

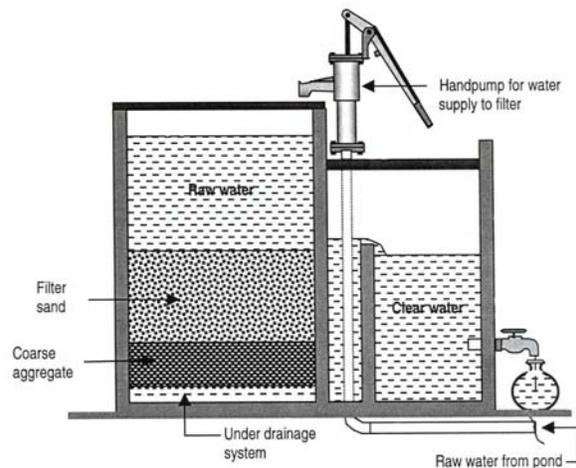
Step by Step

IMPLEMENTATION GUIDELINES

for

Pond Sand Filter

DRAFT



November 2006



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Table of Contents

Abbreviations	i
Glossary	ii
1. Introduction	1
1.1 Purpose and Use of this Guideline	1
2. Implementation of PSF	1
Step 1: Need Identification	2
Step 2: Application for Water Supply Facilities	3
Step 3: Selection of area for PSF	3
Step 4: Selection of ponds	3
Step 5: Site Verification for Water Supply Facilities (PSF)	4
Step 6: Approval for Water Supply Facilities (PSF)	4
Step 7: Formation of PSF Management Committee	4
<i>Role and responsibilities of the management committee:</i>	4
Step 8: Calculation of Cost Recovery	5
Step 9: Construction of PSF	5
9.1 Procurement of materials:	5
9.1.1 Local Procurement	5
9.1.2 Central Procurement	5
9.2 Selection of Contractor/ Mason	5
9.2.1 Selection of Contractor/ Mason Locally	5
9.2.2 Selection of Contractor Centrally	5
9.3 Construction of PSF	5
9.4 Water Quality Test	6
9.4.1 Installation testing	6
9.4.2 Re-testing/ Monitoring Testing	6
9.4.3 Record keeping	6
Step 10: Caretakers' Training and Tools Distribution	6
Step 11: Completion Report	7
Step 12: Handing Over	7
Step 13: Cost Recovery	7
Step 14: Operation and maintenance	7
Cleaning-	8
Step 15: Monitoring & Follow-up	8
Step 16: Documentation	8
Annex-A	9
Annex-B	12
Annex-1	15
Annex-2	18
Annex-3A	19
Annex-3B	20
Annex-4	21
Annex-5	22
Annex-6	23

Abbreviations

ASEH	: Advancing Sustainable Environmental Health
CAP	: Community Action Plan
CBO	: Community Based Organization
CSA	: Community Situation Analysis
DPHE	: Department of Public Health Engineering
PSF	: Pond Sand Filter
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

Pond Sand Filter (PSF):

An alternative and popular option of potable water supply in coastal belt and arsenic prone areas is the Pond Sand Filter (PSF). It is a package type slow sand filter unit developed to treat surface water, usually pond water for domestic water supply. Slow sand filter is installed near or on the bank of pond, which does not dry up in the dry season. The water from the pond is pumped by a manually operated hand tubewell to feed the filter bed, which is raised from ground, and the treated water is collected through tap(s). It has been tested and found that the treated water from a PSF is usually bacteriologically safe or within tolerable limits.

A. Model - 1 (PSF-300)

Model -1 (PSF-300) is feasible for 300 users. But if the pond water is very turbid, Model-2 (PSF-500) may be required even for users less than 300.

B. Model - 2 (PSF-500)

Generally Model-2 (PSF-500) has to be construct for 500 users.

Access:

Access to be defined as presences of safe water within 50m (164 feet) distance and minimum accepted service level 20 lpcd (for drinking and cooking purposes) + 2-3 lpcd for sanitation and hygiene purposes.

1. Functional

PSFs which meet the following criteria -

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

2. Partially Functional

- b. PSFs which meet partially of the criteria 1a.

3. Non-Functional

- c. PSFs which are 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 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 pond sand filter (PSF) in rural communities along with other options.

This Guideline is particularly dealing with the PSF in Rural areas. The definition of PSF is given in the glossary.

Design and detail drawing of two models of Pond Sand Filters (PSFs) are given in **Annex-A** and **Annex-B**.

