

APPENDIX C:

Project Implementation Tools

APPENDIX C1. Procedures

APPENDIX C1.1	Procedures for electing PSC and appointing site staff
APPENDIX C1.2	Combined Procedure for ISD , FFP and TECH staff
APPENDIX C1.3	Procedures for introducing FFP at household level
APPENDIX C1.4	Procedure for buying materials
APPENDIX C1.5	Procedure for paying wages and salaries

C1.2 Combined Procedures for **ISD**, **FFP** and **TECH** staff

INTEGRATED PROCEDURES - **ISD**, **FFP** AND **TECHNICAL**

STEPS	ACTIVITY	PURPOSE	RESPONSIBILITY	SUPPORT	DURATION in weeks
1	INTRODUCTORY MEETING WITH COMMUNITY LEADERSHIP	Introduce the programme, seek buy-in, arrange for mass-meeting	ISD-F/ISD-M	FFP-F/FFP-M	4
2	FIRST MASS MEETING	Introduce the programme and the team, highlight the need for PSC and the criteria for election. Set date for elections	ISD-F/ISD-M	FFP-F/FFP-M, AM, TO	2
3	SECOND MASS MEETING	Explain in detail the responsibilities of the PSC and criteria for election of PSC members. Elect the PSC. Highlight the Programme's criteria for selection of beneficiaries. Identify interest groups.	ISD-F/ISD-M FFP-F/FFP-M		2
4	FIRST PSC MEETING	Explain the responsibilities of the PSC, and its Executive. Election of the Executive. Explain recruitment procedures and criteria for site staff.	ISD-F/ISD-M		1
5	SECOND PSC MEETING	Interviews of site staff (FFP-A, BK, SK, QA, builders). Identification of site office.	ISD-F	FFP-F, AM, PSC, TO	1
6	INTRODUCTORY TRAINING FOR SITE STAFF	Training on site procedures and filling of forms	ISD-F	FFP-F	
7	REGISTRATION OF BENEFICIARIES	All beneficiary households must register with the BOOKKEEPER. List a "FFP Group" (20-25 households) for FFP-F and FFP-A to work with.	BK		ON-GOING
8	THIRD PSC MEETING	Verification of the first 'FFP Group'-list (20-25 households) with the PSC and other interest groups. Repeat for each new group of households.	FFP-F	FFP-A, ISD-F	2
9	INITIAL HOUSEHOLD VISITS	The FFP-F and FFP-A visits households on the "FFP Group"-list and fill in DWAF 'Household Applications'. Agree household contribution and explain DWAF acceptance conditions	FFP-A	FFP-F	ON-GOING
10	TRAINING OF PSC (on-going)	Training of PSC on roles and responsibilities, project management, leadership, conflict resolution, etc.	ISD-F	FFP-F	
11	TRAINING OF SITE STAFF (FFP-A, BK, SK & QA)	Continued training on site procedures and filling of forms	ISD-F	FFP-F, TO	
12	TRAINING OF "FFP GROUP" OF HOUSEHOLDS	The 'FFP Group' of households should complete at least Workshop 1 & 2, and establish their intensive FFP garden (first two trenches) at home, before excavation can start. Workshops 3 - 7 and cross-visits follow over time.	FFP-F, FFP-A		ON-GOING
13	HOUSEHOLD VISITS	Hands-on advice and monitoring of trench preparation and planting.	FFP-F, FFP-A		
14	REQUEST FOR GRANTS	A grant request is prepared for the material needs of those members of the 'FFP Group' who are ready for construction.	BK		
15	FIRST SITING OF TANKS	Households draw their Helicopter Plans (garden layout plans), showing at least three preferred sites for their tank.	FFP-F, FFP-A		
16	FINAL SITING OF TANKS	TECH staff visit household with FFP-A to verify the best tank positioning among the household's preferred sites. If all three are technically unsound, alternative positions are suggested for the household to choose from.	TO, AM	FFP-A	
17	DIGGING	Household completes digging an agreed portion of the tank excavation (e.g. 1.5m diameter, 1.5m deep), then the QA assigns a DIGGING TEAM to complete the excavation.	HH		
18	PROCUREMENT OF MATERIALS	Refer to "Procedures for buying materials"	SK	BK, TO, AM	
19	CONSTRUCTION OF TANKS	Once the excavation is ready and ALL materials on site, the QA assigns a BUILDER, who constructs tanks according to specification, QA verifies quality using QA checklists. QA consults TO if any problems arise.	BUILDER	QA, TO	
20	PAYMENT OF WAGES/SALARIES	Refer to "Procedures for paying wages/salaries"	BK		
21	REPEAT 9, 12- 19 UNTIL ALL THE REQUIRED TANKS HAVE BEEN BUILT				
22	INITIAL HANDOVER	If conditions allow tank testing for leakage at the time the tank construction is completed, then final handover is not necessary.	TO, QA, BUILDER		
23	FINAL HANDOVER	Will be done after the tank has been tested for leakage.	TO, QA		
24	HOUSEHOLD TANK CERTIFICATES	Hand over HOUSEHOLD TANK CERTIFICATES	TO, QA		

PSC

ISD

FFP

BK

SK

TECH:
AM,
TO,
QA,
BUILDERS

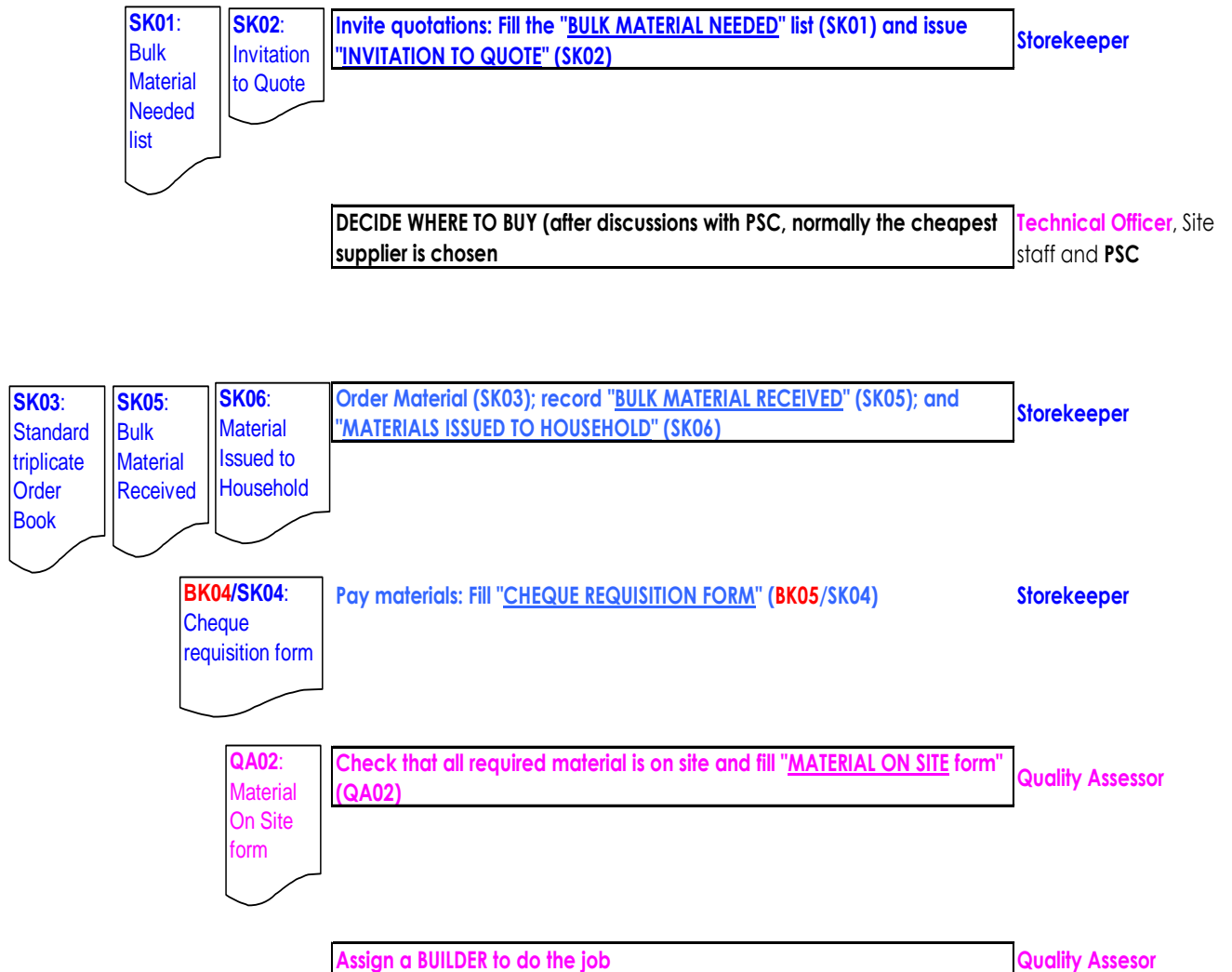
C1.3 Procedures for introducing FFP at household level

