

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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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 in 2004-05 and 119 TMAs submitted their ASPs in 2005-06, all TMA ASPs were approved and received grant share.

The previous Guidelines have been modified and rewritten to incorporate as much as possible practical knowledge acquired through experience during interaction with local governments, donors, civil society organizations and Local Government Departments, as the amended Guidelines are much more comprehensive and easily understandable.

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

1.2 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*

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.

- *Table of contents* (showing, interalia, the number of tables and charts as well as their page numbers)
- **Executive Summary**

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.

- **SECTION II: Introduction of TMA**
- **SECTION III: Situation Analysis and Sectoral Planning**
- **SECTION IV: Environmental Health**
- **Appendices**

Documents to be attached with ASP in addition to the above

- **PC- I**
- **Council Resolution**
- **Minutes of the meeting**
- **Utilization report of the SDSSP funds released in 2004/05 & 2005-06**
- **Completion Certificate of the schemes**
- **Monitoring Committee reports**
- **Coverage maps**
- **Other requisite annexure**

1.3 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

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

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.

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 Functional and Non-Functional 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 are 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, showing the new planned scheme on a map.

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 additionally 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 1: 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 Local Support Unit (LSU) and Programme Support Unit (PSU) of SDSSP and submit periodic funds utilization reports (please refer to Appendix V).

1.4 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 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**).

1.4.1 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.

1.4.2 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.

1.4.3 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.

1.4.4 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

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).

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.

1.4.5 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).

Box 2: 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’.

SECTION II: INTRODUCTION OF TMA

Introduction of TMA contains basic information of TMA. 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, information of CBOs, monitoring committee and the past Annual Sector Plans submitted to SDSSP. 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) Main Issues of TMA (Urban areas and Rural areas issues)
- f) Measure public health issues/environmental health may be highlighted

2.1.2 Population

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 (2007)	Estimated population in 2015
1	2	3	4	5	6
Total for the Taluka/ Town	Total number of UCs: _____	Total Area of TMA:			

2.1.3 Staff position

Table 2: Important officials in the TMA

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

2.1.4 Information about elected representatives

Table 3: Elected Representative/ Council Members in the TMA

S. No.	Designation	Name	Elected on Date	Phone			Email
				Office	Residence	Mobile	
1	2	3	5	6	7	8	9
1	Nazim						
2	NaibNazim						
3	Council member						

2.1.5 Taluka/ Town Council's Monitoring Committees

Table 4: Monitoring Committees

S. No.	Name of Committee	Date of Notification*	Name of Members	Number of Women Participation
1	2	3	4	5

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

2.1.6 Schemes implemented under SDSSP funds

Table 5: Schemes implemented under SDSSP funds in the year 2004/05 & 2005/06 (1st & 2nd Year)

S.No	Name of the scheme	Type of Scheme /Subsector (i.e. WS / D/S SWM*	Total cost of scheme	SDSSP funding year	funds utilized		Current status of scheme	Year of Completion	Number of People benefited from scheme
					SDSSP	Other source			
1	2	3	4	5	6	7	8	9	10

*Water Supply/Sewerage & Drainage/Solid Waste Management

Table 6: Performance Grant Status

S.No	Year	Name of Schemes	Performance Grant Received/Not Received	Amount Received in Rupees	Percentage of performance funds utilized
1	2	3	4	5	6

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

Village Development Associations (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 information is required for the number of water supply facilities handed over to VDAs/ community, the present status of such facilities or, if not handed over, the reasons thereof.

2.2.3 Citizens Community Boards

Table 7: Formation of CCBs for WSS Sector

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

SECTION III: SITUATION ANALYSIS & SECTORAL PLANNING

3.1 WATER SUPPLY SUBSECTOR

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

Table 8: TMA Water demand & Supply

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

*1m³ = 1000 litres

Table 9: Total Water Supply Schemes in Taluka/Town (Funded under various programs of Government)

S. No.	Name of Scheme	Established through World Bank/SAP/TMA/PHE or others	Executed by/ date of completion	O&M Agency	Functional / Non-functional	(Non-functional) since	Reasons for non functionality	Population coverage
1	2	3	4	5	6	7	8	9

Table 10: Status of Water supply schemes handed over to VDAs funded under various program of Government

S. No.	Name of Scheme	Established through World Bank/SAP/TMA/PHE or others	Executed by/ date of completion	O&M Agency (community/TMA/PHE/ any other	Functional / Non-functional	(Non-functional) Since	Reasons for non functionality	Population coverage
1	2	3	4	5	6	7	8	9

Table 11: 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			
			2004	2005	2006	2007	2004	2005	2006	2007	2004	2005	2006	2007
1	2	3	4	5	6	7	9	10	11	12	13	14	15	16

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

Table 12: Priority-wise list of proposed new water supply, rehabilitation and extension of schemes

S. No.	Name of Scheme*	Location	Specifications	Initial cost	Maintenance cost	Source of funding	Additional number of people to be covered	Number of additional houses to be covered	Remarks**
1	2	3	4	5	6	7	8	9	10

* 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 13: 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
2002-03							
2003-04							
2004-05							
2005-06							
2006-07							
Total							

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.

Table 14: Generation of sewage in TMA

S. No.	Name of UC	Present Population	Sewage generation (m ³ /day)*	TMA capacity to collect and dispose Sewage in (m ³ /day)*	Per cent of population covered	Comments
1	2	3	4	5	6	7
Total for the Taluka/ Town						

*1m³ = 1000 litres

Table 15: Status of sewerage schemes in TMA

S. No.	Name of Scheme*	Year of Completion	O&M Agency	Status of scheme *	Treatment facility available/Not available	Final effluent disposal point	Description of treatment facility/ and schemes capacity in (m ³ /day)	Population coverage
1	2	3	4	5	6	7	8	9

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

Table 16: Status of Sewerage schemes handed over to VDAs funded under various Government programs

S. No.	Name of Scheme	Established through World Bank/SAP/TMA/PHE or others	Executed by/ date of completion	O&M Agency (community/TMA/PHE/ any other)	Functional / Non-functional	Since date (Non-functional)	Reasons for non functionality	Population coverage
1	2	3	4	5	6	7	8	9

Table 17: List of proposed new sewerage, rehabilitation and extension of schemes

S. No.	Name of Scheme*	Location	Specifications	Initial cost	Maintenance cost	Source of funding	Additional number of people to be covered	Number of additional houses to be covered	Remarks**
1	2	3	4	5	6	7	8	9	10

* 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 18: 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
2003-04							
2004-05							
2005-06							
2006-07 (revised estimated)							
Total							

Table 19: 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			
			2003	2004	2005	2006	Current	2003	2004	2005	2006	2003	2004	2005	2006
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)

3.3 SANITATION AND SOLID WASTE MANAGEMENT SUBSECTOR

Table 20: Solid Waste Management at TMA

S.No	Total Tons of garbage generated daily in TMA	Existing lifting and disposal garbage capacity in Tons	Landfill site/dumping site available or not	Area required for landfilling for TMA	Number of sweepers available for SWM in TMA	Total number of sweepers required in TMA	Total Number of required Vehicle in TMA	Total number of garbage lifting vehicles in TMA
1	2	3	4	5	6	7	8	9

Table 21: Status of Landfill Site/ Dumping Site

S.No	Landfill site/Dumping Site	Area of available site (with Location)	Capacity of site*
1	2	3	4
	Available	Not Available	

*How much tons of garbage is disposed at the available site daily, how long (years) this landfill site can be used, present method of garbage disposal

Table 22: 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	Population coverage from the scheme
1	2	3	4	5	6	7	8

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.