1.1 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 and reviewing the documents available from other organizations (like DPHE-Danida, Unicef etc.) to meet the following purposes:

- This Guideline has been prepared as a tool to keep standard procedures for installation of PSF 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.

2. Implementation of PSF

- The type of PSF option will be selected based on the pond available, nature of pond as well as communities' preference and ability to pay etc.
- Implementation of PSF options will take place at community level, public places of rural areas.

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 PSF), 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 may be documented during CSA preferably 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 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				
Model – 1 (PSF-300)								
Model – 2 (PSF-500)								
Total:								

* As per WAB's present practice the beneficiary hhs for different PSF technology are:
a) Model – 1 (PSF-300: 50-60 hhs), b) Model – 2 (PSF-500: 90-100 hhs),

- The frontline staff will assist the community to prepare the CAP and ensure that the policies of Govt. of Bangladesh as well as WAB are reflected (as per Govt. policy one PSF facility per 300-500 persons or 60-100 hhs are targeted) Preference must be given to poor hhs and hhs of unserved 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 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 frontline staff must ensure that signatures are obtained in the Application Form from both male and female members of the applicant households.
- The representative from the applicant households will submit the filled-in Application Form to Partner Organization on their behalf through respective front line staff.

Step 3: Selection of area for PSF

The following points should be considered in case of area selection;

- The areas not feasible for DHTW installation due to hard layer or non availability of suitable aquifer producing acceptable quality and quantity of water.
- The area where the shallow aquifer is contaminated with arsenic or existence of excessive salinity in the ground water
- The area where there is no available safe water sources and where the sources are far from the users households

Step 4: Selection of ponds

Importance should be given in selecting ponds for PSF rather than households. Yet, it should be taken into account that PSF unit can serve 50-60 households and 90-100 households and the following points should be considered for selecting a pond.

- The pond should be large enough and water remains available throughout the year.
- The pond will not be used for washing and bathing purposes.
- The pond will not be used for pisciculture and in no way any fertilizer or any chemical will be used in pond water for any purpose. But natural fish can grow by itself without any external influence/support.
- The pond dike should be repair as & when require, particularly before rainy season to protect agricultural, domestic and other waste runoff into the pond.
- The pond should be at a safe distance from latrines and cowsheds. Duck or any kind of poultry rearing in hanging shed over the pond must be prohibited.
- The salinity of the water shall not exceed 600 ppm at any time of the year.
- The pond should be closer to the user community and particularly the women must have full access.
- Necessary measures should be taken to keep free from cattle washing, bathing and other domestic material washing like-plate, glass, bowl etc. in the pond.

- Rotten leaves, weeds, kitchen garbage etc. should not be thrown into the pond.

A PSF management committee should be formed beforehand and be responsible for proper management of the PSF pond by undertaking the above initiatives.

Step 5: Site Verification for Water Supply Facilities (PSF)

- The front line 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 (PSF).
- Recommendation should be made by the Supervisory staff/ Engineer if all the conditions are full-filled.

Step 6: Approval for Water Supply Facilities (PSF)

- 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.
- 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 7: Formation of PSF Management Committee

Before construction of PSF, a PSF management committee consisting of 6-10 members from users will be formed and be responsible to take necessary steps for regular operation and maintenance.

Structure of PSF management committee:

- Caretaker- 04 (Male-02 & Female-02)
- Member- 01-05
- Head of committee 01

Total – 06-10

Role and responsibilities of the management committee:

The committee should have the following responsibilities:

1. The committee will be responsible for proper operation & maintenance of that PSF by collecting required maintenance cost from users through caretakers
2. The committee will seek necessary technical support and guidance from Upazila Engineer/DPHE/Local Mechanics if necessary

3. Maintain necessary records like-procurement related documents, income ,expenditure etc

Step 8: Calculation of Cost Recovery

- The concerned front line 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 9: Construction of PSF

9.1 Procurement of materials:

9.1.1 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.

9.1.2 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**.

9.2 Selection of Contractor/ Mason

9.2.1 Selection of Contractor/ Mason Locally

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

9.2.2 Selection of Contractor Centrally

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 procedure for selection of Contractor in a transparent manner. A **Contract Agreement** (sample given in **Annex-3B** can further be improved) between Contractor and Purchase Committee/ Partner Organization will be signed.

9.3 Construction of PSF

The PSF will be constructed by the assigned Contractor/ Mason as per the **Contract Agreement** of WAB and approved design and specification.

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

- Construction is done at the site approved earlier.
- The materials purchased are properly used during construction.
- Construction follows the approved design and specification.
- ASEH Identification mark with date of construction to be made on the wall of PSF (**Annex-4**).

