						
15	Certificate by Nazim and TMO that M&R of schemes will be the responsibility of the Taluka/ Town						
16	PC-1 for the proposed SDSSP schemes included**						
17	Rough cost estimate of the proposed SDSSP schemes						
18	Completion certificate of last year's SDSSP schemes						
19	Coverage map of Sewerage and Drainage system in the Taluka/ Town						
20	Coverage map of water supply system in the Taluka/ Town						

* Filling out of all the Tables is mandatory except in extreme unavoidable circumstances. Please attach a separate sheet giving list of Tables skipped and rationale behind such step

** For the latest PC-1 format, please refer to the Environmental Guidelines published separately

Appendix VII: Selection Criteria for CBOs

I. Defining Community Based Organisation (CBO)

The main Programme Documents of Sindh Devolved Social Sector Programme (SDSSP), as well as the MoUs signed with the LGs clearly enshrine the importance of the Public-Private Partnership and recognise the role of CBO in achieving the overall objectives of the Programme. Outcome 5 of the Programme's Policy Matrix emphasizes the need to 'encourage Public-Private Partnership (PPP) to improve Service Delivery'. This outcome has two very clear objectives:

1. Strengthening of the role of CBO in Social Service Delivery; and
2. Increasing financing of CBOs. The second Tranche Actions of the Programme require the TMAs to allocate at least 10 per cent of the Grant to CBOs.

It is important to define the organisations and organisational entities that can be categorised as CBO under SDSSP. In the SDSSP papers, the term CBO is used for '*School Management Committees (SMCs), Health Board and patient Associations, Village Development Associations (VDA) for Water Supply and Sanitation (WSS), Citizen Community Boards (CCBs), NGO, Welfare Organisations, and other representative bodies that are based in the community and/or represent and articulate the specific needs, concerns and priorities of the communities*'.

The broad range of the options given in the above statement, for the Partnership development and Management under PPP gives the programme important flexibility.

To achieve the key objectives given above, the CBOs services may be:

- a. Building the capacity to assume the responsibility
- b. Managing social service
- c. Providing social service
- d. Performing oversight (supervision) functions
- e. Or various combination of the above