Procedure for introducing Family Food Production at household level			
<p>NOTES:</p> <p>-A full cycle of FFP work with one "FFP Group" (20-25 households) takes 28 weeks (6.5 months)</p> <p>-The columns below show the full facilitation cycle with <u>one typical "FFP Group"</u>: the FFP-A activities with the "FFP Group" and at HOUSEHOLDS; when it takes place; and who is involved in this activity; and the forms used for this activity.</p> <p>-For six "FFP Groups" (i.e. about 120 people), the following would apply: the full cycle would take ±11 months (in addition to the initial 2-3 month project set-up phase); two fulltime FFP-A may be required for the first 8 months; thereafter, one fulltime or two parttime FFP-A; the sequence of the training workshops may be changed, to combine some of the FFP Groups for some of the activities; additional FFP Groups can be mobilised, should the project be extended to more than 120 tanks.</p>			
FFP-A activities with "FFP GROUP" and at HOUSEHOLDS	When	Who	Forms
<p>Bookkeeper registers households (BK01), makes an "FFP Group"-list, and passes this on to the FFP Facilitator</p> <p>FFP Facilitator confirms the list with the Project Steering Committee</p>	2-3 months from project start date	<p>Bookkeeper FFP Facilitator PSC</p>	<p>(BK01) Household Register "FFP Group"-list</p>
<p>Initial household visit:</p> <ol style="list-style-type: none"> 1. Fill in the DWAF 'Household Application' form 2. Discuss and agree HOUSEHOLD's contribution towards RWH Dam construction 3. Discuss DWAF acceptance criteria 4. Check HOUSEHOLD's implementation of furrows and trenches (if any) 5. Supply seedlings to HOUSEHOLDS with ready trenches 6. Inform HOUSEHOLD of date for Workshop 1 and/or Cross Visit 	Week 1 (w9)	<p>FFP Assistant FFP Facilitator</p>	<p>(FFP01) DWAF RWH 'Household Application' form (FFP02) FFP 'Household Milestones' form (FFP04) FFP 'Garden Monitoring' form (BK02) Household Job Card</p>
<p>FFP Facilitator passes an updated "FFP Group"-list and (FFP01) 'Household Application' forms to the Bookkeeper</p> <p>Bookkeeper opens (BK02) Household Job Cards</p>			<p>(FFP04) FFP 'Garden Monitoring' form (BK02) Household Job Card</p>
<p>Cross visit</p> <ol style="list-style-type: none"> 1. Households visit existing intensified gardens with RWH 2. Households visited explain how their systems work, and how they did it 		<p>FFP Assistant FFP Facilitator</p>	
<p>Workshop A1: 'Nutrition'</p> <ol style="list-style-type: none"> 1. Nutrition visioning 2. Planting and harvesting planning 3. Trench demonstration 	Week 2 (w10)	<p>FFP Assistant FFP Facilitator</p>	<p>Hard cover books for all participants, to paste: (FFP05) Household's "What We Eat"-chart (nutrition self-monitoring) (FFP06) Household's "Plant to Eat"-chart (planting & harvest planning)</p>
<p>Household visit (TRENCHING):</p> <ol style="list-style-type: none"> 1. Support with trench preparation 2. Support with nutrition self-monitoring 3. Support with household planning for planting and harvesting 		<p>FFP Assistant FFP Facilitator</p>	<p>(FFP02) FFP 'Household Milestones' form (FFP04) FFP 'Garden Monitoring' form</p>
<p>Workshop A2: 'Mind mobilisation' (training in two groups of 10 people)</p> <ol style="list-style-type: none"> 1. Present situation at homesteads 2. Garden layout visioning ('Helicopter Plan') 3. Garden layout demonstration 	Week 3 (w11)	<p>FFP Assistant FFP Facilitator</p>	<p>Participants' hard cover books to paste: (FFP07) Household's "Present Situation"-drawing (FFP08) Household's "Helicopter plan"-drawing</p>

FFP-A activities with "FFP GROUP" and at HOUSEHOLDS (continued)	When	Who	Forms
Household visit (INITIAL TANK SITING): 1. Garden layout support 2. Initial tank siting	Week 3-4 (w11-12)	FFP Assistant FFP Facilitator	(FFP02) FFP 'Household Milestones' form (FFP04) FFP 'Garden Monitoring' form (FFP08) Household's "Helicopter Plan"-drawing
Household visit (FINAL TANK SITING): 1. Final tank siting 2. Marking out trial pit for household to dig	Week 4 (w12)	FFP Assistant FFP Facilitator Quality Assessor Technical Officer (initially assisted by Area Manager)	(FFP08) Household's "Helicopter Plan"-drawing (QA01) Tank Siting & Excavation form
Workshop A3: 'Seedlings' 1. Growing seedlings (supply of seed as per nutrition workshop) 2. Soil fertility (liquid manure, greywater, mulch, organic matter demonstration) 3. Irrigation	Week 6 (w14)	FFP Assistant FFP Facilitator	Participants' hard cover books
Household visit	Week 6-7 (w14-15)	FFP Assistant	(FFP02) FFP 'Household Milestones' form (FFP04) FFP 'Garden Monitoring' form
Workshop A4: 'Brews' Pest and disease control	Week 8 (w16)	FFP Assistant FFP Facilitator	Participants' hard cover books
Household visit	Week 8-9 (w16-17)	FFP Assistant	(FFP02) FFP 'Household Milestones' form (FFP04) FFP 'Garden Monitoring' form (FFP10) FFP/HH "Household Harvesting"-chart
Workshop A5: 'Fruit' Fruit production	Week 10 (w18)	FFP Assistant FFP Facilitator	Participants' hard cover books
Household visit	Week 10-11 (w18-19)	FFP Assistant	(FFP02) FFP 'Household Milestones' form (FFP04) FFP 'Garden Monitoring' form (FFP10) FFP/HH "Household Harvesting"-chart
Workshop A6: 'Food' 1. Food processing 2. Celebration	Week 12 (w20)	FFP Assistant FFP Facilitator	Participants' hard cover books
Monthly household visits	Week 12-28 (w20-36)	FFP Assistant	(FFP02) FFP 'Household Milestones' form (FFP04) FFP 'Garden Monitoring' form (FFP10) FFP/HH "Household Harvesting"-chart
Workshop A7: 'Water' 1. RWH Dam safety & maintenance 2. Water management (crop water requirements, irrigation, greywater, footpumps)	Week 28 (w36)	FFP Assistant FFP Facilitator Quality Assessor TECH Team	Participants' hard cover books
Handover of tanks		FFP Assistant FFP Facilitator Quality Assessor TECH Team	(QA05) Initial Tank Acceptance form (QA06) Final Tank Acceptance form (QA07) Household Tank Certificate

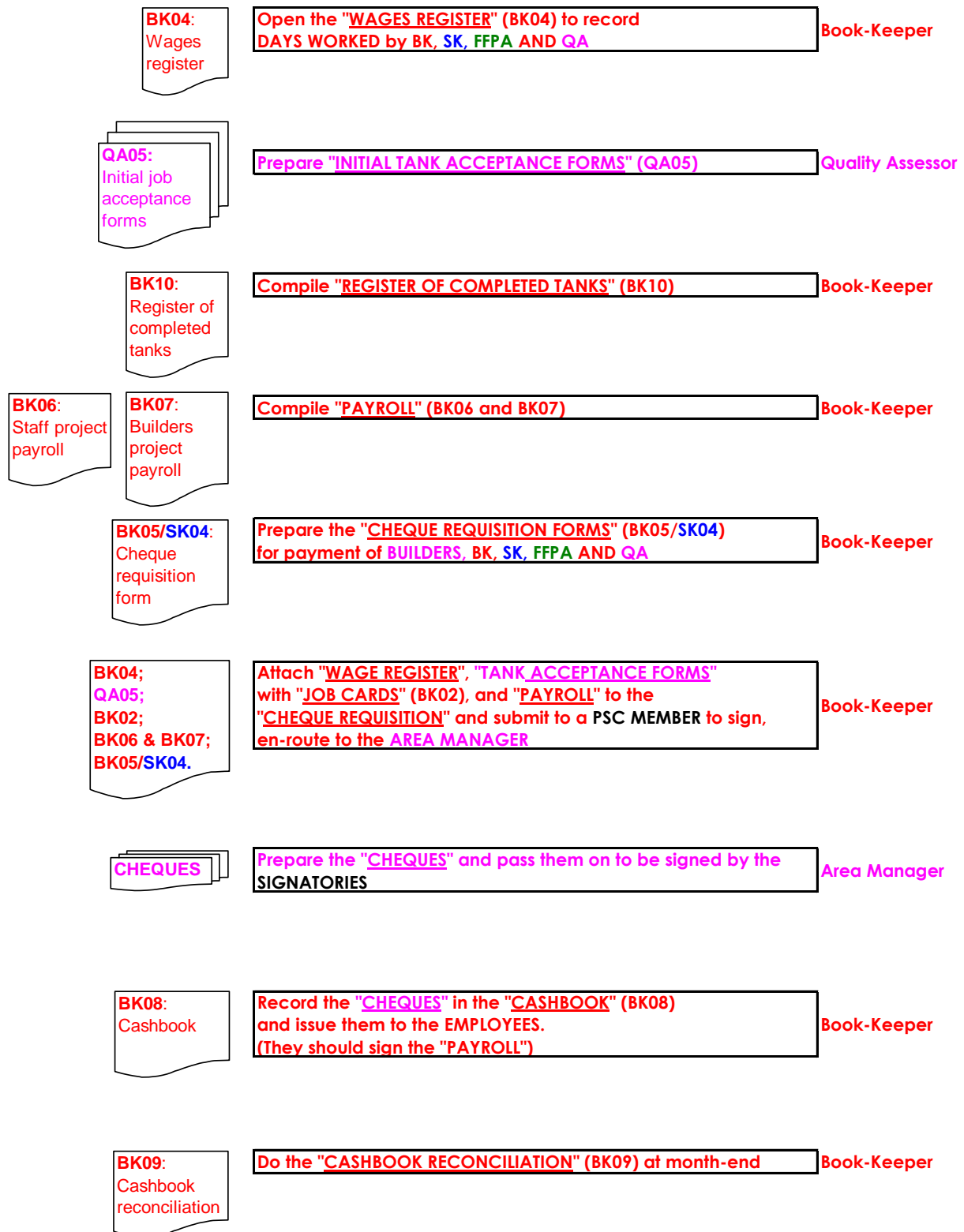
C1.4 Procedures for buying materials

PROCEDURES FOR BUYING MATERIALS



C1.5 Procedures for paying wages and salaries

PROCEDURES FOR PAYING WAGES AND SALARIES



APPENDIX C2. Functions of Site Staff

APPENDIX C2.1	Functions of the Bookkeeper
APPENDIX C2.2	Functions of the FFP Facilitator
APPENDIX C2.3	Functions of the Storekeeper
APPENDIX C2.4	Functions of the Quality Assessor

Duties of the BOOKKEEPER

1. FILLING JOB CARDS, PREPARING GRANT REQUESTS and PAYING SUPPLIERS

1.1 Open the “HOUSEHOLD REGISTER” **Form BK01**

Record the names, ID numbers and house numbers /tank numbers of the people who want tanks in the Household Register (Form BK01). A hardcover notebook is recommended for this purpose.

