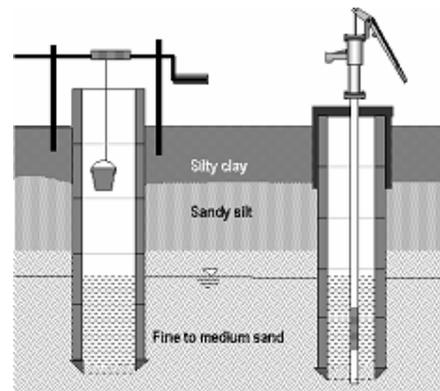


Step by Step

# IMPLEMENTATION GUIDELINES *for* Ring-Well (RW)

D R A F T



July 2006

**RURAL**

**WaterAid – water for life**  
Dedicated exclusively to the  
provision of safe domestic  
water, sanitation and  
hygiene education

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## Abbreviations

ASEH	: Advancing Sustainable Environmental Health
CAP	: Community Action Plan
CBO	: Community Based Organization
CSA	: Community Situation Analysis
DPHE	: Department of Public Health Engineering
RW	: Ringwell
F	: Functional
HH	: Household
LGI	: Local Government Institutions
NF	: Non-functional
NGOs	: Non-government Organizations
O&M	: Operation and Maintenance
PF	: Partially Functional
POs	: Partner Organizations
Rehab	: Rehabilitation
WAB	: WaterAid Bangladesh
WatSan	: Water and Sanitation
WS	: Water Supply
WSS	: Water Supply & Sanitation
WSTFC	: Ward Sanitation Task Force Committee

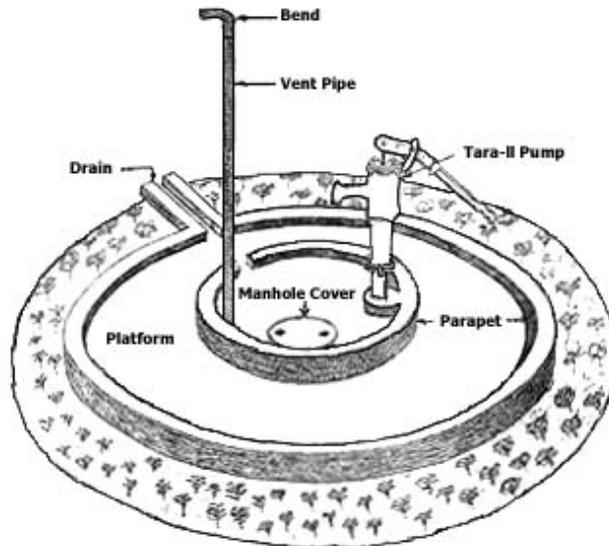
## Glossary

### Ringwell (RW):

The Ring-well is an age-old known option of safe water in rural Bangladesh. Hand-ring wells are constructed with simple tools in weathered rock, overburden or sedimentary formations. The well is lined to the aquifer with concrete rings. A ring well is constructed by excavating a shaft, generally manually and installing a casing where needed. Dug wells are used extensively for domestic water supplies. They are generally not very deep because these cannot readily be sunk far enough below the water table. Most of these are less than 50 feet deep. They generally yield only small supplies of water from water-bearing materials of rather low permeability near the top of the zone of saturation.

The sanitary ring-well is designed to prevent contamination of well during fetching of water by multiple users using their own buckets. Traditional design allowed contamination of the well water by unscrupulous elements.

Considering the geographical condition of Bangladesh, ring-wells appears to be a suitable water supply option in hilly, costal, arsenic affected and declining water table areas. The prevalent tradition of ring-well installation lacks any type of safety measure for the digging process. Due to lack of any safety measure, accidents occur on many occasions due to soil erosion at the deeper level of digging and cause unreported deaths. Prior to the installation of the ring-wells few test boring to a depth of 60 feet is a necessity to ascertain the sub-surface viability of the selected depth of location.



### Access:

Access to be defined as presences of safe water within 50m (150 feet) distance and minimum accepted service level 20 lpcd (for drinking and cooking purposes) + 2-3 lpcd for sanitation and hygiene purposes.