II. Basic Requirements of a CBO for PPP

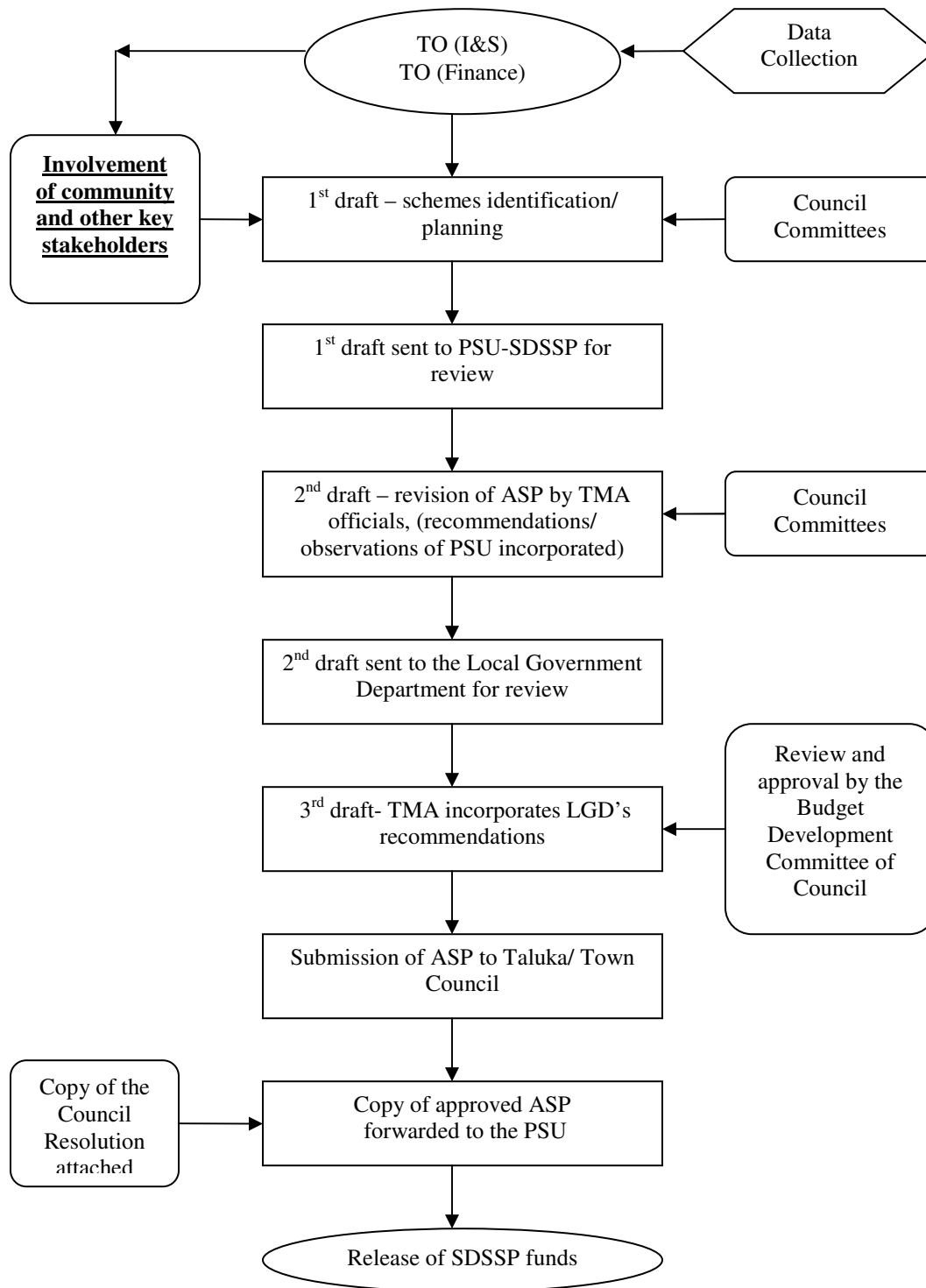
Following are the some of the key requirements:

1. Legal Status: The CBO should be a registered entity under the law; with registration number and the status supported by documentary proof (Registration letter, certificate, notification etc)
2. It has at least 1-2 years experience of working in the social sector, especially WSS.

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3. It is functional, with clear organisational structure that fulfils the requirements of law/ authority, under which the organisation is registered. It is important that there is ample and visible representation of women in the organisation.
4. It also has at least the following system and management:
 - a. A working Bank Account
 - b. Certified financial Audit report of the last year(s)
 - c. Minimal office setup (A room, a sitting place or other place where the meetings of the organisation are held and record is kept)
 - d. Basic book-keeping
 - e. Register for minutes of meetings or/and other relevant books
 - f. Record of last elections, if any
5. The organisational is based in the area where the project will be implemented; or it has already implemented the project in the area and has very clear demonstrable links with the community
6. The organisation is willing to promote gender equity within the organisation and women participation is assured at all the stages of project cycle management (PCM) from Identification stage to completion stage. This participation is active and influences the decision-making process
7. The organisation has linkages with other key stakeholders of social service: District Government, Line Department, targeted communities, other Civil Society Organisations (CSO), etc.
8. The organisation carries with it respect and credibility, especially with the community it is working for and working with
9. It uses *a participatory approach throughout the response cycle*. The organisation represents the different sections of the communities, especially the poorest of the poor, marginalized and vulnerable and women. It also involves them actively in needs identification and project design and implementation. Participatory approaches are often more successful at recognizing and dealing with differences among the population concerned. The primary aim of participatory project management is to strengthen the decision-making ability of socially disadvantaged groups

Appendix VIII: Process of preparation of ASP – flow chart



Appendix IX: Boxes and Tables in the Guidelines

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