1.2 Compile a “FFP Group”-list of 20-25 households from the “HOUSEHOLD REGISTER” (Form BK01).

Hand this list to the FFP-A to do household visits and fill the “HOUSEHOLD APPLICATION” **Form FFP01**

1.3 Open “JOB CARDS” **Form BK02**

for households who have filled the “HOUSEHOLD APPLICATION” (Form FFP01). This list is from the FFP-Assistant.

Record the following information on each Job Card (Form BK02) for those people who are ready to build:

- Tank Number (where available, the House Number can be used as the Tank Number)
- Project Name
- Project Number
- Name of householder
- Address of householder
- ID Number of householder
- Number of people in the household

1.3 After the QUOTES have been received and the PSC has decided on where to buy materials, the following should be recorded in the “JOB CARD” (Form BK02):

- Unit cost and total cost for each type of material

1.4 Prepare the “GRANT REQUEST” **Form BK03** with assistance from the TECHNICAL OFFICER

1.5 After receiving the following documents from the **STOREKEEPER**, pass the documents to a **PSC MEMBER** to sign, then to the **AREA MANAGER** for preparation of the **CHEQUES**:

- **Form SK03** "ORDER" (two copies)
- **Form SK04** "MATERIAL CHEQUE REQUISITION"

Take note: The **QUOTE** can be kept on file where it is accessible for both the **STOREKEEPER** and the **BOOKKEEPER** until the expiration date, then a new **QUOTE** should be requested.

1.6 Ensure that the **CHEQUES** are signed by the **SIGNATORIES**

1.7 Record the **CHEQUES** in the "CASH BOOK" **Form BK08**

1.8 Return the **CHEQUE** and the "ORDER" (original copy) to the **STOREKEEPER** to place the order with the **SUPPLIER**.

Keep the "MATERIAL CHEQUE REQUISITION" **Form SK04** and a copy of the **ORDER**

1.9 After the material has been received by the **STOREKEEPER**, the following documents:

- invoice; and/or
- delivery note

will be given to the **BOOKKEEPER** and they have to be attached to the documents retained in 1.8 above and filed

2. PAYMENT OF WAGES AND SALARIES

2.1 Open the **WAGES REGISTER** **Form BK04** to record days worked by the **FFP-A, QA, SK** and **BK** and their wages

2.2 After receiving signed "INITIAL TANK ACCEPTANCE FORMS" **Form QA05** from the **QA**, complete **JOB CARD** (Form BK02)

2.3 In the "BUILDERS PAYROLL" **Form BK07**, enter the tank number for all the tanks built per builder to calculate the wages at the end of the month.

2.4 Prepare the "WAGES CHEQUE REQUISITION" **Form BK05** with the following attachments:

- **Form BK04** "WAGES REGISTER"
- **Form BK06** "STAFF PAYROLL"

- **Form BK02** “JOB CARD” and **Form QA05** “INITIAL TANK ACCEPTANCE FORM” for every tank built; and the
 - **Form BK07** “BUILDERS PAYROLL”
- 2.5 Get the “WAGES CHEQUE REQUISITION” signed by the **PSC MEMBER**
 - 2.6 Pass the documents to the **AREA MANAGER** to prepare the **CHEQUES**
 - 2.7 Ensure that the **CHEQUES** are signed by the **SIGNATORIES**
 - 2.8 Record the **CHEQUES** in the “CASH BOOK” **Form BK08**
 - 2.9 Issue the **CHEQUES** and ask those being paid to sign the “PAYROLL” **Form BK06** or **Form BK07**
 - 2.10 File the documents in the “INVOICES FILE” except for the “INITIAL TANK ACCEPTANCE FORMS” **Form QA05** which should be detached and filed as an attachment to the relevant JOB CARD **Form BK02**

3. CASH BOOK and BANK RECONCILIATION STATEMENT

- 3.1 For every CHEQUE issued an entry is made into the expenditure side of the “CASH BOOK” **Form BK08**
- 3.2 Deposits for subsidies are entered into the income side of the “CASH BOOK.” (This information will be found on the “BANK STATEMENT” at the end of the month)
- 3.3 **BANK CHARGES** (from the “BANK STATEMENT”) are also entered into the expenditure side of the “CASH BOOK”
- 3.4 **INTEREST** (from the “BANK STATEMENT”) is also entered into the income side of the “CASH BOOK”
- 3.5 At the end of the month (after the “BANK STATEMENT” is received), the “BANK RECONCILIATION” **Form BK09** is prepared

4. REGISTER OF COMPLETED TANKS

4.1 For every completed tank, the “REGISTER OF COMPLETED TANKS” Form BK10 is filled in.

Duties of the FFP Assistant

1. Get a “FFP Group”-list (20-25 registered HOUSEHOLDS) from the **BOOKKEEPER** and confirm the list with the **PROJECT STEERING COMMITTEE**
2. Undertake INITIAL HOUSEHOLD VISITS, and at each HOUSEHOLD:
 - 2.1 Fill in the DWAF ‘HOUSEHOLD APPLICATION’ Form FFP01
 - 2.2 Discuss and agree HOUSEHOLD's contribution towards RWH Dam construction
 - 2.3 Discuss DWAF acceptance criteria
 - 2.4 Check HOUSEHOLD's implementation of furrows and trenches (if any)
 - 2.5 Supply seedlings to HOUSEHOLDS with ready trenches
 - 2.6 Inform HOUSEHOLD of date for Workshop 1 and/or Cross Visit
3. Arrange a ‘Cross Visit’ for the “FFP Group” to see trenches, gardening and tanks (RWH Dams)
4. Arrange Workshop 1: ‘Nutrition’
5. Undertake household visits (for TRENCHING), and at each HOUSEHOLD:
 - 5.1 Assist with trench implementation, nutrition self-monitoring forms, and household planning for planting & harvesting
 - 5.2 Fill in the FFP ‘GARDEN MONITORING’ Form FFP04
 - 5.3 Tick the ‘HOUSEHOLD MILESTONES’ reached on Form FFP02
6. Arrange Workshop 2: ‘Mind Mobilisation’

7. Undertake household visits for INITIAL TANK SITING, and at each HOUSEHOLD:

- 7.1 Ask HOUSEHOLD to show & explain their garden layout plan
- 7.2 Specifically, check that the HOUSEHOLD has indicated 3 tank positions on their “Helicopter Plan”-drawing (FFP08).
- 7.3 Fill in the FFP ‘GARDEN MONITORING’ Form FFP04
- 7.4 Tick the ‘HOUSEHOLD MILESTONES’ reached on Form FFP02

8. Arrange FINAL TANK SITING

- 8.1 Prepare a list of HOUSEHOLDS ready for final tank siting, to pass on to the **QUALITY ASSESSOR**
- 8.2 Work with the team and ensure that the HOUSEHOLD’S “HELICOPTER PLAN”-drawing (FFP08) is used when filling “**TANK SITING & EXCAVATION**” Form QA01

9. Arrange Workshops 3-7

10. Undertake further follow-up household visits, and at each HOUSEHOLD:

- 10.1 Fill in the FFP ‘GARDEN MONITORING’ Form FFP04
- 10.2 Tick the ‘HOUSEHOLD MILESTONES’ reached on Form FFP02

11. Repeat Steps 1-10 for new “FFP Group”

12. Arrange Workshop 7: ‘Water’ as soon as the last “FFP Group”-member’s tank is complete

13. Undertake follow-up household visits, and at each HOUSEHOLD:

- 13.1 Fill in the FFP ‘GARDEN MONITORING’ Form FFP04
- 13.2 Tick the ‘HOUSEHOLD MILESTONES’ reached on Form FFP02

C2.3 Duties of the Storekeeper

Duties of the STOREKEEPER

1. BUYING MATERIALS

1.1 Prepare the “BULK MATERIAL NEEDED LIST” **Form SK01** FROM THE “JOB CARDS” **Form BK01** and fill in the “INVITATION TO QUOTE” **Form SK02**

1.2 Obtain 2 to 3 QUOTES

1.3 After the decision has been made by the PSC where to buy, and the **BOOKKEEPER** has informed you that money has been deposited into the Community Account, prepare the “ORDER” **Form SK03**

1.4 Prepare the “MATERIAL CHEQUE REQUISITION” **Form SK04** and submit the “ORDER” (2 copies) and the “BULK MATERIAL NEEDED LIST” **Form SK01** to the **BOOKKEEPER**

After the CHEQUE has been written, take the “ORDER” (original copy) and the CHEQUE to the **SUPPLIER**

1.5 CHECK THE MATERIAL WHEN IT IS DELIVERED THAT:

- The quantity is the same as what you have ordered
- The quality is good, no broken items or torn cement bags

Only when you are satisfied with the material, sign the DELIVERY NOTE or INVOICE and keep a copy which you will later give to the **BOOKKEEPER**.

1.6 Record the material in the “BULK MATERIAL RECEIVED” notebook **Form SK05**

1.7 Issue the material to the householders and record in the “MATERIALS ISSUED TO HOUSEHOLD” notebook **Form SK06**

C2.4 Functions of the Quality Assessor

Duties of the QUALITY ASSESSOR

1. Tank Siting & Excavation 'Visit 1':

Attend final tank siting household visit with the TECHNICAL OFFICER and FFP-A, and preferably the FFP-F:

1.1 Check the HOUSEHOLD'S "HELICOPTER PLAN"-drawing **FFP08** for their three preferred RWH Dam positions.

With the HOUSEHOLD, select the most suitable of the three positions, OR if all are technically unsound, then with the HOUSEHOLD, select an alternative position.