### Functionality

RW which meets the following criteria -

- a. Produce adequate quantity of water having acceptable quality round the year.
- b. All necessary parts are in place.
- c. Good, clean and effective platform is available.
- d. Effective waste water disposal pit or drainage system is available.
- e. Sanitary condition of RW surrounding is satisfactory.

### Partially Functional

- a. RW which meets partially of the criteria mentioned in 2a.

### Non-Functional

- a. RW which is completely out of order.

## 1. Introduction

WaterAid is an international non government organization dedicated exclusively to the provision of safe domestic water, sanitation and hygiene education to the world's poorest people. WaterAid has been working in Bangladesh since 1986 to improve hygiene behaviour and access to water and sanitation services for poor communities giving emphasis on demonstration of innovative approaches, participatory methods, gender and vulnerable groups and sustainability.

'Advancing Sustainable Environmental Health' (ASEH) is a DFID supported project of WaterAid Bangladesh (WAB) for hygiene promotion, environmental sanitation and water supply among for urban and rural poor. The project started in July 2003 and will be end up in March 2009 and is being implemented in partnerships with 15 local rural and urban NGO partners. ASEH is promoting sustainable, community managed safe water supply and sanitation facilities among the target population in rural areas and urban slums. ASEH promotes financial and programme management transparency and accountability of partner organizations to communities through empowering and strengthening LGIs to plan, monitor and implement WSS services.

WAB has been offering a range of water supply technology options to address the needs of communities at different geo-physical context under ASEH project.

WAB implements Ring-Well (RW) in rural communities along with other options. This Guideline is particularly dealing only with the RW in **Rural areas**. The description of RW is given in the glossary.

## 2. Purpose and Use of this Guideline

This Guideline has been prepared based on the available Guidelines of WAB and Partners, gathering experience over the last year of implementation under ASEH to meet the following purposes:

- This Guideline has been prepared as a tool to keep standard procedures for installation of RW under the programme of WaterAid Bangladesh uniformly by all Partner Organizations.
- It was attempted to reflect the National Policies as well as WaterAid's policies through the Guideline in an operational manual and mainstream the policies.
- This Guideline will be used a Handbook for the frontline staff as well as professionals.
- Ensure involvement of community, LGIs and other concerned stakeholders as relevant through promotion of transparent, accountable, gender sensitive and pro-poor implementation of water supply facilities.
- This Guideline will guide the Partner Organizations to implement the installation with a certain level of flexibility allowing addressing local context in consultation and approval from WAB, if essential.

## 3. Implementation of RW

- The type of RW option will be selected based on the soil condition and geo-physical area concerned as well as communities' preference and ability to pay etc.

## Step 1: Need Identification

In order to identify the need of water supply facilities for a particular community and proceed for installation of suitable water options (different types of RW), the following activities have to be undertaken.

- **Community Situation Analysis (CSA):** CSA must be conducted at cluster/community with facilitation by the respective frontline staff of Partner Organization following the CSA guidelines (pls. see the Guidelines on Community Situation Analysis).
- The status of existing water supply facilities, besides other relevant information of the particular cluster/community should be documented during CSA using the format **WAB-2006/Prog-001**. (The cluster/community identification should be marked by writing a number or note on top right corner of the same format).
- The summary information of the water supply situation in the community obtained from the overall situation analysis may be presented similar to the format **WAB-2006/Prog-003**.
- **CBO formation:** During the analysis of WatSan status for a particular community, frontline staff of Partner Organization ignites the people towards promoting access to safe water, safe sanitation and improve hygiene practices. Then the community people feel to take initiatives collectively for overcoming the adverse WatSan situation. Thus the CBO is formed.
- **Community Action Plan (CAP):** Once the situation is analyzed and orientation is conducted to CBO on how to develop action plan, the CBO will sit together with community people to prepare a **Community Action Plan (CAP)** with assistance from the frontline staff. During preparation of the CAP, the summary matrix should be analyzed carefully to assess the need new/ rehabilitation of water supply facilities for the community. Accordingly, the CAP should be prepared including required number of new or rehabilitation water supply options mentioning their types, budget, number of users, timeframe for installation, responsibilities and budget etc. and later on documented by the frontline staff as the matrix titled **CAP: Installation of Water Supply Options** given below.
- During determining present situation, average number of hhs per water supply facilities having access\* to safe water needed to be calculated.