The platform including drainage will be constructed as per standard design & specification. The following aspects should be looked into during construction of platform;

- 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.

9.4 Water Quality Test

9.4.1 Installation testing

Once the PSF is installed, water quality parameters to be tested as per ‘**Water Quality Standard & Testing Policy**’.

Parameter	WAB acceptable limit	Remarks
Environmental inspection and Sanitary inspection		
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	

If the water quality appears to have bacteriological contamination, filtration system need to be checked.

9.4.2 Re-testing/ Monitoring Testing

The retesting applies to all WAB programme funded and Non-WAB programme funded PSFs. Sample re-testing of all PSF should be undertaken to cover at least 10% of the partner’s PSFs 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 PSFs. (For details please see **Water Quality Standard & Testing Policy**).

9.4.3 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 PSF. Information of water quality test during installation tests for that PSF for each installed PSF should include its unique identification number and geo-reference in a systematic manner.

Step 10: Caretakers’ Training and Tools Distribution

A total of four (two male and two female) caretakers from each of the constructed PSF 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)
- Spanner (18x22) – (1 piece)
- Screw driver - (1 piece)
- Pliers - (1 piece)

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

Step 11: Completion Report

A ‘**Completion Report**’ containing detail information including PSF identification, Contract information, date of start and completion of construction, test results of water quality parameters at the time of commissioning, date of construction and other technical information of the PSF as attached (**Annex-5**) should be filled-in by Partner Organization’s staff and to be acknowledged by the Representative on behalf of PSF management committee.

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

Step 12: Handing Over

A ‘**Handing Over Note**’ along with users’ acknowledgement should be prepared (**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 PSF will be formally handed over to the users.

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

Step 13: Cost Recovery

As soon as the PSF 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 frontline 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.

Step 14: Operation and maintenance

The PSF management committee will be responsible for proper operation & maintenance of the PSF, where caretakers should play the lead role. Respective Partner Organization will provide O&M training for Caretakers.

If the PSF has been properly constructed, the only items likely to need replacement and repair are the movable parts, i.e. filter media, the lid etc. The repair of the lid should be within the

competence of any local carpenter or mason. The filter media may be replaced as and when needed. The pump handle fulcrum pins should be greased regularly. This will prevent the handle from wearing out fast and make pumping easy.

Operation procedure-

- After the filter media is replaced, open the washout pipe of the filter chamber to drain accumulated water and then close the washout.
- Place bricks on top of the filter media under the dynamic roughing filter chamber to reduce disturbance and scouring of the filter media under impact of water.
- Pump water until the filtered water enter the storage chamber.
- The initial filtered water should be drained out through the washout pipe of the storage chamber.
- Close the washout pipe of the storage chamber. The water level in the storage chamber will raise to the level of the outlet pipe.
- Collect water from the storage chamber by opening the tap.

Since these are small units, the committee involvement in operation & maintenance is absolutely essential to keep the system operational. The PSF is an effective technology for removing bacteria from pond water where turbidity level is less than 90 NTU.

Cleaning-

Outside wall of PSF, platform, drain and surrounding places of PSF should be cleaned up at least twice a month and waste water should dispose properly using in the kitchen garden, any other agriculture field or making soak pit for recharging.

Step 15: Monitoring & Follow-up

After construction of PSF, 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 PSF;
- functionality and cleanliness of the platform and drains;
- water use pattern by the user groups;
- status of repair and maintenance;
- role and responsibilities of caretaker and PSF management committee;
- 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 PSF during **Defect Liability Period** (minimum 3 months after commissioning). If the PSF 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/ local mason will be obliged to do the rectification as required in consultation with Partner Organization's Engineer.