1.2 Mark out the center position of the excavation and the diameter of the trial pit which the household must dig (1.5m diameter, 1.5m deep).

1.3 Fill and sign the "TANK SITING & EXCAVATION" **Form QA01**: (the 'Visit 1'-portion)

2. Tank Siting & Excavation 'Visit 2':

2.1 Check that the HOUSEHOLD has completed digging the trial pit. When it is done, assign a DIGGING TEAM to complete the excavation.

2.2 Fill and sign the "TANK SITING & EXCAVATION" **Form QA01**: (the 'Visit 2'-portion)

3. Tank Siting & Excavation 'Visit 3':

3.1 Check that the excavation pit has been completed, then pass the HOUSEHOLD's name to the office so that materials can be ordered for them.

3.2 Fill and sign the "TANK SITING & EXCAVATION" **Form QA01**: (the 'Visit 3'-portion)

4. Check that all the building materials have been delivered, so that you can allocate a **BUILDER** to build the RWH Dam. Fill the “MATERIAL ON SITE” **Form QA02**
5. Check on the progress of construction
6. When the RWH Dam is completed, it needs to be checked by:
 - The **QUALITY ASSESSOR**,

who fills the “QUALITY ASSESSOR’S CHECKLIST (FLOOR & WALLS)” **Form QA03** and the “QUALITY ASSESSOR’S CHECKLIST (ROOF & WATERPROOFING)” **Form QA04** ; and
 - The **TECHNICAL OFFICER**,

who will, in agreement with the **HOUSEHOLD**, confirm the quality, and sign the “INITIAL TANK ACCEPTANCE” **Form QA05** to authorise payment for the **BUILDER**.
7. When the tank has been tested for leakage, the “FINAL TANK ACCEPTANCE” **Form QA06** must be signed by the **HOUSEHOLD**, the **RIA’s Representative** and the **Client’s Representative**
8. Prepare and hand over the “HOUSEHOLD TANK CERTIFICATE” **Form QA07** to the **HOUSEHOLD**

APPENDIX C3. Books and Forms

APPENDIX C3.1	Stakeholder Agreement
APPENDIX C3.2	Appointment letter
APPENDIX C3.3	Books and Forms used by the Bookkeeper
APPENDIX C3.4	Books and Forms used by the FFP Facilitator
APPENDIX C3.5	Books and Forms used by the Storekeeper
APPENDIX C3.5	Books and Forms used by the Quality Assessor

C3.1 Stakeholder Agreement



Mogalakwena Household Rainwater Harvesting Project

Entered into between:

Magaga Matlala DM [name of municipality] hereinafter referred to as the **Municipality**, represented herein by
Mrs Meriam Makgoba in his/her capacity as the **Municipal Manager**, duly authorised, and the community of
Mogalakwena [name of community] hereinafter referred to as the **Community**, represented herein by
Councillor Ntlala in his/her capacity as the **Chairperson of the Project Steering Committee**, duly authorised, and
Mvula Trust [name of the Service Provider/Consultant] the **Service Provider/Consultant**, represented herein by
Mr John Samg [name of representative of the Service Provider/Consultant], duly authorised)

(collectively referred to as the Parties)

WHEREAS the Department of Water Affairs and Forestry (DWAF) in terms of section 61 and 62 of the National Water Act (Act 36 of 1998), has the mandate to provide financial assistance for Household Rainwater Harvesting tanks for productive water uses,
AND WHEREAS the Community wishes to participate in a Rainwater Harvesting Project under the DWAF Household Rainwater Harvesting Programme,
AND WHEREAS the Municipality agrees to the implementation of the

Mogalakwena Household Rainwater Harvesting Project

Project Number: DWAF07-12345 at
Mogalakwena, Magaga Matlala [Place and District]

Approved project budget: R 55,555,555.55 (VAT included)

NOW THEREFORE the Parties agree as follows:

1. The Project

1.1 The Project Scope

Construction of 120 [number of units] household rainwater harvesting tanks (of 30 000 liter capacity each) in accordance with the relevant DWAF policy, guidelines and specifications for the Household Rainwater Harvesting Programme

1.2 Community knowledge of the Project

The Parties hereby confirm that the necessary requirements for community involvement have been complied with.

- * Community awareness has been conducted, with special effort to raise awareness among food insecure households;
- * Project Steering Committee has been established representing key stakeholders in the area covered by the Rainwater Harvesting Project;
- * The preliminary scope of works has been discussed with the Project Steering Committee (PSC) and accepted in a duly constituted PSC meeting; and
- * Community participation has taken place through the PSC and the Ward Councillors concerned.

1.3 Reporting to the Community on the Project and its Progress

The Project Steering Committee shall report to the Community on the Project and its progress on a monthly basis, **and** as and when the need may arise.

2. Resolution of Disputes

2.1 The Parties agree that in the case of a dispute, the Project Steering Committee and authorised representatives of the Municipality shall meet within five days (excluding weekends and public holidays) of written notice of the dispute by either Party, and/or shall attempt to resolve the dispute amicably.

2.2 Should the dispute remain unresolved after five days (excluding weekends and public holidays), either Party may refer the dispute in written form to a meeting between the Municipal Manager and the Chairperson of the Project Steering Committee, who shall attempt to resolve the dispute within five days (excluding weekends and public holidays).

2.3 Should the dispute still remain unresolved within five days (excluding weekends and public holidays), it shall be referred to the Department of Water Affairs and Forestry for a final decision, which will be binding on all Parties.

3. Warrant of Authority

The persons signing this agreement warrant their authority to do so.

SIGNED AT _____ ON THIS THE _____
DAY OF _____ IN THE PRESENCE OF
THE UNDERMENTIONED WITNESSES.

WITNESSES:

1. _____
2. _____

M. MAHLALA
MUNICIPAL MANAGER

SIGNED AT _____ ON THIS THE _____
DAY OF _____ IN THE PRESENCE OF
THE UNDERMENTIONED WITNESSES.

WITNESSES:

1. _____
2. _____

M. MAHLALA
PSC CHAIRPERSON

SIGNED AT _____ ON THIS THE _____
DAY OF _____ IN THE PRESENCE OF
THE UNDERMENTIONED WITNESSES.

WITNESSES:

1. _____
2. _____

M. MAHLALA
SERVICE PROVIDER/CONSULTANT

**Acknowledgement of the Preliminary Scope of Works
by the Project Steering Committee Members**

	Name	Organisation	Signature
1	Jenny Mahlakoane	Mogalakwena project steering committee	
2			
3			
4			
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16			
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30			

C3.2 Letter of Appointment for Site Staff

Letter of Appointment

Mrs, Mr, Ms, Miss _____ (Full name of the appointee)

is hereby appointed to the position of: _____ by the _____

RWH Project Steering Committee, Project Number _____

The following are the conditions of employment:

1. Days and Hours of work:

You will be required to work 45 Hours per week, 5 days per week - Mondays to Fridays.

- a) Starting time will either be 07h30 or 08h00 depending on local conditions agreed upon
- b) Lunch breaks will be one hour (Always leaving one person on duty to help community) when convenient.
- c) Finishing at 16h30 or 17h00 depending on agreed upon local conditions

2. Wages

Wages will be R _____ payable on a monthly basis, at the agreed upon time.

Staff will may be requested to work overtime, from time to time - this time can be taken in agreement with the supervisor at an hour for hour basis in lieu of overtime worked.

3. Duties

Duties are attached in the jobdescription annexure. However, depending on the project demands, you may be required to perform other duties in the project from time to time.

4. Public Holidays

All official South African holidays will be observed. Weekend work will not be compulsory, but will depend on agreements by the parties concerned.

5. Absence from Work

Absence from work will only be entertained if there is a medical practitioner's sick note or arrangements have been made with the supervisor. Failure to comply will result in forfeiture of earnings or dismissal after warnings. (The guidelines stipulate that a maximum of four days' absence is ground for dismissal).

6. Termination of Employment

The term of this contract is equal to the construction period of the RWH project.

The term of this contract may be terminated in writing, by yourself or the employer, giving one week's notice during the first 3 months' of employment or one months' notice thereafter.

Signature of Employer: (RWH-PSC)

Chairperson: _____

Secretary: _____

Member: _____

Date: _____

Signature of Employee: _____

Date: _____

C3.3 Books and Forms used by the **Bookkeeper**

- BK01:** HOUSEHOLDER REGISTER
(form to be copied to a hardcover notebook)
Note: Information will be collected with the help of the PSC and FFP-A, but will be entered into this book by the Bookkeeper

- BK02:** JOB CARD form

- BK03:** GRANT REQUEST form

- BK04:** WAGES REGISTER form

- BK05:** WAGES/MATERIAL CHEQUE REQUISITION form
(this form is also used for SK04)

- BK06:** STAFF PAYROLL form

- BK07:** BUILDERS PAYROLL form

- BK08:** CASH BOOK form

- BK09:** BANK RECONCILIATION form

- BK10:** REGISTER FOR COMPLETED TANKS form

HOUSEHOLD REGISTER

(form to be copied to a hardcover notebook, and to be filled by the Bookkeeper)

Project Name: _____

Project Number: _____

House Number	Householder Name	Householder ID Number	Household size

HOUSEHOLD JOB CARD

(to be filled by the Bookkeeper)

TANK NO: _____

Project Name: _____

House No./ Address: _____

Project Number: _____

Householder Name: _____

Tank type: _____

Householder ID Number: _____

Intensified garden planted (date): _____

Household size: _____

Tank completion date: _____

Builder's name: _____

TOTAL TANK COST

I, the signatory on behalf of this household, undertake to:

1. Establish an intensive garden by digging trenches of 5m² by at least 60cm deep to qualify for a tank
2. Dig 1.5m diameter by 1.5m depth of the tank
3. Provide safe storage of building material and equipment for the building of the tank and related infrastructure
4. Use the water from the tank for gardening or other productive purposes, but we know that the water is not safe for drinking
5. Operate and maintain the tank safely, and will ensure that an adult will at all times protect children and animals from falling into the excavations or the tank
6. Not hold DWAF responsible for future maintenance or replacement of the tank, or any related infrastructure or equipment, or for any injury, loss or death resulting from the construction, use or otherwise of the rainwater tank and related infrastructure or equipment.