### CAP: Installation of Water Supply Options

Preferred Option	No. of WS options		No. of HHs to be covered*		Time frame	Responsibility	Budget	Remarks
	New	Rehab	New	Rehab				
RW followed Reverse Chicago Method								
RW followed conventional Method								
Other								
<b>Total:</b>								

The frontline staff during assisting for preparation by the above CAP by the community should ensure that the policies of Govt. of Bangladesh as well as WAB are reflected (as per Govt. policy one RW facility per 125-175 persons or 25-35 hhs are targeted) Preference must be given to poor hhs and hhs of undeserved and underserved pockets.

- The CAP including proposed water supply options has to be carefully reviewed by respective frontline staff of Partner Organizations considering ASEH policy principles and endorsed by the CBO preferably in a CBO meeting.

## Step 2: Application for Water Supply Facilities

- Based on the priority determined in CAP, respective frontline staff along with CBO members will have meeting(s) with the users to determine list of applicant households for each proposed water supply option along with number of users and preferred option.
- The respective frontline staff must explain the conditions of applying for a particular water supply option (e.g., estimated total cost, users' contribution, cost-recovery mechanism, caretakers' selection process, caretakers' roles & responsibilities, use and O&M of the facilities etc.) to the applicants in details.
- Upon discussion, each applicant group will separately fill-in an Application Form (**Annex-1**) for a particular type of water supply option.

- The respective frontline staff will assist the applicants to select the site for installation of proposed water supply option properly considering the **site selection criteria** in consultation with both male and female members from the applicant households.

The site selection of a new ring-well is important to ensure that all applicable regulatory requirements are fulfilled and the wells are protected from potential sources of contamination. Site should be located in places where the new ring-well and its surroundings can be maintained in a sanitary condition. Surface and subsurface conditions should prevent contaminants to go back in to the ring-well

Considering the following technical and social criteria the applicants will finalize the ring-well site-

- The frontline staff must ensure that signatures are obtained in the Application Form from both male and female members of the applicant households.

1. The site will preferably be the centre point of poor & the poorest households in the community
2. Preference should be given to the suggestions regarding site selection from women user of the families
3. The site will be easily accessible to all, particularly by women, elderly people, children and disabled peoples of the user group.
4. The place does not go under water in the rainy season.
5. The minimum depth of water column within the ring-well during peak dry season should be at least 1.75 m.
6. The minimum distance from a nearby existing well to the proposed site for ring-well will be 150 m.
7. Any abandoned pond, well and dumped garbage will not be near the proposed site.
8. The site will be a minimum of 15 m from the nearest latrine.
9. Sufficient sunlight is available in the spot and there are no overhanging trees.
10. The site will have proper drainage facilities.

- The representative from the applicant households will submit the filled-in Application Form to Partner Organization on their behalf through respective frontline staff.

### **Step 3: Site Verification for Water Supply Facilities**

- The frontline staff will forward the Application Form to respective Partner Organization's office to be visited by the supervisory staff and/or Engineer preferably with LGI representative/ member of Ward Sanitation Task Force Committee (WSTFC).
- During site verification by the Supervisory staff/ Engineer, the following aspects to be critically observed.
  - Reliability of information as mentioned in the Application Form
  - Social, technical and legal feasibility of the proposed site for the particular water supply option.
- Recommendation should be made by the Supervisory staff/ Engineer if all the conditions are full-filled.

### **Step 4: Approval for Water Supply Facilities**

- Once the Application Form is recommended, it will be forwarded to Union Sanitation Task force/ Union WatSan Committee / respective PO office for review and approval.
- In order to ensure formal involvement of local bodies, the respective Partner Organization will give emphasis and promote a mechanism to get the approval by Union Sanitation Taskforce or Union WatSan Committee. Until the mechanism is established, Partner Organization may approve the site in consultation with UP representatives.
- The competent approving authority (as decided by respective Partner Organization) will review and approve/ not approve the Application preferably in a formal meeting.
- In case of approved application, a simple approval letter (**Annex-2**) should be issued by the approving authority to the applicant households to acknowledge their demand and proceed for next step.
- If the Application is rejected, the applicant households will be informed with reasons for not being accepted by the authority (say, due to not meeting the criteria).