Table 23: 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
2002-03							
2003-04							
2004-05							
2005-06							
2006-07							
Total							

Table 24: Equipment purchased for solid waste disposal under SDSSP funding

S. No.	Details of machinery/equipment	Quantity of SW to be managed daily	cost	Current Status
1	2	3	4	5

Table 25: Staff hired from SDSSP funds

S. No.	Designation	Nature of Appointment*	Justification	Monthly Salary	Annual salary*
1	2			3	4
Total					

*Fixed Salary, Daily Wages, Fixed Contract, Assignment Basis

Table 26: 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

3.4 All WSS schemes proposed to be executed in 2006-07 (3rd Year)

Table 27: Schemes of WSS sector of TMA for the year 2006/07 (3rd Year)
(This table will be the part of Approved Annual Budget of TMA)

S.No	Name of Scheme	Nature*	Location/UC	Source of Funding	Cost	Population to be benefited
1	2	3	4	5	6	7

*Water Supply/Sewerage & Drainage/Solid Waste Management

Important:

Table 27 shall be part of Annual Budget of TMA. Therefore all the schemes of WSS sector of TMA should be described in the table whether funded under SDSSP, ADP, own source or any other source of TMA. The ASP/all schemes mentioned in Table 27 shall be discussed and finalized in the budget session of TMA council to be held in the month of June. The approval of the schemes will be accorded by the TMA council along with its Annual Budget (please see Annexure IV for further details)

SECTION IV: ENVIRONMENTAL HEALTH

Environmental health comprises those aspects of human health, including quality of life, that are determined by physical, biological, social, and psychosocial factors in the environment. It also refers to the theory and practice of assessing, correcting, controlling, and preventing those factors in the environment that can potentially affect adversely the health of present and future generation.

Improving health is one of the main goals of water and environmental sanitation interventions. Despite this, many aid and development workers working in the field of water and environmental sanitation have only a limited knowledge of the infections they try to prevent. Although the relevant information does exist, it is often scattered in specialised literature and rarely finds its way into the field.

4.1 Water Quality and Water Borne Diseases

Water can transmit pathogens directly to people in two ways. The pathogens may be water-borne and the disease is transmitted through drinking-water, or the water may contain pathogens which can penetrate the skin.

Faecally polluted drinking-water can transmit faecal-oral infections. The transmission route is direct from person (or animal) to person. These pathogens may contaminate the water at the source, but contamination may occur during the transport, distribution, or handling of the water.

(This has been observed that animals and human use the same source of water in many rural areas of Sindh. Therefore the source of water (lake, spring, reservoir etc) for animals and human should be separated).

Table 28: Water Borne/ Water Related Diseases

S.No	Name of Diseases	Type of measures taken to control the diseases	Yearly results	Source of Information Health Dept, TMA, TO(IS)
1	Malaria			
2	Dengue fever			
3	Typhoid			
4	Diarrhoea			
5	Gastroenteritis			
6	Amoebic Dysentery			
7	Cholera			
8	Hepatitis A			

Source of information, TMA and District/Town Health Department and private hospitals

Table 29: Quality of drinking Water

S.No	Source of drinking Water	Quality of Water Satisfactory/Unsatisfactory	Water testing facility available/not available	Any water quality report available/not available, if available please attach with the ASP
1	2	3	4	5

Note: If water testing laboratory report available – attach with the ASP

4.2 Industrial Pollution

Table 30: Industrial activity

S. No.	Name of industrial unit*	Nature	Location	No. of employees	Quantity of sewage discharged daily	Treatment facility for liquid and solid waste available/ Not available	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	12
Total (for 6, 8 and 9)											

* Including tanneries, if any

4.3 Solid and Liquid Waste Management and infectious/ non infectious diseases

Solid waste is often contaminated with animal and human excreta. Those who handle the waste and those who live or work where the waste accumulates, will therefore often be on risk from excreta related infections. The specific health risk they will be exposed to will depends on their contact with the excreta.

Collection and disposal of solid waste is very poor in Sindh. The waste generated either left unattended or burn in-situ at streets. Indiscriminate dumping of waste lead to several communicable diseases in the society, open burning is very common which create air pollution (emissions of Carbondioxide, Nitrogen oxides, Sulphur Oxides etc) which borne disease like headaches, heart attacks, bronchitis etc.

Uncontrolled wastes collect and hold water and clog drains, thus leading to stagnant water which encourage mosquito vector abundance. Uncollected wastes provided food and breeding sites for insect and rodent disease vectors. The table given below is to examine the number of solid waste related diseases and the action taken against them.

Table 31: Control of Flies, rates and stray dogs.

S.No	Flies	Anti-fly measures taken		Results
1	2	3		4
		Yes	No	
	Stray Dogs	Stray dogs killing measures		Results
	4	5		6
		Yes	No	
	Rats	Rat Control measures taken		Results
	7	8		9
		Yes	No	

According to the Pakistan Integrated Household Survey the coverage of basic sanitation is very poor in Urban and Rural areas of Sindh. Therefore it is necessary to examine the coverage of basic sanitation facilities in each TMA to plan better schemes to enhance the sanitation coverage. Sanitation coverage examinations mean that each house should at least have a latrine, to avoid open defecation, the table given below is for examining the number of houses having inside latrines and connected to sewerage system.

Open Defecation

Open defecation allows the transmission of all excreta-related infections and is therefore a serious health threat. Open defecation is not acceptable close to the household plot, or in urban communities or other area with high or medium population densities.

Table 32: Coverage of sanitation facilities in TMA

S.No	Number of houses in TMA	Coverage of Sewage system, please give in percentage (%)			Percentage/Number of Houses having inside latrines	Percentage of the population having no facility of Latrine in their houses hence going for open defecation
		In-House Latrines	Communal Latrines/Public Toilets	Open defecation		
1	2	3	4	5	6	7

Table 33: Status of Landfill/Dumping site

S.No	Landfill site/Dumping site available/not available	Is the site away from residential area (please indicate the distance in Kilometres)	Is the site away from the water bodies (indicate distance in meters)	Is the site away from the airports or air base (indicate distance in Kilometres)	Mode of final disposal of solid waste/hospital waste/ bodies of animal
1	2	3	4	5	6

4.3.1 Environmental Health Issues and their Control Measures

In order to improve the quality of life of the people and to reduce disease and death rates due to various communicable and non communicable diseases, TMA should take the following measures.

1. Treatment plant should be installed for the effluent of industries in the irrigation channels for the prevention of chemical contamination of drinking water.
2. Treatment plants should be installed for municipal liquid waste before its disposal into the irrigation channels
3. For the prevention of microbial contamination of drinking water.
4. Birth and death registration record should be properly maintained. The reporting system should be made very effective so that not a single birth or death is left unregistered, so that actual figures/data may be made available for the health planners.

TMO should coordinate with the concerned department of the Town and District for launching the following campaigns in his area periodically atleast once in three months

1. Anti Mosquito campaign

- a) Larvicidal measures to control breeding of mosquitoes by (degrassing, channelization of stagnant water and sprinkling of fanthion granules)
- b) Adulticide spray

2. Anti pye dog campaigns

3. Campaign against food adulteration

4. Awareness raising Campaigns for,

- a) Discouraging open defecation
- b) Importance of hand washing
- c) Purification of water
- d) Discouraging open burning of waste

TMA should coordinate with all the health authorities of the Town (THO, DTHOs, MS etc) for the control of following public health problems/diseases

- Water borne diseases
- Fly borne diseases
- Mosquito borne diseases
- Animal borne diseases (Dog bite cases etc)
- Other Vector borne disease
- Meat borne disease
- Milk borne disease
- Air, water, soil and noise pollution
- Hygienic conditions of dairy farms – regular inspection required by DHO/TMO
- Hygienic conditions of meat, fish, and vegetables market – regular inspection of DHO/TMO
- Hygienic conditions of hotels, restaurants – regular inspection of DHO/TMO
- Regular inspection of schools by (THO) for addressing the health problems of the children’s
- Arsenic mitigation measures

4.3.2 Hospital Waste Management

Hospital waste is also called medical waste will inevitably include potentially hazardous, infectious and pathological materials such as used bandages, sharp objects including syringes, needles, and items contaminated with body fluids including blood. It is important to survey generation of hospital waste per bed and importantly separate the hazardous and non-hazardous fractions in healthcare waste at source to reduce the risk to public health.

Table 34: Generation of Hazardous waste from 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, pathological labs etc

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

Note: Since the hospital waste is very infectious and poses health hazards therefore a proper system may be devised for its scientific disposal from the residential areas to the landfill site. In this connection if you need any guidance please contact consultant on SWM (PSU-SDSSP)

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 _____ 2007 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 additionally 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 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

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 of TMA was placed before TMA council meeting convened for the approval of the annual budget of TMA. The Monitoring Committees of WSS sector/TMA....have been involved in the preparation of this Plan and the honourable members have recommended the Plan to this House for approval after including all schemes of WSS sector of TMA funded either, under SDSSP, ADP, own source or any other source of TMA..

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/Proposals and the planning procedure adopted by the TMA executive, the House approved all the schemes of WSS sector/ the Annual Sector Plan of the Taluka/ Town along with the Annual budget of TMA. The council has also accorded 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.
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:

Appendices

- 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 organisation 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 IX: Boxes and Tables in the Guidelines

BOXES

Box 1: Monitoring and periodic reporting of SDSSP-funded schemes

Box 2: Assurances by the TMA officials

TABLES

- Table 1. Population of the Taluka/ Town (UC-wise)
- Table 2. Important officials in the TMA
- Table 3. Elected Representative/ Council Members in the TMA
- Table 4. Monitoring Committees
- Table 5. Schemes implemented under SDSSP funds in the year 2004/05 & 2005/06 (1st & 2nd Year)
- Table 6. Performance Grant Status
- Table 7. Formation of CCBs for WSS Sector
- Table 8. TMA Water demand & Supply
- Table 9. Total Water Supply Schemes in Taluka/Town (Funded under various programs of Government)
- Table 10. Status of Water supply schemes handed over to VDAs funded under various program of Government
- Table 11. Water supply schemes handed over to VDAs
- Table 12. Priority-wise list of proposed new water supply, rehabilitation and extension of schemes
- Table 13. Expenditure in Water Supply subsector during last five years
- Table 14. Generation of sewage in TMA
- Table 15. Status of sewerage schemes in TMA
- Table 16. Status of Sewerage schemes handed over to VDAs funded under various Government programs
- Table 17. List of proposed new sewerage, rehabilitation and extension of schemes
- Table 18. Expenditure in Sewerage and Drainage subsector during last five years
- Table 19. Sewerage schemes managed by VDAs
- Table 20. Solid Waste Management at TMA
- Table 21. Status of Landfill Site/ Dumping Site
- Table 22. List of proposed new solid waste disposal projects
- Table 23. Expenditure in SWM subsector during last five years
- Table 24. Equipment purchased for solid waste disposal under SDSSP funding
- Table 25. Staff hired from SDSSP funds
- Table 26. NGOs and CBOs active in SWM
- Table 27. Schemes of WSS sector of TMA for the year 2006/07 (3rd Year)
- Table 28. Water Borne/ Water Related Diseases

Appendices

Table 29. Quality of drinking Water

Table 30. Industrial activity

Table 31. Control of Flies rates and stray dogs.

Table 32. Coverage of sanitation facilities in TMA

Table 33. Status of Landfill/Dumping site

Table 34. Generation of Hazardous waste from Health facilities in the Taluka/ Town