



APPLICATION FORM FOR FUNDING OF SANITATION PROJECTS IN LOW INCOME URBAN AREAS

For use by WSTF			
Name of Fund:		Project Code:	
Date Application Form was received:		Date evaluated:	
Evaluated by (names):			
Remarks:			

Has this Application Form been approved by the Water Services Board?: Please tick (✓)	Yes:	No:
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Project title:			
WSP Details ⁽¹⁾			
Name of WSP:			
Town:		Building:	
Box no.:		Tel.:	
E-mail:		Fax:	

1): WSP = Water Service Provider

This Application Form was filled in and approved by ⁽²⁾:

Activity: >	Filled in by:	Filled in by:	Filled in by:	Approved by:
Name(s):				
Designation:				
Tel.:				
Fax:				
E-mail:				
Date:				

2): WSP and WSB staff

Filling in the Application Form

Please fill this Application Form as carefully and as completely as possible.

Please ensure that:

- An Application Form is filled in for each project area.
- All data are coherent (no contradictive data).
- Descriptive statements are concise, to the point and presented in an easily readable format (e.g. use of bulleted lists, use of paragraphs, etc.).
- Statements are substantiated (e.g. with figures).
- If external data are used, the source of the data has to be mentioned.

The WSP is responsible for providing accurate data. Any deviation from the “Data Collection Report” shall be justified in detail.

If the space provided in the tables is insufficient, please use the tables presented on the last two (2) pages of this Application Form.

Sections of this Application Form that are filled in

Please tick (✓) in the table below all the sections in this Application Form you have filled in. Please insert any remarks you may have in the column to the right.

Section	Section of the Application Form	Tick (✓)	Remarks
1.	Overview of Project Area		
2.	Proposed Sanitation Infrastructure		
2a.	Household sanitation (single)		
2b.	Household sanitation (shared) / ablution blocks		
2c.	Public sanitation (e.g. markets, bus stations, informal settlements)		
2d.	Sanitation for public institutions (e.g. schools, prisons)		
2e.	Sludge treatment / disposal (e.g. emptying services)		
3.	Community Mobilisation and Sensitisation		
3a.	Accompanying measures		
3b.	Hygiene Promotion Programme		
3c.	Sanitation Marketing Campaign		
4.	Capacity Constraints of the WSP and Capacity Building		
5.	Capacity and Input of the WSP for Project Execution		
6.	Operation, Maintenance and Management of Proposed Project Infrastructure		
7.	Expected Project Sustainability and Impact		
8.	Key Data on the WSP		

Please tick (✓) in the table below all documents appended to this Application Form.

Appendix	Description	Note:	Tick (✓) (1)	Remarks
1.	Memorandum of Understanding (Council – WSP – WSB)	2		
2.	Technical drawings approved by the Council (One copy)	3		
2a.	• Toilet facility / sanitation installations			
2b.	• On-site treatment / Sewer connection			
2c.	• Additional works (if any)			
3.	Work plan			
3a.	• Technical Works			
3b.	• Accompanying Measures (Socio-Economic Activities)			
3c.	• Other Activities			
4.	Project Budget	4		
4a.	• Summary Budget			
4b.	• Budget Field Equipment & Tools			
4c.	• Budget for Accompanying Measures			
4d.	• Budget Transport Costs			
4e.	• Budget for Project Administration			
4f.	• Schedule of Materials & Labour Cost of the PSF	5		
4g.	• Schedule of Materials & Labour Cost of Onsite Treatment			
4h.	• Schedule of Materials & Labour Cost of Metering			
4i.	• Schedule of Materials & Labour Cost of Pipeline Extension			
4j.	• Schedule of Materials & Labour Cost of Sewer Connection			
4k.	•			
5.	Water Quality Test Report (most recent report)			
6.	Project Approval Letter (issued by the WSB)			

- 1): Write "NA" if Non Applicable;
 2): WSB = Water Services Board
 3): See Module 6 of the Toolkit for Sanitation Projects
 4): See File 3 of this Application Form folder
 5): PSF = Public sanitation facility

Project Identification				
A	Project title:			
B	Project Manager:	Name:		
		Tel.:		E-mail:
C	Location of project:			
	City/town:			
	District:		Division:	
	Area:		Sub-area:	
↓	Location(s):			
	Sub-location:			
	Sub-location:			
	Sub-location:			
	Area:		Sub-area:	
↓	Location(s):			
	Sub-location:			
	Sub-location:			
	Sub-location:			
	Area:		Sub-area:	
↓	Location(s):			
	Sub-location:			
	Sub-location:			
	Sub-location:			
	District:		Division:	
	Area:		Sub-area:	
↓	Location(s):			
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	Sub-location:			
	Area:		Sub-area:	
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	Sub-location:			
	Sub-location:			
	Sub-location:			
	Area:		Sub-area:	
↓	Location(s):			
	Sub-location:			
	Sub-location:			
	Sub-location:			