### **Step 5: Calculation of Cost Recovery**

- The concerned frontline staff as per the **Cost Sharing and Recovery Strategy** (Please see Cost Sharing and Recovery Strategy) will perform 'ability to pay analysis' of the applicants hhs and determine the amount of upfront contribution and/or number of instalments applicable for each hh for the rest.
- The applicant households will be informed about the upfront contribution and/or amount and number of instalments by the respective Partner Organization's staff.

## **Step 6: Installation of Ring-Well**

### **6.1 Procurement of materials:**

#### **6.1.1 Local Procurement**

Procurement will be made by a Purchase Committee to be formed with two representatives from the applicant hhs nominated by the applicant group and one from Partner Organization, preferably Engineer.

The Purchase Committee will purchase the required materials as per the approved design, specification and estimate.

The respective Engineer of Partner Organization will be responsible for ensuring the quality of materials procured.

#### **6.1.2 Central Procurement**

In case of Central procurement, the Central Procurement/ Purchase Committee of the Partner Organization will procure the materials as per **Financial Guidelines for Partner Organizations**.

### **6.2 Selection of Contractor/ Mason**

#### **6.2.1 Selection of Local Mason**

The Purchase Committee will identify locally available Mason and select one on the basis of experience for installation of RW. Each Partner Organization will develop and adopt a systematic and transparent procedure for selection of Mason. A **Contract Agreement** (similar to **Annex-3**) between Mason and Purchase Committee/ Partner Organization will be signed.

#### **6.2.2 Selection of Contractor**

The Contractor will be selected by the respective Partner Organization (please see **Financial Guidelines for Partner Organizations** if applicable). Each Partner Organization will develop and adopt a systematic and transparent procedure for selection of Contractor. A **Contract Agreement** (sample given in **Annex-3** which can further be improved) between Contractor and Purchase Committee/ Partner Organization will be signed.

### **6.3 Installation**

The RW will be installed by the assigned Contractor/ Mason as per the **Contract Agreement** and Technical Manual.

During installation, quality assurance will be made by the Partner Organization's staff, preferably by Engineer and the following issues to be taken into considerations:

- Installation is done at the site approved earlier.
- The materials purchased are properly stored and used.
- Installation follows the approved design and specification.

## 6.4 Water Quality Test

### 6.4.1 Pre-installation testing

Pre-installation testing aims at assessing whether arsenic is present in existing water installations in the particular area prior to making decision to go for installation of new RWs. Therefore, pre-installation testing involves 2 stages.

- a. confirming whether existing water sources are safe in terms of arsenic level, and
- b. making a decision whether to install new RW.

The procedures should be followed as stated in the **Arsenic Testing Protocol**.

### 6.4.2 Installation testing

Once the RW is installed, before platform construction, Arsenic and other water quality parameters to be tested as per '**Arsenic Testing Protocol**' and '**Water Quality Standard & Testing Policy**'.

Parameter	WAB acceptable limit	Remarks
Environmental inspection and Sanitary inspection		Environmental inspection by WAB partners before proceeding with installation to identify possible WQ risks (eg proximity to factories, waste outlets, use of pesticides etc)
Arsenic	0.05 mg/l (50 ppb)	Arsenic level of water is tested by test-kit and if the result confirms that arsenic is within acceptable limit at present in the newly installed option, platform is constructed.
Thermo-tolerant (faecal) Coliform	0 - 10 fc/ 100ml	Surface water sources are more prone to bacteriological contamination and will require more frequent monitoring for coliform, as part of routine operation and maintenance procedures.
Turbidity	10 NTU	High levels of turbidity can stimulate bacterial growth and protect micro-organisms from the effects of disinfection

If Arsenic in water exceeds the allowable limit, the installation will be treated as unsuccessful and re-installation should be done.

If the water quality appears to have bacteriological contamination, disinfection to be done.

### 6.4.3 Re-testing/ Monitoring testing

The retesting applies to all WAB program funded and Non-WAB program funded RWs. Sample re-testing of all RWs should be undertaken to cover at least 10% of the partner's RWs in each 6 months' period. Sample testing should include representative samples from each union covered and should be carried out on a rotational basis to eventually cover all RWs. (For detail please see **Arsenic Testing Protocol**).