Signed: _____

Date: _____

RWH Dam Type A: Cement-block structure			Total Material Required	
Item	Unit	Number of units	Unit cost	TOTAL MATERIAL COST
water	litre	1200		
19mm concrete stone	m ³	1.8		
river sand	m ³	1.8		
builders sand	m ³	0.5		
plaster sand	m ³	0.6		
cement (50kg bags) (Cem1)	bag	30		
building blocks	m ²	33		
5.4m x 125/100 gum poles	each	2		
5.7m x 0.5mm galvanised IBR sheeting	each	3		
5.4m x 0.5mm galvanised IBR sheeting	each	2		
4.5m x 0.5mm galvanised IBR sheeting	each	2		
3.0m x 0.5mm galvanised IBR sheeting	each	2		
6mm Y-bars (6m length)	each	27		
Ref. 193 mesh (2.45m wide)	m	14		
4mm galvanised wire (cutting length=2000mm)	kg	1		
2.5mm galvanised wire (cutting length=900mm)	kg	4		
1.6mm binding wire	kg	1		
sheet fixing wood-screws (6mm x 65mm)	each	32		
sheet fixing roof washers	each	32		
padlock (brass)	each	1		
110mm PVC pipe (Class 4)	m	2		
ABE membrane (200mm wide)	m	16		
Lancosat 228 (=20kg bag + 5 liter tin of polymer)	pack	2		
OR Superlaykold (2x20 litre tins) [ONLY IF LANCOSET UNAVAILABLE]	litre	40		
SUB-TOTAL (1)				
Labour	Unit	Numbr of units	Unit cost	TOTAL LABOUR COST
Digging Pit				
Collecting Material				
Superstructure				
Site Management Fee				
SUB-TOTAL (2)				
TOTAL COST OF TANK (1) + (2)				

GRANT REQUEST
(to be filled by the Bookkeeper)

Project Name: _____

Batch No.: _____

Project Number: _____

Householder Name	Householder ID Number	Job card / House No.	Tank Type	Amount
TOTAL REQUESTED				

WAGES REGISTER
(to be filled by the Bookkeeper)

Project Name: _____
Project Number: _____

Month: _____

Name:																							No. of days	Rate per day	Amount
Total																									

Prepared by: _____

Signature: _____

Date: _____

WAGES/MATERIAL CHEQUE REQUISITION FORM

(to be filled by the Bookkeeper / Storekeeper)

Project Name: _____
Project Number: _____

Cheque No.:	
--------------------	--

Payee: _____

Requested by **Bookkeeper** / **Storekeeper**: _____ Signature: _____

Amount: _____

Reasons: _____

Order: _____

AUTHORISED BY:

Committee Member: _____

Technical Officer: _____

Name: _____ Signature: _____ Date: _____

Note: No cheque may be issued unless the following are attached:

For Wages:

- a) Wages Register
- b) Staff Payroll
- c) Builder Payroll with attached Job Cards and Initial Job Acceptance forms

or

For Materials Purchases:

- a) Order indicating the quotation number and its validity
- b) Invoice/receipts (when available)

STAFF PAYROLL

(to be filled by the Bookkeeper)

Project Name: _____

Month: _____

Project Number: _____

Staff Name (in full)	Cheque No.	Amount	Staff Signature
TOTAL			

Prepared by: _____

Signature: _____

Checked by ISD Facilitator: _____

Date: _____

Checked by Technical officer: _____

Date: _____

BUILDERS PAYROLL
(to be filled by the Bookkeeper)

Project Name: _____

Month: _____

Project Number: _____

Builder Name (in full)	Details of tanks built (tank numbers)	Cheque No.	Amount	Builder Signature
TOTAL				

Prepared by: _____

Signature: _____

Checked by Technical Officer: _____

Date: _____

CASH BOOK
(to be filled by the Bookkeeper)

Form BK08

Page ____ of ____

Project Name: _____

Month: _____

Project Number: _____

Bank statement no.: _____

I N C O M E			E X P E N D I T U R E						
Date	Details	Total	Date	Cheque No.	Details	Materials & Transport	Builders Payments	QA BK SK FFPA Payments	Cheque Amount
	Balance B/F								
	Interest Received				Bank Charges				
TOTAL INCOME			TOTAL EXPENDITURE						
BALANCE									

Prepared by: _____

Signature: _____

Checked by ISD Facilitator: _____

Checked by Technical officer: _____

Date: _____

Date: _____

CASH BOOK RECONCILIATION FOR THE MONTH OF _____

(to be filled by the Bookkeeper. Fill only on receiving Bank Statement)

Page ___ of ___

Project Name: _____

Project Number: _____

Balance as per Bank Statement (date): _____ (amount): _____ (A)

Add: Outstanding Deposits (Deposits made but do not appear on this bank Statement):

Date	Details	Amount
TOTAL OUTSTANDING DEPOSITS		

R _____ - (B)

Sub Total (A) + (B)

R _____ - (C)

Less: Outstanding Cheques (Cheques that do not appear on this bank statement):

Date	Cheque No.	Payable to	Amount
TOTAL OUTSTANDING CHEQUES			

R _____ - (D)

Balance as per Cash Book (C) - (D)

R _____ -

Prepared by: _____

Signature: _____

Checked by ISD Facilitator: _____

Date: _____

Checked by Technical officer: _____

Date: _____

REGISTER FOR COMPLETED TANKS

(to be filled by the Bookkeeper)

Project Name: _____
Project Number: _____

Page: _____
Date: _____

House Number	Householder Name	Householder ID Number	Type of tank	Intensified Garden Planted (Date)	Completion of Construction (Date)	Initial Handover (Date)	Completion of User Education (Date)	Final Handover after testing for leakage (Date)

Prepared by: _____

Signature: _____

Checked by Technical Officer: _____

Date: _____

C3.4 Books and Forms used by the FFP Facilitator and FFP Assistant

FFP01 DWAF 'Household Application' form

FFP02 FFP 'Household Milestones' form

FFP03 FFP Workshop Attendance Register

FFP04 FFP 'Garden Monitoring' form

FFP05 Household's "What We Eat"-chart (nutrition self-monitoring)

FFP06 Household's "Plant to Eat"-chart (annual planting & harvest planning)

FFP07 Household's "Present Situation"-drawing

FFP08 Household's "Helicopter Plan"-drawing

FFP09 Household's "Weather & Water"-calendar

FFP10 FFP/HH "Household Harvesting"-chart



1. Project details					
DWAF Programme:			DWAF Pro-Poor Homestead Rainwater Harvesting Pilot Programme		
DWAF Registered Implementing Agent (RIA):					
Project Name:		Project number:		Tank No:	
Interviewer:		Date (dd/mm/yyyy):			

2. Applicant and household details					
Name of person being interviewed:			Identity Number:		
Name of head of household:			Identity Number:		
House No. / Address:					
Age Distribution (write number of people per age group below)				Total number of people in household:	
	0 – 5 years old	Monthly household income (tick):		Sources of household income (tick):	
	6 – 12 years old		0 – R400		Sale of crops/ livestock
	13 – 18 years old		R400 – R1100		Other productive activities
	19 – 45 years old		R1101 – R3500		Govt Grants
	46 – 60 years old		R3501 – R5000		Remittances from relatives
	> 60 years old		Above R5000		Employment/Wages

3. Domestic water services					
Is there a household/domestic water scheme in your community:	Yes/No	How far are you from the nearest water point (standpipe) (distance in meters):			m
How often is water available:	All the time Hours in Day Days in Week	Irregular	
Who is the responsible municipality (WSA):					
Who is responsible to make sure there is water every day (WSP):					

4. Rainwater harvesting					
Are you collecting rainwater now?	Yes/No	How much rainwater do you collect now: (size of tank)		How long does the water last?	
What do you use the rainwater for?					
What surfaces do you have to collect rainwater from:		Grass roof	Sink/Tile roof	Other sloping hard surface	
If you are collecting rainwater now, why do you want another tank?				Do you have space for an underground rainwater tank:	Yes/No
Are you and your household willing to dig the agreed portion of the hole for the rainwater tank:		Yes/No	If not, who will dig it for you:		

5. Water use plan					
What will you use the rainwater for? (NOTE: Water from underground tanks is not safe for drinking):		Growing crops (what types) :			
		Livestock (what animals and how many):			
		Other productive activities (describe):			
What is the size of the land you can plant on (in square meters):		Is this area fenced?	Yes/No	If not fenced, how will you protect your crops?	
What gardening skills do you have:		What gardening tools and equipment do you have (spade, hoe, etc):			
Are you and your household willing to be trained in food production/ crop growing:					Yes/No

6. Application to participate in DWAF RWH Programme					
Do you agree that the RIA submit your application to DWAF to take part in the RWH Programme:					Yes / No
Do you accept that the household will be responsible for the safe operation and maintenance of their rainwater tank and will not hold DWAF responsible for future maintenance or replacement of the rainwater tanks or any ancillary infrastructure or equipment, or for any injury, loss or death resulting from the construction, use or otherwise of the rainwater tank and ancillary infrastructure or equipment.					Yes / No
Name of Household Applicant:					
Signature:		Date: (dd/mm/yyyy)			
Name of Responsible Community Organisation:					
Name of Community Representative:			Position:		
Signature:		Date: (dd/mm/yyyy)			

FFP 'Household Milestones' form

(to be filled by the FFP-Facilitator)

TANK No:

Project Name: _____

Project Number: _____

FFP Group: _____

House No./ Address: _____

Householder Name: _____

Householder ID Number: _____

Construction Batch: _____

Milestones	Forms	Form kept by:
Household registered	<input type="checkbox"/> Household entered in Household Register (BK01)	BK
Household livelihoods information captured	<input type="checkbox"/> DWAF RWH Household Application form filled (FFP01)	FFP-A
Household has agreed on DWAF conditions	<input type="checkbox"/> Job Card (BK02) opened, HH has signed acceptance of conditions	BK
Household participation in FFP workshops	From FFP Workshop Attendance Registers (FFP03) , mark this household's attendance of: <input type="checkbox"/> Cross visit <input type="checkbox"/> Workshop 1-'Nutrition' : Nutrition visioning (FFP05); planting and harvesting planning (FFP06); trench demonstration <input type="checkbox"/> Workshop 2-'Mind Mobilisation' : Present situation (FFP07); garden layout visioning (FFP08); garden layout demonstration <input type="checkbox"/> Workshop 3-'Seedlings' : Growing seedlings; soil fertility; irrigation (FFP09) <input type="checkbox"/> Workshop 4-'Brews' : Pest and disease control <input type="checkbox"/> Workshop 5-'Fruit' : Fruit production <input type="checkbox"/> Workshop 6-'Food' : Food processing and celebration <input type="checkbox"/> Workshop 7-'Water' : RWH Dam safety & maintenance; water management user education	FFP-A
	Household has established intensive food garden	<input type="checkbox"/> FFP04: FFP Garden monitoring form <input type="checkbox"/> FFP05: HH 'What We Eat' chart (household nutrition self-monitoring) <input type="checkbox"/> FFP06: HH 'Plant-to-Eat' chart <input type="checkbox"/> FFP07: HH Present Situation drawing (self-drawn) <input type="checkbox"/> FFP08: HH Helicopter Plan (self-drawn) <input type="checkbox"/> Photo of intensive gardening (FFP-A to pass this on to QA for QA07: Household Tank Certificate) <input type="checkbox"/> FFP09: HH 'Weather & Water' calendar <input type="checkbox"/> FFP10: HH Harvesting chart
Self-monitoring has been introduced		
Household has done initial tank siting	<input type="checkbox"/> FFP08: HH Helicopter plan (HH should show 3 possible positions for tank on this drawing)	HH
QA has done final tank siting	<input type="checkbox"/> QA 'Visit 1': RWH layout sketch on QA01: Tank Siting & Excavation form	QA
Household has finished digging trial pit	<input type="checkbox"/> QA 'Visit 2' on QA01: Tank Siting & Excavation form	QA
Digging team has completed the excavation	<input type="checkbox"/> QA 'Visit 3' on QA01: Tank Siting & Excavation form	QA
Household has received all building materials	<input type="checkbox"/> HH and SK has signed SK06: Materials Issued to Household form	SK
QA has checked that all building material is on site	<input type="checkbox"/> HH and QA has signed QA02: Material On Site form	QA
TECH Team has finished building the RWH Dam	<input type="checkbox"/> QA has signed QA03: Quality Assessor Checklist (Floor&Wall) and QA04: Quality Assessor Checklist (Roof&Waterproof)	QA
Household has signed Initial Tank Acceptance	<input type="checkbox"/> HH, QA and TO has signed QA05: Initial Tank Acceptance form	QA
TECH Team has tested the RWH Dam watertight		
Household has signed Final Tank Acceptance	<input type="checkbox"/> HH , RIA Representative and Client Representative has signed QA06: Final Tank Acceptance form	QA
Household Tank Certificate has been handed over	<input type="checkbox"/> HH has received and signed QA07: Household Tank Certificate	HH

Compiled by FFP-Facilitator: _____

Date: _____

FFP Workshop Attendance Register form

(to be filled by the FFP-Assistant)

Project Name: _____

Workshop Date: _____

Project Number: _____

Workshop: _____

	House Number	Householder Name	Householder ID Number	FFP Group
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

FFP Garden Monitoring form
(to be filled by the FFP-Assistant)

	Month1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
No of beds; initial gardening								
No of trench beds and size of each								
No of other intensive beds and size of each								
Seedling production: No of seed beds and size, Seeds planted and how much, Source of seed								
Crops planted: Bed 1, Bed 2, Bed 3, Bed 4, etc								
Methods of watering; run-on, greywater, tap, other								
Other activities in the garden (livestock, fruit, liquid manure, pest and disease control.....)								
Food processing (dry, bottle, etc). How much?								





IMPACT OR CHANGES OVER TIME

	Month1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
Who works in the garden?								
Who benefits (food flow: how much, how often)								
% Garden under production (area planted /total area)								
Successional planting (seed planted over time: type, amounts....)								
Help given to others (often, sometimes, never). Explain.								
Attendance of workshops (1-7)								
Attendance of cross visit								

Household's "What We Eat" chart (Nutrition Self-Monitoring)
(to be filled by the Household)

What did we eat today?

we draw a circle around food we got from our garden

		Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday			
		Adults	Sick/old/ pregnant	Small kids	Adults	Sick/old/ pregnant	Small kids	Adults	Sick/old/ pregnant	Small kids	Adults	Sick/old/ pregnant	Small kids	Adults	Sick/old/ pregnant	Small kids	Adults	Sick/old/ pregnant	Small kids	Adults	Sick/old/ pregnant	Small kids	
GROW foods (protein) peanuts, dry beans, peas																							
GO foods (starch) maize, potato, sweet potato																							
GLOW foods (vegetables and fruit) Vit C, carotenin carrots, orange sweet potato, orange pumpkin, tomato(?) oranges, nartjies																							
GLOW foods (vegetables and fruit) Iron green beans, lettuce, beetroot																							
Fats and oils: sunflower oil, butter, margarine, animal fat																							
Unknown: such as Rama																							
Sugar in tea and porridge; softdrinks such as Coke and SweetAid; biscuits, sweets																							

Household's "Plant to Eat" chart

(to be filled by the Household)

What we plan to plant each week? (Example: Plant carrots every three weeks to eat carrots all year. Choose different varieties to suit the season)

		Date:																				
		Week:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	52	
Protein: peanuts, dry beans, peas	Type																					
	Variety																					
	v																					
	Type																					
	Variety																					
	v																					
	Type																					
	Variety																					
	v																					
Starch: maize, potato, sweet potato	Type																					
	Variety																					
	v																					
	Type																					
	Variety																					
	v																					
	Type																					
	Variety																					
	v																					
Vit C, carotene carrots, orange sweet potato, orange pumpkin, tomato(?), oranges	Type	carrot			carrot			carrot			carrot			carrot			carrot					
	Variety																					
	v																					
	Type																					
	Variety																					
	v																					
	Type																					
	Variety																					
	v																					
Iron green beans, lettuce, beetroot	Type																					
	Variety																					
	v																					
	Type																					
	Variety																					
	v																					
	Type																					
	Variety																					
	v																					

Household's "Present Situation"-drawing

(to be self-drawn by the Household)

Household's drawing of their yard and current situation
(assets in the yard, who lives/eats there, the household's ways of making ends meet)

This drawing is a form of baseline
(and can be read together with information on FFP01 - Household Application)

To be drawn on newsprint (flipchart paper)
or any other suitable paper.

Household's "Helicopter Plan"-drawing (to be self-drawn by the Household)

Household's vision plan of their garden layout in five years' time
(="five-year food security plan")

To be drawn on newsprint (flipchart paper)
or any other suitable paper.

The household to also show three possible positions
for the RWH Dam on this 'Helicopter Plan'.

FFP/HH "Household Harvesting"-chart
 (to be filled by the Household and FFP-Assistant)

TANK No:

House No./ Address: _____

Project Name: _____

Householder Name: _____

Project Number: _____

Householder ID Number: _____

FFP Group: _____

Construction Batch: _____

Type of Crop	Number Planted	Number Harvested	Discrepancy (no. planted - no. harvested)	Number Used					Monetary value of produce consumed or donated	Total value of harvest			
				Number Consumed	Number Donated	Sold							
						Number	Price	Total					
Beetroot								R	-	R	-	R	-
Cabbage								R	-	R	-	R	-
Carrot								R	-	R	-	R	-
Green Pepper								R	-	R	-	R	-
Lettuce								R	-	R	-	R	-
Onion								R	-	R	-	R	-
Peas								R	-	R	-	R	-
Potato								R	-	R	-	R	-
Spinach								R	-	R	-	R	-
Tomato								R	-	R	-	R	-
								R	-	R	-	R	-
								R	-	R	-	R	-
								R	-	R	-	R	-
	0	0	0	0	0	0		R	-	R	-	R	-

Compiled by FFP-Assistant: _____

Date: _____

Checked by FFP-Facilitator: _____

Date: _____

C3.5 Books and Forms used by the **Storekeeper**

SK01: BULK MATERIAL NEEDED LIST form

SK02: INVITATION TO QUOTE form

SK03: ORDER BOOK
(standard triplicate order book)

SK04: MATERIAL CHEQUE REQUISITION form (use form BK05)

SK05: BULK MATERIAL RECEIVED form
(to be copied to hardcover notebook)

SK06: MATERIALS ISSUED TO HOUSEHOLD form
(forms to be bound together into a book)

BULK MATERIAL NEEDED LIST

(to be filled by the Storekeeper)

Project Name: _____

Date: _____

Project Number: _____

House Number	Householder Name	Householder ID Number	Tank Type	Materials:																								
				water	concrete stone 19mm	river sand	builders sand	plaster sand	cement 50kg	building blocks	gum poles 5.4m x 125/100	0.5mm galvanised IBR sheeting				6mm Y-bars 6m length	Ref. 193 mesh 2.45m wide	galvanised wire		binding wire 1.6mm	wood-screws 6mm x 65mm	roof washers	padlock (brass)	PVC pipe (Class 4) 110mm	ABE membrane 200mm w	Lancosol 228		
			Units:	litre	m3	m3	m3	m3	bag	m2	each	each	each	each	each	each	m	kg	kg	kg	each	each	each	m	m	pac		
TOTAL MATERIALS NEEDED																												

Compiled by Storekeeper: _____
Date: _____

Checked by Technical Officer: _____
Date: _____

INVITATION TO QUOTE

(To be filled by Storekeeper)

Project Name: _____ Supplier's Name: _____
 Project Number: _____ Physical Address: _____
 Contact Name: _____
 Date of Quote: _____

Item	Unit	Number of units	Unit Cost	Total Cost
water	litre	1200		
19mm concrete stone	m ³	1.8		
river sand	m ³	1.8		
builders sand	m ³	0.5		
plaster sand	m ³	0.6		
cement (50kg bags) (Cem1)	bag	30		
building blocks	m ²	33		
5.4m x 125/100 gum poles	each	2		
5.7m x 0.5mm galvanised IBR sheeting	each	3		
5.4m x 0.5mm galvanised IBR sheeting	each	2		
4.5m x 0.5mm galvanised IBR sheeting	each	2		
3.0m x 0.5mm galvanised IBR sheeting	each	2		
6mm Y-bars (6m length)	each	27		
Ref. 193 mesh (2.45m wide)	m	14		
4mm galvanised wire (cutting length=2000mm)	kg	1		
2.5mm galvanised wire (cutting length=900mm)	kg	4		
1.6mm binding wire	kg	1		
sheet fixing wood-screws (6mm x 65mm)	each	32		
sheet fixing roof washers	each	32		
padlock (brass)	each	1		
110mm PVC pipe (Class 4)	m	2		
ABE membrane (200mm wide)	m	16		
Lancosat 228 (=20kg bag + 5 liter tin of polymer)	pack	2		
OR Superlaykold (2x20 litre tins) [ONLY IF LANCOSET UNAVAILABLE]	litre	40		
Subtotal materials				
Less Discount				
Transport				
Subtotal:				
VAT (@14%):				
TOTAL:				

Compiled by Storekeeper: _____ Checked by Technical Officer: _____
 Date: _____ Date: _____

Note: The above prices are valid for _____ days/months from the date of the quote.

Order Book
(to be used by the Storekeeper)

Use standard triplicate Order Book

WAGES/MATERIAL CHEQUE REQUISITION FORM

(to be filled by the Bookkeeper / Storekeeper)

Project Name: _____
Project Number: _____

Cheque No.:	
--------------------	--

Payee: _____

Requested by **Bookkeeper** / **Storekeeper**: _____ Signature: _____

Amount: _____

Reasons: _____

Order: _____

AUTHORISED BY:

Committee Member: _____

Technical Officer: _____

Name: _____ Signature: _____ Date: _____

Note: No cheque may be issued unless the following are attached:

For Wages:

- a) Wages Register
- b) Staff Payroll
- c) Builder Payroll with attached Job Cards and Initial Job Acceptance forms

or

For Materials Purchases:

- a) Order indicating the quotation number and its validity
- b) Invoice/receipts (when available)

BULK MATERIAL RECEIVED

(to be copied to a hardcover notebook and used by the Storekeeper)

Project Name: _____

Project Number: _____

Date	Delivery Note or Invoice No.	Quantity Received	ORDER NO.	Description	Supplier	Storekeeper's signature

MATERIALS ISSUED TO HOUSEHOLD

(to be filled by the Storekeeper. Forms to be bound together into a book)

TANK NO: _____	Item	Quantity	Date Issued	Householder Signature
Tank type: _____	water			
	19mm concrete stone			
Project Name: _____	river sand			
Project Number: _____	builders sand			
	plaster sand			
House No./ Address: _____	cement (50kg bags) (Cem1)			
Householder Name: _____	building blocks			
Householder ID Number: _____	5.4m x 125/100 gum poles			
	5.7m x 0.5mm galvanised IBR sheeting			
	5.4m x 0.5mm galvanised IBR sheeting			
	4.5m x 0.5mm galvanised IBR sheeting			
	3.0m x 0.5mm galvanised IBR sheeting			
	6mm Y-bars (6m length)			
	Ref. 193 mesh (2.45m wide)			
	4mm galvanised wire (cutting length=2000mm)			
	2.5mm galvanised wire (cutting length=900mm)			
	1.6mm binding wire			
	sheet fixing wood-screws (6mm x 65mm)			
	sheet fixing roof washers			
	padlock (brass)			
	110mm PVC pipe (Class 4)			
	ABE membrane (200mm wide)			
	Lancosat 228 (=20kg bag + 5 liter tin of polymer)			
	OR Superlaykold (2x20 litre tins)			
	[ONLY IF LANCOSET UNAVAILABLE]			
Storekeeper's Signature: _____				

C3.6 Books and Forms used by the Quality Assessor and QA Assistant

- QA01:** TANK SITING and EXCAVATION form
- QA02:** MATERIALS ON SITE form
- QA03:** QUALITY ASSESSOR CHECKLIST (FLOOR & WALL)
- QA04:** QUALITY ASSESSOR CHECKLIST (ROOF & WATERPROOFING)
- QA05:** INITIAL TANK ACCEPTANCE form
- QA06:** FINAL TANK ACCEPTANCE form
- QA07:** HOUSEHOLD TANK CERTIFICATE

TANK SITING and EXCAVATION form
(to be filled by the Quality Assessor or QA Assistant)

TANK NO: _____

Batch No: _____
Date of Inspection: _____

Project Name: _____

House No./ Address: _____

Project Number: _____

Householder Name: _____

Tank type: _____

Householder ID Number: _____

VISIT 1: FINAL TANK SITING
Date of visit: _____

The household has developed sufficient intensified garden beds to qualify for a tank: Yes/No

Household "Helicopter Plan" with the household's three preferred tank positions was made available to QA: Yes/No	The final tank position is one of the household's preferred tank positions: Yes/No
---	---

If the final tank position is not one of these three, what are the reasons?	Have these reasons been explained to the household and accepted by them? Yes/No
---	--

Mark the centre position of the excavation Yes/No	Mark the diameter for the household's portion of the excavation Yes/No
--	---

Are there any special conditions (e.g. rocks, water) :	The household must dig a _____ m diameter circle	The household must dig _____ m deep
--	--	-------------------------------------

	The household is ready to start digging their portion Yes/No
--	---

Layout drawing of homestead, showing tank position, intensified garden beds, water flows, etc:

Quality Assessor Name and Signature: _____ **Householder Signature:** _____

VISIT 2: HOUSEHOLD PORTION OF DIGGING COMPLETE
Date of visit: _____

Is there any water in the pit? Yes/No	The household has dug a _____ m diameter circle The household has dug _____ m deep
--	---

The household's portion of the excavation is complete, and a digging team can now be assigned Yes/No

Quality Assessor Name and Signature: _____ **Householder Signature:** _____

VISIT 3: EXCAVATION COMPLETE
Date of visit: _____

Excavation Depth: _____ m	Excavation Diameter: _____ m	Excavation: Rock was found at depth: <input type="text"/> mm Did the sides of the hole collapse during digging? <input type="checkbox"/> Yes <input type="checkbox"/> No	Digging was... <input type="checkbox"/> Easy <input type="checkbox"/> Medium <input type="checkbox"/> Hard	Tank elevation (tick one): <input type="checkbox"/> underground <i>or</i> <input type="checkbox"/> half-buried <i>or</i> <input type="checkbox"/> above-ground
---------------------------	------------------------------	---	--	--

	Checked	QA's Comments
Hole excavated to required depth		
Hole excavated to required diameter		
Floor of excavation flat		
Loose material removed from floor of excavation		
1m clear perimeter at the top		

Quality Assessor Name and Signature: _____ **Householder Signature:** _____

MATERIALS ON SITE form

(to be filled by the Quality Assessor. Forms to be bound together into a book)

TANK NO:		Batch No:	_____
		Date of Inspection:	_____
Project Name:	_____	House No./ Address:	_____
Project Number:	_____	Householder Name:	_____
Tank type:	_____	Householder ID Number:	_____

	Checked	QA's Comments
MATERIALS		
All required materials delivered to household for building to start		
Cement stored in dry, under-roof room		
Other materials stored safely		
No damaged materials		
Quality of river and plaster sand good		
Materials on site correspond with SK06:Materials Issued to Household form		

Item	Unit	Required quantity	Quantity on site	Householder Signature
water	litre	1300		
19mm concrete stone	m ³	1.8		
river sand	m ³	1.8		
builders sand	m ³	0.5		
plaster sand	m ³	0.6		
cement (50kg bags) (Cem1)	bag	33		
cement blocks	m ²	34.4		
bricks	each	18		
5.4m x 125/100 gum poles	each	2		
5.7m x 0.5mm galvanised IBR sheeting	each	3		
5.4m x 0.5mm galvanised IBR sheeting	each	2		
4.5m x 0.5mm galvanised IBR sheeting	each	2		
3.0m x 0.5mm galvanised IBR sheeting	each	2		
6mm Y-bars (6m length)	each	27		
Ref. 193 mesh (2.45m wide)	m	15.6		
4mm galvanised wire (cutting length=2000mm)	kg	1		
2.5mm galvanised wire (cutting length=900mm)	kg	4		
1.6mm binding wire	kg	1		
chicken mesh	sq.m	1		
sheet fixing wood-screws (6mm x 65mm)	each	32		
sheet fixing roof washers	each	32		
M5 x 20mm gutter bolts and nuts	each	16		
padlock (brass)	each	1		
hinges (brass)	each	2		
110mm SV PVC pipe (to SANS 967)	m	2		
ABE membrane (200mm wide)	m	16		
Chryso L228 (=20kg bag + 5 liter tin of polymer)	kit	2		
protective cover (galvanised with accessories)	each	1		

Quality Assessor Name and Signature: _____

Householder Signature: _____

QUALITY ASSESSOR CHECKLIST (FLOOR & WALL)
(to be filled by the Quality Assessor and QA Assistant)

TANK NO: _____

Project Name: _____

Project Number: _____

Tank type: _____

Completion Date of Tank: _____

Drawing no.: _____

Batch No: _____

Date of Inspection: _____

House No./ Address: _____

Householder Name: _____

Householder ID Number: _____

Builder's Name: _____

Tank "as built" details (FLOOR & WALL):

Height inside to overflow: [] m

Water volume: []

Wall material: []

Floor material: []

Other detail: []

Tank shape:

Diameter: [] m

or

Inside length: [] m

Inside width: [] m

	Checked	QA's Comments
SLAB	Slab is 100mm thick and has a flat and level surface	
	Concrete mix: 2 bags cement to 2.5 wheelbarrows river sand to 2.5 wheelbarrows stone	
	Ref. 193 mesh reinforcing placed at mid-height of slab	
	No visible cracks in slab	
	Slab surface smooth and not crumbly	
WALL	Blocks filled with mortar (to strengthen weak blocks)	
	Mortar mix: 1 bag cement (32.5 or 42.5) to 3 wheelbarrows building/plaster sand	
	One ring of 6mm Y-bar used in every course of blocks (or at prescribed intervals for bricks)	
	Y-bar overlaps at least 300mm at each splice	
	Y-bar positioned towards centre of block	
	Walls built vertically with horizontal courses	
	Walls plastered on inside (15mm thick minimum)	
	Plaster mix: 1 bag cement to 2 wheelbarrows plaster sand	
	No visible cracks in plaster	
	Plaster surface is smooth and not crumbly	
No hollow sections in plaster		
Wall structure and surface of adequate quality to be sealed		
INLET/OVERFLOW	Backfill around tank up to or slightly above water level on sunken tanks	
	Backfill compacted in layers of 100mm at o.m.c. with hand stampers	
	Inlet sediment pit built	
	Tank inlet functionality: check relative elevations of inlet pipes and pit floor wrt ground surface	
	Overflow provided with protective spillway	
LANDSCAPE	Overflow functionality: prevents seepage into the ground at wall, and erosion at discharge point	
	The excavated ground has been shaped into mounds to direct rainfall run-off to the inlet	
	Ground in contact with the tank has been landscaped to prevent run-off collecting against walls	
CLEAN UP	A pathway has been opened up through the excavated heaps for water from the overflow and other excess run-off to be directed safely away from the tank structure	
	Hard mixing patches and traces of aggregate removed	
	All rubbish and cement bags removed or burnt	
	All untidy heaps and loose stones in the vicinity raked even	
	Site in as good or better a state than before construction started	

Builder's Name and Signature: _____

Quality Assessor's Name and Signature: _____

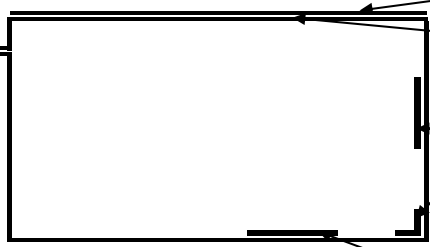
QUALITY ASSESSOR CHECKLIST (ROOF & WATERPROOFING)
(to be filled by the Quality Assessor and QA Assistant)

TANK NO:	
-----------------	--

Project Name: _____
 Project Number: _____
 Tank type: _____
 Completion Date of Tank: _____
 Drawing no.: _____

Batch No: _____
 Date of Inspection: _____
 House No./ Address: _____
 Householder Name: _____
 Householder ID Number: _____
 Builder's Name: _____

Tank 'as built' details (ROOF & WATERPROOFING):



Roof cover: _____
 Roof beams: _____
 Wall seal: _____
 Joint seal: _____
 Floor seal: _____

Other detail: _____

	Checked	QA's Comments
ROOF	Roof beams fully cover top of tank	
	Beams anchored to wall at least 400mm below top with 3.15mm wire	
	Beam ends must be creosoted or similarly treated	
	Roof sheeting type as per drawing	
	depth of sheet (36mm for flekspan)	
	thickness of sheeting (0.5mm or more)	
	Roof sheeting overlaps	
	Spacing of roof sheeting screws	
	Sheeting cut for overhang of 50mm to 100mm over perimeter of tank	
	No sharp/jagged edges sticking out around tank	
	Roof sheeting tied as least two courses from the top with 2.5 mm wire	
	Holes punched in lower end of roof sheeting or channel/gutters installed to catch	
Lockable hatch built into roof		
No sharp edges on hatch opening		
SEALING	Wall sealant (waterproofing coat) was applied/painted over plaster	
	Wall sealant covers entire wall with no unpainted surfaces showing	
	Wall/Floor joint sealant done	
CLEAN UP	Hard mixing patches and traces of aggregate removed	
	All rubbish and cement bags removed or burnt	
	All untidy heaps and loose stones in the vicinity raked even	
	Site in as good or better a state than before construction started	

Builder's Name and Signature: _____

Quality Assessor's Name and Signature: _____

INITIAL TANK ACCEPTANCE FORM
(to be filled by the Quality Assessor)

<p>TANK NO: </p>	<p>Project Name: _____</p> <p>Project Number: _____</p> <p>Tank type: _____</p> <p>Builder's name: _____</p>	<p>House No./ Address: _____</p> <p>Householder Name: _____</p> <p>Householder ID Number: _____</p>	<p>I, _____ hereby accept the tank <i>(Householder's name)</i></p> <p>acceptance form after the tank has been tested successfully for waterproofness.</p> <p>Signed: _____</p> <p>Date: _____</p>										
<p>I, _____ hereby accept <i>(Quality Assessor's name)</i></p> <p>that the tank is complete and of good quality.</p> <p>Signed: _____</p> <p>Tank completion date: _____</p>	<p>I, _____ hereby give authorization <i>(Technical Officer)</i></p> <p>for the builder to be paid the amount _____</p> <p>Signed: _____</p> <p>Date: _____</p>	<p>GPS Co-ordinates:</p> <table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 10%;">South</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>East</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p style="margin-top: 10px;">Comments: </p>		South					East				
South													
East													

FINAL TANK ACCEPTANCE FORM
(to be filled by the Quality Assessor)

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 2px;">TANK NO:</td> <td style="width: 20%;"></td> </tr> </table>	TANK NO:		Project Name: _____ Project Number: _____ Tank type: _____	House No./ Address: _____ Householder Name: _____ Householder ID Number: _____	I, _____ the signatory <i>(Householder's name)</i> on behalf of this household, declare that: 1. We accept a completed and functional water tank 2. The tank has been tested and does not leak 3. We know that the water is not safe for drinking 4. We will operate and maintain the tank safely, and will ensure that an adult will at all times protect children and animals from falling into the tank the tank, or any related infrastructure or equipment, or for any injury, loss or death resulting from the construction, use or otherwise of the rainwater tank and related infrastructure or equipment Signed: _____ Date: _____						
TANK NO:											
Builder's name: _____	I, _____ hereby hand over <i>(Name of RIA Representative)</i> the complete and functional tank. Signed: _____ Date the leak test was carried out successfully: _____	I, _____ hereby accept <i>(Name of Client Representative)</i> the tank as complete and functional. Signed: _____ Date: _____									
GPS Co-ordinates: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">South</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>East</td> <td></td> <td></td> <td></td> </tr> </table>	South				East				Comments:	<div style="border: 1px solid black; height: 40px;"></div>	
South											
East											



Household Tank Certificate

Interviewer: _____ Date: _____

Location:

House No (if applicable): _____

Village Name: _____

Ward No.: _____

District: _____

Province: _____

GPS Coordinates: S: ° ' " E: ° ' "

Householder's Details:

Family Name & Initials: _____

First Name: _____

ID No.: _____

Telephone No.: _____

Productive Water Use: _____

Number of people eating at this house every day: _____

Does this household suffer from hunger? **Yes** **No**

All the time **Which months of the year?** _____

Sometimes

I, the signatory on behalf of this household, declare that:

1. We accept a completed and functional water tank
2. The tank has been tested and does not leak
3. We know the water is not safe for drinking
4. We will operate and maintain the tank safely, and will ensure that an adult will at all times protect children and animals from falling into the tank
5. We will not hold DWAF responsible for future maintenance or replacement of the tank, or any related infrastructure or equipment, or for any injury, loss or death resulting from the construction, use or otherwise of the rainwater tank and related infrastructure or equipment

Excavation:


Rock was found at depth: _____ mm Digging was... Easy Medium Hard

Did the sides of the hole collapse during digging? **Yes** **No**


Signed (Household): _____ Date: _____

Signed (RIA): _____ Date: _____


Tank elevation (tick one):

 underground

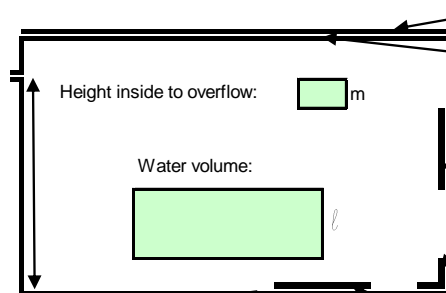
or

 half-buried

or

 above-ground

Tank details:



Roof cover: _____

Roof beams: _____

Height inside to overflow: _____ m

Water volume: _____

Wall material: _____

Wall seal: _____

Joint seal: _____

Floor seal: _____


Floor material: _____

RWH collection:


Hard surfaces: _____ m²

Permeable surfaces: _____ m²

Tank shape:

 Diameter: _____ m

or

 Inside length: _____ m

Inside width: _____ m

Other detail: _____

RWH layout sketch:

H House Old vegetable beds
 Water flow direction N New intensified vegetables beds
 T Tank F Future (planned) intensified vegetable beds

Photos:



