Memorandum of Understanding:

Support of the WUAF

This MoU for the support of the WUAF is made and entered

By:

The Water user association federation (WUAF) of ……………………Zone ……………………Woreda …………………. Kebele,

1 Name ……………………………………Position ……………………………Phone……………………..

2 Name ……………………………………Position ……………………………Phone……………………..

3 Name ……………………………………Position ……………………………Phone……………………..

And

The Woreda Water Office (WWO) of ……………………………………………………………………

represented by : Name ……………………………………Position …………………………………… Phone……………………..

And

The Inter Aide France NGO (IAF), represented by: Name …………………………………..…

Position …………………………………… Phone……………………………….

whose office is located at ………………………………………………………

**Whereas:** The WWO in collaboration with IAF desires to assist the federation (WUAF) in developing its capacities to manage water and sanitation in its Kebele. The present agreement aims at defining the roles and obligations of the three parties in developing:

* The WUAF institutional and financial capabilities
* The capabilities of the WUAF to maintain the water scheme under its responsibilities
* The water coverage of the Kebele (according to WWO and IAF plan)

**Water agent:** in order to capacitate the WUAF in maintaining its water scheme, 1 WUAF water agent should be identified. At least one must be present no more than 12 days per month on the working site, and will be trained by IAF staff. This water agent will receive 40 ETB daily compensation. He will paid by the WUA as soon as the construction starts. If the total amount exceeds 800 x nb new/rehabilitated WP, IAF will cover for the remaining months. Other works requested by the WUAF (diagnosis,…) should be paid by the WUAF.

WUAF and WUA calendar of activities

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | July | August | September | October | November | December | January | February | March | April | May | June |
| WUAF Board | WUAF Action Planin collaboration with WWO |  |  |  |  | WUAF Contribution |  | Restocking of spare parts | Validation of yearly report made by WSA | General Assembly & Financial report |
| Water Agent |  |  |  |  | Diagnosis |  | WUA Action Plan | WUA Financial Audit&Follow-up of action plan |
| WUA |  |  |  |  |  | HH Contribution |  |  |  |
|  |  |  | 🡪 |  |  |  |  |  |  |  |  |
|  |  | MoU with IAF/RCDBIA |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Quarter | WUAF Obligations | IAF Obligations | WWO Obligation |
| Q1From ………..To…………….. |  |  |  |
| Q2From ………..To…………….. |  |  |  |
| Quarter | WUAF Obligations | IAF Obligations | WWO Obligation |
| Q3 From ………..To…………….. |  |  |  |
| Q4From ………..To…………….. |  |  |  |

**Respect of the obligation:** Each party agrees to respect its obligations within the delay fixed by the following timetable, unless the delay is clearly justified as beyond the capacity of the responsible party.

In the even that one of the three parties did not respect its obligations within the planned quarter; the other parties have the right to suspend their own obligation.

Done in , on the (date).

Read and accepted

For the WUAF

1. Name

Signature

1. Name

Signature

1. Name

Signature For the WWO

Name

Signature

For IAF

Name

Signature

**Annex 1:** Non exhaustive list of possible obligation:

For WUAF:

1. Increase their capacity by achieving point 1 to 5 of annex 2 list
2. Conduct the diagnostic
3. Buy the all the needed spare parts (list appended)
4. Conduct action to improve one of WUA fee collection recovery
5. Maintain system by their own means (Grade B Water Points)
6. Maintain system by contracting private operator (Grade C water point)
7. Actively participate in mobilization and organization of the community prior to construction
8. Manage the community during construction of water scheme
9. Conduct action to promote the use of latrines

For WWO:

1. Assist and certified the creation of the WUA and WUAF
2. Conduct Federation basic training
3. Organize specific training (i.e on finance)
4. Provide technical support for maintenance of Grace C scheme
5. Organize or conduct WUAF financial audit

For IAF:

1. Assign IAF staff to provide bimonthly/monthly/quarterly support to increase WUAF capacity
2. Provide some assistance to WWO in organizing trainings
3. Provide support in conducting community meetings prior to construction
4. Provide technical support, materials and Qualified staff to build the following list of structures

**Annex 2:** WUAF Institutional Competencies:

|  |  |
| --- | --- |
| 1 | Elected member in defined roles |
| 2 | Clear rules and Bylaws |
| 3 | Training on roles of federation |
| 4 | There is regular federation meetings (monthly) |
| 5 | Collection of money |
| 6 | Have a bank account |
| 7 | Stamp |
| 8 | Receive receipt from WWO |
| 9 | Have one office to meet |
| 10 | Have furniture |
| 11 | Official certification |
| 12 | Have a clear list of the existing WUA in their Kebele (displayed in their office) |
| 13 | Frequent visit to WUA |
| 14 | Have a clear list of the existing WP in their Kebele (displayed in their office) |
| 15 | Have a clear and up to date list of WP users (displayed in the office) |
| 16 | Support construction of latrines |
| 17 | Have a correct account book |
| 18 | Have a clear date for the yearly diagnostics |
| 19 | Diagnosis of the existing systems has been done |
| 20 | The grade of all WP are displayed in the office |
| 21 | Have two identified local artisans (hydraulic agent). |
| 22 | WA has done maintenance / if not action taken to insure it will be done |
| 23 | Have done some actions to stimulate contributions |
| 24 | Conduct yearly financial audits of the accounting of their Water Associations |
| 25 | There is regular federation general assemblies (every 3 month) |
| 26 | Have paid local artisans for some repairs (or one of the WA has done it) |
| 27 | Some WP B have been maintain to A |
| 28 | Have a clear map of WP position (displayed in the office) |
| 29 | Have a clear map of existing network in their Kebele |
| 30 | Have received correct amount from WA |
| 31 | Have a list of WA contribution recovery ratio |
| 32 | Have a clear action PLAN |
| 33 | Give quarterly report to WWO |
| 34 | Have a tool bank  |
| 35 | Have a list of spare parts that should be stocked |
| 36 | Have some spare parts |
| 37 | Pay local artisans for regular maintenance (or one of the WA is doing it) |
| 38 | Licenced contractor has been hired to do some repairs |
| 39 | Some WP C have been maintain to A |
| 40 | Some spare parts sold |
| 41 | Have a coverage ratio or the number of HH without access to water |
| 42 | The action plan is realist and in adequation with federation and WA budget  |
| 43 | Clear follow up of construction planning |
| 44 | Leads the works with support of the TS |
| 45 | Restocking of spare parts sold |
| 46 | Have all spare parts needed |
| 47 | Action plan is followed |
| 48 | Operational report to general assemblies is adequate |
| 49 | Financial report to general assembly is adequate |
| 50 | WWO is auditing the Federation account |