### 6.4.4 Record keeping

Partner Organizations must keep records of all water quality tests. A standard sheet should be completed in the field and kept for each installed RW. Information of water quality test during installation tests for that RW for each installed RW should include its unique identification number and geo-reference in a systematic manner.

## 6.5 Platform Construction (including drainage)

If the water quality parameters are within allowable ranges, the RW will be treated as a successful one. Then the platform including drainage will be constructed as per standard design & specification.

The following aspects should be looked into during construction of platform

- ASEH Identification mark with date of installation to be made on the platform boundary (**Annex-4**).
- Outlet of drain is maintained with proper slope and length.
- Soak-pit may be used for management of waste water.
- Utilization of waste water can be made for homestead gardening.

## Step 7: Completion Report

A '**Completion Report**' containing detail information including RW identification, Contract information, date of start and completion of installation, depth of RW, test results of water quality parameters at the time of commissioning, platform's size & date of construction and other technical information of the RW as attached (**Annex-5**) should be filled-in by Partner Organization's staff and to be acknowledged by the Representative of applicant households.

The '**Completion Report**' must be kept at Partner Organization's Office as a proof of completion of task and acceptance by respective users.

## Step 8: Caretakers' Training and Tools Distribution

A total of two (one male and one female) caretakers from each of the installed RW as proposed in the application form will be trained.

The Engineer will be responsible to train the caretakers at site preferably within one week of construction of platform. During training, the caretakers will be given a set of tools for repair and maintenance.

The set of tools shall contain the following instruments in a box:

- Slide wrench 12"- (1 piece)
- Pipe wrench 14" – (1 piece)
- Screw driver - (1 piece)
- Pliers - (1 piece)

It should be noted that the toolbox should be given at the disposal of the female caretaker.

After the caretakers' training will be followed by a simple formal handing over ceremony in the presence of applicant households including the representative of applicant group.

## Step 9: Handing Over

A **Handing Over Note** along with users' acknowledgement should be prepared and signed by the all parties mentioned **Annex-6**.

At the end of caretakers' training, a simple formal **Handing Over Ceremony** will be organized in the presence of applicant households, when the water supply facility will be formally handed over to the users.

During handing over, the photocopy of 'Hanging Over Note' must be handed over to the **Representative of applicant group** while original copy will be kept at Partner Organization's Office as a record for handing over the facility to the respective users.

## **Step 10: Cost Recovery**

As soon as the water supply facility is handed over and subsequently formally taken over by the users, cost recovery will be started in cases where the total contribution money has not been deposited by users as upfront.

The concerned front line staff already fixed up (**Step-5**) the amount and number of instalments applicable for each applicant household as per the **Cost Sharing and Recovery Strategy** (Please see 'Cost Sharing and Recovery Strategy').

A register should be introduced mentioning names and amount of cost recovery for each of the applicant households. This should be updated at every month.

The following aspects should be taken into consideration during cost recovery exercise.

- The frequency of instalments may be monthly and preferably with a maximum of 12 months except for the last year installations.
- The Caretakers will be responsible to collect the cost recovery money from applicant households and deposit the same to the designated frontline staff of the Partner Organization regularly.
- The respective frontline staff will deposit the cost recovery money to Partner Organization's office within maximum of one week time from collection by Caretakers. Proper documentation should be kept at register to ensure transparency of this process.
- The Partner Organization's office will deposit the money to Bank within maximum of one week (Please see the **Financial Guidelines for Partner Organizations**).

## **Step 11: Monitoring & Follow-up**

After installation of RW, respective Partner Organization's staff will monitor the water quality as per '**Water Quality Standard & Testing Policy**'.

Other than water quality monitoring, respective Partner Organization will also monitor functionality, use and cleanliness of the water supply facilities for at least six months after the handing over of the facility.

The following aspects should be considered during monitoring by Partner Organization's staff.

- functionality of the RW;
- functionality of the platform and drains;
- cleanliness of the platform and drains;

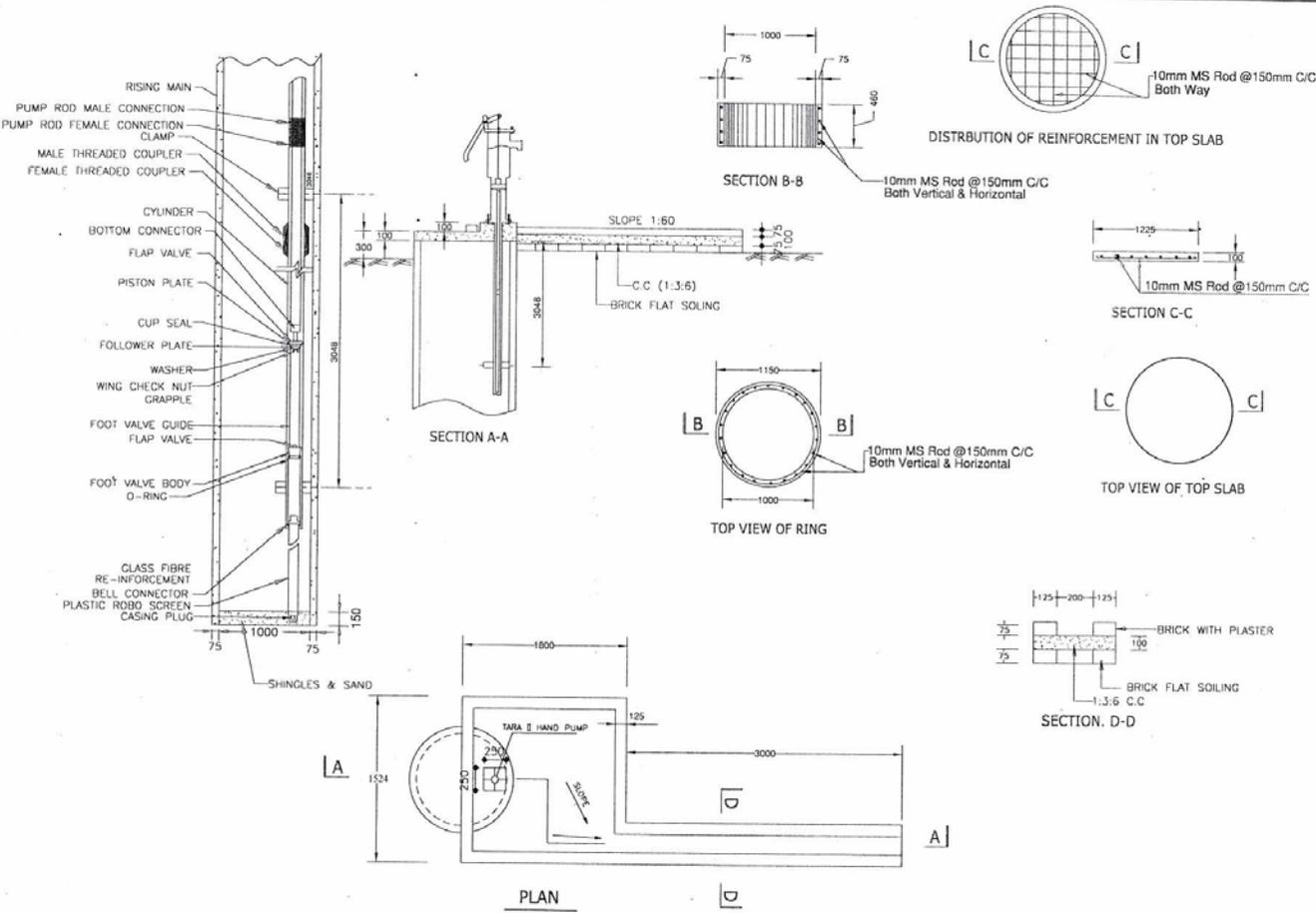
- water use pattern by the user groups;
- status of repair and maintenance;
- caretakers role and responsibilities;
- availability and condition of tools and tool box; and
- other matters related to use and maintenance

Partner Organization's staff will intensively monitor the functionality of the RW during **Defect Liability Period** (6 months after commissioning). If the RW performs satisfactorily, the contractor/ local mason will be refunded with the security deposit after certification from Partner Organization's Engineer. In case of unsatisfactory performance, the Contractor will be obliged to do the rectification as required in consultation with Partner Organization's Engineer.