Project Identification					
D	Type of intervention(s) (√):	Sanitation infrastructure:		Community mobilisation:	
		Hygiene promotion:		Social marketing:	
		Operator training:		Solid waste management:	
		Storm water drainage:		Sludge treatment / disposal:	
E	Number of new shared household sanitation facilities (ablution blocks):		Number of refurbished shared household sanitation facilities (ablution blocks):		
	Number of new public sanitation facilities:		Number of refurbished public sanitation facilities:		
	Number of new sanitation facilities at public institutions:		Number of refurbished sanitation facilities at public institutions:		
	Number of new wastewater treatment facilities:		Number of rehabilitated wastewater treatment facilities:		
	Kilometres of new sewer lines:		km of rehabilitated sewer lines:		
	No. of sludge treatment facilities		Other (specify):		No.:
F	Area population:	No.:		Beneficiary population:	No.:
G	Anticipated cost:	KSh:			
H	Cost per beneficiary: ⁽¹⁾	KSh:			
I	Period of execution:		No. of months:		
J	Objectives of the project:				
K	Planned activities:				
L	Description of Project management (implementation phase):	Works supervision:			
		Implementation arrangement:			
		Support (by NGOs, CBOs, Consultants, etc.) ⁽²⁾ :			

1): Per capita cost = total cost / beneficiary population (KSh/beneficiary).

2): NGO = non-governmental organisation; CBO = community-based organisation.

√) = Please tick.

1 OVERVIEW OF THE PROJECT AREA

“**Project Area**” refers to the name of a specific area where the proposed project will be implemented; e.g. the name of the informal settlement or planned low-income area or sub-area.

If the proposed project is to be implemented in an informal settlement or in a planned low-income area, without being confined to a specific boundary identified by any particular name, the project area is the name of that particular informal settlement or planned low-income area.

If the proposed project is to be undertaken in a (sub-) area located within a larger named area (e.g. within the boundaries an existing informal settlement or planned low-income area):

- This should be mentioned in the brief description of the project.
- The working population should be that of the sub-area.
- The boundaries of the sub-area have to be described or presented as GPS readings.

1.1 Type and Legal Status of Project Area							
Name of area:							
Name of sub-area Village, etc.) ⁽¹⁾ :							
Short description of the project area (please focus on technical, social and legal issues):							
• Technical:							
• Social:							
• Legal:							
What is the legal status of the area? (see Toolkit, Module 1, Section 5) ⁽²⁾ :							
Please indicate: Is the area a planned or an unplanned settlement?							
Please indicate below who owns the land in the project area? (Is the land owned by the Council, or the Government, is land privately owned, a combination of both, etc.):							
Please indicate below which building materials have been used for the construction of houses?:							
Do you consider the area to be a low-income area ? Please explain!							
Describe the (expected) impact the Development Plan of the Local Authority has (will have) upon the area.							
Note: If the settlement in the proposed project area is illegal, please attach a supporting letter from the Council. This letter should state the approval by the Council of the proposed works.							
GPS (UTM) readings (of sub-area boundaries):							
North:		East:		Elevation:		Remark:	
North:		East:		Elevation:		Remark:	
North:		East:		Elevation:		Remark:	
North:		East:		Elevation:		Remark:	
North:		East:		Elevation:		Remark:	
North:		East:		Elevation:		Remark:	

1): In large urban slums the proposed project is not likely to cover the entire area but only one of more sub-areas or villages
 2): A legal settlement or an illegal settlement

1.2 Present Situation in the Proposed Project Area					
Please describe the present situation in the proposed project area (see below):					
1.2.1 Location of the project area (vis-à-vis the town centre):					
1.2.2 Existing water supply installations (operated by the WSP in the project area):					
1.2.3 Existing household sanitation installations:					
1.2.4 Existing public sanitation installations:					
1.2.5 Current ways of wastewater disposal and treatment:					
1.2.6 Solid waste disposal:					
1.2.7 Storm water drainage:					
1.2.8 Service hours (of public sanitation infrastructure in proposed project area):					
1.2.9 Tariff at the public sanitation facilities (please specify):					
Toilet:	KSh		Laundry:	KSh	
Urinal:	KSh		Shower:	KSh	
1.2.10 Demographic trend (population growth patterns; e.g., area is extending, population density is increasing, etc.):					
1.2.11 Current hygiene behaviour:					
1.2.12 Current environmental situation:					
1.2.13 Please describe below <u>why</u> the project area was selected:					

1.3 Project Area Population and 10-Year Population Projection			
Data on population	Current	In 5 years	In 10 years
No. of persons in the project area:			
No. of potential beneficiaries in the project area:			
The method used for collecting the population data, or the source of population data:			
The assumed annual population growth rate and the source of the annual population growth figure:			

1.4 WSP Service Coverage for Sanitation in Project Area			
1.	Maximum distance to adequate sanitation <i>before</i> the project:		metres
2.	Maximum distance to adequate sanitation <i>after</i> (proposed) project commissioning:		metres

1.5 Public Health Indicators for the Project Area				
Indicator ⁽¹⁾	Current Year	Previous Year	Year Before Previous Year	
Cases of diarrhoea:				
Cases of intestinal worms:				
Infections (no. of cases): ⁽²⁾				
Cases of cholera:				
Cases of typhoid fever:				
Cases of dysentery:				
Cases of ⁽³⁾ :				
Cases of ⁽³⁾ :				
Please indicate the source for the data above (e.g. Council, Ministry of Health, dispensary, hospital, etc.)				
Additional observations	Common	Uncommon	Never occurs	
Presence of foul smells:				
Insect nuisance:				
Overflowing sewers:				
Overflowing latrines:				
Uncontrolled solid waste dumping:				
"Flying toilets":				
Open defecation:				
Stagnant wastewater ditches:				
Open channels carrying wastewater:				
Insufficient or non-existent storm water drainage:				
Other:				
Other:				
Other:				
Additional remarks regarding the public health situation in the project area:				
Assumptions regarding to the use of public health data to describe public health situation in project area:				

1): Write NA (Non Applicable) if no data were available or if collected data are considered to be irrelevant.
 2): Infections of eyes, ears, urinary tract and respiratory infections
 3): Please provide names of water-related disease.

2 PROPOSED SANITATION INFRASTRUCTURE

2.1 Description of the Proposed Works	
Please give below an overview of the installations to be built or refurbished (*):	
Please describe the objectives of the project:	

*) : If applicable, please include a description of the proposed metering programme within the project area.

2.2 Shared Household Sanitation Facility Design					
2.2.1 Technical Details (please fill in the columns to the right):					
Toilet design used for the proposed constructions:	Flush toilet connected to sewer	Flush toilet connected to septic tank or conservancy tank	Flush toilet connected to decentralised treatment system (e.g. bio-digester)	Composting toilet / Urine Diverting Dry Toilet (UDDT)	Other:
• Number of shared household sanitation facilities / ablution blocks to be constructed:					
• Number of shared household sanitation facilities / ablution blocks to be rehabilitated:					
Total number of beneficiaries:	No.				
Note: The total number of beneficiaries a public toilet can serve depends on the number of toilet cubicles provided for men and women. One toilet cubicle can serve 100 people per day.					

2.3 Public Sanitation Facility Design					
2.3.1 Technical Details (please fill in the columns to the right):					
Toilet design used for the proposed constructions:	Flush toilet connected to sewer	Flush toilet connected to septic tank or conservancy tank	Flush toilet connected to decentralised treatment system (e.g. bio-digester)	Composting toilet / Urine Diverting Dry Toilet (UDDT)	Other:
• Number of public sanitation facilities to be constructed:					
• Number of public toilets to be rehabilitated:					
Total number of beneficiaries:	No.				
Note: The total number of beneficiaries a public toilet can serve depends on the number of toilet cubicles provided for men and women. One toilet cubicle can serve 100 people per day.					

2.4 Sewer Network Design	The “network” referred to here consists of the collectors incl. wastewater treatment.			
2.4.1 Technical Details of Existing Mains (please fill in the columns to the right):				
• Size of the existing sewer mains:				mm
• Proximity to existing sewer mains:				metres
• Current physical state of existing sewer mains:				
• Type of material of existing mains:				
• Total length of network to be laid:				metres
• Type of materials to be used:				
Number of sewer connections in the project area:				
Number of customers billed for sewer connection:				
Does the ground elevation allow for gravitational flow of wastewater? (if necessary, attach the relevant map):				
	Yes:		No:	
Note: If the answer is No , it is expected that additional works are proposed (see: 2.5)				

2.5 Additional Works	“Additional Works” refers to those works aimed at restoring/improving efficient operation of the wastewater and/or faecal sludge disposal system. It also includes auxiliary civil works such as storm water drainage facilities, solid waste collection, landscaping (etc.) aimed at making the facility environmental and user-friendly.			
2.5.1 Are additional works required?				
Are any additional works required? Please tick (√) Yes: No:				
2.5.2 Description of the proposed additional works:				
Please give below a detailed description of the installations to be built and/or refurbished as well as the equipment needed:				
2.5.3 Justification:				
Please state the reasons for these additional works:				
2.5.4 How will you arrange for security at the construction sites?				

- Note:**
- Please ensure all necessary documents for the additional works are attached.
 - In cases where the design and / or construction for the additional works cannot be done in-house, cost estimates for such works should be included in the BoQ.