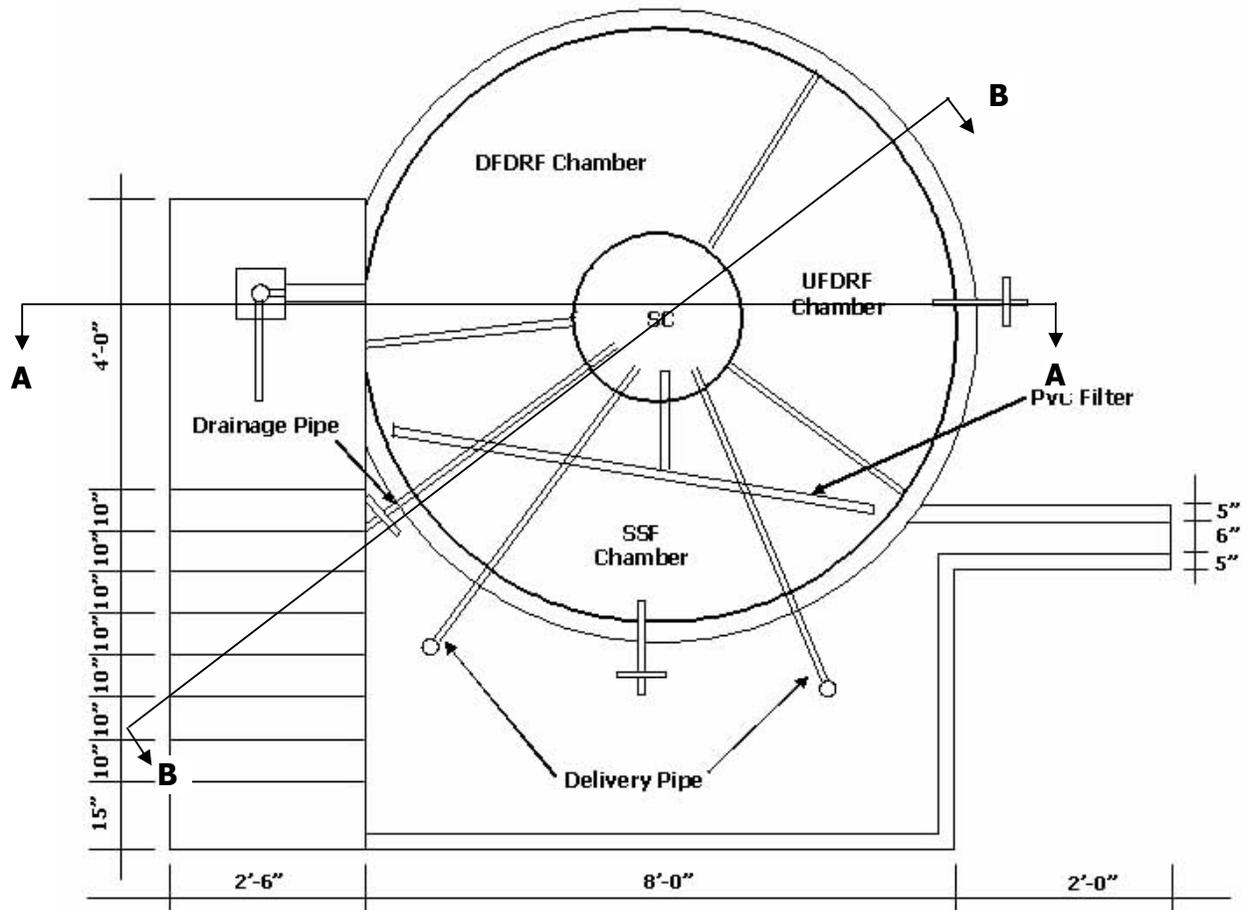
Step 16: Documentation

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.