### **Step 12: Documentation**

The information related to water supply option should be recorded in the Union Register. It is expected that the union registers will be supplied to each Partner Organization.

**Annex – A**  
**Detail drawing of Ring Well**



**Annex-1**

**Partner Organization: \_\_\_\_\_**

**Advancing Sustainable Environmental Health Project**

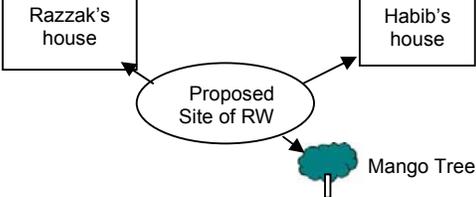
**Application Form for Ringwell (RW)**

1. Application Sl. No: ..... 2. RW Code No: ..... (After Installation)

3. Date of Application: .....

4. Union: ..... 5. Upazila: ..... 6. District: .....

7. Proposed site for RW:

Village:		Location of the proposed site (Drawing)	
Ward No:	Cluster/Community ID (if any):	Razzak's house	Habib's house
Distance from nearest safe water source: (meter)			
Distance from nearest latrine: (meter)			
No. of Applicant Households:			

8. Information of Applicant Households:

Sl. No	Name of Household Head		Occupation		Wellbeing Ranking	No. Of HH member*				Signature	
	Female	Male	Female	Male		F	M	C	T	Female	Male
1											
2											
3											
4											
5											
6											
7											
8											
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Sl. No	Name of Household Head		Occupation		Wellbeing Ranking	No. Of HH member*				Signature	
	Female	Male	Female	Male		F	M	C	T	Female	Male
34											
35											

\*M= Male; F=Female; C=Children; T=Total

Note: Age below 10 years will be considered as children

**Proposed Caretakers\*:**

1. Caretaker's Name: ..... Father / Spouse: .....  
 2. Caretaker's Name: ..... Father / Spouse: .....

-----  
 Name of the Representative,  
 Applicant Households

-----  
 Name of Frontline Staff

-----  
 Signature

-----  
 Signature

Date: -----

Date: -----

**9. Main Condition for Applying:**

- Applicant households must not have any safe water source within 50 m distance;
- For installation of any RW, number of applicants household must be at least 25 households
- Upon approval of the application, the households must share the contribution money as per ability to pay analysis;
- The applicant households must select one male and one female from the applicant households as caretakers for the RW
- A common/ agreed pond inside/ suitable/ convenient place within the reasonable distance will be chosen.

***For Official Use Only***

Union level Supervisory Staff and/or Engineer of Partner Organization will fill-up the following box after visiting the site and verifying the information in the Application Form:

<b>Comments by Supervisory Staff and/or Engineer:</b>	
<b>Name &amp; Designation:</b>	<b>Name &amp; Designation:</b>
Site Recommended: Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature & Date:	Signature & Date:

**Site Approval:**

Approved:  Not Approved:  Name: .....  
**Competent Approving Authority\***  
 .....  
**Signature & Date**

*\*Union Sanitation Taskforce/ Union WatSan Committee / respective PO official will review and give approval.*

**Annex-2**

**Partner Organization:** \_\_\_\_\_

**Advancing Sustainable Environmental Health Project**

**Approval Letter for Ringwell (RW)**

Date: \_\_\_\_\_

To: \_\_\_\_\_

Spouse/Father's Name: \_\_\_\_\_

Village \_\_\_\_\_

Union: \_\_\_\_\_

Upazila: \_\_\_\_\_

District: \_\_\_\_\_

The Union Sanitation Taskforce/ Union WatSan Committee / Partner Organization ..... is hereby pleased to inform you that the application for a ..... submitted by you and the other applicants has been approved.

You are requested to deposit an amount of Taka \_\_\_\_\_ from the applicant households as upfront contribution money to the Partner Organization's office within ..... days from issuing this approval letter.

And/ or,

A total amount of ..... Tk at ..... monthly/..... instalment in .....month(s)/year(s) as the rest amount of contribution money according to the ability to pay analysis.

Please note that the applicants households need not to provide any extra money on top of the contribution amount for installation of the selected RW along with platform and drainage.

