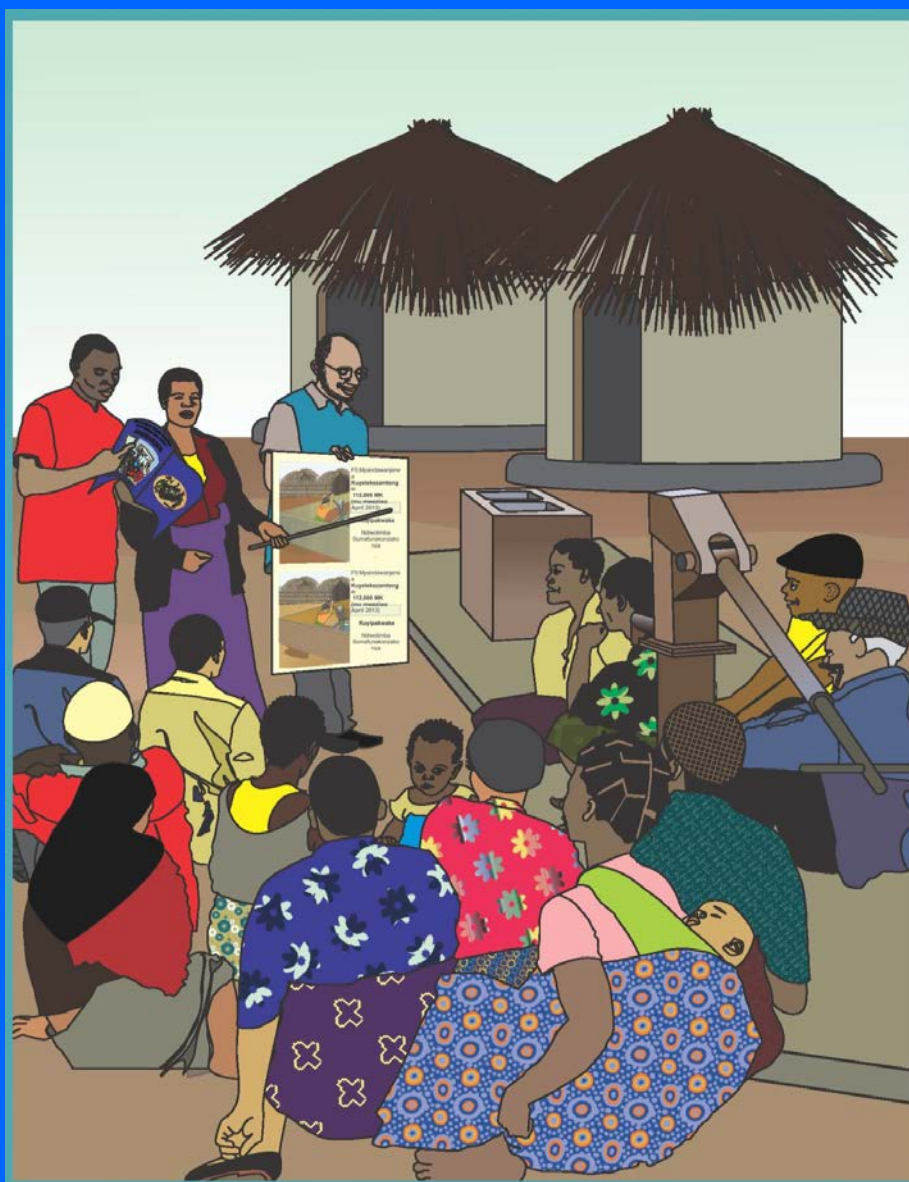




Government of Malawi

Rural Water Supply Operation and Maintenance Series 12

O&M Technical Document Utilisation Handbook



Ministry of Agriculture, Irrigation and Water Development

March 2015



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O&M Technical Document Utilisation Handbook

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Rural Water Supply Operation and Maintenance Series 12

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LIST OF ACRONYMS

AIDS	Acquired Immune Deficiency Syndrome
ADC	Area Development Committee
AM(s)	Area Mechanic(s)
CBM	Community Based Management
CBO(s)	Community Based Organization(s)
CSO(s)	Community Social Organization(s)
DCT	District Coordination Team
DDP	District Development Plan
DPs	Development partners
DSIP	District Strategy and Investment Plan
DWDO	District Water Development Office / Officer
EW(s)	Extension Worker(s)
HIV	Human Immunodeficiency Virus
ICS	International Classification for Standards
IWRM	Integrated Water Resources Management
JICA	Japan International Cooperation Agency
M&E	Monitoring and Evaluation
MBS	Malawi Bureau of Standards
MGDS	Malawi Growth and Development Strategy
MoAIWD	Ministry of Agriculture, Irrigation and Water Development
MoWDI	Ministry of Water Development and Irrigation (the former institution of MoAIWD)
NDR	National Digital Repository
NGO	Non Governmental Organization
O&M	Operation and Maintenance
RIWDO	Regional Irrigation and Water Development and Office / Officer
RWSS	Rural Water Supply and Sanitation
RWSSP	Rural Water Supply and Sanitation Programme
TOT	Training of Trainers
VHWC(s)	Village Health and Water Committee(s)
WASH	Water Sanitation and Hygiene
WPC(s)	Water Point Committee(s)
WSS	Water Supply Services
WSSP	Water Supply and Sanitation Programme

Document Titles

Implementation Guidelines for Rural Water Supply and Sanitation _____	22
Water Supply and Sanitation District Operation Manual _____	23
Implementation Manual for Piped and Point Water Supply System _____	24
Implementation Manual for Town, Market Center and Surrounding Villages, Piped Water Supply and Sanitation _____	25
Participatory Sanitation and Hygiene Promotion Implementation Manual _____	26
Guide Manual for Establishment and Management of Area Mechanic System _____	27
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Preface

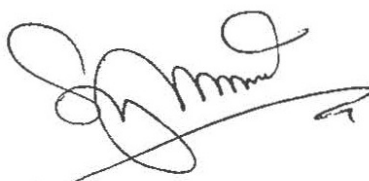
Millions of Malawians, mostly rural, still lack access to clean water and are thus exposed to a number of water and sanitation diseases, such as diarrhoea, cholera, etc. Addressing this issue is a key component of the Malawi Growth and Development Strategy (MGDS). To ensure access to clean safe water in the country, Malawi must build not only the required infrastructure, but also the appropriate institutional systems which can effectively oversee, guide, and manage the construction and ongoing operation and maintenance (O&M).

In the past, the Malawi government took full responsibility of the O&M of rural water supply facilities. However, this system was marred by numerous inefficiencies making it unsustainable. Without a strong presence in communities, these water supply facilities would often fall into disrepair, but also experience other issues such as catchment encroachment and vandalism.

In response, the National Decentralisation Policy, instituted in 1998 by the Malawi Government, emphasises community empowerment through a transfer of power and responsibility to local authorities. Since then, there has been an increasing emphasis on developing community ownership through the adoption of practices like Community-Based Management (CBM) trainings.

An enabling environment shall be created, and proper guidance shall be given to the stakeholders, in order to achieve the national goals in rural water supply and sanitation. In light of this, it is very important that the stakeholders have appropriate documents, such as guidelines and manuals that properly give them the right directions and guide them to the right methods and procedures in implementation.

It is hoped that this volume gives the guidelines and standard procedures for management of the technical documents of rural water supply and sanitation when to create, revise/update and dispose of those documents, so that the stakeholders can easily reach the latest and proper guiding document at the right time.



Sandram C. Y. Maweru

SECRETARY FOR IRRIGATION AND WATER DEVELOPMENT

Acknowledgement

This volume was produced by the “Project for Enhancement of Operation and Maintenance for Rural Water Supply in the Republic of Malawi” under the technical cooperation by Japan International Cooperation Agency (JICA).

A series of workshops were held in the project, and a lot of stakeholders in Malawi technically contributed in the formulation of this volume. The Ministry of Agriculture, Irrigation and Water Development extends special thanks to Malawi National Library and Accountant General Office for its technical support, and to Mchinji District Council for allowing their staff to participate in the production of this volume.

The Ministry is also indebted to JICA for assisting in the development of this volume, and many who have not been mentioned here but made contributions in different ways.

Chapter 1. Introduction

1.1 Background

1.1.1 General background: Situation of rural water supply O&M

The Government of Malawi has developed and promulgated a national water policy. The overall policy goal is sustainable management and utilisation of water resources in order to provide water services, of acceptable quality and in sufficient quantities that satisfy the requirements of every Malawian and enhance the country's natural ecosystems.

The policy goal for rural water supply is to achieve sustainable provision of community owned and managed water services that are equitably accessible and affordable to individuals in rural communities for socio-economic development. The policy advocates community based, gender sensitive and demand driven delivery mechanisms that take into consideration other cross-cutting issues of environmental management, HIV and AIDS, human rights, and equity in distribution of investments. The policy also advocates integrated water resources management, and operation and maintenance of the facilities through community-based management. Furthermore, the policy encourages active participation of local service providers in water and sanitation, according to set standards and guidelines for conservation, management, development, provision and use of water resources, and disposal of wastewater.

In addition, the Government of Malawi has developed a national sanitation policy, which was approved by cabinet in 2008. The policy document focuses on strategies for scaling up hygiene and sanitation promotion, creating demand for facilities and developing various technological options for institutions and households.

An enabling environment shall be created, and proper guidance shall be given to the stakeholders, in order to achieve the national goals in rural water supply and sanitation. Community-based management (CBM) of the boreholes fitted with hand pumps, for example, is one of the successful strategies initiated by the government during the last two decades, which has created the norm that the hand pumps shall be maintained by the user communities.

There are many documents, describing the guiding principles, methods and processes to follow for the implementation of rural water supply and sanitation activities, with many titles such as 'guidelines' and 'manuals'. It was found, however, to be difficult to find the right document for specific purposes, because there are so many documents, many of which are similar. Some documents are also outdated. Co-existence of drafts, finalised and revised documents may create confusion among users. In addition, absence of central management of such technical documents contributes to the duplication of efforts and underutilisation of

the existing resources.

1.1.2 Situation of technical documents: issues and challenges

In recognition of the above mentioned problems, Water Supply Services (WSS) Department of MoAIWD initiated the process of strengthening the water supply services document management system within the Ministry, with support of a JICA technical cooperation project, namely, the Project for Enhancement of Operation and Maintenance for Rural Water Supply.

WSS Department in collaboration with the Project identified that the issues and major challenges related to technical documents as follows;

- Many similar documents
- Difficulties in selection of the most appropriate and updated documents to be used
- Difficulties in accessing appropriate documents in a timely fashion

In order to address the above issues, the test activities were designed and implemented.

1.1.3 Activities in document management (Test Activity A6)

Among the test activities conducted by the Project, Test Activity A6 looked at improvement of the document management system and hierarchical order. Two documents were developed through this Test Activities; namely, “WSS Technical Document Management Guidelines” and “O&M Technical Document Utilisation Handbook” (this volume).

This volume was made to provide information about the most essential technical documents related to rural water supply O&M. MoAIWD, District Coordination Team (DCT) of Mchinji District, and the Project staff in consultation with Malawi National Library have collected the information on the existing volumes of technical documents and made profiles. Then they selected the most essential technical documents collection for effective implementation of O&M activities.

It is hoped that this handbook provides easy and quick reference to the planners and practitioners of rural water supply O&M to find the most appropriate and updated document and show them how to easily access the document.

The documents introduced in this volume are also available at the WSS Resource Centre of MoAIWD and also online at Malawi National Digital Repository (MNDR).

1.2 Assumptions and limitations

This volume was designed mainly for the planners and practitioners in O&M of rural water supply facilities, in particular the boreholes fitted with Afridev hand pumps, which are adopted as a national standardized model among others. Therefore, the technical information provided in the documents introduced in this volume is mainly focusing on Afridev hand pumps. The authors believe however that the information related to planning and management of rural water supply O&M have much in common, regardless of the pump model, and that this handbook can be utilised widely across all hand pump models by all stakeholders involved in rural water supply and sanitation activities.

The main assumptions of the style of O&M is that the main actors of O&M are the users communities, based on the principle of community-based management (CBM), which is also in line with the prevailing Malawian policies.

1.3 How to use this handbook

1.3.1 Who are the expected users?

This handbook was designed to be used by all stakeholders involved in rural water supply and sanitation. In particular it is useful for the planners and practitioners of O&M activities, which may include national level government officers, Regional Irrigation and Water Development Officers (RIWDOs), DCTs, and District Water Development Officers (DWDOs), as well as the development partners (DPs).

Students and researchers may also utilise this volume as reference to whatever issues are related to rural water supply and sanitation.

1.3.2 When to use this handbook?

You can use it anytime!! This handbook may be particularly useful when you plan and practice O&M of rural water supply facilities, and when you need to know the titles and contents of the written resources on rural water supply and sanitation.

1.3.3 How to use this handbook?

You can start from any part of the volume!!!

If you would like to know why and how this volume was produced, and general outlook of

the technical guidelines and manuals available in Malawi, you may start from Chapter 1. If you would like to search the document for a particular purpose, jump to Chapter 2.

The following table gives you a brief description of the content of each section of the volume for quick reference.

Section	Title	Brief Description
Chapter 1: Introduction		General outlook of the handbook and the background of the volume
1.1	Background	How the handbook was created.
1.2	Assumptions and limitations	What was assumed when this handbook was developed and what is NOT in this volume
1.3	How to use this handbook	Guidance for the utilisation of the handbook
1.4	Definition of key terms	Definitions of the terms used in this volume
1.5	Hierarchical order of the documents	How the documents are related and hierarchically ordered.
1.6	Process Steps in Community-managed O&M	Process steps of the Community- managed O&M of rural water supply facilities
Chapter 2: Introduction of key documents		Introduction of some important technical document.
2.1	Introduction of key documents by topics and action steps	Information about key documents ordered by topic and action steps. General information, abstract, contents, intended users and when to use each document are introduced.
2.2	Searching the document in this volume	You can find ways of finding documents you are searching for according to category and intended user in the latter part of this chapter.

1.3.4 How you can find the document you are searching for

The structure of the document introduction pages

Title of the document	
Image of the cover page	Classification Number
	Author
	Publisher
	Where to access
	URL
Abstract:	
Contents	
Expected users:	

The structure of the classification code: The reference number given to each document is structured with the type of document, category, target user, publisher and language. For instance the document entitled “Implementation guidelines for Rural Water Supply and Sanitation” is given the reference number “G-WWS1-N-MWDI-E” with the following meanings;

Type of document = National Guidelines	Category = Water supply and sanitation (general)	Target user = national level	Publisher = Ministry of Water Development and Irrigation	Language = English
G	WWS1	N	MWDI	E

With the given classification code, you may find the document from WSS Resource Centre of MoAIWD. The details of the classification are presented in the table in Appendix.

1.4 Definition of key terms

1.4.1 Definition of document classification terms

The key terms for the classification of technical documents are defined as follows;

Policy: Broad statement(s) outlining Government development agenda.

Law/Act: Principles and regulations established in a community by some authority and applicable to its people, whether in the form of legislation or of custom; and policies recognised and enforced by judicial decision.

Laws are enforced through penalties.

Strategy: A method or plan chosen to bring about a desired future.

Framework: A framework is a basic conceptual structure.

Reminder: When we use the word 'O&M framework', it means the guidelines and implementation manuals for Rural Water Supply in Malawi.

Guideline: A statement designed to determine the next course of action.

Manual: A book that instructs and illustrates how to conduct activities.

A good manual is a book that instructs or illustrates how to conduct activities in a user-friendly manner.

Handbook: A book of guidelines or a reference book.

Tools: Instruments / methodologies for performing activities.

1.4.2 Definition of the key terms on status of the documents (draft, final, endorsed/approved)

The terms to indicate the status of the documents are as follows;

Approved: The documents which have been signed by the authorized body (i.e. authority and authorized person). The approved documents must have the required information on the back cover page of the volumes.

Final: The documents which are endorsed by the management and are ready to be approved.

Draft: The documents which have not yet obtained any official recommendation or approval.

Revised: The documents which have some changes from the officially approved original documents.

Disposed: The documents which have been officially disposed of due to expiration and/or changes of contents.

Live Documents: The documents in use which may be updated and revised from time to time; e.g. guidelines, manuals and training materials.

1.5 Hierarchical order of the documents

WSS Department of MoAIWD classifies the important documents related to water supply and sanitation in the following hierarchical order.



Figure 1. Document Hierarchy

The important technical documents introduced in this volume are arranged in the hierarchical order shown in **Figure 2** and **Figure 3**;

		Planning and Management of Water Supply and Sanitation & Hygiene		CBM	Technical Aspect	
Policy	National Policies	P-WSS1-N-Gov-E National Water Policy (2005)	P-WSS1-N-Gov-E National Sanitation Policy (2008)	National Environment of Health Policy (Draft, 2010)		
Law / Act	Law / Act	L-WSS-N-Gov-E Water Resources Act	Sanitation Act		S-WSS1-N-OGI-E MS 532:1999, Borehole Construction Code of Practice S-WSS4-N-OGI-E MS 678:2005, Drinking Water Quality - Control and Surveillance of Water in Public Supply Networks	S-WSS4-N-OGI-E MS 733:2005, Borehole and Shallow Well Water Quality - Specification S-WSS4-N-OGI-E MS 214:2005, Drinking Water Specification
Strategy / Framework	National Strategy / Framework	P-WSS-2 Malawi Rural Water Supply Investment Plan 2014-2020	P-WSS-2 National 10 year Sanitation and Hygiene Investment Plan and Strategy			
Guidelines / Standards	National Guidelines / Standards	G-O-MWDL-E WSS Document Management Guidelines, March 2015	G-WSS1-N-MWDL-E Implementation Guidelines for Rural Water Supply and Sanitation, July 2010		TechM-WSS1-N-MWDL-E Technical Manual for Design and Technical Specification for the Construction of Water Supply Facilities in Rural Areas, June 2001	
Implementation Manuals	Implementation Manuals	IM-WSS1-D-MWDL-E Water Supply and Sanitation District Operational Manual, July 2010	Project level Planning and Management		Area Mechanics and Spare Parts Retail Shops	
			IM-WSS4-D-MWDL-E Participatory Sanitation and Hygiene Promotion Implementation Manual, July 2010	IM-WSS1-D-MWDL-E Implementation Manual for Piped and Point Water Supply System, July 2010	IM-WSS2-D-MWDL-E Guide Manual for Establishment and Management of Area Mechanic System, March 2015	IM-WSS2-D-MWDL-E Guide Manual for Establishment of Afridev Hand Pump Spare Parts Supply Chain, March 2015
			IM-WSS3-D-MWDL-E Implementation Manual for Town, Market Center and Surrounding Villages, Piped Water Supply and Sanitation, July 2010			

Figure 2. Important Technical Documents for Operation and Maintenance of Rural Water Supply Facilities No.1

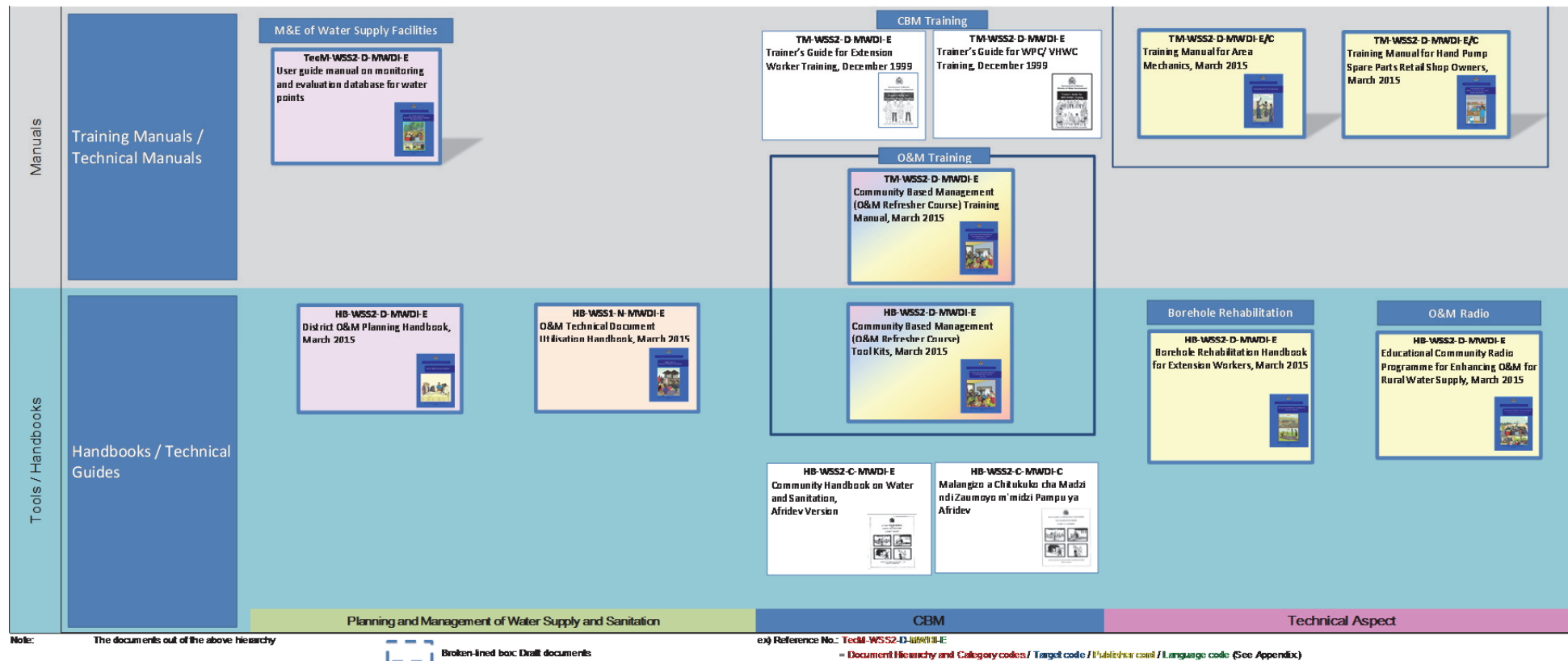


Figure 3. Important Technical Documents for Operation and Maintenance of Rural Water Supply Facilities No.2

1.6 Process Steps in Community-managed O&M

Are you interested to know the process steps of community-managed operation and maintenance? In this section, typical action steps of rural water supply operation and maintenance are briefly explained in a sequential order, and some useful documents that you may need to refer to for each process step are introduced. These steps are;

- ✓ District level planning and management of O&M
- ✓ Training of trainers (TOT) for extension workers (EWs) {for Water Point Committee (WPC) training, Area Mechanics (AM) training, and/or spare parts retail shop owner training, etc.}
- ✓ Strengthening AM system
- ✓ Strengthening spare parts supply chain
- ✓ Training of Water Point Committees (WPCs) / Village Health and Water Committees (VHWCs)
- ✓ Practices of O&M of water supply by communities

An outlook of the process steps and the reference documents that are introduced in this volume is presented as **Figure 4** on the following page.

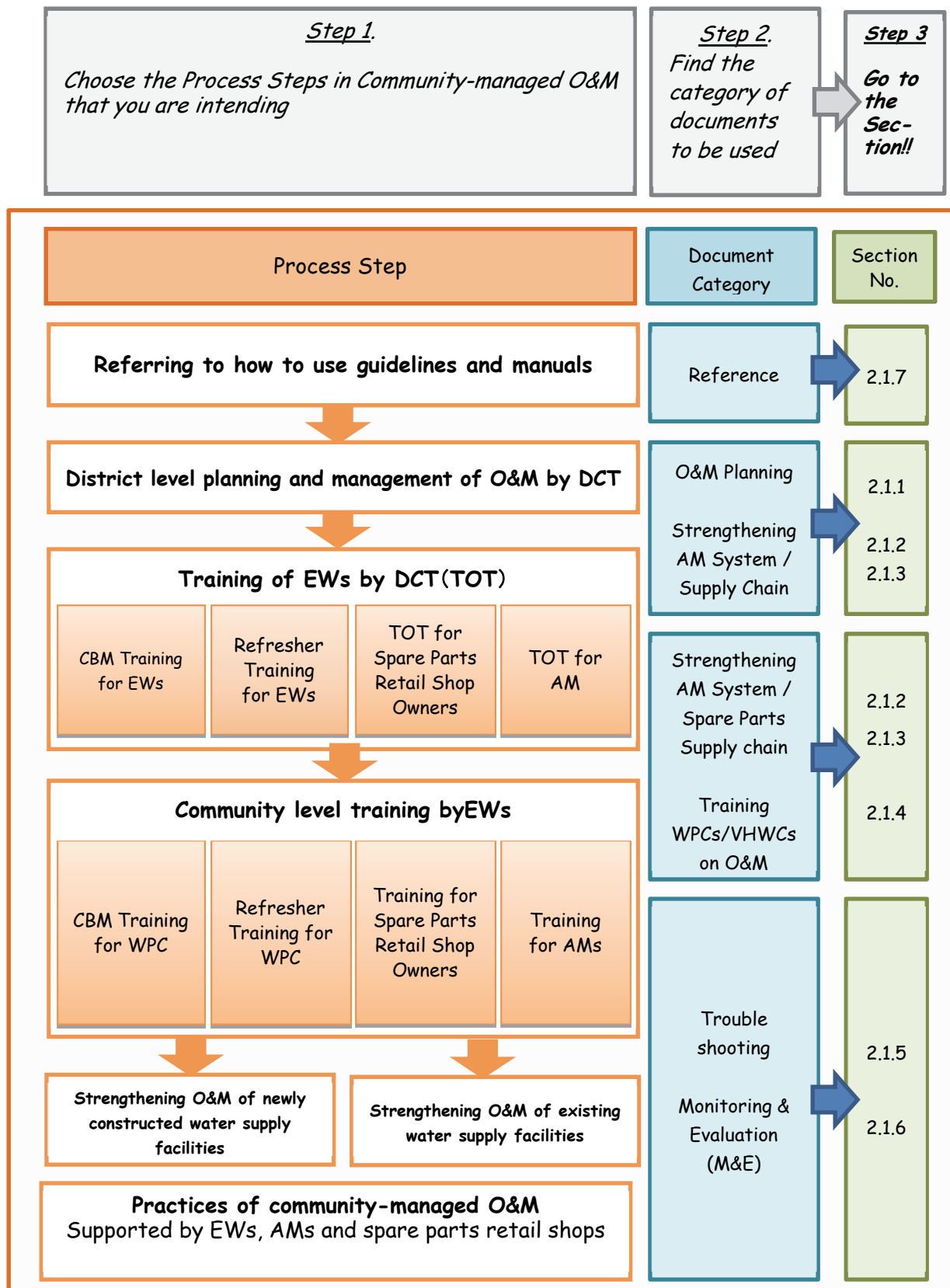


Figure 4. Process Steps of Community-managed O&M and References

1.6.1 Referring to Relevant Documents for O&M Planning, Management and Practices

Before taking an action related to rural water supply O&M, you may need to find the reference documents to give you guidance and know-how (that is one of the reasons why you are reading this handbook, isn't it?).

It is very important that what you are doing is useful. By referring to the proper documents, you are able to find out whether what you are intending to do is:

- ✓ Compatible with the current national / local policies
- ✓ In line with the official procedures of O&M practices
- ✓ Fulfils the national / local standards

Here are documents useful for your needs;

Of course, you may continue **going through this volume!!!**

Or to find out general reference materials, go to **Section 2.1.7 (page 48)** for policy and laws, national standards documents!

If you search for a document via internet, you may go to **WSS Resource Center Library Catalogue Search** at www.wss-resourcecentre.gov.mw or **Malawi National Digital Repository** at www.ndr.nw:8080/xmlui/.

1.6.2 District Level Planning and Management of O&M

Planning and management of rural water supply facilities are normally done at the district level. O&M activities are ideally planned during the process of the periodical district planning, e.g. annual planning.

A mid-/long-term planning is also helpful along with annual planning exercises in securing the budget allocation. It is important to incorporate the O&M component when the district makes regular development plans, such as District Development Plan (DDP) and District Sector Investment Plan (DSIP).

The MoAIWD promotes six factors in strengthening rural water supply operation and maintenance framework; namely, 1) Community-based O&M practices, 2) Hand pump spare parts supply chain, 3) Area Mechanic system, 4) manuals and guidelines on O&M, 5) monitoring and evaluation system of water supply facilities at district level, and 6) planning and management of O&M at district level. Therefore, it is recommended to consider the above factors in your O&M planning exercises as well.

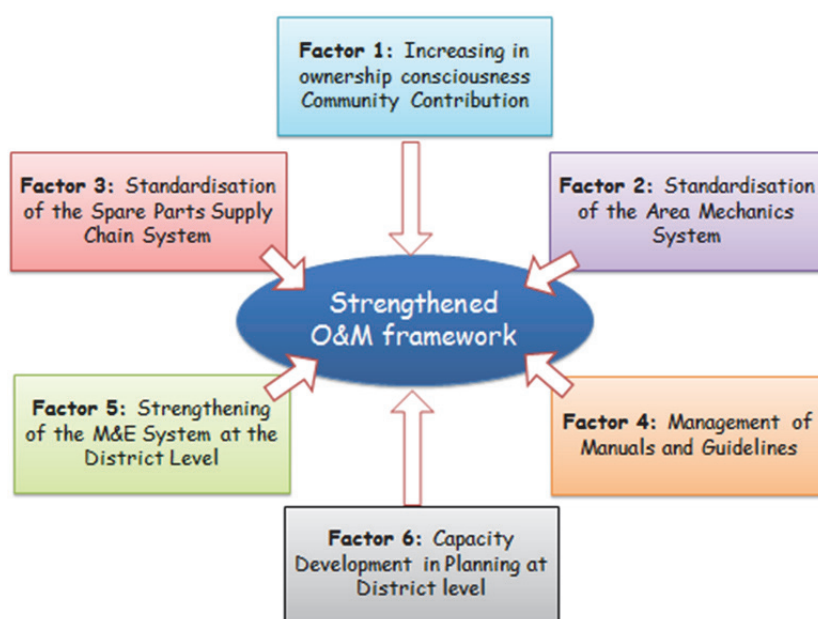


Figure 5. Factors contributing to strengthening O&M framework

Here are documents that are useful for your needs;

Now you may go directly to [Section 2.1.1 \(page 21\)](#) to find the documents related to O&M planning and management!!

1.6.3 Training of Trainers

If you want to strengthen the O&M framework, what you may first consider is 'TRAINING'. For good O&M practices, it is assumed that the actors at the district level play very important roles. It is therefore, indispensable that a district have good trainers to train others.

A DCT or DPs may train the EWs, including Water Monitoring Assistants (WMAs), Community Development Assistants (CDAs) and Health Surveillance Assistants (HSAs) for kinds of trainings.

Here are documents useful for your needs;

If you need to train the trainers for AMs both for new establishments and/or for strengthening the existing AM system, please go to [Section 2.1.2 \(page 31\)](#).

If you need to train the trainers for spare parts retail shop owners, please go to [Section 2.1.3 \(page 36\)](#).

If you need to train the trainers for WPCs/VHWCs, you may move to [Section 2.1.4 \(page 38\)](#).

1.6.4 Training of Area Mechanics

For sustainable rural water supply O&M, the user communities need to be supported by local service providers, such as AMs and spare parts retail shops. In some districts, there is an AM system, assisted by the government and/or DPs, with which the local communities have access to technical support and repair services for their hand pumps.

Even if there is no AM system in the district, local service providers are supposed to provide maintenance and repair services to the hand pump users.

Here are some documents useful for your needs;

If you want to strengthen the AM system, and would like to train AMs you may jump to [Section 2.1.2 \(page 31\)](#).

1.6.5 Training of Spare Parts Retail Shop Owners

When the hand pump is broken, or its parts are to be changed for preventive maintenance, the user community needs to obtain spare parts. Having a spare parts retail shop in close proximity is one of the determining factors in timely repair and preventive maintenance.

You may need to consider strengthening the spare parts supply chain, and you may think about the training of spare parts retail shop owners.

Here are some documents useful for your needs;

If you want to strengthen the spare parts supply chain and would like to train spare parts retail shop owners, you may go to [Section 2.1.3 \(page 36\)](#).

1.6.6 Training of WPCs/VHWCs

The main actors of rural water supply O&M are the user communities, and WPCs or VHWCs often play very important roles, and the life of a water supply facility very much depends on how the user community takes care of it.

It is therefore essential to incorporate a training component when you plan or implement any sort of rural water supply activities. It is equally important that you plan and implement refresher trainings of WPCs and VHWCs, as O&M activities should be continued by them for as long as the life-time of the water supply facility; often 10-15 years.

Here are documents useful for your needs;

If you need to train WPCs/VHWCs, you may go to [Section 2.1.4 \(page 38\)](#).

If you need to foster better understanding of the importance of O&M, or to promote the important knowledge in O&M to a wider audience, you may think of using Community Radio.

Here is a useful document for you;

If you need to learn about some experiences in the use of community radio, you may go to [Section 2.1.4 \(page 38\)](#).

1.6.7 Maintaining Boreholes and Pumps, and Trouble-shooting

After the construction work of water supply facility (s) is completed, the user community is the one who is responsible for using and maintaining the facility (s). Minor repairs and trouble-shooting are to be done by the WPC/VHWC in many cases. Also, you may call an AM nearby to help trouble-shooting.

Some technical knowledge and skills are very important for WPC/VHWC and local service providers, such as AMs, and sometimes you may call WMA at the District Water Development Office.

Here are some useful documents for your needs;

If you need documents for technical information for EWs, AMs, or WPCs, you may go to [Section 2.1.5 \(page 46\)](#).

1.6.8 Monitoring and Evaluation

Regular monitoring of water supply facilities is one of the most critical activities for reducing the non-functionality rate of the boreholes fitted with hand pumps. Monitoring should be incorporated to the regular activities in all levels; community, village, Area Development Committee (ADC) and district levels.

Among the many different methods of monitoring water supply facilities, the methods of monitoring databases at the district level are introduced in this volume.

Here is a useful document;

If you need to know how to handle with the database in M&E of water points, now you go to [Section 2.1.6 \(page 47\)](#).

Chapter 2. INTRODUCTION OF KEY DOCUMENTS

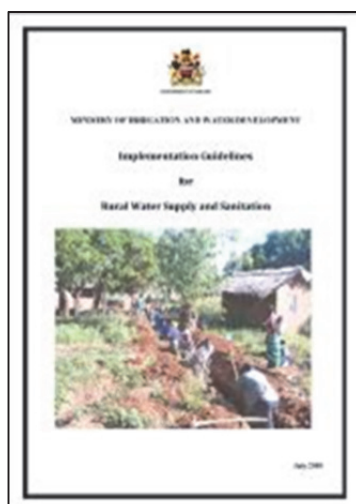
2.1 Introduction of key documents by topics and process steps

No.	Process Step	Page No.
2.1.1	Planning O&M Activities for Rural Water Supply	21
2.1.2	Strengthening Area Mechanic System	31
2.1.3	Strengthening Spare Parts Supply Chain	36
2.1.4	Training WPCs/VHWCs on O&M <ul style="list-style-type: none"> ➤ CBM Training ➤ O&M Training ➤ Community O&M Radio 	38
2.1.5	Maintaining Pump Borehole and Trouble Shooting	46
2.1.6	Monitoring and Evaluation	47
2.1.7	References <ul style="list-style-type: none"> ➤ Searching documents ➤ Policy and Act ➤ National standard ➤ Strategy and Framework 	48

2.1.1 Planning O&M Activities for Rural Water Supply

Title	Page No.	Ref. No.
Implementation Guidelines for Rural Water Supply and Sanitation	22	G-WWS1-N-M WDI-E
Water Supply and Sanitation District Operation Manual	23	IM-WSS1-D-M WDI-E
Implementation Manual for Piped and Point Water Supply System	24	IM-WSS1-D-M WDI-E
Implementation Manual for Town, Market Center and Surrounding Villages, Piped Water Supply and Sanitation	25	IM-WSS3-D-M WDI-E
Participatory Sanitation and Hygiene Promotion Implementation Manual	26	IM-WSS4-D-M WDI-E
Guide Manual for Establishment and Management of Area Mechanic System	27	IM-WSS2-D-M WDI-E
Guide Manual for Establishment of Afridev Hand Pump Spare Parts Supply Chain	28	IM-WSS2-D-M WDI-E
User Guide Manual on Monitoring and Evaluation Database for Water Points	29	TecM-WSS2-D-M MWDI-E
District O&M Planning Handbook	30	HB-WSS2-D-M WDI-E

Implementation Guidelines for Rural Water Supply and Sanitation



Reference No.	G-WWS1-N-MWDI-E
Author	Ministry of Water Development and Irrigation
Publisher	Ministry of Water Development and Irrigation
Year of Publication	2010
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/handle/123456789/997

Abstract: This volume is to guide the implementation of rural water supply and sanitation programme in Malawi, focusing on the local authority and institutions at district and community levels, especially DCT to plan and manage rural water supply and sanitation programmes. The volume covers strategic and action planning, institutional framework, roles of stakeholders and capacity building, process steps and methods of rural water supply programmes.

Contents:

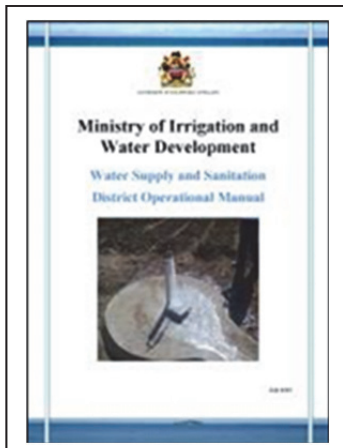
1: Introduction	5: Cross Cutting Issues
2: WSSP Strategic and Action Planning	6: Monitoring, Evaluation and Ongoing Support
3: Implementation Arrangements	
4: Management and Institutional Arrangements	

Expected Users: National, district and village level government officers, development partners, etc.

When to Use:

- When you need to know the general picture of the rural water supply and sanitation projects.
- When you need to clarify the roles of stakeholders in rural water supply and sanitation.
- When you need to refer what to do, when, and how in rural water supply and sanitation projects.

Water Supply and Sanitation District Operation Manual



Reference No.	IM-WSS1-D-MWDI-E
Author	Ministry of Water Development and Irrigation
Publisher	Ministry of Water Development and Irrigation
Year of Publication	2010
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/handle/123456789/1001

Abstract: This volume is the revised version of DOM produced in 1999, to guide the implementation of rural water supply and sanitation programme in Malawi, focusing on the local authority and institutions at district and community levels, especially DCT to plan and manage rural water supply and sanitation programmes. The volume covers general strategies, implementation arrangements, roles of stakeholders, process steps and methods of rural water supply programmes, mainly initiated by DCT.

Contents:

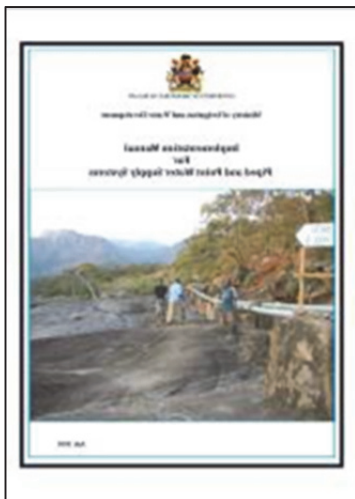
Chapter 1: Introduction	Chapter 6: Financial Management
Chapter 2: Implementation Arrangements	Chapter 7: Capacity Building and Training
Chapter 3: Stakeholder Involvement	Chapter 8: Cross Cutting Issues
Chapter 4: Sanitation and Hygiene Promotion	Chapter 9: Monitoring, Evaluation and Reporting
Chapter 5: Procurement and contract Management	

Expected Users: National, district and village level government officers, development partners, etc.

When to Use:

- When you need to know the general picture of the rural water supply and sanitation projects.
- When you need to clarify the roles of stakeholders in rural water supply and sanitation.
- When you need to refer what to do, when, and how in rural water supply and sanitation projects.

Implementation Manual for Piped and Point Water Supply System



Reference No.	IM-WSS1-D-MWDI-E
Author	Ministry of Water Development and Irrigation
Publisher	Ministry of Water Development and Irrigation
Year of Publication	2010
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/handle/123456789/998

Abstract: This specific manual is to guide the implementation of piped and point water supply systems in Malawi. It targets all stakeholders at

national, district and community levels, to effectively and efficiently implement piped and point water supply systems. The manual spells out the rules and procedures for identifying, appraising, implementing and evaluating piped and point water supply systems.

Contents:

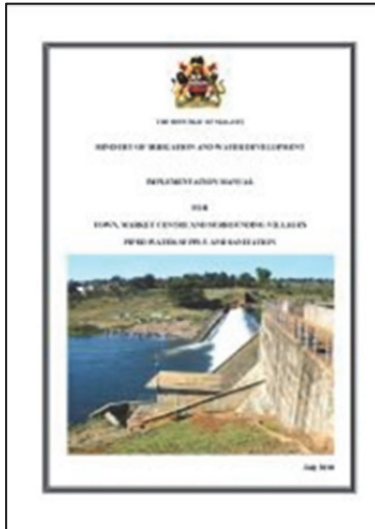
1. Introduction	6. Operation and maintenance
2. Selecting Community Water Supply Systems	7. Financial Management
3. The Point Water Supply Sources	8. Cross Cutting Issues
4. Implementation Strategies	9. Monitoring and Evaluation
5. Implementation and Management Arrangements	

Expected Users: National, District and Community level Government Officers, development partners

When to Use:

- When deciding on the appropriate type of technology of water supply system of a particular community
- When considering the source of water for the community supply
- When deciding on how to roll-out a water supply project in a particular community

Implementation Manual for Town, Market Center and Surrounding Villages, Piped Water Supply and Sanitation



Reference No.	IM-WSS3-D-MWDI-E
Author	Ministry of Water Development and Irrigation
Publisher	Ministry of Water Development and Irrigation
Year of Publication	2010
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/handle/123456789/999

Abstract: This manual intends to provide guidelines for the implementation of the water supply and sanitation activities in towns, market centres and rural areas. The manual has been developed to provide guidelines to the key stakeholders with all the required arrangements and frameworks.

Contents:

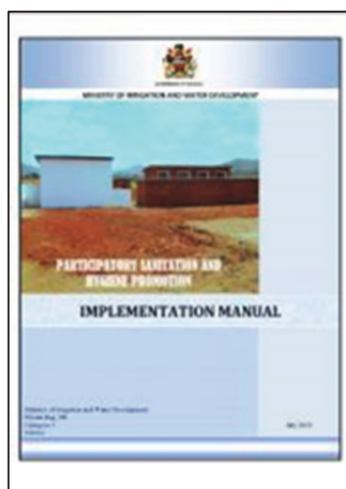
1: Introduction	5: Cross Cutting Issues
2: Water and Sanitation Development	6: Capacity Building
3: Town Water Supply and Sanitation	7: Procurement Management Procedures
4: Market Centre and Surrounding Village WSS	8: Financial Management

Expected Users: Stakeholders at District, Regional and National levels

When to Use:

- When you need to know generally about the piped water supply and sanitation
- When you need to refer what to do, when, and how rural water supply and sanitation projects.

Participatory Sanitation and Hygiene Promotion Implementation Manual



Reference No.	IM-WSS4-D-MWDI-E
Author	Ministry of Water Development and Irrigation
Publisher	Ministry of Water Development and Irrigation
Year of Publication	2010
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/handle/123456789/1000

Abstract: Participatory Sanitation and Hygiene Promotion Implementation Manual has been developed to provide guidelines to stakeholders with all the required arrangements and frameworks for the implementation of

sanitation and hygiene promotion programmes.

The manual is used alongside other water and sanitation sector policies, strategy documents, guidelines and manuals.

Contents:

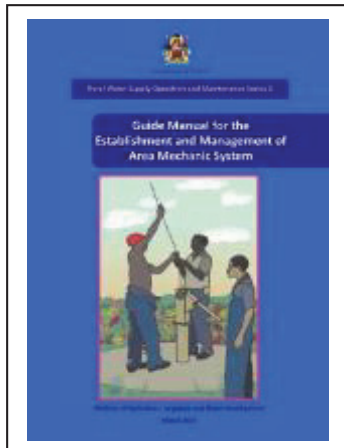
1. Introduction	6. Hygiene
2. Sanitation	7. Sanitation and hygiene promotion
3. Design of sanitation facilities	8. Implementation arrangements
4. Solid waste management	9. Capacity building
5. Drainage	10. Cross cutting issues

Expected Users: Government Officers and extension workers, CBOs and NGOs

When to Use:

- When you want to understand/know basic design concepts of sanitation facilities (i.e. public toilets, communal toilets, hand washing)
- When you want to design sanitation and hygiene promotion programme for household and community levels including at health facilities, market centres, business places
- When you want to carry out capacity building activities

Guide Manual for Establishment and Management of Area Mechanic System



Reference No.	IM-WSS2-D-MWDI-E
Author	Ministry of Agriculture, Irrigation and Water Development
Publisher	Ministry of Agriculture, Irrigation and Water Development
Year of Publication	2015
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/

Abstract: This manual has been prepared as a guide to facilitate the establishment and support of Area Mechanics who are meant to work as entrepreneurs in the effort to increase the sustainable operation and maintenance (O&M) of hand pumps in Malawi. The contents of the manual include materials regarding the roles and responsibilities of different stakeholders of water and sanitation projects, as well as guidelines on how to:

- Plan for the introduction of AM networks in districts where there are none currently,
- Plan for the routine long-term management of AMs in districts where there are existing or emerging AM networks, and
- Establish an acceptable working relationship between District Councils and NGOs/DPs involved in AM network implementation.

Contents:

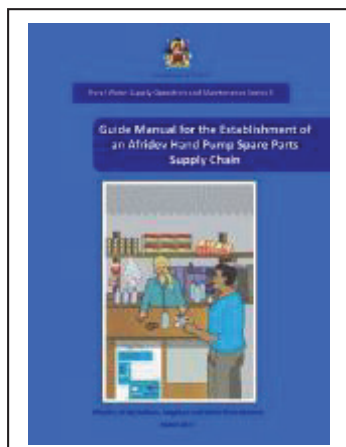
1. Overview of the manual	5. Methodology for Establishment and Ongoing Management and Support of Area Mechanic Systems
2. History of Area Mechanics in Malawi	5.1 Establishment of an Area Mechanic System
3. Structure of the Area Mechanic System	5.2 Ongoing Management and Support of the Area Mechanics System
4. Roles and Responsibilities of Key Players to Support and Maintain the Area Mechanic System	6. Appendices

Expected Users: National and District Government Officers, development partners, NGOs

When to Use:

- When you need to establish the Area Mechanic System in the district
- When you need to conduct the ongoing management and support of the Area Mechanics System

Guide Manual for Establishment of Afridev Hand Pump Spare Parts Supply Chain



Reference No.	IM-WSS2-D-MWDI-E
Author	Ministry of Agriculture, Irrigation and Water Development
Publisher	Ministry of Agriculture, Irrigation and Water Development
Year of Publication	2015
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/

Abstract: This manual has been prepared as a guide to facilitate the establishment of a hand pump spare parts supply chain. This supply chain is essential for the sustainability of operation and maintenance of rural water supply in Malawi. The contents of the manual provide materials which can be utilized as guidelines for the stakeholders involved in water and sanitation projects seeking to establish or manage a spare parts supply chain. It also outlines roles that these stakeholders can play in hand pump operation and maintenance (O&M).

Contents:

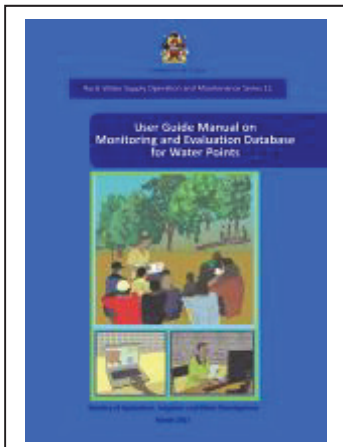
1. Overview of the guide manual	4. Methodology for the establishment of an Afridev hand pump spare parts supply chain
2. Concept of the hand pump spare parts supply chain	4.1 Administrative Activity
3. Roles and res of responsibilities of key players to support and maintain the hand pump spare parts supply chain	4.2 Activities for Retail Shop
	4.3 Activities related to Supply of Spare Parts

Expected Users: National and District Government Officers, development partners, NGOs

When to Use:

- When you need to know concept of the hand pump spare parts supply chain
- When you need to know roles and responsibilities of key players in supporting and maintaining the hand pump spare parts supply chain
- When you need to methodology for establishment of hand pump spare parts supply chain such as administrative activities, activities for retail shop and activities related to supply of spare parts

User Guide Manual on Monitoring and Evaluation Database for Water Points



Reference No.	TecM-WSS2-D-MWDI-E
Author	Ministry of Agriculture, Irrigation and Water Development
Publisher	Ministry of Agriculture, Irrigation and Water Development
Year of Publication	2015
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/

Abstract: This manual has been developed to support the M&E component related to the operation and maintenance (O&M) for water points at district level which is harmonized and complied with a National Water Sanitation and Hygiene (WASH) Monitoring and Evaluation (M&E) framework developed through M&E Technical Working Group (TWG) in beginning of 2014. The contents of the manual include materials regarding the M&E data collection system, and WASH M&E indicators¹ including the additional ones related to the O&M for water points such as CBM training, Area mechanics and spare parts supply chains, and M&E data templates, definitions of the these indicators, as well as guidelines on how to:

- Use the WASH M&E database including the additional indicators related to the O&M for water points,
- Use the basic Excel and Pivot table skills for data analysis and advanced WASH M&E database,
- Prepare the hands on WASH database training

Contents:

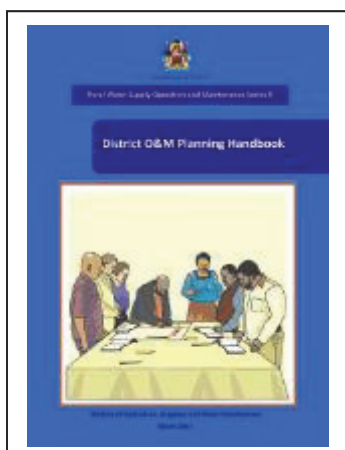
1. Introduction	3.3 Malawi National WASH M&E Database Guide
2. M&E data collection system	3.4 Malawi National WASH M&E Advanced Database Guide
3. WASH M&E Database	4. Training programme and module on WASH M&E Database
3.1 Basic Microsoft Excel 2007	
3.2 PivotTables in Microsoft Excel 2007	

Expected Users: District Government Officers, development partners, NGOs

When to Use:

- When you need to know M&E data collection system at district level
- When you need to know how to operate the M&E database
- When you need to develop the training plan on M&E database

District O&M Planning Handbook



Reference No.	HB-WSS2-D-MWDI-E
Author	Ministry of Agriculture, Irrigation, Water Development
Publisher	Ministry of Agriculture, Irrigation, Water Development
Year of Publication	2015
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/

Abstract: This volume is to guide the formulation of a plan on operation and maintenance (O&M) of rural water supply in Malawi. The volume mainly covers six elements to make the O&M of Malawi more practical, planning methods based on understanding of these six elements, strategies and tools for evaluating progress on the plan, useful appendices for formulating a specific plan.

Contents:

1. Overview of the Handbook	5. Formulate a Plan
2. Recognize principal elements of O&M	6. Formulate a Schedule of the Activities
3. Envision the Ideal Situation	7. Estimate Budget of the Plan
4. Design the Outputs for Ideal Situation	8. Appendices

Expected Users:

District level government officers, development partners, etc.

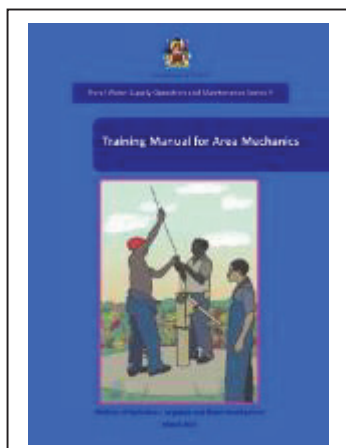
When to Use:

- When you need to know how to identify the roles of the stakeholders in O&M of the district.
- When you need to plan what to do, when, and how to improve O&M for rural water supply activities in the district.
- When you need to refer how to estimate the cost of the O&M plan.
- When you need to know how to evaluate the progress on the plan.

2.1.2 Strengthening Area Mechanic System

Title	Page No.	Ref. No.
Guide Manual for Establishment and Management of Area Mechanic System	27	IM-WSS2-D-MWDI-E
Training Manual for Area Mechanics	32	TM-WSS2-D-MWDI-E/C
Borehole Rehabilitation Handbook for Extension Workers	33	HB-WSS2-D-MWDI-E
Community Handbook on Water and Sanitation, Afridev Version	34	HB-WSS2-C-MWDI-E
Malangizo a Chitukuko cha Madzi ndi Zaumoyo M'midzi Pampu ya Afridev	35	HB-WSS2-C-MWDI-C

Training Manual for Area Mechanics



Reference No.	TM-WSS2-D-MWDI-E/C
Author	Ministry of Agriculture, Irrigation and Water Development
Publisher	Ministry of Agriculture, Irrigation and Water Development
Year of Publication	2015
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/

Abstract: This training manual details both the initial training that should be conducted for the AMs as well as the subsequent training for refreshing the skills of the AMs. It covers both what is needed in terms of software skills and technical skills and both the content as well as the facilitation notes for each section of the training.

Contents:

1. Training Contents	1.7 Regular preventive maintenance checks
1.1 Introduction to the training of area mechanics	2. Training Module
1.2 Necessary software skills for Area Mechanics	2.1 Module 1: Initial training for Area Mechanics
1.3 Afridev hand pump parts and function	2.2 Module 2 Refresher training for Area Mechanics
1.4 Dismantling and reassembling pumps	3. Training Timetable
1.5 Trouble shooting and diagnosis on Afridev hand pumps	3.1 Timetable for Area Mechanic Initial Training (Draft)
1.6 Repairing rising main	3.2 Timetable for Area Mechanic Refresher Training (Draft)

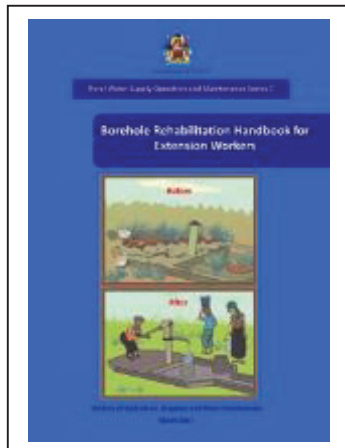
Expected Users:

District level government officers, Extension workers, and NGOs

When to Use:

- When you need to develop and conduct the plan for Area Mechanic initial training
- When you need to develop and conduct the plan for Area Mechanic refresher training

Borehole Rehabilitation Handbook for Extension Workers



Reference No.	HB-WSS2-D-MWDI-E
Author	Ministry of Agriculture, Irrigation and Water Development
Publisher	Ministry of Agriculture, Irrigation and Water Development
Year of Publication	2015
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/

Abstract: This text book is edited for one of the manuals for the strengthening the existing Operation and Maintenance framework for rural water supply system. It is expected that officers have to utilize the text book when they have a plan to train Extension Workers as TOT2. The aim of the rehabilitation works is to ensure that previous investment is not written off but effectively utilised by maximizing the well performance and incorporating the existing boreholes into the community-based maintenance system.

All the boreholes which are rehabilitated should be incorporated into community monitoring structure then the pumps must be replaced by Afridev hand pumps. The rehabilitated boreholes should be fully operational and maintenance should be done by the community themselves.

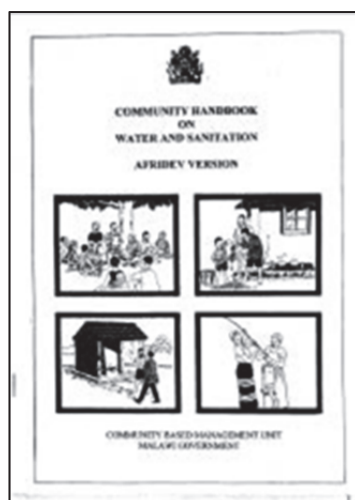
Contents:

1. Aims of Rehabilitation Works
2. Cause of Reduction in Well Performance
3. Solutions to the Reduction in Well Performance
4. Rehabilitation Procedure
5. Methods of Borehole rehabilitation

Expected Users: National, Regional, District government officers, Development partners, NGO,s

When to Use: When you have a plan to train Extension Workers such as Water Monitoring Assistants as one of the required skill for Extension Workers to rehabilitate water points.

Community Handbook on Water and Sanitation, Afridev Version



Reference No.	HB-WSS2-C-MWDI-E
Author	Community based management Unit, Malawi Government
Publisher	Community based management Unit, Malawi Government
Year of Publication	1999
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/handle/123456789/1121

Abstract: This manual is a summary of the most important messages which are delivered during the standard Community based management

(CBM) training course which is being given to Pump Committees and Caretakers.

It is hoped that the manual will serve as a reminder to those Committee members who attended the course, and that it will also be used by them to teach water and sanitation issues to other members of the community.

Contents:

1. Community organization and responsibilities
2. Hygiene education and sanitation
3. Sanplat casting
4. Afridev handpump maintenance.

Expected users:

Village-level government officers and the community

When to use:

- When they want to set up a committee
- When they want to raise maintenance funds and how to use it
- When they want to solve leadership problems
- When they want to cast a sanplat
- When they want to maintain the Afridev handpump.

Malangizo a Chitukuko cha Madzi ndi Zaumoyo M'midzi Pampu ya Afridev



Reference No.	HB-WSS2-C-MWDI-C
Author	
Publisher	Ministry of Water Development
Year of Publication	
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/

Abstract: Bukuli ndi ndondomeko ya chidule ya maphunziro amene amapelekedwa kwa makomiti ndi amakaniko a pampu ya afridev.

Cholinga cha bukhuli ndi kukumbutsa mamembala a komiti ndi amakaniko zomwe amaphunzira za ntchito zawo. Kuwonjezera apo bukhuli liziwathandiza kuphunzitsa anthu ena a m'midzi za kayendetsedwe ka chitukuko cha zamadzi ndi umoyo.

Contents:

1. Mgwirizano pa ntchito zozithandiza
2. Kukhazikitsa komiti ndi nchito zake
3. Ndondomeko lokhazikitsa thumba la padera la pampu.
4. Ndondomeko ya kakonzedwe ka pampu

Expected users: Government officers and the community.

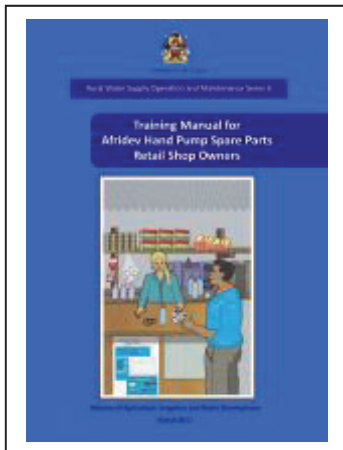
When to use:

- When forming a committee
- When repairing or maintaining an Afridev Hand Pump

2.1.3 Strengthening Spare Parts Supply Chain

Title	Page No.	Ref. No.
Guide Manual for Establishment of Afridev Hand Pump Spare Parts Supply Chain	28	IM-WSS2-D-MWDI-E
Training Manual for Hand Pump Spare Parts Retail Shop Owners	37	TM-WSS2-D-MWDI-E/C

Training Manual for Hand Pump Spare Parts Retail Shop Owners



Reference No.	TM-WSS2-D-MWDI-E/C
Author	Ministry of Agriculture, Irrigation and Water Development
Publisher	Ministry of Agriculture, Irrigation and Water Development
Year of Publication	2015
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/

Abstract: This manual is designed for the training of Hand Pump Spare Parts Retail Shop Owners. This course can be given as business training to the new shop owners.

Contents:

1. Overview of the manual	2.4 Entrepreneurship
2. Training Contents	Training Module and Session
2.1 Introduction to the training of retail shop owners	3. Module 1 Training for hand pump spare parts retail shop owners
2.2 Afridev hand pump parts and function	3.1 Training Timetable
2.3 Dismantling and reassembling	

Expected Users:

District level government officers, Extension workers, and NGOs

When to Use:

- When you need to develop and conduct the plan on the training for hand pump spare parts retail shop owners

2.1.4 Training WPCs/VHWCs on O&M

CBM Training

Title	Page No.	Ref. No.
Water Supply and Sanitation District Operation Manual	23	IM-WSS1-D-MWDI-E
Implementation Manual for Piped and Point Water Supply System	24	IM-WSS1-D-MWDI-E
Participatory Sanitation and Hygiene Promotion Implementation Manual	26	IM-WSS4-D-MWDI-E
Trainer's Guide for Extension Worker Training	39	TM-WSS2-D-MWDI-E
Trainer's Guide for WPC/VHWC Training	41	TM-WSS2-D-MWDI-E

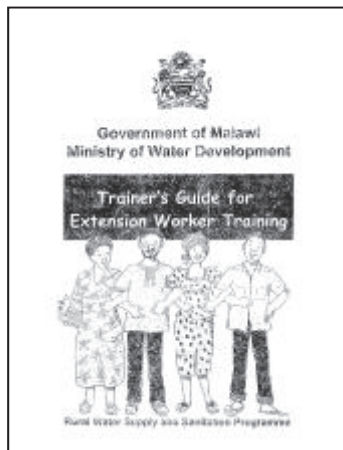
O&M Training

Title	Page No.	Ref. No.
Trainer's Guide for Extension Worker Training	39	TM-WSS2-D-MWDI-E
Trainer's Guide for WPC/VHWC Training	41	TM-WSS2-D-MWDI-E
Community based management (O&M Refresher Course) Training Manual	42	TM-WSS2-D-MWDI-E
Community based management (O&M Refresher Course) Tool Kits	43	HB-WSS2-D-MWDI-E

Community O&M Radio

Title	Page No.	Ref. No.
Education Community Radio Programme for Enhancing O&M for Rural Water Supply S Sharing experiences from Mchinji District	45	HB-WSS2-D-MWDI-E

Trainer's Guide for Extension Worker Training



Reference No.	TM-WSS2-D-MWDI-E
Author	Ministry of Water Development and Irrigation
Publisher	Ministry of Water Development and Irrigation
Year of Publication	1999
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/

Abstract: This volume is a guide for the District Coordination Team members for the training of Extension Workers in Water, Sanitation and Hygiene issues in communities.

Contents:

<ol style="list-style-type: none"> 1. Introduction 2. Overview, 3. Modules, 4. How to use the Modules, 5. Learning by Doing, 6. Participatory Methods, 7. Reporting on Workshop, 8. Monitoring of WPC Training, 9. Tips for Participatory Trainers 	<p>Formation of WPC and VHWC / Managing Money / Technical Issues / New Approach to Hygiene / Hygiene Education Steps / Training Skills / Field Practice / Follow-up Support and Monitoring / Work Planning and Report Writing / Problem Solving and Teamwork / Workshop Evaluation</p>
<p>Workshop No. 1</p> <p>Introduction to RWSSP / Roles of Extension Workers / What is CBM and how to build it? / Project Cycle / Facilitation Skills / First Steps in the Community / False Start in the Community / Involving Women and Youth / Community Meetings /</p>	<p>Workshop No. 2</p> <p>Introductions and Field Review / Analysing Field Experience / How to Strengthen WPC/VHWC / Managing Money / Water is Women's Business</p> <p>Technical Issues / Hygiene and Sanitation / Training Skills / Extra Module-Resistance to Change</p>

Expected Users:

The DCT and Extension Workers

When to Use:

1. When the DCT members:

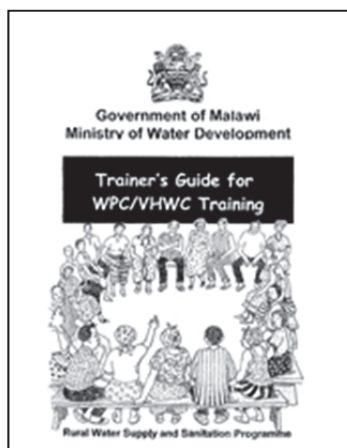
- Conduct the training of Extension Workers.
- Supervise, follow-up and monitor RWSS activities done by Extension Workers.

2. When the Extension Workers:

- Enters the community, meet leaders and introduce the RWSS project to the community leaders.
- When building participation of women and different sections and groups in the village.
- When fostering awareness and commitment to Community based management.
- When fostering decision-making on siting and technical issues of rural water supply and sanitation.
- When giving advice on how to raise and manage money.
- When facilitating action on hygiene and sanitation.

- When planning and writing reports on Water, Sanitation and Hygiene Activities in the Communities.
- When collaborating with other stakeholders and players such as NGOs, CSOs, CBOs in RWSSP in the district.
- When monitoring and making follow-up of Water, Sanitation and Hygiene Activities in the Communities.
- During Problem Solving and building Teamwork.
- When Strengthening WPC/VHWC.
- When Dealing with Resistance.

Trainer's Guide for WPC/VHWC Training



Reference No.	TM-WSS2-D-MWDI-E
Author	Ministry of Water Development and Irrigation
Publisher	Ministry of Water Development and Irrigation
Year of Publication	1999
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/handle/123456789/1377

Abstract: This guide is one of the manuals for building community based management of water supply, sanitation and hygiene.

Contents:

Introduction Workshop One (Planning) Tasks, Organisation, & Meetings / Facility Management Plan / Options, Siting, and Construction / Money and Maintenance / Hygiene and Sanitation / Action Planning and Evaluation Workshop Two (Construction) Review & Problem Solving / Planning for Construction / Money and	Maintenance / Hygiene Education / Action Planning and Evaluation Workshop Three (O&M) Review & Problem Solving / Operation and maintenance / Managing Money and Records / Meetings and Record Keeping / Hygiene Education / Sanitation Promotion / Linkages and Networking Monitoring / Action Planning and Evaluation
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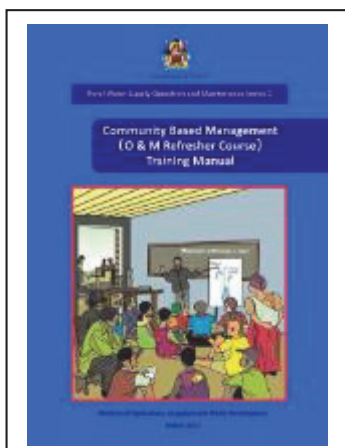
Expected Users: The Extension Workers

When to Use:

When the Extension Workers:

- Conduct the training of Water Point Committees (WPCs) and Village Health and Water Committees (VHWCs) in implementing Rural Water Supply and Sanitation Programme
- Plan; implement; follow-up; and monitor and evaluate RWSS activities.
- Conducting the siting for the construction of rural water supply and sanitation facilities.

Community based management (O&M Refresher Course) Training Manual



Reference No.	TM-WSS2-D-MWDI-E
Author	Ministry of Agriculture, Irrigation and Water Development
Publisher	Ministry of Agriculture, Irrigation and Water Development
Year of Publication	2015
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/

Abstract: This volume is to provide direction on the implementation of rural water supply and sanitation in Malawi focussing on village level operation and maintenance of hand pumps such as Afridev Pumps. The volume covers financial and administrative arrangements, institutional frameworks, roles of different players and capacity building, processes and methodologies for rural water supply programmes.

Contents:

1. INTRODUCTION	6. Roles of Different Players
2. Identifying the O&M issues	7. Planning for Operation and Maintenance
3. Financial Management	8. Mainstreaming Crosscutting Issues
4. Water Point Sanitation and Hygiene	9. Community Mobilization
5. Technical Components	10. Monitoring & Evaluation

Expected Users: National, district and village level government officers, development partners, etc.

When to Use:

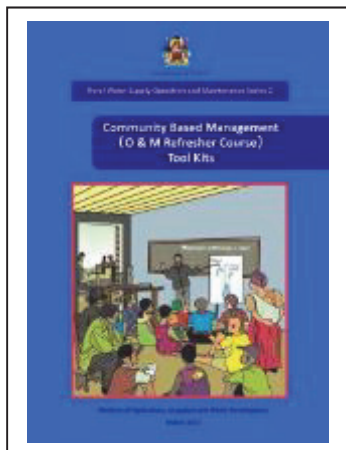
1. When the DCT members:

- Conduct the O&M refresher training of Extension Workers.
- Supervise, follow-up and monitor RWSS activities related to O&M done by Extension Workers.

2. When the Extension Workers:

- When planning and writing reports on Water, Sanitation and Hygiene Activities related to O&M in the Communities.
- When collaborating with other stakeholders and players such as NGOs, CSOs, CBOs in RWSSP in the district.
- Conduct the O&M refresher training of WPCs/VHWCs.
- When monitoring and making follow-up of Water, Sanitation and Hygiene Activities related to O&M in the Communities.

Community based management (O&M Refresher Course) Tool Kits



Reference No.	HB-WSS2-D-MWDI-E
Author	Ministry of Agriculture, Irrigation and Water Development
Publisher	Ministry of Agriculture, Irrigation and Water Development
Year of Publication	2015
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/

Abstract: This volume is to provide direction on the implementation of rural water supply and sanitation in Malawi focussing on village level operation and maintenance of hand pumps such as Afridev Pumps. The volume covers financial and administrative arrangements, institutional frameworks, roles of different players and capacity building, processes and methodologies for rural water supply programmes.

Contents:

1. How to use these tool kits	12. Informed Choice Booklet for Water Point Sanitation (Afridev Handpump Version)
2. Pre-survey Form	13. Village Head's Consensus Form for the Promotion of Water Point Sanitation
3. Unserilized Posters on O&M Issues	14. Promotion Song for Water Point Sanitation (We should not underrate)
4. Sample Training Timetable for CBM O&M Refresher Course	15. O&M schedule
5. Tariff Setting Booklet (Afridev Handpump Version)	16. Trouble Shooting Booklet (Afridev Handpump Version)
6. Form of User Contribution Book	17. Sample Designs for Security System (Afridev Handpump Version)
7. Form of Cash Book	18. Sample of Contract between WPC and AM
8. Promotion Song for Payment of Water (Water is Life)	19. Facility Management Plan Form
9. Village Head's Consensus Form for Promotion of Regular Payment of Water Fee	20. Action Plan Form
10. Sanitary Inspection Survey Form	21. WPC Meeting Agenda and Checklist
11. Visual Education Materials	22. Monitoring Form

Expected Users: National, district and village level government officers, development partners, etc.

When to Use:

1. When the DCT members:

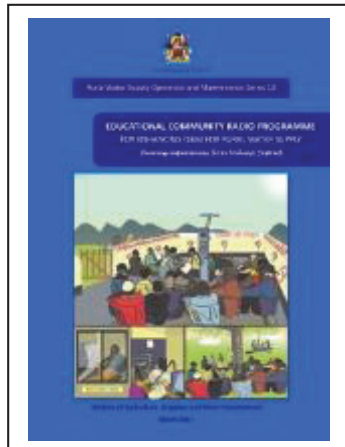
- Conduct the O&M refresher training of Extension Workers.
- Supervise, follow-up and monitor RWSS activities related to O&M done by Extension Workers.

2. When the Extension Workers:

- When planning and writing reports on Water, Sanitation and Hygiene Activities related to O&M in the Communities.
- Conduct the O&M refresher training of WPCs/VHWCs.

- When monitoring and making follow-up of Water, Sanitation and Hygiene Activities related to O&M in the Communities.

Education Community Radio Programme for Enhancing O&M for Rural Water Supply S Sharing experiences from Mchinji District



Reference No.	HB-WSS2-D-MWDI-E
Author	Ministry of Agriculture, Irrigation and Water Development
Publisher	Ministry of Agriculture, Irrigation and Water Development
Year of Publication	2015
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/

Abstract: This document was produced to share experiences for the production of an educational community radio program on operation and maintenance of rural water supply. It covers reasons behind using community radio, steps to produce the radio programme, the radio programme matrix, scripts of radio episodes, monitoring with Radio Listening Clubs and radio listeners, evaluation of the radio programme and impact assessment.

Contents:

1. Introduction	7. Step8: Evaluation and Feedback
2. Step 1: Research and Analysis	8. Step 9: Assessing the Impact
3. Step 2: Designing the Radio Matrix	9. Annexes: radio matrix, baseline survey questionnaire, feedback form, end-line survey questionnaire, scripts of radio episodes
4. Step 3: Pretesting	
5. Step 4: Recording the Radio Episodes Step	
6. Generating Publicity	
6. Step 7: Monitoring Implementation	

Expected Users: National, district and village level government officers, development partners, community radios, etc.

When to Use: Although 29 radio episodes recordings were developed for Mchinji District, most of the content are relevant to many other districts and therefore can be directly broadcast through community radios in an attempt to enhance community participation and ownership towards the operation and maintenance of boreholes to support the Community-based Management (CBM) training.

The document can be used as a guide for the development of a similar educational community radio programmes tailored to the specific needs and challenges of other districts, regions, and/or countries.

2.1.5 Maintaining Pump Borehole and Trouble Shooting

Title	Page No.	Ref. No.
Borehole Rehabilitation Handbook for Extension Workers	33	HB-WSS2-D-MWDI-E
Community Handbook on Water and Sanitation, Afridev Version	34	HB-WSS2-C-MWDI-E
Malangizo a Chitukuko cha Madzi ndi Zaumoyo M'midzi Pampu ya Afridev	35	HB-WSS2-C-MWDI-C
Community based management (O&M Refresher Course) Tool Kits	43	HB-WSS2-D-MWDI-E

2.1.6 Monitoring and Evaluation

Title	Page No.	Ref. No.
User Guide Manual on Monitoring and Evaluation Database for Water Points	29	TecM-WSS2-D -MWDI-E

2.1.7 References

Searching documents

Title	Page No.	Ref. No.
Water Supply Services Technical Document Management Guidelines	50	G-O-MWDI-E
O&M Technical Document Utilisation Handbook	51	HB-WSS1-N-MWDI-E
Catalogue of Malawi Standards	52	S-O-O-OGI-E

Policy and Act

Title	Page No.	Ref. No.
National Water Policy	54	P-WSS1-N-Gov-E
National Sanitation Policy	55	P-WSS1-N-Gov-E
Waterworks Act	56	L-WSS-N-Gov-E

National standard

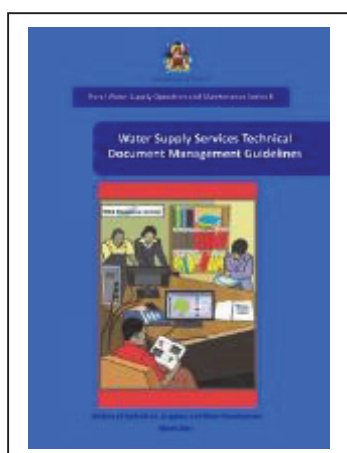
Title	Page No.	Ref. No.
Drinking Water – Specification (MS 214)	57	S-WSS4-N-OGI-E
Borehole Construction – Code of Practice (MS 532)	58	S-WSS1-N-OGI-E
Drinking Water Quality – Control and Surveillance of Water in Public Supply Networks (MS 678)	59	S-WSS4-N-OGI-E
Borehole and Shallow Well Water Quality – Specification (MS 733)	60	S-WSS4-N-OGI-E

Strategy and Framework

Title	Page No.	Ref. No.
Malawi Growth and Development Strategy II 2011-2016 (MDGS II)	53	P-G2-N-Gov-E
Malawi Rural Water Supply Investment Plan 2014-2020	61	P-WSS-2

Title	Page No.	Ref. No.
National 10 year sanitation and hygiene Investment Plan and strategy	62	P-WSS-2

Water Supply Services Technical Document Management Guidelines



Reference No.	G-O-MWDI-E
Author	Ministry of Agriculture, Irrigation and Water Development
Publisher	Ministry of Agriculture, Irrigation and Water Development
Year of Publication	2015
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/

Abstract: This volume was produced to guide all stakeholders who need to newly produce, to revise/update and/or to dispose the existing documents within Water Supply Services Department of MoAIWD. The definitions of the terms related to technical document management are introduced, and the rules and regulations on the approval process of the official technical documents are stipulated. The latter part of the guidelines introduces the ways to manage the collection of technical documents at WSS Resource Centre, placed in the WSS Department.

Contents:

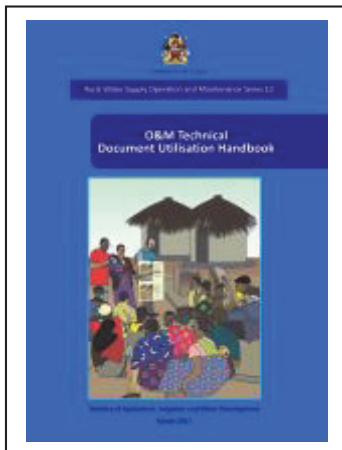
<p>Chapter I. Introduction Legal framework related to official document management / Definition of terms / etc.</p> <p>Chapter II. The Guidelines for the Technical Document Approval Process (new creation / revision / Disposal) Management structure and responsible personnel /Approval Procedure / Regular Review of the Live Documents</p>	<p>Chapter III. Management of Collections Accessioning and classification / Maintenance and management of document information /Maintenance of collection / Management of digital documents</p>
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Expected Users: The officers of MoAIWD and DPs

When to Use:

- When you need to know the official approval process while creating new technical documents, or to revise / update the existing technical documents.
- When you need to know how the collection of books is managed in the WSS Department.

O&M Technical Document Utilisation Handbook



Reference No.	HB-WSS1-N-MWDI-E
Author	Ministry of Agriculture, Irrigation and Water Development
Publisher	Ministry of Agriculture, Irrigation and Water Development
Year of Publication	2015
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/

Abstract: This volume introduces useful documents for the planners and practitioners of rural water supply operation and maintenance. The handbook defines key terms in document classification and explains the hierarchical order of the technical documents. Thirty titles of technical documents are introduced page by page, as the book introduction part is structured in such a way that the readers can search the needed document by the process steps of O&M, by category, by users or by alphabetical order.

Contents:

<p>Chapter I. Introduction</p> <p>How to use the this handbook / Definition of key terms / Hierarchical order of the documents / Process steps in Community-managed O&M</p>	<p>Chapter II. Introduction of Key Documents</p> <p>Introduction of key documents by topics and action steps</p> <p>Searching the document in this volume</p>
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Expected Users: All stakeholders who want to refer the document related rural water supply and sanitation and O&M

When to Use:

- When you search technical documents related to rural water supply O&M
- When you wonder which document you need to refer to for a particular purpose in rural water supply O&M
- When you need to know the collection of WSS Department

Catalogue of Malawi Standards



Reference No.	S-O-O-OGI-E
Author	Malawi Standards Board
Publisher	Malawi Standards Board
Year of Publication	2009
Where to access	WSS Resource Centre / Malawi Standards Board
URL	-

Abstract: This volume provides information on national standards approved and prepared by Malawi Bureau of Standards (MBS), including water-related standards such as water quality, surveillance, and water works.

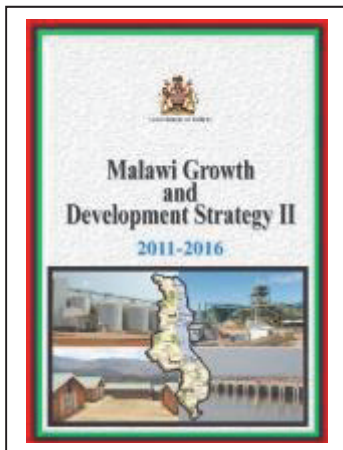
Contents:

✓ Introduction	✓ Price list of Malawi Standards
✓ Mission of the Malawi Bureau of Standards	✓ Standards Development Pathway
✓ Objectives of the Malawi Bureau of Standards	✓ Numerical list of Malawi Standards
✓ Malawi Bureau of Standards Organisational Structure	✓ List of Standards according to ICS Classification
✓ List of Technical Committees of the Malawi Bureau of Standards	✓ Summary Analysis of Printed Malawi Standards
✓ List of Withdrawn Standards	✓ Alphabetical Index

Expected Users: All stakeholders

When to use: When to search for national standard items and details

Malawi Growth and Development Strategy II 2011-2016 (MDGS II)



Reference No.	P-G2-N-Gov-E
Author	Malawi Government
Publisher	Malawi Government
Year of Publication	2013
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/

Abstract: MGDS II is the overarching medium term strategy for Malawi designed to attain Malawi's long term development aspirations.

Through the nine key priority areas from six thematic areas, MGDS II maintains a balance among economic, social and environmental components of the economy with which the government intends to reduce poverty and bring about prosperity in the medium term while accelerating attainment of the Millennium Development Goals (MDGs).

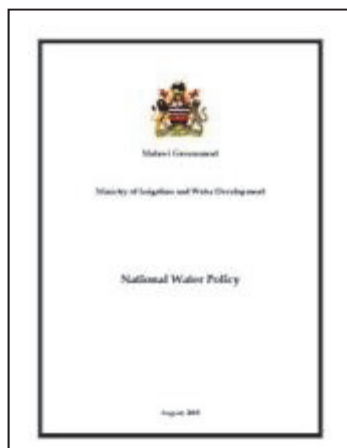
Contents:

1. Introduction	5. Key Priority Areas
2. Background	➤ Agriculture and Food Security
3. Macroeconomic Framework	➤ Energy, Industrial Development, Mining and Tourism
4. Thematic Areas	➤ Transport Infrastructure and Nsanje World Inland Port
➤ Sustainable Economic Growth	➤ Education, Science and Technology
➤ Social Development	➤ Public Health, Sanitation, Malaria and HIV and AIDS Management
➤ Social Support and Disaster Risk Management	➤ Integrated Rural Development
➤ Infrastructure Development	➤ Child Development, Youth Development and Empowerment
➤ Governance	➤ Climatic Change, Natural Resources and Environmental Management
➤ Gender and Capacity Development	6. Implementation Framework

Expected Users: All stakeholders

When to Use: When you need to refer to the governing development strategy of the country.

National Water Policy



Reference No.	P-WSS1-N-Gov-E
Author	Malawi Government
Publisher	Malawi Government
Year of Publication	2005
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/handle/123456789/1371

Abstract: The National Water Policy is to provide the guiding policy on proper implementation of various activities in water and sanitation sector, by addressing a number of challenges, while contributing to achieving the national development agenda. The government of Malawi committed itself to improving coverage of equitable access to safe and potable water by putting the proper mechanisms in place, for conservation and management of water resources, operations and maintenance of the water facilities, which may include integrated water resources management (IWRM) and community-based management (CBM).

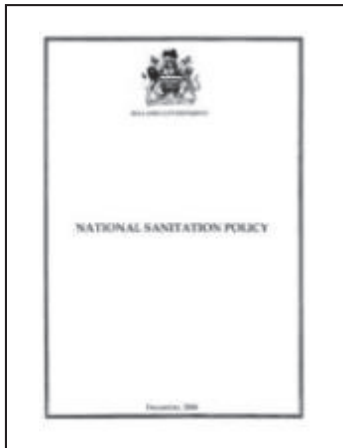
Contents:

<ol style="list-style-type: none"> 1. Background 2. Vision 3. Policy Goals, Objectives and Guiding Principles 4. Water Resources Management and Development 5. Water Quality and Pollution Control 6. Water Utilization <ul style="list-style-type: none"> ✓ Urban, Peri-urban and Market Centres Water Services ✓ Rural Water Services ✓ Agriculture Services ✓ Irrigation Services ✓ Navigation Services ✓ Fisheries ✓ Hydro-power Generation ✓ Eco-tourism and Recreation ✓ Forestry 	<ol style="list-style-type: none"> 7. Disaster management 8. Policy Monitoring and Evaluation 9. Institutional Roles and Linkages 10. Implementation Plan
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Expected Users: All stakeholders

When to Use: When you need to develop a development and investment plan in the water sector.

National Sanitation Policy



Reference No.	P-WSS1-N-Gov-E
Author	Malawi Government
Publisher	Malawi Government
Year of Publication	2008
Where to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/handle/123456789/1375

Abstract: The National Sanitation Policy is to provide a framework for development of programmes and initiatives that shall address sanitation and hygiene challenges, in order to improve the health and quality of human life, a better environment and a new way for sustainable wealth creation. This policy provides the guidelines for the development of an investment strategy that will be supported by development partners under a Sector Wide Approach for sanitation, as well.

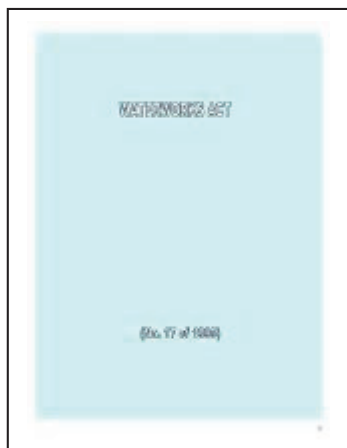
Contents:

<ol style="list-style-type: none"> 1. Introduction 2. Broad Policy Directions 3. Policy Themes <ul style="list-style-type: none"> Sanitation and Hygiene Promotion <ul style="list-style-type: none"> ✓ at National Level ✓ in Rural areas ✓ in Cities, Municipalities, Towns, Market Centres and Peri-urban Areas ✓ in Schools ✓ in Health Care Facilities 	<ol style="list-style-type: none"> 4. Institutional Roles and Linkages 5. Implementation / Investment Strategy 6. Monitoring and Evaluation
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Expected Users: All stakeholders

When to Use: When you need to develop a development and investment plan in the water sector.

Waterworks Act



Reference No.	L-WSS-N-Gov-E
Author	Malawi Government
Publisher	Malawi Government
Year of Publication	1995
How to access	WSS Resource Centre
URL	http://www.ndr.mw:8080/xmlui/handle/123456789/1374

Abstract: Waterworks Act is for the establishment of water boards, water areas and for the administration of such water areas for the development, operation and maintenance of waterworks and water-borne sewerage sanitation systems in Malawi, enacted in 1995.

Contents:

1. Preliminary	7. Inquiries
2. Water Boards, Membership, Power and Duties	8. Offences
3. Further Powers of the Boards	9. By-laws
4. Services and Supply of Water	10. Miscellaneous
5. Operation of Water-borne Sewerage Sanitation	11. Transitional Provisions
6. Financial Provisions	12. Repeals and Savings

Expected Users: All stakeholders

When to Use: When you need to develop a development and investment plan in the water sector.

Drinking Water – Specification (MS 214)



Reference No.	S-WSS4-N-OGI-E
Author	Malawi Standards Board
Publisher	Malawi Standards Board
Year of Publication	2005
Where to access	WSS Resource Centre / Malawi Standards Board
URL	-

Abstract: This volume provides the national standard specifications related to drinking water.

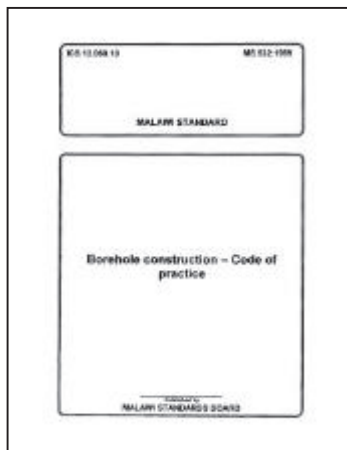
Contents:

✓ Technical Committee	✓ Requirements
✓ Scope	✓ Methods of test
✓ Normative reference	✓ Sampling
✓ Definitions	

Expected Users: All stakeholders

When to Use: When you need to refer to the national standard specifications related to drinking water.

Borehole Construction – Code of Practice (MS 532)



Reference No.	S-WSS1-N-OGI-E
Author	Malawi Standards Board
Publisher	Malawi Standards Board
Year of Publication	1999
Where to access	WSS Resource Centre / Malawi Standards Board
URL	-

Abstract: This volume provides the national standards (code of practice) in boring method, drilling diameters and depth, borehole cleaning, alignment and verticality, casing and screens for hand pumps installation and headwork's construction, testing and test methods, sampling and record of strata.

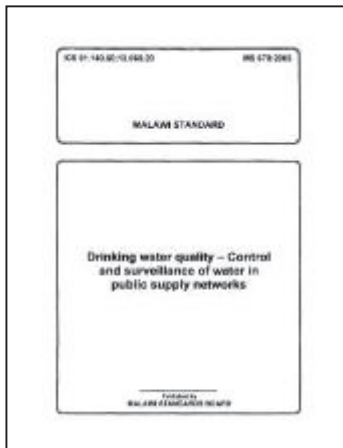
Contents:

<ul style="list-style-type: none"> ✓ Technical Committee ✓ Scope ✓ Definitions ✓ Borehole survey ✓ Water well drilling ✓ Drilling diameter ✓ Drilling depth ✓ Alignment and Verticality of boreholes ✓ Casing and screens for handpumps equipped boreholes 	<ul style="list-style-type: none"> ✓ Casing and screens for motorized equipped boreholes ✓ Gravel pack (filter pack) ✓ Borehole cleaning and development ✓ Handpump installation ✓ Headworks construction ✓ Testing and test methods ✓ Labelling ✓ Sampling and record of strata
---	--

Expected Users: All stakeholders

When to Use: When you need to refer to national standards related to borehole construction.

Drinking Water Quality – Control and Surveillance of Water in Public Supply Networks (MS 678)



Reference No.	S-WSS4-N-OGI-E
Author	Malawi Standards Board
Publisher	Malawi Standards Board
Year of Publication	2005
Where to access	WSS Resource Centre / Malawi Standards Board
URL	-

Abstract: This volume provides the national standards for defining the control and surveillance of water in public water supply networks. It also indicates the sample frequency and types of analysis required.

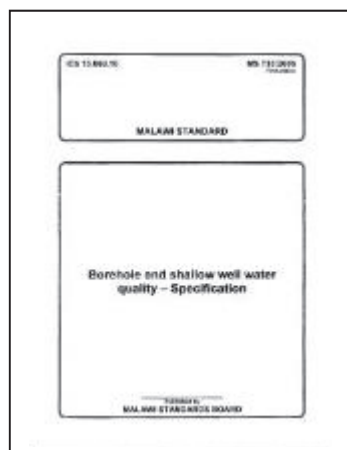
Contents:

- ✓ Technical Committee
- ✓ Scope
- ✓ Definitions
- ✓ Types of analysis
- ✓ Frequency of samples of samples for surveillance

Expected Users: All stakeholders

When to Use: When you need to refer to national standards that define the control and surveillance of water in public water supply networks.

Borehole and Shallow Well Water Quality – Specification (MS 733)



Reference No.	S-WSS4-N-OGI-E
Author	Malawi Standards Board
Publisher	Malawi Standards Board
Year of Publication	2005
Where to access	WSS Resource Centre / Malawi Standards Board
URL	-

Abstract: This volume provides information on national standard specifications related to untreated or raw ground water in boreholes and shallow wells suitable for human consumption and all usual domestic purposes.

Contents:

✓ Technical Committee	✓ Requirements
✓ Scope	✓ Contaminants
✓ Normative references	✓ Hygiene
✓ Definitions	✓ Sampling methods of water testing

Expected Users: All stakeholders

When to Use: When you need to refer to the national standard specifications related to Borehole and Shallow Well Water Quality.

Malawi Rural Water Supply Investment Plan 2014-2020



Reference No.	P-WSS-2
Author	Ministry of Agriculture, Irrigation and Water Development / Metaferia Consulting Engineers (MCE) of Ethiopia in association with Water and Environment Management Services (WEMS) of Malawi
Publisher	Ministry of Agriculture, Irrigation and Water Development / National Water Development Programme
Year of Publication	-
Where to access	WSS Resource Centre
URL	-

Abstract: This investment plan covering the period from 2014-2020 is developed in line with the principles of the Vision 2020 and the Malawi Growth and Development Strategies (MGDS II) . This plan includes activities to be undertaken, resources and capacities required, environmental and social issues to be addressed, capacity, policy and legal matters to be improved and population to be served, and also financial requirements for the implementation of the planned physical activities for the period of 2014 – 2020.

Contents:

1. INTRODUCTION	7. PROPOSED REHABILITATION AND EXPANSION OF EXISTING SCHEMES
2. POLICY AND LEGAL FRAMEWORK	8. PROPOSED NEW POTENTIAL SCHEMES
3. INSTITUTIONAL FRAMEWORK	9. FACILITIES REQUIRED TO ACHIEVE TARGETS SET BY 2014-2020
4. OVERVIEW OF RURAL WATER SUPPLY SERVICES	10. CAPACITY BUILDING & CATCHMENT PROTECTION ACTIVITIES
5. OVERVIEW OF WATER SECTOR INVESTMENT PLANS	11. COST ESTIMATIONS AND FINANCIAL ANALYSIS
6. PARAMETERS OF THE 2014-2020 PROPOSED RURAL WATER SUPPLY INVESTMENT PLAN	12. CONCLUSIONS AND RECOMMENDATIONS

Expected Users: All stakeholders

When to Use: When you need to refer the development and investment plan in the rural water supply sub-sector in Malawi.

National 10 year sanitation and hygiene Investment Plan and strategy



Reference No.	P-WSS-2
Author	Ministry of Water Development and Irrigation / ECOSIS / Ruo Consultants
Publisher	Ministry of Agriculture, Irrigation and Water Development / National Water Development Programme
Year of Publication	2012
Where to access	WSS Resource Centre
URL	-

Abstract: The Government of Malawi (GoM) has developed this volume (National 10 Year Sanitation and Hygiene Investment Plan and Strategy (NYSHIPS) for the irrigation, water and sanitation sector that will enable GoM to attain its vision of ensuring “Sanitation for All in Malawi” and its Mission of “ensuring ” that all people in Malawi own and have access to improved Sanitation facilities, practice safe hygiene, re-use and/or recycle waste for the sustainable management of the Environment and Socio-economic development. This Investment Plan presents the investment needed in order to meet the objectives set in the National Sanitation Policy. This plan shall provide the infrastructural platform required for growth in the different waster generation sectors.

Contents:

1. Introduction 2. Identification of Activities and Programs 2.1 Challenges in identifying the activities 2.2 Programs 2.3 Selection of activities 2.4 Cost calculation 3. Proposed Activities 3.1 Activities to be undertaken at the National level 3.2 Activities to be undertaken in the Rural Areas 3.3 Activities to be undertaken in the Urban Areas 3.4 Activities to be undertaken in Schools	3.5 Activities to be undertaken in Health Care Facilities 3.6 Standard design for individual sanitation systems 4. Investment Alternatives 4.1 Objective 4.2 Identification of priority activities 4.3 Alternative #1: full funding, 52% coverage by 2022 up to 87% coverage by 2030 4.4 Alternative #2: Limited funding: 26% coverage by 2022, up to 40% coverage by 2030 5. Conclusion
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Expected Users: All stakeholders

When to Use: When you need to refer the development and investment plan in the sanitation sub-sector in Malawi.

2.2 Searching for Documents in this Handbook

2.2.1 List of documents by category

National policies

Title	Page No.	Ref. No.
National Water Policy	54	P-WSS1-N-Gov-E
National Sanitation Policy	55	P-WSS1-N-Gov-E

National strategies and framework

Title	Page No.	Ref. No.
Malawi Growth and Development Strategy II 2011-2016 (MDGS II)	53	P-G2-N-Gov-E
Malawi Rural Water Supply Investment Plan 2014-2020	61	P-WSS-2
National 10 year sanitation and hygiene Investment Plan and strategy	62	P-WSS-2

National guidelines and Implementation manuals

Title	Page No.	Ref. No.
Water Supply Services Technical Document Management Guidelines	50	G-O-MWDI-E
Implementation Guidelines for Rural Water Supply and Sanitation	22	G-WWS1-N-MWDI-E
Water Supply and Sanitation District Operation Manual	23	IM-WSS1-D-MWDI-E
Implementation Manual for Piped and Point Water Supply System	24	IM-WSS1-D-MWDI-E
Implementation Manual for Town, Market Center and Surrounding Villages, Piped Water Supply and Sanitation	25	IM-WSS3-D-MWDI-E

Participatory Sanitation and Hygiene Promotion Implementation Manual	26	IM-WSS4-D-M WDI-E
Guide Manual for Establishment and Management of Area Mechanic System	27	IM-WSS2-D-M WDI-E
Guide Manual for Establishment of Afridev Hand Pump Spare Parts Supply Chain	28	IM-WSS2-D-M WDI-E

Training manuals / Technical Manuals

Title	Page No.	Ref. No.
User Guide Manual on Monitoring and Evaluation Database for Water Points	29	TecM-WSS2-D-M MWDI-E
Training Manual for Area Mechanics	32	TM-WSS2-D-M WDI-E/C
Training Manual for Hand Pump Spare Parts Retail Shop Owners	37	TM-WSS2-D-M WDI-E/C
Trainer's Guide for Extension Worker Training	39	TM-WSS2-D-M WDI-E
Trainer's Guide for WPC/VHWC Training	41	TM-WSS2-D-M WDI-E
Community based management (O&M Refresher Course) Training Manual	42	TM-WSS2-D-M WDI-E

Tools/handbooks

Title	Page No.	Ref. No.
District O&M Planning Handbook	30	HB-WSS2-D-M WDI-E
Borehole Rehabilitation Handbook for Extension Workers	33	HB-WSS2-D-M WDI-E
Community Handbook on Water and Sanitation, Afridev Version	34	HB-WSS2-C-M WDI-E
Malangizo a Chitukuko cha Madzi ndi Zaumoyo M'midzi Pampu ya Afridev	35	HB-WSS2-C-M WDI-C
Community based management (O&M Refresher Course) Tool Kits	43	HB-WSS2-D-M WDI-E
O&M Technical Document Utilisation Handbook	51	HB-WSS1-N-M WDI-E

2.2.2 List of documents by the intended users

DCT

Title	Page No.	Ref. No.
Borehole Rehabilitation Handbook for Extension Workers	33	HB-WSS2-D-M WDI-E
Community based management (O&M Refresher Course) Tool Kits	43	HB-WSS2-D-M WDI-E
Community based management (O&M Refresher Course) Training Manual	42	TM-WSS2-D-M WDI-E
District O&M Planning Handbook	30	HB-WSS2-D-M WDI-E
Guide Manual for Establishment and Management of Area Mechanic System	27	IM-WSS2-D-M WDI-E
Guide Manual for Establishment of Afridev Hand Pump Spare Parts Supply Chain	28	IM-WSS2-D-M WDI-E
Implementation Guidelines for Rural Water Supply and Sanitation	22	G-WWS1-N-M WDI-E
Implementation Manual for Piped and Point Water Supply System	24	IM-WSS1-D-M WDI-E
Implementation Manual for Town, Market Center and Surrounding Villages, Piped Water Supply and Sanitation	25	IM-WSS3-D-M WDI-E
Malawi Growth and Development Strategy II 2011-2016 (MDGS II)	53	P-G2-N-Gov-E
National Sanitation Policy	55	P-WSS1-N-Gov-E
National Water Policy	54	P-WSS1-N-Gov-E
O&M Technical Document Utilisation Handbook	51	HB-WSS1-N-M WDI-E
Participatory Sanitation and Hygiene Promotion Implementation Manual	26	IM-WSS4-D-M WDI-E
Trainer's Guide for Extension Worker Training	39	TM-WSS2-D-M WDI-E
Training Manual for Area Mechanics	32	TM-WSS2-D-M WDI-E/C
Training Manual for Hand Pump Spare Parts Retail Shop Owners	37	TM-WSS2-D-M WDI-E/C

Title	Page No.	Ref. No.
User Guide Manual on Monitoring and Evaluation Database for Water Points	29	TecM-WSS2-D-MWDI-E
Water Supply and Sanitation District Operation Manual	23	IM-WSS1-D-MWDI-E
Water Supply Services Technical Document Management Guidelines	50	G-O-MWDI-E

Extension Workers (EWs)

Title	Page No.	Ref. No.
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Community based management (O&M Refresher Course) Tool Kits	43	HB-WSS2-D-MWDI-E
Community based management (O&M Refresher Course) Training Manual	42	TM-WSS2-D-MWDI-E
Trainer's Guide for Extension Worker Training	39	TM-WSS2-D-MWDI-E
Trainer's Guide for WPC/VHWC Training	41	TM-WSS2-D-MWDI-E
Training Manual for Area Mechanics	32	TM-WSS2-D-MWDI-E/C
Training Manual for Hand Pump Spare Parts Retail Shop Owners	37	TM-WSS2-D-MWDI-E/C

Area Mechanics (AMs)

Title	Page No.	Ref. No.
Community based management (O&M Refresher Course) Tool Kits	43	HB-WSS2-D-MWDI-E
Community Handbook on Water and Sanitation, Afridev Version	34	HB-WSS2-C-MWDI-E
Malangizo a Chitukuko cha Madzi ndi Zaumoyo M'midzi Pampu ya Afridev	35	HB-WSS2-C-MWDI-C
Trainer's Guide for WPC/VHWC Training	41	TM-WSS2-D-MWDI-E

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Title	Page No.	Ref. No.
District O&M Planning Handbook	30	HB-WSS2-D-M WDI-E
Guide Manual for Establishment and Management of Area Mechanic System	27	IM-WSS2-D-M WDI-E
Guide Manual for Establishment of Afridev Hand Pump Spare Parts Supply Chain	28	IM-WSS2-D-M WDI-E
Implementation Guidelines for Rural Water Supply and Sanitation	22	G-WWS1-N-M WDI-E
Implementation Manual for Piped and Point Water Supply System	24	IM-WSS1-D-M WDI-E
Implementation Manual for Town, Market Center and Surrounding Villages, Piped Water Supply and Sanitation	25	IM-WSS3-D-M WDI-E
Malawi Growth and Development Strategy II 2011-2016 (MDGS II)	53	P-G2-N-Gov-E
National Sanitation Policy	55	P-WSS1-N-Gov-E
National Water Policy	54	P-WSS1-N-Gov-E
O&M Technical Document Utilisation Handbook	51	HB-WSS1-N-M WDI-E
Participatory Sanitation and Hygiene Promotion Implementation Manual	26	IM-WSS4-D-M WDI-E
Malawi Rural Water Supply Investment Plan 2014-2020	61	P-WSS-2
National 10 year sanitation and hygiene Investment Plan and strategy	62	P-WSS-2
User Guide Manual on Monitoring and Evaluation Database for Water Points	29	TecM-WSS2-D-M WDI-E
Water Supply and Sanitation District Operation Manual	23	IM-WSS1-D-M WDI-E
Water Supply Services Technical Document Management Guidelines	50	G-O-MWDI-E

All Stakeholders

Title	Page No.	Ref. No.
Malawi Growth and Development Strategy II 2011-2016 (MDGS II)	53	P-G2-N-Gov-E
National Water Policy	54	P-WSS1-N-Gov-E
National Sanitation Policy	55	P-WSS1-N-Gov-E
Malawi Rural Water Supply Investment Plan 2014-2020	61	P-WSS-2
National 10 year sanitation and hygiene Investment Plan and strategy	62	P-WSS-2

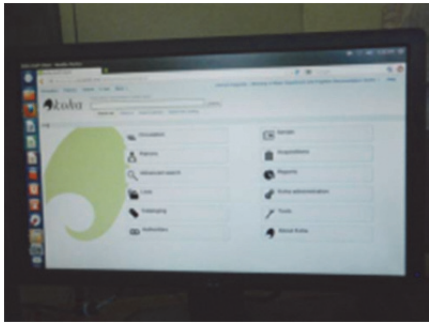


2.2.3 List of documents in alphabetical order

Title	Page No.	Ref. No.
Borehole Rehabilitation Handbook for Extension Workers	33	HB-WSS2-D-M WDI-E
Community based management (O&M Refresher Course) Tool Kits	43	HB-WSS2-D-M WDI-E
Community based management (O&M Refresher Course) Training Manual	42	TM-WSS2-D-M WDI-E
Community Handbook on Water and Sanitation, Afridev Version	34	HB-WSS2-C-M WDI-E
District O&M Planning Handbook	30	HB-WSS2-D-M WDI-E
Education Community Radio Programme for Enhancing O&M for Rural Water Supply S Sharing experiences from Mchinji District	45	HB-WSS2-D-M WDI-E
Guide Manual for Establishment and Management of Area Mechanic System	27	IM-WSS2-D-M WDI-E
Guide Manual for Establishment of Afridev Hand Pump Spare Parts Supply Chain	28	IM-WSS2-D-M WDI-E
Implementation Guidelines for Rural Water Supply and Sanitation	22	G-WWS1-N-M WDI-E
Implementation Manual for Piped and Point Water Supply System	24	IM-WSS1-D-M WDI-E

Title	Page No.	Ref. No.
Implementation Manual for Town, Market Center and Surrounding Villages, Piped Water Supply and Sanitation	25	IM-WSS3-D-M WDI-E
Malangizo a Chitukuko cha Madzi ndi Zaumoyo M'midzi Pampu ya Afridev	35	HB-WSS2-C-M WDI-C
Malawi Growth and Development Strategy II 2011-2016 (MDGS II)	53	P-G2-N-Gov-E
Malawi Rural Water Supply Investment Plan 2014-2020	61	P-WSS-2
National 10 year sanitation and hygiene Investment Plan and strategy	62	P-WSS-2
National Sanitation Policy	55	P-WSS1-N-Gov-E
National Water Policy	54	P-WSS1-N-Gov-E
O&M Technical Document Utilisation Handbook	51	HB-WSS1-N-M WDI-E
Participatory Sanitation and Hygiene Promotion Implementation Manual	26	IM-WSS4-D-M WDI-E
Trainer's Guide for Extension Worker Training	39	TM-WSS2-D-M WDI-E
Trainer's Guide for WPC/VHWC Training	41	TM-WSS2-D-M WDI-E
Training Manual for Area Mechanics	32	TM-WSS2-D-M WDI-E/C
Training Manual for Hand Pump Spare Parts Retail Shop Owners	37	TM-WSS2-D-M WDI-E/C
User Guide Manual on Monitoring and Evaluation Database for Water Points	29	TecM-WSS2-D-M WDI-E
Water Supply and Sanitation District Operation Manual	23	IM-WSS1-D-M WDI-E
Water Supply Services Technical Document Management Guidelines	50	G-O-MWDI-E

2.2.4 Other document search avenues

The following websites can also be used to search for technical documents;

MoAIWD WSS Resource Centre (Koha catalogs)	Malawi National Digital Repository
URL: www.wss-resourcecentre.gov.mw	URL: www.ndr.mw:8080/xmlui/
	
Malawi WES network	
URL: www.wesnetwork.org.mw/Recourses.html	
	

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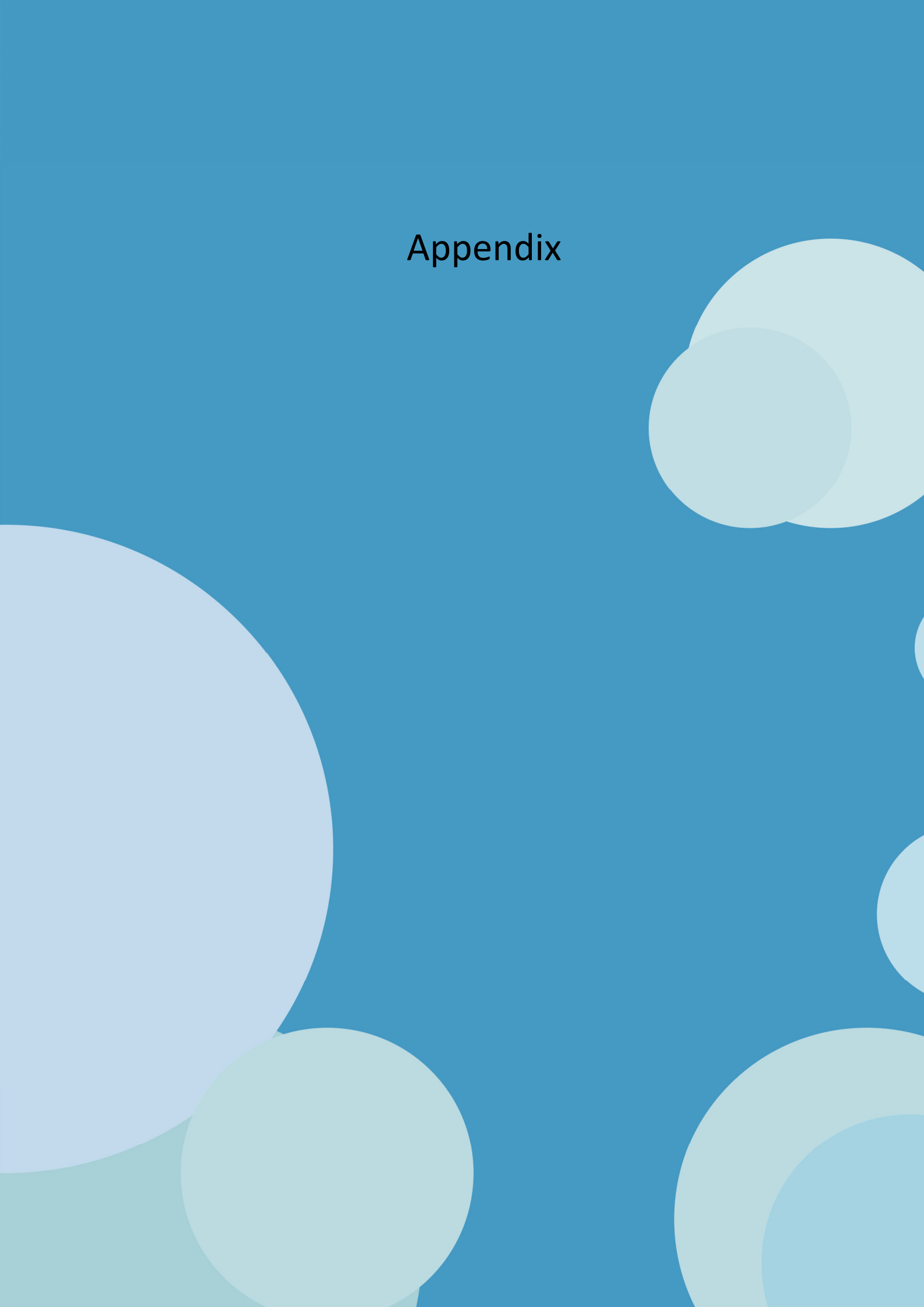


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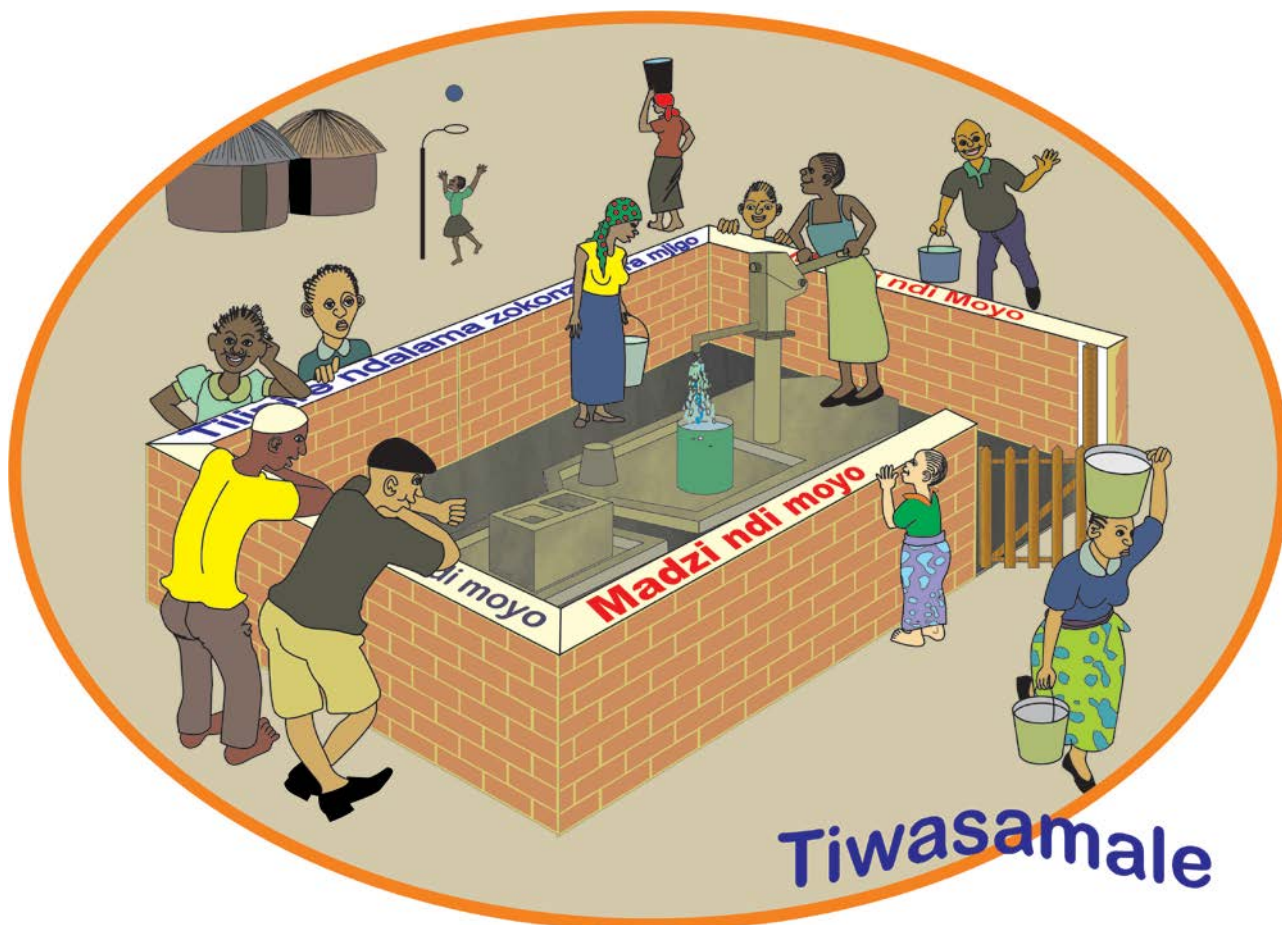
Document Hierarchy and Category Codes		Common codes indicating Target, Publisher and Language of the Volume		
		Target code	Publisher code	Language code
P: POLICY				
P-G-1	Government policy	N National level D Regional / District level C Community level O Others	Gov Government of Malawi MWDI Ministry of Agriculture, Irrigation and Water Development OGI Other government institutions than Government of Malawi or MoAIWD DP Development partners Oth Others	E English C Chewa
P-G-2	Government strategy			
P-WSS-1	Government policy in water supply and sanitation			
P-WSS-2	Government strategy in water supply and sanitation			
P-H-1	Government policy in health			
P-H-2	Government strategy in health			
P-LG-1	Government policy in local governments			
P-LG-2	Government strategy in local governments			
P-E-1	Government policy in education			
P-E-2	Government strategy in education			
P-O-1	Government policy other than water, sanitation, health, local governments and education			
P-O-2	Government strategy other than, governance, public administration, water, sanitation, health, local governments and education			
L: LAW / ACT				
L-G	Law / act, governance and public administration, general	N National level D Regional / District level C Community level O Others	Gov Government of Malawi MWDI Ministry of Agriculture, Irrigation and Water Development OGI Other government institutions than Government of Malawi or MoAIWD DP Development partners Oth Others	E English C Chewa
L-WSS	Law / act in water supply and sanitation			
L-H	Law / act in health			
L-LG	Law / act in local governments			
L-E	Law / act in education			
L-O	Law / act other than governance, public administration, water supply, sanitation, health, local governments and education			
IM: IMPLEMENTATION GUIDELINES				
IM-G	Implementation guidelines, governance and public administration, general	N National level D Regional / District level C Community level O Others	Gov Government of Malawi MWDI Ministry of Agriculture, Irrigation and Water Development OGI Other government institutions than Government of Malawi or MoAIWD DP Development partners Oth Others	E English C Chewa
IM-WSS-1	Implementation guidelines in water supply sanitation, general			
IM-WSS-2	Implementation guidelines in water supply sanitation, point water supply			
IM-WSS-3	Implementation guidelines in water supply and sanitation, piped water supply			
IM-WSS-4	Implementation guidelines in water supply and sanitation, hygiene and sanitation			
IM-H	Implementation guidelines in health			
IM-LG	Implementation guidelines in local governments			
IM-E	Implementation guidelines in education			
IM-O	Implementation guidelines other than governance, public administration, water supply, sanitation, health, local governments and education			
TM: TRAINING MANUALS				
TM-G	Training manual in governance and public administration, general	N National level D Regional / District level C Community level O Others	Gov Government of Malawi MWDI Ministry of Agriculture, Irrigation and Water Development OGI Other government institutions than Government of Malawi or MoAIWD DP Development partners Oth Others	E English C Chewa
TM-WSS-1	Training manual in water supply and sanitation, general			
TM-WSS-2	Training manual in water supply and sanitation, point water supply			
TM-WSS-3	Training manual in water supply and sanitation, piped water supply			
TM-WSS-4	Training manual in water supply and sanitation, hygiene and sanitation			
TM-H	Training manual in health			
TM-LG	Training manual in local governments			
TM-E	Training manual in education			
TM-O	Training manual other than governance, public administration, water supply, sanitation, health, local governments and education			

Table of Document Classification

Document Hierarchy and Category Codes		Common codes indicating Target, Publisher and Language of the Volume			
		Target code		Publisher code	Language code
TecM: TECHNICAL MANUALS					
TecM-G	Technical manual in governance and public administration, general	N	National level	Gov Government of Malawi	E English
TecM-WSS-1	Technical manual in water supply and sanitation, general	D	Regional / District level	MWDI Ministry of Agriculture, Irrigation and Water Development	C Chewa
TecM-WSS-2	Technical manual in water supply and sanitation, point water supply	C	Community level		
TecM-WSS-3	Technical manual in water supply and sanitation, piped water supply	O	Others	OGI Other government institutions than Government of Malawi or MoAIWD	
TecM-WSS-4	Technical manual in water supply and sanitation, hygiene and sanitation				
TecM-H	Technical manual in health				
TecM-LG	Technical manual in local governments			DP Development partners	
TecM-E	Technical manual in education			Oth Others	
TecM-O	Technical manual other than governance, public administration, water supply, sanitation, health, local governments and education				
HB: HANDBOOK / TRAINING MATERIALS					
HB-G	Handbook / training materials in governance and public administration, general	N	National level	Gov Government of Malawi	E English
HB-WSS-1	Handbook / training materials in water supply and sanitation, general	D	Regional / District level	MWDI Ministry of Agriculture, Irrigation and Water Development	C Chewa
HB-WSS-2	Handbook / training materials in water supply and sanitation, point water supply	C	Community level		
HB-WSS-3	Handbook / training materials in water supply and sanitation, piped water supply	O	Others	OGI Other government institutions than Government of Malawi or MoAIWD	
HB-WSS-4	Handbook / training materials in hygiene and sanitation				
HB-H	Handbook / training materials in health				
HB-LG	Handbook / training materials in local			DP Development partners	
HB-E	Handbook / training materials in education			Oth Others	
HB-O	Handbook / training materials other than governance, public administration, water supply, sanitation, health, local governments and education				
R: REPORTS					
R-G-1	Report in governance and public administration, situation analysis, general	N	National level	Gov Government of Malawi	E English
R-G-2	Report in governance and public administration, programme / project report	D	Regional / District level	MWDI Ministry of Agriculture, Irrigation and Water Development	C Chewa
R-G-3	Report in governance and public administration, survey report	C	Community level		
R-G-4	Report in governance and public administration, area-specific report	O	Others	OGI Other government institutions than Government of Malawi or MoAIWD	
R-G-5	Report in governance and public administration, training report				
R-G-6	Report in governance and public administration, others				
R-WSS-1	Report in water supply and sanitation, sector review, situation analysis, general			DP Development partners	
R-WSS-2	Report in water supply and sanitation, programme / project report			Oth Others	
R-WSS-3	Report in water supply and sanitation, survey				
R-WSS-4	Report in water supply and sanitation, area-specific report				
R-WSS-5	Report in water supply and sanitation, training				
R-WSS-6	Report in water supply and sanitation, others				

Table of Document Classification

Document Hierarchy and Category Codes		Common codes indicating Target, Publisher and Language of the Volume		
		Target code	Publisher code	Language code
R-H-1	Report in health, sector reviews, situation analysis, general			
R-H-2	Report in health, programme / project report			
R-H-3	Report in health, survey report			
R-H-4	Report in health, area-specific report			
R-H-5	Report in health, training report			
R-H-6	Report in health, others			
R-LG-1	Report in local governments, sector review, situation analysis, general			
R-LG-2	Report in local governments, programme / project report			
R-LG-3	Report in local governments, survey report			
R-LG-4	Report in local governments, area-specific report			
R-LG-5	Report in local governments, training report			
R-LG-6	Report in local governments, others			
R-E-1	Report in education, sector review, situation analysis, general			
R-E-2	Report in education, programme / project report			
R-E-3	Report in education, survey report			
R-E-4	Report in education, area-specific report			
R-E-5	Report in education, training report			
R-E-6	Report in education, others			
R-O	Other reports			
O: OTHERS		N National level D Regional / District level C Community level O Others	Gov Government of Malawi MWDI Ministry of Agriculture, Irrigation and Water Development OGI Other government institutions than Government of Malawi or MoAIWD DP Development partners Oth Others	E English C Chewa
O-G	Other uncategorised documents related to water, general			
O-WSS	Other uncategorised documents related to water, water supply and sanitation			
O-H	Other uncategorised documents related to water, health			
O-LG	Other uncategorised documents related to water, local governments			
O-E	Other uncategorised documents related to water, education			
O-O	Other uncategorised documents related to water, others			
OTW: OTHER THAN WATER		N National level D Regional / District level C Community level O Others	Gov Government of Malawi MWDI Ministry of Agriculture, Irrigation and Water Development OGI Other government institutions than Government of Malawi or MoAIWD DP Development partners Oth Others	E English C Chewa
OTW-O	Other uncategorised documents, not related to			



Rural Water Supply Operation and Maintenance Series were developed for planners, managers and practitioners for the practices of operation and maintenance of boreholes fitted with Afridev hand pumps in rural Malawi.