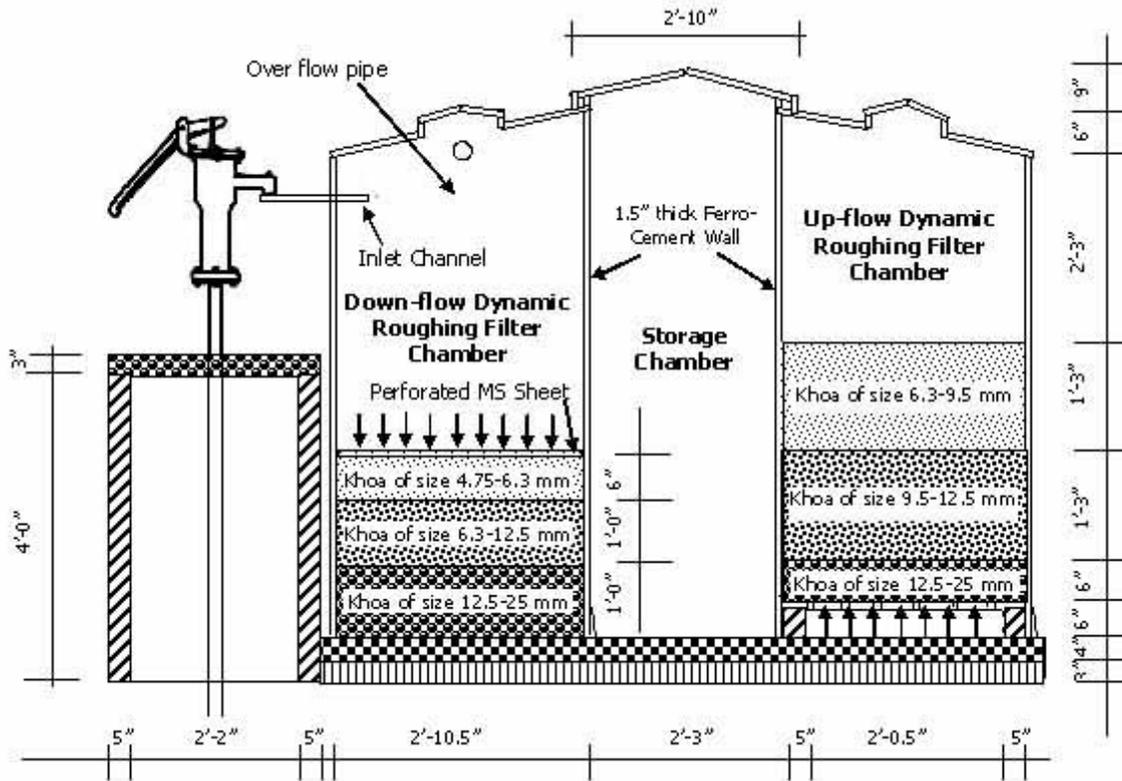
Annex-A

Detail Design of Pond Sand Filter

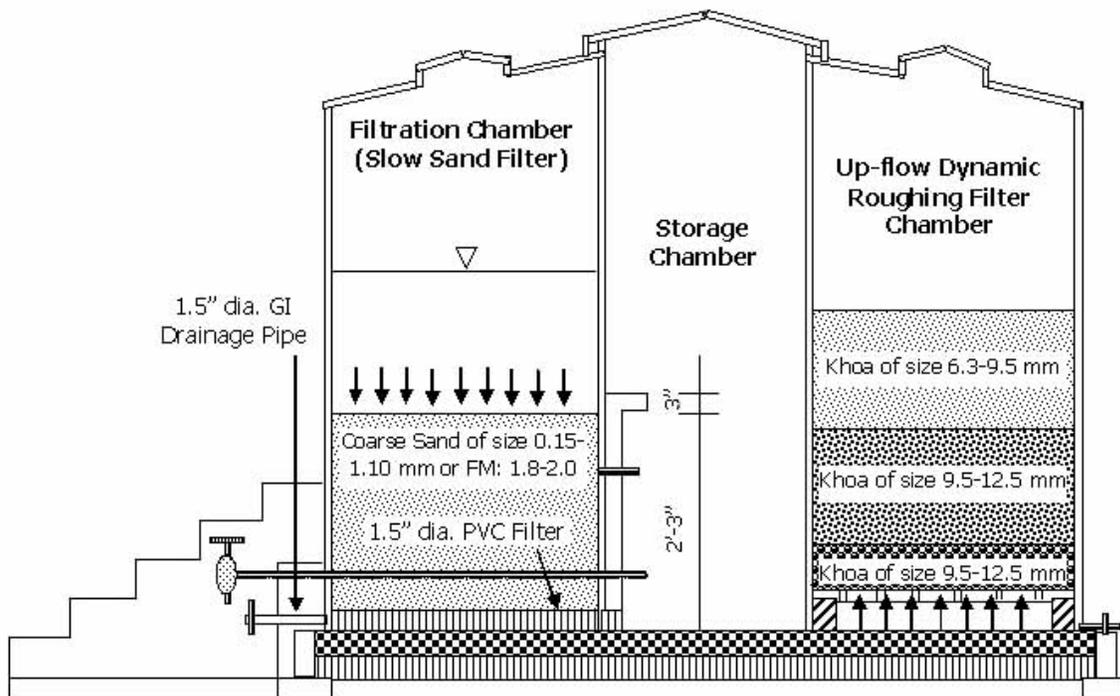
Model -1



PLAN of PSF (50-60 HH)



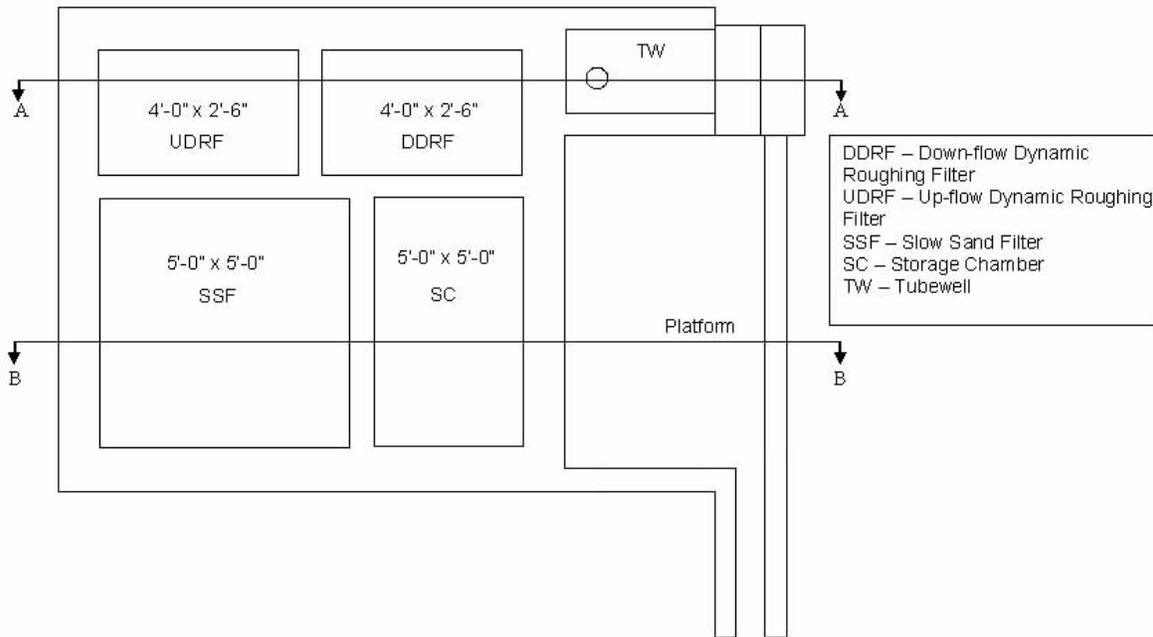
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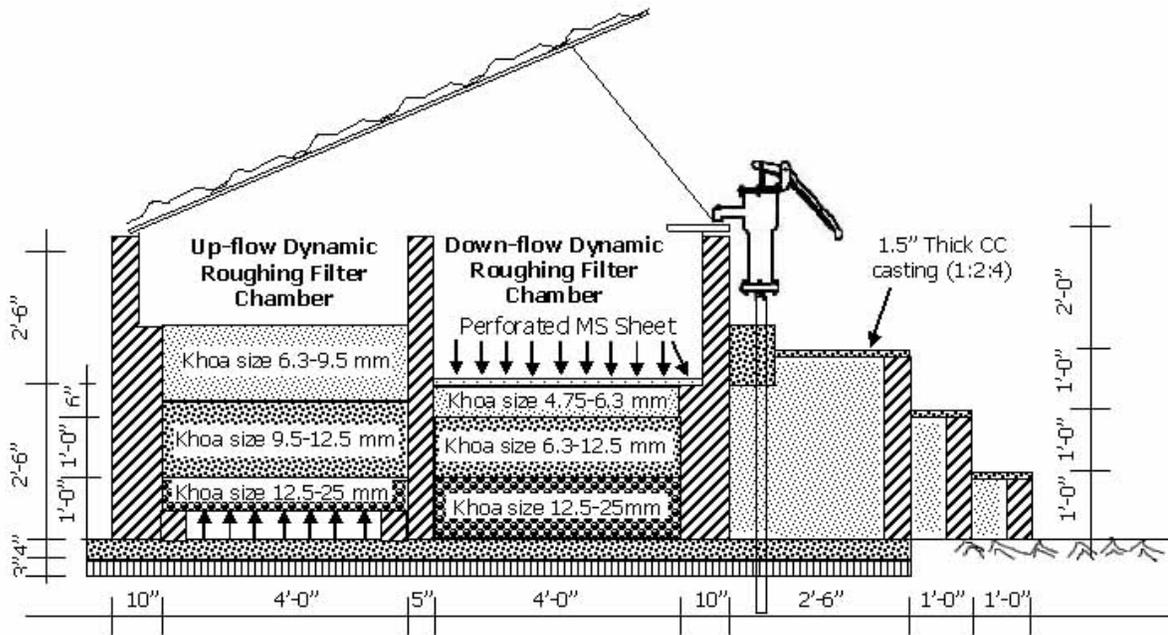
SECTION - BB