The site mentioned in the application form can not be changed without prior approval from the concerned approving authority.

Prepared by

Signature

\_\_\_\_\_  
(Staff of Partner Organization)

\_\_\_\_\_  
Competent Approving Authority\*

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*\*Union Sanitation Taskforce/ Union WatSan Committee / respective PO official as decided to give approval.*

**Annex-3**

**Partner Organization:** \_\_\_\_\_

**Advancing Sustainable Environmental Health**

**Contract Agreement  
with Contractor/ Local Head Mason**

Date: \_\_\_\_\_

To: Ms/Mr. \_\_\_\_\_

Detail address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The Partner Organization ..... is hereby pleased to inform you that you have been awarded for the installation of ..... no(s) of ..... RW on the basis of your quotation / experience.

You are, therefore, requested to come and visit ..... office in order to receive the work order for the same after signing this formal contract.

This is to mention here that you are obliged to follow the terms & condition stated below –

1. Selected RW(s) materials/ components must be supplied/ procured (as applicable) according to the given design and specification.
2. Installation of RW and construction of platform along with drainage facility must be constructed according to the given design & drawing.
3. The installation must be completed within ..... days from issuing work order.
4. Payment will be made through “A/C payee check”, as applicable.
5. The work order will be valid for one month period of time from the date of issuing the work order,
6. The price quotation will not be changed for this period (if applicable).
7. No advance will be paid along with work order. Partial payment could be made considering work progress on work in case of bulk number of installations.
8. VAT and Tax will be deducted at source (PO’s office) according to the GoB rules, if applicable.
9. **\*Defect Liability Period** will be for 6 months after commissioning. If the RW performs satisfactorily, the Contractor will be refunded with the security deposit (5-10% earnest money of unit cost) after certification from community representative/ PO’s Engineer. In case of **unsatisfactory\*** performance, the Contractor will be obliged to do the rectifications as required in consultation with Partner Organization’s Engineer.

Agreed by \_\_\_\_\_

Signature \_\_\_\_\_

(Name: .....)

(Manager/Coordinator of PO  
or Representative of Purchase Committee)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Definition of Unsatisfactory performance:

- RW is not functioning properly
- RW is producing turbid water/ water mixed with sand
- RW is not producing odorless and colorless water
- RW is not producing adequate quantity of water





**Annex-6**

**Partner Organization:** \_\_\_\_\_

**Advancing Sustainable Environmental Health**

**Handing Over Note (Page – 1)**

**(Original copy to be kept at PO's Office while the photocopy to be handed over to users)**

**Handing Over Date:**

**A. RW Identification:**

- 1. RW Identification Code:
- 2. Representative's Name:
- 3. Spouse/ Father's Name:
- 4. Village:
- 5. Ward No:
- 6. Union:
- 7. Upazila:
- 8. District/ City:

-----  
**B. RW Installation Detail:**

- 1. Installation start date:
- 2. Installation completion date:
- 3. Platform Const. Date:
- 4. Platform size:
- 5. Discharge (l/min):
- 6. Water Quality: a) Arsenic:  b) F.Coli:  c) Turbidity:   
d) .....:

-----  
**C. Other Information:**

- 1. Name & address of Contractor/ Local Mason:
- 2. Engineer of Partner Organization:
- 3. Front line staff:
- 4. Caretaker's Name:
- 5. Caretaker's Name:
- 6. Total Cost of Ringwell (actual):

Handed over by:

.....  
Manager/ Coordinator of Partner Organization

**Partner Organization:** \_\_\_\_\_

**Advancing Sustainable Environmental Health**

**Handing Over Note (Page – 2)**

For Partner's Official Use Only

**Users Acknowledgement**

(In case of Acceptable RW)

We, the users of the RW, hereby acknowledge that the installation of ..... RW as well as water quality in our opinion are satisfactory.

We shall use and be responsible for operation and maintenance of the RW regularly.

Witness (One of the users)

On behalf of the users

.....  
Signature

.....  
Signature

Name:.....

Name:.....

Representative, Applicant Group

Date:.....

Date:.....

Handed over by:

.....  
Manager/ Coordinator of Partner Organization

Date:.....