3 COMMUNITY CHARACTERISTICS, MOBILISATION AND SENSITISATION

3.1 Socio-Economic Situation in the Project Area											
Please provide a short description of the beneficiaries of the proposed project, e.g. socio-economic situation, main income generating activities in the project area, average number of persons per plot, etc.:											
Main income generating activities:											
How would you describe the population of the area? <i>Please tick (✓)</i> :											
Very poor:	<input type="checkbox"/>	Poor:	<input type="checkbox"/>	Middle income:	<input type="checkbox"/>	Affluent:	<input type="checkbox"/>	Mixed:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Remarks:											
Are most residents renting the accommodation or do they own their homes?:											
Average number of persons per plot :											
Or; average number of persons per dwelling :											
Comments:											
Are female-headed households common?:											
Percentage of female-headed households: %											
Describe the pattern of migration:											
Other characteristics:											

3.2 Community Organisations									
Contact details of the Chief:		Location:			Name :				
		Telephone:			E-mail:				
Are there local Elders ^(*) in the area (Yes / No)? Please tick (✓):									
Yes:					No:				
Are there any Government organisations/officials working in the area (e.g. Public Health Officer, CHEW): ^(*)									
Please specify:									
List the active and relevant community based organisations (CBOs) and NGOs in the area and describe their main activities:									
CBOs ^(*) :									
NGOs:									
Which of the above listed organisations are going to be involved in the project?:									
What will be the role and responsibility of these organisations?:									

*) In Swahili: *Mzee wa Mtaa*; CBO = Community-based organisation; NGO = Non-governmental organisation; CHEW = Community Health Extension Worker.

3.3 Mobilisation and Sensitisation Activities
 List the community mobilisation and sensitisation activities you intend to carry out:

3.3.1 Activity (*):			
Description of activity:			
Objective:			
Target group(s) /participants:			
Specific activities:			
Message(s) / topic(s):			
Media used:			
Number:		Comments:	
List of costs:			

3.3.2 Activity (*):			
Description of activity:			
Objective:			
Target group(s) /participants:			
Specific activities:			
Message(s) / topic(s):			
Media used:			
Number:		Comments:	
List of costs:			

3.3.3 Activity (*):			
Description of activity:			
Objective:			
Target group(s) /participants:			
Specific activities:			
Message(s) / topic(s):			
Media used:			
Number:		Comments:	
List of costs:			

*) **Example:** Description of activity: Public meeting (*baraza*); Objective: sensitise residents on health and hygiene and the importance of improved sanitation; Target group(s)/participants: population of the project area; Specific activities: performance of a drama group, drumming, speeches; Message(s)/topic(s): advantages of safe wastewater disposal; Media used: public gathering; Number: 2 *barazas* per public toilet catchment area; List of costs: hiring of drama group, flipchart stand, A1 size paper, batteries for megaphone.

3.3.4 Activity (*):	
Description of activity:	
Objective:	
Target group(s) /participants:	
Specific activities:	
Message(s) / topic(s):	
Media used:	
Number:	Comments:
List of costs:	

3.4 Public Toilet Operators (Selection and Management)

3.4.1 Describe how you intend to select and train the Operators:

Describe the Operator identification and selection procedure:

Which selection criteria will be used?:

Will the proposed public toilets be operated by individuals or by groups or by a private company?:

Comments:

3.4.2 What are the incentives which are provided to the Public Toilet Operators:

Which water tariff will the Operator have to pay?:		KSh/m ³
Which tariff can the Operator as for?	Toilet:	KSh/use
Which tariff can the Operator as for?	Shower:	KSh/use
Are Operators allowed to sell groceries at their public sanitation facility? Please tick (√):	Yes:	No:

Please explain how you will ensure that the Operator will have a reasonable income:

Public Toilet Operator contract arrangement:

Will Operators sign a contract with the WSP? Please tick (√):	Yes:	No:
Remarks:		

Public Toilet Operator training

Will Operators receive a training?:	Yes:	No:
Remarks:		

If yes, what are the main topics covered by the training programme?:

1.	2.
3.	4.
5.	6.
7.	8.

4 CAPACITY CONSTRAINTS OF THE WSP AND CAPACITY BUILDING

Please fill in this section if the proposed Project envisages carrying out capacity building measures for WSP staff responsible for the operation and maintenance of the public sanitation scheme funded by the WSTF.

4.1 Main Current Weaknesses	
Assess and describe the current weaknesses the WSP intends to address through capacity building:	

4.2 Current and Planned WSP Staff Capacity Building Programmes/Activities		
Please list and describe all current and planned capacity building programmes/activities for WSP staff (*):		
No.	Staff member(s):	Programme/activity:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

*) : Please fill in "NA" (Non Applicable) if no capacity building programmes are being implemented or planned.

5 CAPACITY AND INPUT OF THE WSP FOR PROJECT EXECUTION

5.1 Previous Projects (of at least similar size) Implemented by the WSP (*)					
Please list previous most important investment projects done (applicant may add rows):					
No.	Project Title	Year(s)	Investment volume (KSh)	Type of Project	Contracted out (inter)nationally or done by Applicant
1.					
2.					
3.					
4.					
5.					

*) Only list non-WSTF projects.

5.2 Organisational Set-up for the Implementation of the Proposed Project	
Please describe below the organisational set-up the WSP will adopt for project execution:	
Who will be in charge of supervision of works:	
Who will be in charge of the execution of works:	
Composition of the Project Task Team:	
Main responsibilities of the Project Task Team:	
Please describe below the manpower input the WSP intends to make. Also mention the casual labour input:	
Are consultants (other than WSTF-Consultants) and/or contractors going to be used in any of the proposed activities of the project (other than the employment of casual labour)?:	

5.3 Input of WSP Staff and of the Contractor				
No.	(Job) Title:	WSP staff (*):	Time Input (Person-Months):	Tasks and responsibilities:
1.				
2.				
3.				
4.				
5.				
No.	Title:	Contractor:	Time input:	Tasks and responsibilities:
6.				
7.				
8.				
9.				
Total:				

*) Cost of WSP personnel is to be borne by the WSP.

5.4 Capacity of the WSP and Performance Indicators

No.	Question	Answer; please tick (√): >>	Yes	No	Remark/additional information:
1.	Are all senior manager positions filled? If not, what are the reasons for the vacancies?				
2.	Are the WSP staff to be involved in the project appropriate with adequate authority?				
3.	Does the WSP have the capacity to procure the intended goods and services or did you make appropriate arrangements to do so?				
4.	Does the Company receive any external support?				
5.	Does the Company have the necessary, tools, equipment, vehicles, office equipment and other non-human resources to implement the project?				
6.	Does WASREB have any outstanding issues with the Company? If yes, please explain?				
7.	Is there any known history of management inadequacy of malpractice (corruption)? If yes, what has been done to rectify the situation?				
8.	Is the trend in the Company's collection ratio showing consistent improvement or is it above 95%?				
9.	Is the collection ratio below 25%?				
10.	Does WASREB have any governance issues with the WSP, which should be considered?				

6 OPERATION, MAINTENANCE AND MANAGEMENT OF PROPOSED PROJECT INFRASTRUCTURE

6.1 Maintenance and Repair of Existing Infrastructure			
Are existing public sanitation schemes included in the annual maintenance plans (yes/no)? Please tick (✓):	Yes (*):		No:
What maintenance works have been undertaken on public sanitation schemes (last two years)?:			

*) : Write "NA" (= Non Applicable) if the WSP has no pro-poor water supply schemes.

6.2 Operation of Proposed Project Infrastructure	
6.2.1 Sanitation services:	
Describe the expected service hours and expected constraints from the sanitation site as well as the water supply point of view (technical problems, available quantities, etc.):	
Water supply schedule (rationing):	
Existing:	
Proposed:	

6.3 Maintenance of Proposed Project Infrastructure	
Who will be responsible for the preventive maintenance and repair of the installations created / refurbished under the project:	
Sewer networks extensions:	
Public sanitation facility (beyond the meter):	
Decentralised treatment system:	
Who will be responsible for the regular technical inspections of the installations (Please specify the installation if different people will be responsible for different parts of the scheme!)	
Installation:	Responsible for technical inspections:

6.4 Public Toilet and Public Toilet Operator Management System			
Who will be in charge of the operation of the public sanitation facility? Please tick (✓):			
An Operator: <input type="checkbox"/>	An employee of the WSP: <input type="checkbox"/>	The Council: <input type="checkbox"/>	Other arrangement: <input type="checkbox"/>
Explain "Other arrangement" : _____			
If an Operator will run the public sanitation facility: How will Operators be charged by the WSP? (value of water sold or a fixed sum, etc):			
How will the Public Toilet Operator be remunerated? Please tick (✓):			
Receives a commission (or 100%) based upon the revenue from user charges: <input type="checkbox"/>	Receives a fixed monthly amount: <input type="checkbox"/>	Other form of remuneration: <input type="checkbox"/>	<input type="checkbox"/>
Describe " Other form of remuneration" : _____			
Will Operators have to deposit the cash they collect? If yes, how will Operators deposit the cash they collect?:			
Depositing frequency: _____		Describe in a few sentences the metering and billing system (e.g. billing and metering frequency & cycle):	
How will Operators be supervised and how will the public toilets and other infrastructure be inspected?:			
WSP staff responsible: _____			
Inspection frequency (e.g., who will monitor the public toilets & network, response to Operator complaints, etc.):			

7 EXPECTED PROJECT SUSTAINABILITY AND IMPACT

7.1 Current Public Sanitation Facility Management Performance (of WSP)		
7.1.1 Public sanitation system performance indicators:		
Number of public toilets in operation by the WSP:	No.	
Amount billed (existing public toilets) during last 6 months:	KSh	
Amount paid by Public Toilet Operators during last 6 months:	KSh	
Total amount owed by the Operators:	KSh	

7.2 Estimated Operational Profit for the WSP (Project Area Only)						
7.2.1 Expected sales and revenue from the project area at proposed tariffs (kiosks and other connections):						
Expected total number of <u>public toilet users</u> :	Expected daily water consumption:	Expected daily water consumption:	Tariff (paid by customer):			Expected daily revenue:
No.	Litres/user/day	m ³ /day	KSh per toilet visit	KSh per shower	KSh for using laundry facility	KSh/day
Number of sewer connections in project area:						
Public Sanitation facilities supplied by WSP:	Sales volume:	WSP revenue:	Cost (based upon current unit production costs):			
	M ³ /month	KSh/month	KSh/month			
1. Public toilets						
2. Sewer connections						
3. Other:						
Total:						

7.2.2 Expected average Operator incomes:		
Description:	Amount (KSh/month)	Indicate how this is calculated/estimated
Estimated Operator income (e.g. water sales):		
Estimated costs that change with sales volume:		
Other costs (estimated):		
Estimated net Operator income:		

*) Average monthly income from toilet user charges only.

7.2.3 Organisation of the WSP and the management of low-income areas:
What is the WSP's policy with regard to the underserved low-income areas?: (*)
Which Department, Section or Unit of the WSP is in charge of the underserved low-income areas?:
What are the main responsibilities of the Department, Section or Unit?:
Please describe in reasonable detail how the WSP communicates with the population of the proposed project area, their representatives and the existing active CBOs?:
Give an indication of the WSP's overall (all customers) customer care concept/policy:
Is this proposal-demand driven? <ul style="list-style-type: none"> • If so, how has this been established? • If not how is it conducted that it is required?:

7.3 Impact on Environment in the Project Area
Give details of the possible impact on the <u>environment</u> of this project in the project area and indicate the steps being taken to minimise any adverse effects. (Reference should be made to the geological conditions, proximity of natural watercourses, water table levels, land gradients and drainage conditions.)

8 KEY DATA ON THE WSP

8.1 Data on WSP Staffing, Customers, Operations, Equipment, Admin System & Banking				
Description:		Current year (to date)	Last year	Previous year
Staffing:				
1.	Number of staff on the payroll: ⁽¹⁾	No.		
2.	Managerial staff:	No.		
3.	Number of Directors:	No.		
4.	Average number of daily workers: ⁽²⁾	No.		
5.	Number of towns within service area:	No.		
6.	Staff costs as a percentage of collections: ⁽³⁾	%		
Legal status:				
7.	When was the Company registered?:	Year		
8.	Does the company have a license?:	Yes/No		
Customers:				
9.	Domestic connections:	No.		
10.	Institutional connections:	No.		
11.	Commercial connections:	No.		
12.	Industrial connections:	No.		
13a.	Water Kiosks:	No.		
13b.	Prepaid public stand posts:	No.		
14.	Sewer connections:	No.		
15.	Total population in service areas:	No.		
Operations: ⁽⁴⁾				
16.	Production capacity of the water works/day:	M ³		
17.	Monthly average of water produced:	M ³		
18.	Is this total production figure based on bulk meter readings?	Yes/No		
19.	If "No", indicate the basis of your estimation	Source		
20.	Monthly average volume of water billed	M ³		
21.	Monthly average amount collected from customers:	KSh		
22.	Grants (including subsidies) received to cover O&M costs	KSh		
23.	Minimum charge for a metered connection per month ⁽⁴⁾	KSh		
24.	Monthly charge for an un-metered connection ⁽⁴⁾	KSh		
25.	Average monthly amount spent on maintenance	KSh		
26.	Average cost of production per m ³ (electricity and chemicals)	KSh		
27.	Total O&M costs/year (excluding depreciation & capital costs)	KSh		
28.	Number of offices:	No.		
29.	Number of PayPoints:	No.		
Administrative systems: >>		Yes/No		
30.	Vehicles:	No.		
31.	Exhausters:	No.		
32.	Motorcycles:	No.		
33.	Bicycles:	No.		
34.	Computers:	No.		
35.	Printers:	No.		
Administrative systems: >>		Yes/No		
36.	Does the WSP have a computerised billing system?:		Software used:	
37.	Does the WSP have a computerised accounting system?:		Software used:	
38.	Does the WSP have a customer complaints procedure?:			
39.	Does the WSP have a Tender Committee?:			
40.	Does the WSP have a Procurement Committee?:			
41.	Is a WSP staff member/section in charge of low-income areas?:		Specify:	
42.	When was the last water quality test carried out?:	Date: >>		
43.	Outcome of water quality test report?:			

1): Average per month; include staff seconded from other institutions

2): Mainly casuals but also long-term part time contractors. Include costs in question 6

3): Including Board expenses, overtime, allowances, daily workers etc, not travel on business, training etc.

4): Complete with totals for all towns served by the WSP and all production schemes operated

WSP banking details:				
44.	Name of bank:			
45.	Bank account number:			
46.	Address of bank:			
47.	Contact person:		Tel.:	
	Fax:		E-mail:	
48.	Name and function of bank account signatories:			
	Name:		Function:	
	Name:		Function:	
	Name:		Function:	

ADDITIONAL SHEETS

Section:	No.:	Title: (*)

*) : For example: Section 3; No. 3.4.3; Title: Operator contract arrangement.

Section:	No.:	Title: (*)

MEMORANDUM OF UNDERSTANDING: PUBLIC SANITATION FACILITY

BETWEEN

TheCouncil of

(Hereinafter Referred to as the Council)

and

TheWater Services Board

(Hereafter referred to as the WSB)

and

TheWater and Sewerage Co. Ltd.

(Hereafter referred as the WSP)

1. Definitions

In the Memorandum of Understanding ("MoU):-

- a) "Memorandum of Understanding" refers to partnership arrangements in terms of contributions, rules and responsibilities between:
- the Council of,
 - the Water Service Board and
 - the Water Sewerage and Sanitation Company Limited
- to improve public sanitation status within..... as set out herein.
- b) "Council" shall mean theCouncil of..... falling under the Ministry of Local Government.
- c) "Variations" shall mean any amendments, repeal or such changes done to a section or sections of this memorandum of Understanding.
- d) "Facilities" shall mean public sanitation investments or assets.
- e) "WSB" shall mean the..... Water Services Board falling under the Ministry of Water and Irrigation.
- f) "WSP" shall mean the..... Water and Sewerage Company Limited which is fully/partly owned by the..... Council of

2. Rationale for Partnership

The Government through the Ministry of Water and Irrigation (MWI) has commenced the Water Sector Reform provided in the Water Act of 2002. As part of the Reforms the Regional Water Services Boards were established and mandated with the responsibility of owning, developing water and public sanitation assets and infrastructure; for the efficient and

economical provision of water and public sanitation services within their respective regions.

Still within the reforms process, the provision of water and public sanitation services was commercialised and WSBs were given the authority to license private companies - Water and Sewerage Company Ltd - commonly known as Water Service Providers (WSPs) to manage and operate their assets. The WSPs are fully/partly owned by respective or..... Councils.

The Water and Sewerage Company Ltd, a Company fully owned by the Council of..... was registered on..... (Month) (Year).....

The Company is the licensed water service and public sanitation provider for.....

.....town/city and its environs by the Water Services Board.

Considering these legal and institutional relations, the successful implementation and operation of public sanitation supply facilities requires the partnership between the three (3) signatory institutions which this MoU shall facilitate.

3. Aims and Purpose of Partnership

The aim of the partnership is to develop strategic areas of cooperation that allow for the achievement of sustainable public sanitation interventions which improve the living conditions of the urban population, and the urban poor in particular, through improved access to adequate public sanitation services.

Another objective of the partnership is to create an environment that facilitates the efficient and effective utilisation of funds made available by financiers for the implementation of urban public sanitation projects.

4. Objectives for Partnership

- 4.1 Developing and testing of- and capacity building in- technologies that allow for the provisions of public sanitation services which are affordable, accessible and environmentally friendly.
- 4.2 Improving the public health situation and the living conditions of the urban population and of the urban poor in particular, by making public sanitation services more accessible.
- 4.3 Reducing unsightly/ unsafe/ unhygienic disposal of human waste and increasing the revenue base of the WSP by allowing the Company to manage and collect revenue from the public sanitation facilities.
- 4.4 Creating an environment that facilitates the efficient and effective utilisation of funds made available by financiers for the implementation of urban public sanitation projects.

5. Duration of Memorandum of Understanding

The terms of this Memorandum of Understanding shall come into effect from the date of signing and will be reviewed after every 24 months or whenever there is need to make any revisions.

6. Funding

The main source of funding and facilitation for this partnership shall be from the Water Services Trust Fund within the..... Project.

7. Land Availability and Rights to Own

Since the public sanitation facilities are for public use they will always be built on land which is owned by the..... Council, unless and until the Council available fails to meet the criteria of site selection.

In order to construct public sanitation facilities the..... Council will avail to the WSB the following plot of land:

Name of area where the plot is situated:	
Description of the site:	
Size and dimensions of the plot:	
Land registry data:	
Remarks concerning the plot	<i>(Avail hard copies of the survey plan of the plot)</i>
Remarks concerning the proposed structure	

NB: The..... Council will facilitate the necessary ownership transfer documents and arrangements within 14 days after having received a request from the WSB.

8. Right to Develop and Manage the Asset Built on Land under Section 6.0

- 8.1 Upon provision of land by the Council to the WSB, the WSB will have the right, directly or through the licensed water and sanitation provider, to develop these public assets.
- 8.2 The Council will, as per the regulation, have to approve the technical designs, plot plans and layout plans.
- 8.3 The WSP shall pay for the single business permit or any other licence tariff.
- 8.4 The WSP will be responsible for the sustainable operation of the facility (-ies).
- 8.5 The WSP has the right to delegate the operation of the facility (-ies) to an independent Operator with whom the WSP signs a contract which regulates the operation of the facility (-ies).
- 8.6 The amounts charged to customers who wish to make use of the public sanitation services offered at the facility, have been set according to the Water Services Regulatory Board (WASREB) guidelines.

9. Responsibilities of Partners

9.1 Responsibilities of the Council shall include:

- 9.1.1 At all times the Council will - subject to land acquisition requirements set out under Section 68 of the Water Act No. 8 - provide the land required for construction of public sanitation facilities and facilitate the eventual transfer of the land to WSB.
- 9.1.2 The Council shall vet and approve drawing and layout plans for such investments
- 9.1.3 The Council will produce land maps and any relevant document for the

selected site to confirm legality in the ownership, in order to avoid future disputes.

9.1.4 The Council will facilitate the process of rights to develop the water and sanitation facilities by the WSB within 14 days after having received the request from the WSB.

9.2 **Responsibilities of the WSB shall include:**

9.2.1 Ownership of the water and sanitation investments/assets.

9.2.2 Monitoring the performance of the WSP with regard to the constructed facility (-ies) and in the light of the objectives these facilities have to achieve.

9.2.3 Informing the Council on the operation of the facility (-ies) and on any problem faced during construction and operation.

9.3 **Responsibilities of the WSP shall include:**

9.3.1 Participate in planning and construction of the proposed infrastructure, direct service for assessment, construction and maintenance.

9.3.2 Ensure sustainable operation of the infrastructure.

9.3.3 Direct daily operation of the public sanitation facility, including charging of services, cleaning, , and the security of the asset.

9.3.4 Take charge of the facility and all its utilities; both interior and the exterior uses like public sanitation services provision.

9.3.5 Ensure compliance with all regulations, laws and by-laws relevant to the construction and running of the facility including public sanitation tariffs.

9.3.6 Monitoring and sharing of information relevant to the project to the other parties.

10. Legal Costs

The cost of legal counsel incidental to the instructions for and the preparation and execution of this Memorandum of Understanding all counterparts thereof and all documents executed in connection therewith shall be borne and paid by the parties who engaged such counsel or on whose behalf such counsel was engaged

11. Ownership of Information

Any information arising from this work is the property of the tri-party and should be made available on request to partners and target communities for the benefit of the target and partners.

12. Correspondence

Any correspondence between the parties shall be effected through the offices of the Executive Officers, i.e. on behalf of the Council the Town Clerk, on behalf of the WSB the Chief Executive Officer and on behalf of the WSP the Managing Director.

13. Variations

13.1 Should circumstances warrant the variation in this agreement, either party shall have authority to revise the agreement in consultation with the other party and after issuing a 3-month notice to the other party take action as agreed during the consultation between the parties.

13.2 Variations as stipulated in Section 13.1 will only be undertaken with written reasons to be disclosed to all parties.

14. Handling Disputes

14.1 In case of any dispute, the same shall be subjected to arbitration under the Arbitration Act under a single Arbitrator nominated by parties by consent falling in which the Water Appeal Board may arbitrate.

14.2 All parties shall be bound by the outcome of such arbitration.

IN WITNESS WHEREOF the Council, the WSB and the WSP have caused their respective Common Seals to be hereunto affixed the day and year hereunder written.

SEALED thisday of.....2008 with the **COMMON SEAL** of the Council of the said **Council of**

.....

In the Presence of:

Town Clerk.....

His Worship, The Mayor.....

WITNESS: I..... hereby certify that I was present and saw the Town Clerk and His Worship the Mayor of the Council of voluntarily sign this Memorandum of Understanding.

KIMANI WATENGA & ASSOCIATES ADVOCATES

SEALED thisday of.....2008 with the **COMMON SEAL** of the said.....**Water Services Board**

In the Presence of:

Chief Executive Officer.....

WITNESS: I..... hereby certify that I was present and saw the Chief Executive Officer of the said..... **Water Services Board** voluntarily sign this Memorandum of Understanding.

KIMANI WATENGA & ASSOCIATES ADVOCATES

SEALED thisday of.....2008 with the **COMMON SEAL** of the said.....**Water and Sewerage Company Limited.**

In the Presence of:

Managing Director.....

WITNESS: I..... hereby certify that I was present and saw the Managing Director of the said..... **Water and Sewerage Company Limited** voluntarily sign this Memorandum of Understanding.

KIMANI WATENGA & ASSOCIATES ADVOCATES

THAT ALSO PRESENT during the sealing and signing this Memorandum of Understanding on thisday of.....2008 is/are:

Representative of Water Service Trust Fund

Signed and Stamp

Representative of.....

Signed and Stamp

DRAWN BY:

Kimani Watenga & Associates Advocates
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Aga Khan Walk
P.O. Box 6445-00100
NAIROBI