Detail Design of Pond Sand Filter

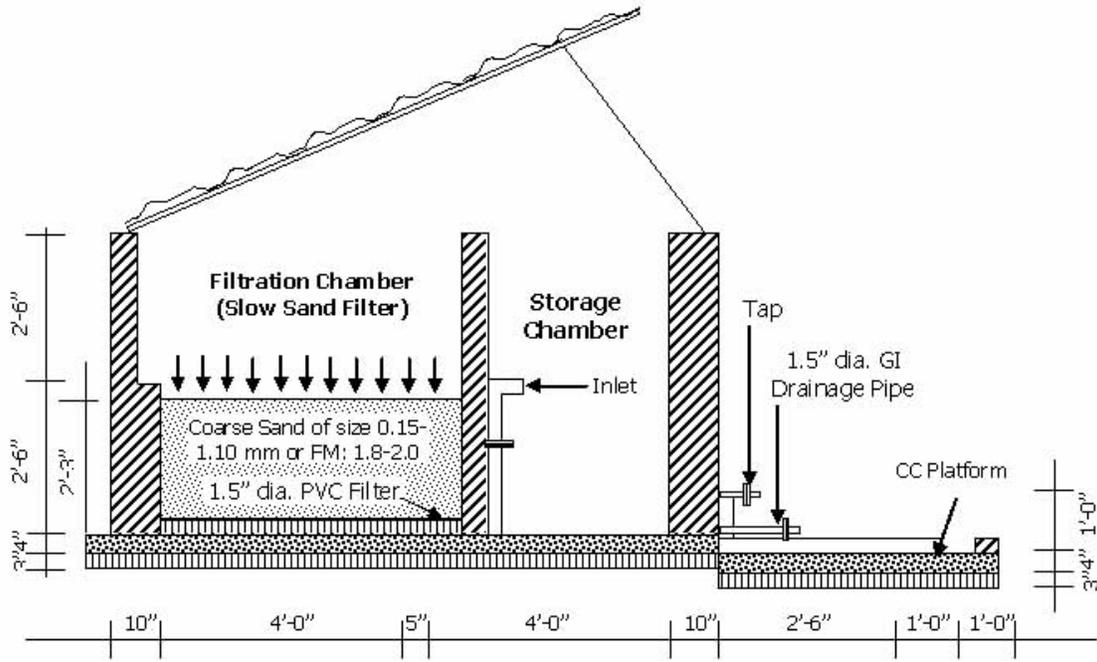
Model -2



PLAN of PSF (90-100 HH)



SECTION - AA



SECTION - BB

Annex-1

Partner Organization: _____

Advancing Sustainable Environmental Health Project

Application Form for Pond Sand Filter

1. Application Sl. No: 2. PSF Code No: (After Construction)

3. Date of Application:

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

7. Proposed site for PSF:

Village:		Location of the proposed site	
Ward No:	Cluster/Community ID (if any):		
Distance from nearest safe water source:		(meter)	
Distance from nearest latrine/cowshed:		(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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36											

Proposed Care Takers*:

1. Care Taker's Name:	Father / Spouse:
2. Care Taker's Name:	Father / Spouse:
3. Care Taker's Name:	Father / Spouse:
4. Care Taker'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 construction of any PSF, number of applicants household must be at least 50 households. But the number may vary according to different type of PSF technologies; However, the present ranges are: PSF-300: 50-60 hhs, PSF-500: 90-100 hhs
- Upon approval of the application, the households must share the contribution money as per ability to pay analysis;
- The applicant households must select two male and two female from the applicant households as caretakers for the PSF
- A convenient place will be chosen for the construction of the PSF.

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:

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

Site Approval:

Approved: <input type="checkbox"/>	Not Approved: <input type="checkbox"/>	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
Pond Sand Filter (PSF)**

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 inmonth(s)/year(s) as the rest amount of contribution money according to the ability to pay analysis.

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 Approval Authority*

Date: _____

Date: _____

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

Annex-3A

Advancing Sustainable Environmental Health

Contract Agreement with Local Mason Leader

Date: _____

The agreement is made on _____ between:

1. Mr./Ms. _____, son of/ spouse of _____,
village: _____, ward: _____, union: _____,
upazila: _____, district: _____

And,

2. PSF Management Committee,
name of public place: _____,
village: _____, ward: _____, union: _____,
upazila: _____, district: _____

Both the parties are hereby agreed to the following terms and conditions for Construction of a PSF at _____

Terms & conditions:

- PSF Management Committee and Partner Organization's representative will procure all the materials for construction of PSF as per design, specification and estimate.
- PSF Management Committee will ensure safe custody of the materials procured.
- The meson leader will be responsible for engaging required number of labors.
- The mason will construct PSF according to the given design & drawing.
- The mason will start working within _____ days upon signing contract with PSF Management Committee and PSF Management Committee will ensure availability of required materials.
- The construction must be completed within _____ days from signing contract including mobilization at site.
- No advance will be paid.
- Mason will be paid as below:
 - Total Contact amount _____ tk for the entire construction.
 - Nature of payment will be _____, etc.
- Any payment will be paid upon certification from PSF Management Committee / Partner Organization's Engineer.

Des.	Rate	Qty.	Man-days	Total
1. Mason leader	?00	X	XX	XXX
2. Skilled labor	?00	X	XX	XXX
3. Unskilled labor	?00	X	XX	XXX
4. Shuttering	???	X	XX	XXX
5. Others	???	X	XX	XXX
Total =				XXXX

Agreed by

Agreed by

Agreed by

Signature

Signature

Signature

(Name: _____)

Meson Leader

Date: _____

(Name: _____)

Representative, PSF Mgt. Committee

Date: _____

(Name: _____)

Partner Organization

Annex-3B

Partner Organization: _____

Advancing Sustainable Environmental Health

**Contract Agreement
with
Contractor**

Date: _____

To: Ms/Mr. _____

Detail address: _____

The Partner Organization _____ is hereby pleased to inform you that you have been awarded for the construction of PSF on the basis of your quotation.....

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

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

1. All materials/ components must be supplied/ procured (as applicable) according to the given design and specification.
2. Construction of mentioned PSF must be done according to the given design & drawing.
3. The construction must be completed within _____ days from issuing work order.
4. The work order will be valid for one month period of time from the date of issuing the same.
5. No advance will be paid along with work order.
6. Partial advance may be given upon satisfactory progress of work.
7. Payment will be made through “A/C payee check”.
8. VAT and Tax will be deducted at source (Partner Organization’s office) according to the GoB rules, if applicable.
9. The price quotation will not be changed for this period (if applicable).
10. All payments will be paid upon certification from Applicant Committee and/or Partner Organization on satisfactory construction of PSF.
11. The Contractor will be refunded with the security deposit (5-10% earnest money of unit cost) after certification from Applicant Committee and/or Partner Organization.
12. 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:)
Contractor:

Signature

(Manager/Coordinator of
Partner Organization)

Date: _____

Date: _____

Annex-5

Partner Organization: _____

**Advancing Sustainable Environmental Health
Pond Sand Filter (PSF) Completion Report**

PSF Completion Report

(Original copy to be kept at PO's office)

A. PSF Identification :

- 1. PSF Identification Code:
- 2. PSF Type:
- 3. Name of Chairman,
PSF Management Committee:
- 4. Village:
- 5. Ward no.:
- 6. Union:
- 7. Upazila:
- 8. District:

B. Contract Identification:

- 1. Name & address of
Mason/ Contractor:
- 2. a) Work Order No: 2.b) Work Order Date:

C. PSF Completion Detail:

- 1. Construction start date: 2. Construction completion date:
- 3. Disinfection Done:

Yes	No
-----	----

 4. Discharge (l/min):
- 5. Water Quality: a) F.Coli: b) Turbidity: c) -----:
- 6. Comments about Construction:

Certified by:

Acknowledge by:

Name: Staff/Engineer Partner Organization
Signature & date

Name: Representative, PSF Management Committee
Signature & date

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. PSF Identification:

1. PSF Identification Code:
2. Name of Chairperson
PSF Management Committee:
3. Spouse/ Father's Name:
4. Village:
5. Ward no.:
6. Union:
7. Upazila:
8. District:

2. PSF Construction Detail:

1. PSF Model:
2. Construction start date: 3. Construction completion date:
4. Discharge (l/min):
5. Water Quality: a) F.Coli: b) Turbidity: c) -----:

4. Other Information:

1. Name & address of Contractor/ Mason:
2. Engineer of Partner Organization:
3. Front line staff:
4. Caretaker's Name:
5. Caretaker's Name:
6. Caretaker's Name:
7. Caretaker's Name:

Partner Organization: _____

Advancing Sustainable Environmental Health

Handing Over Note (Page – 2)

For Partner's Official Use Only

Users Acknowledgement

(In case of Acceptable PSF)

We, the users of the PSF, hereby acknowledge that the construction of PSF as well as water quality in our opinion is satisfactory.

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

Witness (One of the users)

On behalf of the users

.....
Signature

.....
Signature

Name:

Name:

Chairman, PSF Management Committee

Date:

Date:

Handed over by:

.....
Manager/ Coordinator of Partner Organization

Date: