



**MDGF-1919:  
Enhancing Access to  
and Provision of Water Services with the  
Active Participation of the Poor**

***Volume I. Complete Manual of Guidelines  
For Baseline Survey of Thirty-Six  
Waterless Municipalities***



**March 29, 2010**



***Department of the Interior and Local Government (DILG)  
Office of Project Development Services (OPDS)  
Water Supply and Sanitation Unit (WSSU)***

For more information, visit our website: [www.dilg-mdgf1919.org.ph](http://www.dilg-mdgf1919.org.ph)

## **ACRONYMS, ABBREVIATIONS AND SYMBOLS USED**

BLGU	Barangay Local Governmen Unit
BWSA	Barangay Water Supply Association
CADD	Computer-Aided Design and Drawing
DILG	Department of the Interior and Local Government
FGD	Focus Group Discussion
GPS	Global Positioning System
HH/s	Household/s
HP	Horsepower
IRA	Internal Revenue Allotment
JICA	Japan International Cooperation Agency
KII	Key Informant Interview
LGU/s	Local Government Unit/s
LPS, lps	Liters Per Second
MDGF	Milleneum Development Goal Fund Municipal Water Supply and Sanitation Sector Plan
MW4SP	
OPDS	Office of Project Development Services
P/MWATSAN	Provincial/Municipal WATSAN Team
P3W	President's Priority Program on Water
PNSDW	Philippine National Standard for Drinking Water
PWD/s	Person/s with Disability
UNDP	United Nations Development Programme
WATSAN	Water and Sanitation
WSPs	Water Sector Plan
WSSU	Water Supply and Sanitation Unit

### *Symbols and Indicators Used*

ST	School Toilet
PT	Public Toilet
DT	Solid Waste Disposal (Dumpsite)
F	Functional Facility
PF	Partially Functional Facility
NF	Non-Functional Facility
W	Groundwater or Well Source
S	Spring Source
R	Surface Water or River source

## ACKNOWLEDGMENT

This Manual of Guidelines for the Baseline Survey of Thirty-Six Waterless Municipalities under the Joint Programme *Enhancing Access to and Provision of Water Services with the Active Participation of the Poor* is intended to be a tool for establishing the actual situation of water and sanitation in the target municipalities. It was prepared through the convergence of efforts and inputs from different stakeholder.

In this connection, the Department of the Interior and Local Government (DILG) wishes to acknowledge the participation and contribution of different stakeholders who have been involved in its drafting, pre-test and completion:

- The DILG Regional Offices, Water and Sanitation Focal Persons at Regional, Provincial and Municipal levels;
- The Provincial and Municipal Local Government Units participating in the Joint Programme and their respective Water and Sanitation (WATSAN) Teams;
- Non-governmental organizations which participated in deliberations;
- Our partner agencies – the National Economic and Development Authority, National Water Resources Board, Local Water Utilities Administration, to name a few;
- The Municipalities of Tungawan and Dancagan of the provinces of Zamboanga Sibugay and Bukidnon, respectively, which were the areas for the pre-test of guidelines for field level data gathering and assessment;
- Our donors- the United Nations Development Programme, the United Nations Children’s Fund and the Government of Spain without whose support the preparations would have not been pursued;
- And all others who in one way or another made this output possible.

It is hoped that appropriate use of the guidelines contained herein would provide useful basis for sustainable development and management of water and sanitation programs.

## INTRODUCTION

Referred to as MDGF 1919, the UNDP-assisted Joint Programme *Enhancing Access to and Provision of Water Services with the Active Participation of the Poor* focuses on institutional strengthening to complement the infrastructural interventions in the water and sanitation sector, mainly in thirty-six waterless municipalities. The main outcomes of the Joint Programme (JP), which are in line with the Philippine Water Supply Sector Road Map are: (1) Investment support mechanisms shall have been established for poor communities/municipalities to improve efficiency, access, affordability and quality of affordable water; and (2) enhanced local capacities to develop, operate and manage water utilities by fostering participation in decisions relating to water service provision.

Towards assuring sustainability, the JP needs to refer to baseline data and information on what is currently in place. The Baseline Survey is the first key component under outcome 2 (enhanced local capacities) that is envisioned to provide useful basis for planning the development efforts for water and sanitation. The survey focuses on three major components:

- Technical inventory, assessment and mapping of existing infrastructures;
- Profile and status of households; and
- Profile and capacities of water users associations, local water service providers and local government units, particularly the water and sanitation councils.

To guide the DILG Water Supply and Sanitation Unit and its counterpart teams at Regional, Provincial and Municipal levels in undertaking such task, the Baseline Survey Manual is compiled in four volumes containing general and specific guidelines and tools for activities at field level : **Volume I** The MDGF 1919 Complete Manual of Guidelines for Baseline Survey of Thirty-Six Waterless Municipalities; **Volume II** The Manual of Guidelines for Facilities Mapping, Technical Inventory and Assessment; **Volume III** The Manual of Guidelines for Household Survey; and **Volume IV** The Manual of Guidelines for Institutional Assessment. Another separate package, **Volume V**, shall be issued towards the culmination of the Baseline survey to serve as guide for data management, preservation, updating and retrieval.

It is hoped that these guidelines could best help in accomplishing the desired outputs. Our office will welcome any further comments and suggestions as the survey progresses.

**GENERAL GUIDELINES FOR CONDUCTING THE MDGF 1919 BASELINE SURVEY**

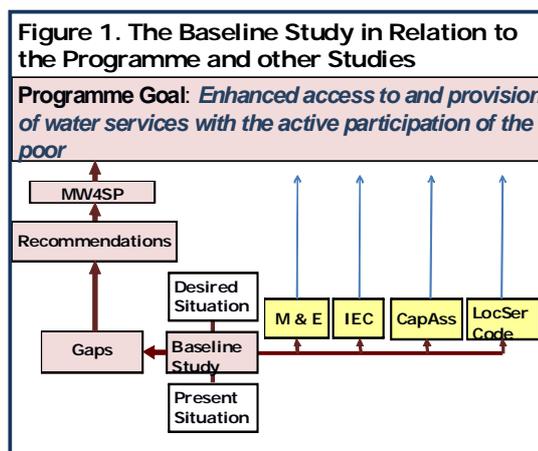
**1 Background and Introduction**

**1.1 Anchorage: The Joint Programme**

The United Nations, the Government of Spain and the Government of the Philippines pursue the Joint Programme (JP) “Enhancing Access to, and Provision of Water Services with the Active Participation of the Poor”. The JP shall complement the existing infrastructure programs on potable water supply, particularly the President’s Priority Program on Water (P3W) by providing the “soft” components. The main outcomes of the JP, which are in line with the Philippine Water Supply Sector Road Map are: (1) Investment support mechanisms shall have been established for poor communities/municipalities to improve efficiency, access, affordability and quality of affordable water; and (2) enhanced local capacities to develop, operate and manage water utilities by fostering participation in decisions relating to water service provision.

Towards assuring sustainability, the JP needs to refer to baseline data and information on what is currently in place: inventory and mapping of existing infrastructures; profile and capacities of water users associations and/or local water service providers; and factors which hinder or facilitate the access to, and provision of water services with special focus on the poor and the disadvantaged.

An assessment of the local situation in connection with water supply will best support the direction for sustainable development in the sector by establishing the gaps and corresponding recommendations which would be useful reference for the preparation of Municipal Water Supply, Sewerage, and Sanitation Sector Plan (MW4SP). The study, simply called the *MDGF 1919 Baseline Survey*, would be coordinated with other components of the Joint Programme – Monitoring and Evaluation, Information, Education and Communication, Capacity Assessment, and Local Service Code.



This is illustrated in Figure 1.

## 1.2 Purpose of the MDGF 1919 Baseline Survey

The MDGF 1919 Baseline Survey is envisioned to be a conscientious situation analysis which could serve as useful baseline data and information on Water and Sanitation in the target municipalities. Key question to be answered is:

***“What factors facilitate or hinder the access to and provision of water services to beneficiaries, especially the poor?”***

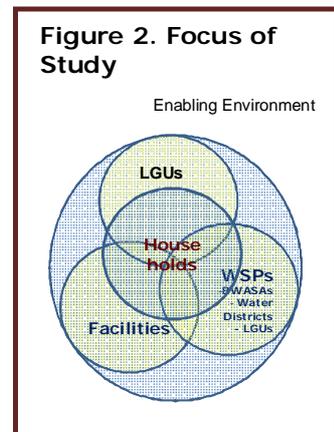
Specifically, the Survey aims to establish the current situation in terms of:

- Current state of the infrastructure facilities whether : (1) fully functional; (2) partially functional; or (3) non-functional;
- Profile, status of the households, with special focus on women and children, the extent by which they access, or are served by the water supply facilities, and the extent by which they are involved in decision-making;
- An assessment of water users’ associations, roles and capacities to engage in local governance processes (decision-making, planning and implementation); demand accountabilities; and practice gender equality;
- An assessment of water service providers in terms of roles and capacities: 1) in providing safe, adequate, affordable and continuous water services; 2) ensuring gender equality and integrity in the provision of water services; 3) and regularly consulting and providing information to the community;
- An assessment of the Municipal Water and Sanitation (WATSAN) Councils’ roles and capacities: as a) local oversight body on water matters and engaging the community in regular dialogues and consultations; b) in promoting gender equality in policies and plans; and c) in ensuring integrity in the whole local water governance and the rights of its local citizens to water is promoted, protected and fulfilled.

## 1.3 Focus of the Study

The Study, therefore, focuses on:

- 1.) The households
- 2.) The physical facilities
- 3.) The Water Service Providers (WSPs) and the Local Government Units (LGUs); and
- 4.) The enabling environment – external factors such as policies, relationships, the environment, and others which affect the households, the facilities, the water service providers, the LGUs and their relationships in the course of accessing/delivering water services.



## 1.4 Target Municipalities

The target municipalities for baseline survey are listed below.

**Table1. List of Thirty-Six (36) Waterless Municipalities for Baseline Survey**

Region	Province		Municipality
II	1	Cagayan	1 Abulug
			2 Alacapan
			3 Ballesteros
			4 Lasam
			5 Pamplona
			6 Sto. Niño
V	2	Isabela	7 Palanan
	3	Camarines Norte	8 Basud
IX	4	Camarines Sur	9 Capalonga
			10 Garchitorena
			11 Siruma
			12 Gutalac
			13 Jose Dalman
			14 Kalawit
			15 Katipunan
			16 Siayan
	5	Zamboanga del Norte	17 Siocon
			18 Sirawai
			19 Alicia
			20 Payao
			21 Titay
			22 Tungawan
			23 Lapuyan
7	Zamboanga del Sur	24 Midsalip	
		25 Tigbao	
		26 Danggagan	
		27 Don Carlos	
X	8	Bukidnon	28 Kadingilan
			29 Kibawe
			30 Kitaotao
			31 Sultan Naga Dimaporo
			32 Baliangao
			33 Sinacaban
CARAGA	10	Misamis Oriental	34 Claveria
			35 La Paz
			36 Sibagat

## 2 Users and Uses of the Baseline Survey Guidelines

These guidelines provide the requirements, processes and tools in pursuing the baseline survey, adopting unified approach and methodology that espouse participatory concepts and strategies. Basic roles and responsibilities of different groups are also identified, as well as reporting form.

*WATSAN Teams may be allowed to undertake adaptation subject to a prior notification and agreement with the Water Supply and Sanitation Unit (WSSU).*

**Table 2. Specific Users and Uses of the Baseline Survey Guidelines**

<b>Users</b>	<b>Uses</b>
DILG-OPDS/WSSU and DILG regional, provincial and municipal level offices	Provision of guidance for implementing teams Monitoring of progress of activities and expected outputs
Provincial and Municipal LGUs	Reference for related decisions
Provincial and Municipal WATSAN Teams	Guide for the conduct of baseline survey activities Reference for the implementation and supervision of activities
Enumerators/Technical Inventory Teams	Guide for data gathering

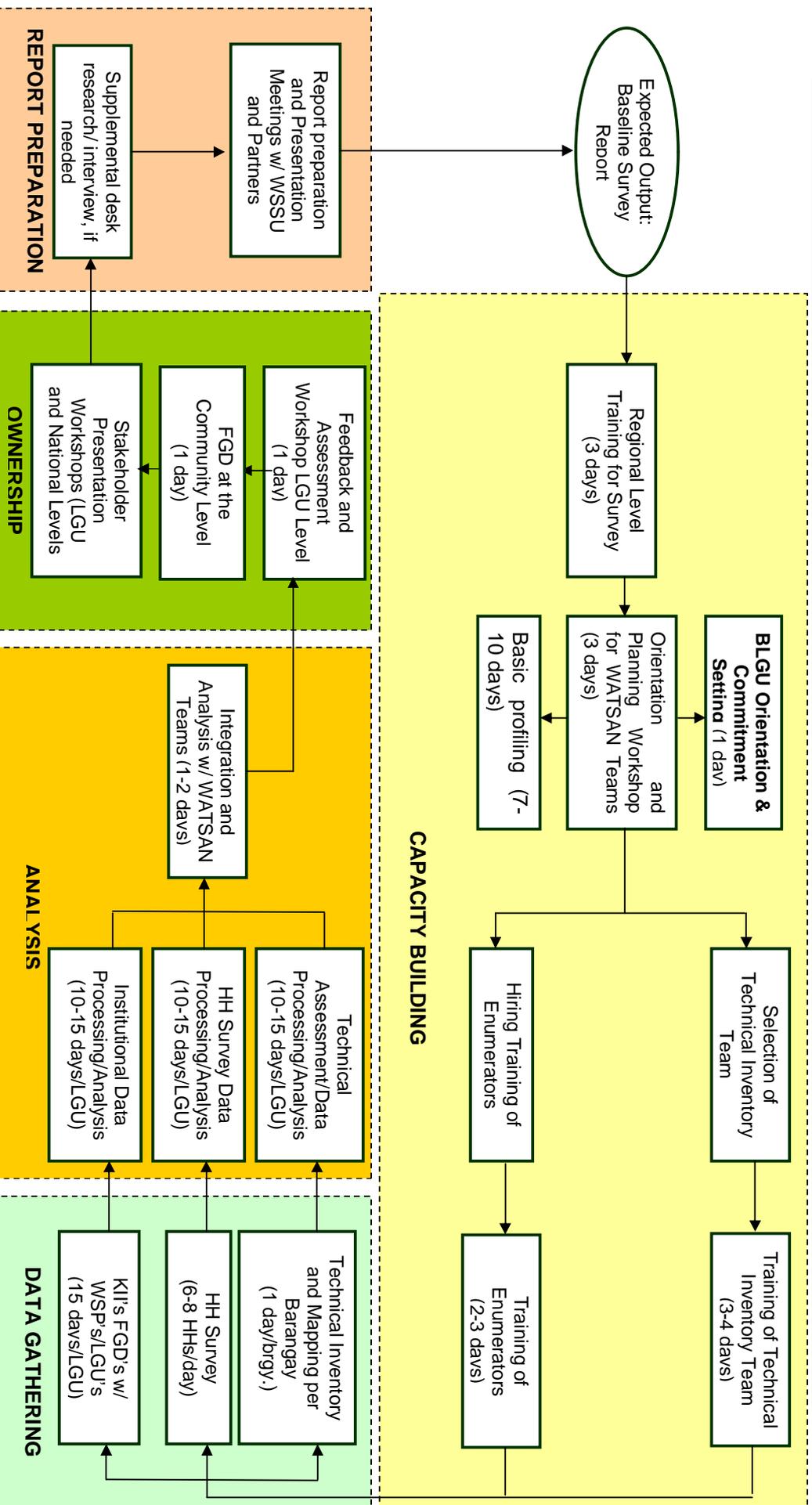
### **3 Key Activities**

The activities for the baseline survey are grouped into five phases involving the different focus of attention:

-  Capacity building for WATSAN teams and those to be involved in data gathering
-  Data gathering with the use of prescribed tools and procedures
-  Analysis – processing and analysis of data culminating in participatory analysis at LGU level
-  Ownership – consisting of presentation of findings and generation of further from WATSAN Teams, LGUs, communities and other stakeholders
-  Reporting – involves the incorporation of findings, analysis and recommendations in a report per municipality.

The outline of activities and description of details are shown in the next pages.

**Figure 1. Outline of Baseline Survey Activities**



**Table3. Description of Specific Activities for the Baseline Survey**

Activity/Key Outputs	Specific Objectives	Specific Activities	Who Will Do It	Target Source/ Participants
<b>CAPACITY BUILDING PHASE</b>				
1. Regional level training for Baseline Survey  <u>Key outputs:</u> Regional Detailed Work Plan for Baseline Survey	Orient the Regional counterparts on the guidelines for survey	Review of agreements and schedules during regional JP orientation	WSSU and consultants	WATSAN Teams at Regional and Provincial levels
	Enable preparation of specific action plans and strategies	Discussion of Baseline Survey guidelines		Municipal WATSAN Teams
	Enable subdivision of tasks among WATSAN teams	Contextualization of questionnaires; strategy formulation		
		Detailed planning		
		Role Delineation		
Reporting system				
2. Orientation and Planning Workshops for WATSAN Teams  <u>Key outputs:</u> P/MWATSAN Work Plans for Baseline Survey Task Subdivision within teams	Orient the Provincial and Municipal WATSAN Teams on Baseline Survey Guidelines	Review/contextualization of Baseline Survey Guidelines		
	Enable preparation of specific work plans and strategies	Assessment of local situations and available resources		
		Work Planning		
Agree on operating norms, including reporting	General Interaction			
3. BLGU Orientation and Commitment Setting	Orient BLGU and generate commitment and work plans for the conduct of survey	Overview of the Baseline Survey: background, purpose, activities	Municipal WATSAN Team	BLGU key officials (at least the Brgy. Chairperson, Chairperson of Infrastructure Committee, Brgy. Secretary)
		List of activity schedules and action requirements from BLGU		
		BLGU scheduling of activities: -Basic Profiling -technical inventory and mapping -Household survey -Community Feedback meeting/FGDs -others		
4. Basic profiling  <u>Key Outputs:</u> -Basic Profiles per Municipality	Establish extent of coverage of water and sanitation services	Review of records at municipal and/or barangay levels	Municipal WATSAN Team/Barangay leaders	WATSAN Records, barangay profiles, project records

5. Selection of Technical Team	Assign team to undertake technical inventory and assessment	Clarification of tasks Formal designation	Municipal WATSAN team	
6. Selection/hiring of enumerators	Assign team to undertake household census and survey	Clarification of tasks and qualifications Formal designation	Municipal WATSAN Team	BHW, BPO or equivalent, designated/hired enumerators
7. Training of Enumerators and Technical Inventory Team	Install, observe knowledge and skills in the conduct of activities	Orientation/ classroom training On-the-job training/guided practice	Municipal WATSAN Team	Assigned/hired technical team and enumerators
<b>DATA GATHERING PHASE</b>				
8. Technical inventory/assessment and mapping per barangay	Gather data requirements	Inventory/assessment of source, facilities and service areas	Technical team	Water source, water supply facilities, sanitation facilities, key informants
9. Census and Survey		Interviews	Enumerators	Sample households
10. Institutional Assessment		Documents review, key informant interview, FGDs	Consultant/WATSAN Teams	Key informants from WSPs, LGUs, etc.
<b>ANALYSIS PHASE</b>				
11. Processing and analysis of data	Analyze data and information gathered	Review, editing, encoding, tabulation, analysis	WSSU and consultants	
12. Integration and analysis at WATSAN level	Undertake overall analysis and interpretation	Discussion of findings Incorporation of inputs from WATSAN Teams	WSSU/PDMU	WATSAN Teams
<b>OWNERSHIP PHASE</b>				
13. Feedback and assessment workshop at LGU level	Promote LGU ownership of findings	Presentation of findings Further situation analysis (gaps, factors and constraints)	WSSU/PDMU	LGU management and staff
14. FGD at the community level	Provide feedback on survey results and generate community assessment of WATSAN	Presentation of findings - Potentials - Gaps - Factor/ Constraints - Opportunities	WATSAN Teams	Sample inhabitants; If there are IPs, IPs must have separate FGD
15. Feedback meeting at LGU level	Present, discuss baseline survey results and generate list of next steps by LGUs	Half day meeting	MWATSAN Team with support from WSSU/PDMU	LGU LCE and key LGU management and staff
<b>REPORTING PHASE</b>				
16. Supplemental Desk Research/	To support, validate or probe findings as	Documents review, Interviews, or e-	Consultants	

Interview	may be necessary	research		
17. Report preparation and Presentation Meetings	To present findings, incorporate further views of partners and stakeholders	Presentation Workshops; preparation/packaging	Report	Consultants with WSSU Partner institutions, other stakeholders

#### 4 Directory of Tools

The tools for the baseline survey consist of:

- ✚ Instructional guidelines (general and specific guidelines). The specific guidelines accompany each specific data gathering form and questionnaire
- ✚ Data gathering forms
- ✚ Questionnaires, and
- ✚ Activity guides.

For easier reference, the tools are packaged according to the users and categories of data/information to be gathered. Shown in the next page is the directory of data gathering tools

**Table4. Directory of Data Gathering Tools for the Baseline Survey for MDGF 1919**

	<b>Title</b>	<b>Code</b>	<b>Main User/s</b>
A	General Guidelines	MDGF-BS-GGL	All
B	Guide for BLGU Orientation	MDGF-BS-BLO	P/MWATSAN Teams
C	Guidelines for Basic Profiling	MDGF-BS-PGL	
	Assessment of Water Supply Coverage	MDGF-BS-PWS	WSSU-Regional Coordinators (RCs)/WATSAN Teams
	List of Health and Sanitation Facilities	MDGF-BS-PSF	
	General Information on Water Service Providers (WSPs)	MDGF-BS-PSP	
D	Guide for Selection and Training of Technical Assessment Team and Enumerators	MDGF-BS-STE	PMWATSAN Teams
E	Technical Assessment		Technical Inventory/ Assessment Team
	Guidelines for Spot Mapping of Water Supply and Sanitation Facilities	MDGF-BS-SMP	
	Guidelines for Technical Inventory and Assessment of Water and Sanitation Facilities	MDGF-BS-TGL	
	Forms:		
	- General Information on Water Supply Facilities	MDGF-BS-GWS	
	- Level I Facilities Technical Information	MDGF-BS-WS1	
	- Level II Facilities Technical Information	MDGF-BS-WS2	
- Level III Facilities Technical Information	MDGF-BS-WS3		

	- General Information on Sanitation Facilities	MDGF-BS-SF1	
	- Technical Information on Sanitation Facilities	MDGF-BS-SF2	
	- Guide for Computerized Entry of Technical Data	MDGF-BS-TDC	
F	Guidelines for Conducting Household Survey	MDGF-BS-SGH	Enumerators and Household Survey Supervisors,
	Interview Schedule	MDGF-BS-HSQ	
G	Guidelines for Institutional Assessment		Institutional Assessment Team
	Plan and Guidelines for Institutional Assessment	MDGF-BS-PGI	
	Detailed Guidelines for Data Gathering	MDGF-BS-DGI	
	Data Generation Tools	MDGF-BS-GTI	
	Key Informant Interview Questionnaires and Guides	MDGF-BS-KII	
	Focus Group Discussion (FGD) Guide	MDGF-BS-FGD	

## 5 Roles and Responsibilities

**Table5. Roles and Responsibilities of Groups in the Baseline Survey**

Pre-Implementation	Implementation	Post-Implementation
<b>WSSU</b>		
<p>Orient/train regional/provincial WATSAN Teams</p> <p>Disseminate policies/guidelines and information materials</p> <p>Prepare simple monitoring reports (physical and financial)</p>	<p>Monitor progress of baseline survey</p> <p>Participate in consultation/sharing sessions with consultants</p> <p>Coordinate baseline activities with other components</p> <p>Review/analyze outputs of consultants and of WATSAN Teams, participate in review sessions/workshops</p>	<p>Reproduce, disseminate survey outputs</p> <p>Facilitate utilization of survey results in MW4SP preparation and other tasks under JP</p> <p>Maintain data bank of baseline – related data and information</p> <p>Undertake relevant advocacy, information sharing and dissemination</p>
<b>Baseline Consultants</b>		
<p>Participatory preparation of survey guidelines/tools including activity designs</p> <p>Assist WSSU in the conduct of JP orientation and planning</p>	<p>Install capacities for the conduct of baseline survey including data management</p> <p>Provide technical assistance and supportive monitoring to WATSAN Teams in coordination with WSSU and the PDMU</p> <p>Prepare/submit progress reports</p> <p>Prepare/submit baseline survey reports in accordance with the TOR requirements</p> <p>Conduct review sessions</p>	<p>Turnover relevant documents and data to WSSU upon task completion</p>

	<p>in collaboration with the WSSU Project Officer and RCs</p>	
<b>PDMU</b>		
<p>Initiate planning for baseline survey within the region</p> <p>Mobilize manpower and resources</p>	<p>Coordinate the baseline activities and related support at the regional and provincial levels including those with NGOs and other stakeholders</p> <p>Initiate preparation of work plans by WATSAN Teams</p> <p>Monitor progress of activities within the region, submit progress reports to WSSU</p> <p>Centralize the documentation and reporting system, submit reports to WSSU</p>	<p>Centralize regional level documentation and other relevant documents for reference purposes</p> <p>Initiate project development activities as may be identified during implementation phase</p> <p>Undertake continuing monitoring of gaps, recommendations and actions identified during baseline survey implementation</p>

<b>Provincial WATSAN Teams</b>		
<p>Support, assist the Municipal WATSAN Teams in plan and strategy preparation</p> <p>Coordinate with PDMU Mobilize resources at provincial level, if necessary</p>	<p>Support, assist the WATSAN Teams in the implementation of survey</p> <p>Coordinate the activities at provincial level</p> <p>Mobilize resources at provincial level, if necessary</p> <p>Consolidate reports from Municipal WATSAN Teams, submit to PDMU with analysis and recommendations</p> <p>Provide technical guidance and inputs during workshops, conferences and similar sessions.</p>	<p>Initiate provincial level policies and plans in support to the results of baseline survey</p> <p>Provide support to MLGUs on actions in relation to Baseline survey results</p>
<b>Municipal WATSAN Teams</b>		
<p>Prepare plans and strategies for the implementation of baseline survey</p> <p>Facilitate preparation/ submission of pre-baseline survey implementation requirements</p> <p>Identify/recommend enumerators, members of technical inventory team, and other necessary personnel</p>	<p>Supervise, enforce baseline survey guidelines</p> <p>Check, validate outputs of data gathering, ensure completeness and compliance with requirements and guidelines</p> <p>Prepare/submit progress reports</p> <p>Attend sharing/assessment sessions as may be called for.</p> <p>Undertake advocacy and information sharing/dissemination at Municipal level</p>	<p>Initiate provincial level policies and plans in support to the results of baseline survey</p> <p>Advocate for related local water-related advocacy funds</p> <p>Propose for related studies for the furtherance of relevant survey findings.</p>

## 6 Reporting

The WATSAN Teams shall report the progress of activities to the Project Development Management Unit (PDMU) of the DILG Regional Office. The PDMU shall in turn submit reports to the WSSU. Frequency of reporting shall be monthly. Reports shall be submitted via email to WSSU through the Regional Coordinator every 5<sup>th</sup> working day of succeeding month.

Format shall be as follows:

<b>Progress Report on Baseline Survey for MDGF 1919: Enhancing Access to and Provision of Water Services with the Active Participation of the Poor</b>					
<b>Region</b>					
<i>For the month of</i>					
Date start of activities					
Target date of completion					
	<b>Outputs</b>	Targets		Accomplishment	
		Qty	Date	Qty	Date
1	Enumerators assigned/hired				
2	Technical team				
3	Trained Enumerators and technical team				
4	Spot Maps				
5	Households Surveyed				
6	Key Informant Interviews				
7	Focus Group Discussions				
	others				
Issues/Concerns					
Submitted by:				Date Received by WSSU:	
PDMU					



MDG ACHIEVEMENT FUND IN THE PHILIPPINES

**MDGF 1919: Enhancing Access to  
and Provision of Water Services with the  
Active Participation of the Poor**

*Baseline Survey of Thirty-Six Waterless Municipalities*

**Guide for BLGU Orientation**

**MDGF-BS-BLO**

## **GUIDE FOR BLGU ORIENTATION**

### **1. Why Conduct the BLGU Orientation**

- ✚ To orient the Barangay LGUs, through its leaders, on the purpose, activities and requirements of the Baseline Survey, including the needed support and participation from them
- ✚ To generate initial commitment to provide support for, and participate in, the Baseline Survey activities
- ✚ To facilitate schedules/work plans for Barangay level activities

### **2. Participants**

- ✚ At least the Barangay Chairpersons of target barangays, that is, the barangays covered by the target municipality; at most, the Barangay Chairperson and the chairpersons of relevant Barangay Committees, ex., infrastructure, health, population committees

### **3. Strategy for Implementation**

- ✚ Half to one-day live-out conference
- ✚ Venue may be the municipal hall, or other strategic places for a one-batch activity; any other strategic places for other schemes of implementation such as clustered municipalities

**Key pointers: *Materials be translated into the local dialect***

***Dry-run/preparatory meeting be conducted by the***

***WATSAN Team to level off roles and working norms***

***Disseminate notifications/invitations within ample time***

***prior to date of conduct. Notification/invitation shall***

***contain date, venue, time, purpose/agenda***

### **4. Content Areas/Suggested Program**

See next page



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**MDGF 1919: Enhancing Access to  
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*Baseline Survey of Thirty-Six Waterless Municipalities*

**Guide for BLGU Orientation**

### Suggested Program for the BLGU Orientation

Estimated Duration	Activities	In-Charge
30 min	Arrival and Registration	Conference Secretariat
30 min	Overview of the Baseline Survey: Background, Purpose, Coverage, Uses of the Results	Head, MWATSAN Team
30 min	General Guidelines for Baseline Survey	MPDC
30 min to 1.0 hr	Guidelines for Basic Profiling	Technical Member of MWATSAN Team
30 min to 1.0 hr.	Schedule of Baseline Survey Activities and Needed Action from BLGU	Head, MWATSAN Team
30 min	Open Forum	MPDC
1.0 To 1.5 hrs.	Scheduling of Barangay level activities to include among others: <ul style="list-style-type: none"> <li>- Basic Profiling</li> <li>- Technical inventory and mapping</li> <li>- Scouting for potential enumerators</li> <li>- FGDs</li> </ul>	MPDC
30 min	Wrap up	

**Possible strategies:**

- Conduct the orientation during meetings of Barangay leaders, ex., ABC meetings/conferences, and other activities where Barangay leaders/officials are convened
- Orientation by cluster of barangays
- One-on-one orientation



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## **5. Materials (minimum requirements)**

- ✚ Visuals or leaflets showing key information on the Baseline Survey - Overview of Baseline Survey (attached), list of target barangays per target municipality
- ✚ Guidelines/forms for Basic Profiling (see specific Guidelines and Forms for Basic Profiling) and other forms as may be necessary

## **6. Documentation and Report Requirement**

The Municipal WATSAN Team shall submit immediately to the DILG-OPDS Water Supply and Sanitation Unit through appropriate Channels a post – conference Completion Report with Highlights, Results/Agreements, specially the schedule of Barangay Level activities. Attendance sheets and other supporting data/documents shall be attached to the report. The report must be received by the WSSU in no more than ten (10) working days after the conference.



MDG ACHIEVEMENT FUND IN THE PHILIPPINES

## MDGF 1919: Enhancing Access to and Provision of Water Services with the Active Participation of the Poor

*Baseline Survey of Thirty-Six Waterless Municipalities*

**Guide for BLGU Orientation**

### Overview of Baseline Survey: Basic Orientation Material/Contents

 <p>MDG ACHIEVEMENT FUND IN THE PHILIPPINES <b>MDGF-1919</b> ENHANCING ACCESS TO AND PROVISION OF WATER SERVICES WITH THE ACTIVE PARTICIPATION OF THE POOR</p> <p><b>OVERVIEW OF THE SOCIO-ECONOMIC HOUSEHOLD SURVEY AND ASSESSMENT</b></p> <p style="text-align: right;">1</p>	<h3>Purpose</h3> <p><b>Establish current situation, Establish gaps and factors Identify recommendations in terms of:</b></p> <ul style="list-style-type: none"> <li>facilities</li> <li>households/users</li> <li>water service providers</li> <li>LGUS, other stakeholders</li> </ul> <p><i>In relation to access to and provision of water services</i></p> <p style="text-align: right;">2</p>
<h3>Expected Results</h3> <p>Current state of the infrastructure facilities whether : (1) fully functional; (2) partially functional; or (3) non-functional</p> <p>Profile, status of the households, with special focus on women , disadvantaged people and children, and the extent by which they are <u>served</u> by the water supply facilities, and the extent by which they are <u>involved</u> in decision-making</p> <p style="text-align: right;">3</p>	<h3>Expected Results</h3> <p>An assessment of water users' associations roles and capacities to engage in local governance processes (decision-making, planning and implementation); demand accountabilities; and practice gender equality</p> <p>An assessment of water providers in terms of roles and capacities: 1) in providing safe, adequate, affordable and continues water services; 2) ensuring gender equality and integrity in the provision of water services; 3) and regularly consulting and providing information to the community</p> <p style="text-align: right;">4</p>

### Expected Results

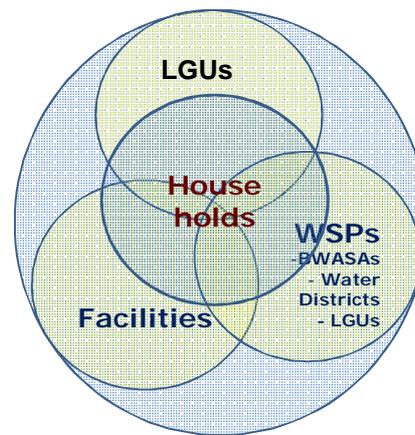
An assessment of the Municipal Water and Sanitation (WATSAN) Councils' roles and capacities as

- a) local oversight body on water matters and engaging the community in regular dialogues and consultations;
- b) in promoting gender equality in policies and plans; and
- c) in ensuring integrity in the whole local water governance and the rights of its local citizens to water is promoted, protected and fulfilled

5

### Focus of Study

Enabling Environment



6

### General Approach

Participatory and consultative  
Location-specific adjustments  
Cascading approach of technology transfer

**Activities**

- Review of documents/ experiences
- Participatory questionnaire preparation, pre-test, finalization
- Orientations/consultations/training
- Spot mapping/physical inventory
- Household survey
- Key Informant Interviews
- FGDs

7

### Questionnaires and Tools consist of:

- Profile Sheets per Municipality and per Barangay – Facilities (Water and Sanitation), Households/Population, Water Service Provider
- Physical/Facilities inventory sheets per water system
- Spot maps indicating facilities, water source, households and other related community resources
- Questionnaires for Key Informant Interviews and Household Survey
- Activity Designs for Focus Group Discussions, trainings, workshops
- Instructional Guides

8

**Guide for Accomplishing the Forms  
For Basic Profiling**

***MDGF-BS-PWS: Assessment of Water Supply Coverage***

1	Objective	To establish the extent of coverage of water supply facilities/services within the municipality
2	Uses	Reference for : detailed planning of survey activities; spot mapping of facilities; sampling of respondents for household survey
3	Specific Activities	Basic Profiling: Collection of available data from records at DILG Head Office, Regional, Provincial and/or Municipal levels
4	Responsible	WSSU Regional Coordinators
5	Sources of Data/Information	Main sources: Water and Sanitation Profiles at DILG Head Office, Regional, Provincial and/or Municipal levels
		Secondary sources: Municipal LGUs
6	Explanation of Entries	
	Heading	In the space provided for, enter name of Region, Province and Municipality
	Column (1) Barangay	Name of Barangay. (Assign number for each barangay in the space provided at the left)
	Barangay Coverage	This is intended to establish the whole coverage of the Barangay
	Column (2) No. of HHs	Number of households where one household means a single family or an extended family residing in one abode
	Population	
	Column (3) Total	Total number of people in the barangay
	Column (4) Female	Out of the total population, how many are female?

Column (5)	Identify projects or fund sources which have facilitated or supported the establishment of water supply facilities
Service Level	This is intended to establish the coverage of water facilities per service level
Level I	
Column (6) No. of Facilities	Number of Level I facilities
Column (7) HHs	Number of Households served by the Level I facilities
Column (8) Total Pop	Total population/number of persons served by the Level I facilities
Column (9) Female	Out of the total population served, how many are female.
Level II	
Column (10) No. of Facilities	Number of Level II facilities
Column (11) HHs	Number of Households served by the Level II facilities
Column (12) Total Pop	Total population/number of persons served by the Level II facilities
Column (13) Female	Out of the total population served, how many are female.
Level III	
Column (14) No. of Facilities	Number of Level III facilities
Column (15) HHs	Number of Households served by the Level III facilities
Column (16) Total Pop	Total population/number of persons served by the Level III facilities
Column (17) Female	Out of the total population served, how many are female.

**MDGF-BS-PSF : List of Sanitation Facilities**

1	Objective	To establish the extent of coverage of sanitation facilities/services within the municipality
2	Uses	Reference for : detailed planning of survey activities; spot mapping of facilities; sampling of respondents for household survey
3	Specific Activities	Basic Profiling: Collection of available data from records at DILG Head Office, Regional, Provincial and/or Municipal levels
4	Responsible	WSSU Regional Coordinators/WATSAN Teams
5	Sources of Data/Information	Main sources: Water and Sanitation Profiles at DILG Head Office, Regional, Provincial and/or Municipal levels
		Secondary sources: Municipal LGUs
6	Explanation of Entries	
	Facilities	State type of facility or the name given to it by the community
	Barangay	Self-explanatory
	Purok	Self-explanatory
	No. of HHs served	Number of households served or using the facility. Estimates will be acceptable.
	Population	Total population using the facility. In some cases, it may be difficult to get exact number. Estimates will be acceptable.
	Female	Of the total population using the facility, indicate number of female using or served by the facility.
	No. of Children	Of the total population using the facility, indicate number of children using or served by the facility.

	Managed by	State who manages the facility – barangay (name of barangay) school (name of school), etc.
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***MDGF-BS-PSP: General Information on Water Service Providers***

1	Objective	To establish the extent of coverage of sanitation facilities/services within the municipality
2	Uses	Reference for : detailed planning of survey activities; spot mapping of facilities; sampling of respondents for household survey
3	Specific Activities	Basic Profiling: Collection of available data from records at DILG Head Office, Regional, Provincial and/or Municipal levels
4	Responsible	WSSU Regional Coordinators
5	Sources of Data/Information	Main sources: Water and Sanitation Profiles at DILG Head Office, Regional, Provincial and/or Municipal levels
		Secondary sources: Municipal LGUs
6	Explanation of Entries	
	Name Of Water Service Provider	Enter full/official name of WSP. In the case of LGU as Water Service Provider, indicate the name of LGU
	Purok/Barangays Covered	Self-explanatory
	Contact Person, Address/ Contact Number	Self-explanatory
	Coverage	
	For Level I	Enter the number of level I facilities, Number of Households, Total number of population and number of female out of the total population covered/served by the level I facilities

	For Level II	Enter the number of level II facilities, Number of Households, Total number of population and number of female out of the total population covered/served by the level II facilities
	For Level III	Enter the number of level III facilities, Number of Households, Total number of population and number of female out of the total population covered/served by the level III facilities





*Baseline Survey of Thirty-Six Waterless Municipalities*

**LIST OF HEALTH AND SANITATION FACILITIES IN THE MUNICIPALITY**

Region	Province			Municipality				
	Facilities	Barangay	Purok	No. of HHS Served	Population	Female	No. of Children Served	Managed by
A. Health								
B. Sanitation								

Prepared by :	Noted by:	Date:
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## Guide for Selection and Training of Technical Assessment Team and Enumerators

### Selection of Technical Inventory Team

Tasks	Undertake inventory of WATSAN facilities – location, coverage, and conditions affecting performance.
	Locate facilities and relevant institutions in the spot map.
	Facilitate assessment of facilities in coordination with other aspects of the baseline survey.
	Document findings in the prescribed forms and spot maps.
Composition and Qualifications	At least one infrastructure engineer with experience in design, construction, operation or assessment and evaluation of WATSAN facilities.
	At least one rural health/social worker or equivalent with experience in community assessment of rural infrastructure preferably WATSAN facility.
	Barangay level chairman or member of infrastructure committee.
	One representative from Water Service Provider in target barangay.
	Able and willing to work in extended hours of the day.

### Selection of Enumerators

Tasks	Prepare a demographic survey of households in the target area in accordance with the prescribed survey form.
	Interview target households using the interview schedule.

	Submit to the supervisor/WATSAN Team the accomplished questionnaires within the agreed time frame
Qualifications	Experienced in conducting similar surveys, e.g., CBMS, etc.
	Good interviewing skills – high capability in motivating responses, keen in note-taking, analytical
	Highly familiar with the local situation in target area.
	Able and willing to work in extended hours of the day

### The Supervisors

<b>Technical Supervisor</b>	
Who	Preferably from the PWATSAN Team (from PMEO)
Tasks	Orient/train the technical inventory team on the requirements and procedures of data gathering, inventory, mapping and assessment
	Check the outputs of the technical team
	Facilitate transmittal of data to WSSU
<b>HH Survey Supervisor</b>	
Who	Preferably from MWATSAN Team experienced in conducting/supervising HH Surveys (1 supervisor: 4-5 enumerators)
Tasks	Assist in the conduct of sampling
	Facilitate translation of interview schedules/questionnaires into the local dialect
	Orient/train the enumerators on the requirements, procedures and quality of interview, including note-taking
	Conduct spot check of surveys being undertaken
	Check completeness and quality of entries to the

	interview schedule
	Compile the outputs according to the assigned codes
	Submit accomplished questionnaires and other reports/documents as may be required to WSSU

### Training of Technical Assessment Team and Enumerators

Objective	To equip the technical inventory team and enumerators with appropriate knowledge, attitude and skills for the Baseline survey
Responsible	MWATSAN Team
Participants	Technical Inventory Team and Enumerators
Venue and Duration	Within the municipality, 3 days
Classification	Combination of classroom training and guided practice
Content Areas	
Classroom training	Orientation on Joint Programme – 1 hr
	Orientation on Baseline Survey - 2 hrs
	Discussion of Guidelines - 2 to 4 hrs
	Simulation - 2 to 3 hrs
On-field	Guided practice - 1 to 2 days
Materials and Tools	Briefs on the Joint Programme Baseline Survey Guidelines Interview Schedules for use in guided practice Workshop Materials – Whiteboard or Manila paper, markers, LCD Projector, computer, writing pads, ball pens and pencils, notebooks

**Baseline Survey of 36 Waterless Municipalities**

*MDGF-BS-SMP*

**Guidelines for Spot Mapping of Water Supply and  
Sanitation Facilities**

**A. General Guidelines**

For a more concise and accurate plotting of existing facilities in reference to the location of the users of a particular municipality, Global Positioning System (GPS) instruments shall be used. Plotting will be based on a coordinate system, using available software like AUTOCADD. By applying these modern technologies, gaps in access and service provision of the existing facilities will be presented more accurately.

**B. Procedures and Outputs**

The results of the Baseline Survey shall be graphically presented through Spot Maps, for the target barangays identified as having existing facilities on water supply and sanitation, and likewise presented in Municipal Spot Maps showing all barangays composing a particular municipality. The required data and technical information shall be extracted from the accomplished Survey Questionnaire Form.

To ensure that data collected will be a detailed and precise presentation of the existing conditions of water supply and sanitation facilities and structures of a particular survey area, the Questionnaire Form have undergone a series of refinements and critiquing starting with in-office meetings and workshops participated by experts culled from the Consultants, DILG and representatives from the other stakeholders. Thereafter, the draft Questionnaire shall be presented to the LGUs and will then undergo pre-testing in select areas to determine the effectiveness of the survey tool. Refinements and finalization follows.

The survey proper shall be conducted by enumerators who will likewise undergo a series of orientations and mentoring so that the correct data and information are extracted in the target areas. During the survey, the survey team will also be provided with pointers and checklist to ensure the completeness of data collection.

**C. Resource Requirements**

As elaborated above, resource requirements shall include:

- GPS equipment , topographic maps, scanner, digitizer and printer, and
- Drawing and plotting shall be by AUTOCADD.

**D. Items to be Reflected in the Spot Map**

- Location of water supply and sanitation facilities with indicators/symbols of their functionality, partial functionality or non-functionality
- Extent and level of coverage
- General location of HHs and other institutions of the service area

**E. Symbols and Indicators**

**Water Supply**

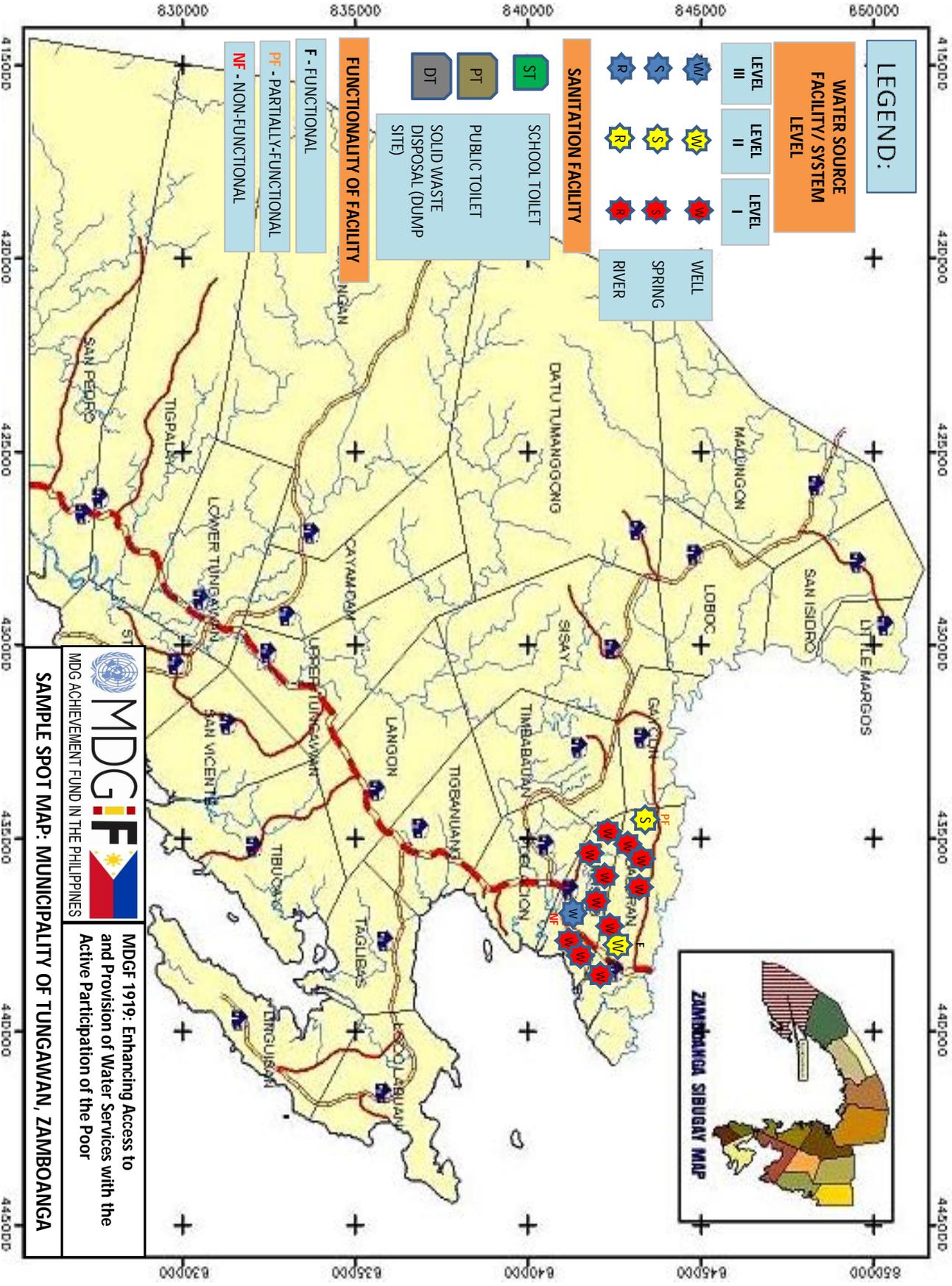
LEVEL III	LEVEL II	LEVEL I	
			Groundwater or well source
			Spring source
			Surface water or river source

**Sanitation**

	School Toilet
	Public Toilet
	Solid Waste Disposal (Dumpsite)

**Functionality**

- F** Functional Facility
- PF** Partially-functional facility
- NF** Non-functional facility



**Baseline Survey of Thirty-Six Waterless Municipalities**

**MDGF-BS-TGL**

**Guidelines for Technical Inventory and Assessment of  
Water Supply and Sanitation Facilities**

The conduct of baseline survey and assessment - technical aspect, is sub-divided into:

**Water Supply**

General Information on Water Supply Facility

Technical Information on Level I Water Supply Facility

Technical Information on Level II Water Supply Facility

Technical Information on Level III Water Supply Facility

**Sanitation**

General Information on Sanitation Facility

Technical Information on Sanitation Facility

**ABBREVIATIONS AND DEFINITION OF TERMS:**

**Coordinate System** -a system for specifying precise location of a particular point in space, determined in terms of its latitude (Northing) and longitude (Easting) measurement through the use of Global Positioning System (GPS) instrument.

**Discharge** – measured volume of water extracted from a source at a specified unit of time

**Fully-functional Facility** – facility is considered as fully-functional if it is operating at its design capacity, yield and operating time. Disruption in the normal operation may occur but is attributed to unforeseen events like power failure, pump breakdown and leakage in distribution/transmission pipes.

**Partially-functional Facility** – facility is operational, but less than its design capacity, yield and operating time.

**Non-functional Facility** – facility is totally not operational.

**Level I System** – point-source system, water is usually sourced from a manually-operated hand-pump type drilled or dug well, serving an average of 15 HHs.

**Level II System** - Communal faucets serve as main source for this system level, composed of an average of 60 HHs clustered in an area. Moderate yielding wells and/or springs are the common source/s of water.

**Level III System** - This system level is characterized by individual Household faucets usually composed of adjacent barangays or the whole municipality, if the water source is sufficient. Water is derived from high yielding groundwater, spring and/or surface water sources.

**PNSDW** – Philippine National Standards for Drinking Water

**PWD** – Person with Disability

**Seasonal Change** -Variation in weather condition, i.e. rainy and dry seasons.

**Static Water Level** – Depth of water at its undisturbed state, measured from ground level.

**Well Depth** - Distance from ground level to bottom of well, usually measured in terms of number of pipes installed multiplied by the length of each pipe.

**Well Diameter** – Measured in terms of the pipe diameter installed.

**WSP** – Water Service Provider

## General Information on Water Supply Facility

1. **Location of facility.** Specify province, municipality, barangay and purok.
2. **Level of service of the facility.**
  - Level I: This is characterized as a point-source system serving an average of 15 HHs. Water source is usually manually-operated hand pump type or dug well.
  - Level II: Communal faucets serve as main source for this system level. Service areas are composed of an average of 60 HHs clustered in an area. Moderate yielding wells and/or springs are the common sources of water.
  - Level III: This system level is characterized by individual HH faucets usually composed of adjacent barangays or the whole municipality, if the water source is sufficient. Water is derived from high yielding groundwater, spring and/or surface water sources.
3. **Status of construction.** This may either be already completed and operational, or construction is still on-going during the time of the survey. If on-going, specify the target date of completion.
4. **Ownership.** The WSP (water service provider) is usually named after the Barangay/Municipality where the facility is located. The manager is the appropriate contact person.
5. **Management.** This may be by the LGUs or WSPs (water district, cooperative, BWASA, and others). If by the WSPs, specify if it is duly government-registered, and if not, state reason for non-registration.
6. **Total project cost and source of funding.** Total project cost is the total amount spent to complete the facility. Funds for such can come from various sources: through grant and/or loan (state the specific source agency like UNDP, JICA, World Bank, etc), donation, IRA-funded, own fund by the WSP, and others. Specify also the cost-sharing arrangement, if applicable. ***State also project title: P3W, Kalahi-CIDSS, etc.***
7. **Construction and operation.** This pertains to dates of start and end of construction and start of operation (in mm/yyyy). If construction period is by phase (not completed in a single continuous period), specify such dates of completion by phase.
8. **Potential areas for expansion of water supply.** As initial input to the conduct of sector planning, candidate barangays shall be identified for



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possible expansion likewise specifying their potential water source/s (wells, springs or surface water).

## **Technical Information on Level I Water Supply Facility**

1. **Water source.** For springs, specify barangay location, determine coordinates (Northing and Easting measurement using GPS instrument) and spring discharge. If actual discharge measurement is possible, this can be done by the volumetric method wherein the time (in seconds) is determined to fill a container of known volume (liters). The calculated discharge is in the unit liters per second (lps).

Likewise for well sources, location, coordinates and discharge are determined. Other technical data are: well depth (in terms of number of pipes installed x the commercial length of each pipe), well diameter (measured diameter of pipe installed) and static water level (depth of water at its undisturbed state measured from ground level).

Other sources of water for level I may also be available like rain water collector and the like.

2. **Water permit:** This permit is issued by the National Water Resources Board (NWRB) that allows for legal extraction of water from a source. If permit is not available during the survey, specify the reason for such.
3. **Barangay/s served.** Information required for this category comprises of the following: name of barangay/s served, total population (with Male and Female distinction) and number of households (HHs) of the served barangay/s.
4. **Operating Time:** this pertains to the number of hours per day that the facility is used by the HHs served.
5. **Assessment of Functionality.** This falls under three categories, fully functional, partially functional and non-functional. Facility is considered as fully-functional if it is operating at its design capacity, yield and operating time. Facility is deemed as partially-functional if it is operational but less than its design capacity, yield and operating time. Non-functional facilities are completely non-operational.

Related causes of a facility being partially-functional or non-functional are as follows:

- i. Physical defects that occurred during the normal course of wear and tear: damaged intake structure for spring, and missing/damaged

parts of a well source like pump handle, gaskets, fittings and riser pipes.

ii. Improper design of facility: for spring, distribution is normally by gravity such that it is imperative that the spring source should be at higher elevation than the service area; for wells, common design lapses are: inadequate length of riser pipe and/or pipe submergence, wrong type of pump installed (shallow or deep well pump type). Shallow well pump types are applicable for static water levels below 6m measured from the ground. Deeper water level requires deep well pump types like Malawi, Afridev and the like.

iii. Poor construction of facility: leakage in spring box, sub-standard pipe and pump material that leads to early wearing-out and inadequate actual well depth (less than the designed depth).

iv. Supply becomes insufficient during seasonal change: adverse effects on water supply due to longer than normal dry season, also known as El Niño phenomenon (**and other possible effects of climate change**).

v. Deteriorating water quality: factors that lead to poor water quality are mining and rampant cutting of trees in the area, rapid industrialization that abets water pollution, poor waste disposal, and the like.

6. **Accessibility to water source.** For some time, access to water source may be impaired due to deteriorating peace and order, natural calamities like **flooding and landslide** and other unavoidable circumstances. Determine also if other construction remedies like ramps and railings are available so that the water source is accessible to Persons with Disabilities (PWDs).
7. **Water quality tests.** If previous tests were conducted, determine from available records if the parameters are within standards set by the Philippine National Standards for Drinking Water (PNSDW) for physical, chemical and bacteriological aspects.
8. **Other water quality problems encountered and/or reported.** During the actual survey, gather information from the residents for other water quality problems like salty and metallic taste, turbid or muddy water and bad smell and verify by physical inspection using the sense of smell, taste and sight.

Salty water is usually located in coastal areas and has been a perennial problem in water supply development.



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Metallic taste affects the aesthetic value of water related to its taste and also rustiness of materials and clothing.

Turbid or unclear water has several causes: poor construction and material quality leading to contamination and seepage in the piping system, inadequate well head protection, and natural groundwater quality.

### **Preparing the List of Target Respondents for Household Survey**

Identify samples of Level 1 Facilities in each barangay. The samples must be representative of functional and partially functional facilities and must be geographically distributed within the barangay. The number of samples shall correspond to 30 % of Level 1 Facility users.

Identify/provide a list of potential/target respondents for the Household Survey using the prescribed form.

- ✚ Indicate facility code, name of owner or operator, number of users
- ✚ The owner/operator is the main target for survey
- ✚ Remarks – indicate if the owner/operator has already signified willingness for interview in the near future
- ✚ Attach the list to the corresponding Level 1 Technical Inventory Sheet

### **Technical Information on Level II Water Supply Facility**

1. **Water source.** For springs, specify barangay location, determine coordinates (Northing and Easting measurement using GPS instrument) and spring discharge. If actual discharge measurement is possible, this can be done by the volumetric method wherein the time (in seconds) is determined to fill a container of known volume (liters). The calculated discharge is in the unit liters per second (lps).

Likewise for well sources, location, coordinates and discharge are determined. Other technical data are: well depth (in terms of number of pipes installed x the commercial length of each pipe), well diameter (measured diameter of pipe installed) and static water level (depth of water at its undisturbed state measured from ground level). Type of pump can be submersible, centrifugal or turbine. Capacity is rated in terms of Horsepower (HP).

For river source, determine the location and coordinate of its tapping point (point where water is extracted, usually by infiltration galleries and/or construction of a dam). River discharge measurement is done using a flow meter instrument and manually through the flotation method.



2. **Water permit.** This permit is issued by the National Water Resources Board (NWRB) that allows for legal extraction of water from a source. If permit is not available during the survey, specify the reason for such.
3. **Barangay/s served.** Information required for this category comprises of the following: name of barangay/s served, total population (with Male and Female distinction) and number of households (HHs) of the served barangay/s. The numbers of tap stands are likewise determined.
4. **Supply Information.** Data for this category includes operating time (the number of hours per day that the facility is operational), distribution time (number of hours per day that water is made available to the HH users), total length in meters of distribution and transmission lines (can be derived from the as-built plans), type of reservoir (ground, elevated, concrete, steel) and number and total capacity of reservoir/s.
5. **Assessment of Functionality.** This falls under three categories, fully functional, partially functional and non-functional. Facility is considered as fully-functional if it is operating at its design capacity, yield and operating time. Disruption in the normal operation may occur but is attributed to unforeseen events like power failure, pump breakdown and leakage in distribution/transmission pipes. Facility is deemed as partially-functional if it is operational but less than its design capacity, yield and operating time. Non-functional facilities are completely non-operational.

Related causes of a facility being partially-functional or non-functional are as follows:

- i. Physical defects on source facility that occurred during the normal course of wear and tear: damaged intake structure for spring and river, and defective pump and cut riser pipes for wells.
- ii. Physical defects on system facility that happens during the normal course of wear and tear: leakage in transmission/distribution lines, damaged gate valves, leakage in reservoir and others.
- iii. Improper design of facility: for spring and river, distribution is normally by gravity such that it is imperative that the source should be at higher elevation than the service area; for wells, common design lapses are: inadequate length of riser pipe and/or pump setting, wrong capacity of pump installed, and others.
- iv. Poor construction of facility: leakage in intake structure, sub-standard pipe and pump material that leads to early wearing-out and inadequate actual well depth (less than the designed depth).



v. Supply becomes insufficient during seasonal change: adverse effects on water supply due to longer than normal dry season (possible effects of climate change).

vi. Deteriorating water quality: factors that lead to poor water quality are mining and rampant cutting of trees in the area, rapid industrialization that abets water pollution, poor waste disposal, and the like.

6. **Accessibility to water source.** For some time, access to water source tap stand may be impaired due to deteriorating peace and order, natural calamities like flooding and landslide and other unavoidable circumstances. Determine also if other construction remedies like ramps and railings are available so that the water source is accessible to Persons with Disabilities (PWDs).

7. **Water quality tests:** if previous tests were conducted, determine from available records if the parameters are within standards set by the Philippine National Standards for Drinking Water (PNSDW) for physical, chemical and bacteriological aspects.

8. **Other water quality problems encountered and/or reported.** During the actual survey, gather information from the residents for other water quality problems like salty and metallic taste, turbid or muddy water and bad smell and verify by physical inspection using the sense of smell, taste and sight.

Salty water is usually located in coastal areas and has been a perennial problem in water supply development.

Metallic taste affects the aesthetic value of water related to its taste and also rustiness of materials and clothing.

Turbid or unclear water has several causes: poor construction and material quality leading to contamination and seepage in the piping system, inadequate well head protection, and natural groundwater quality.

**Preparing the List of Target Respondents for Household Survey**

Prepare a list of potential/target respondents for the Household Survey using the prescribed form.

-  Per tap stand, list down number of users, name of tap stand leader, and names of potential/target respondents.
-  Select 30 % sample for household survey. The samples must be distributed according to distance from tap stand, that is, closest, midway or farthest, and with more or less equal interval

-  Where there are Indigenous Peoples covered by facilities, include the chieftain in the target for household survey
-  Attach the list to the corresponding Level 2 Technical Inventory Sheet

## **Technical Information on Level III Water Supply Facility**

1. **Water source.** For springs, specify barangay location, determine coordinates (Northing and Easting measurement using GPS instrument) and spring discharge. If actual discharge measurement is possible, this can be done by the volumetric method wherein the time (in seconds) is determined to fill a container of known volume (liters). The calculated discharge is in the unit liters per second (lps).

Likewise for well sources, location, coordinates and discharge are determined. Other technical data are: well depth (in terms of number of pipes installed x the commercial length of each pipe), well diameter (measured diameter of pipe installed) and static water level (depth of water at its undisturbed state measured from ground level). Type of pump can be submersible, centrifugal or turbine. Capacity is rated in terms of Horsepower (HP).

For river source, determine the location and coordinate of its tapping point (point where water is extracted, usually by infiltration galleries and/or construction of a dam). River discharge measurement is done using a flow meter instrument and manually through the flotation method.

2. **Water permit.** This permit is issued by the National Water Resources Board (NWRB) that allows for legal extraction of water from a source. If permit is not available during the survey, specify the reason for such.
3. **Barangay/s served.** Information required for this category comprises of the following: name of barangay/s served, total population (with Male and Female distinction) and number of household connections of the served barangay/s.
4. **Supply Information.** Data for this category includes operating time (the number of hours per day that the facility is operational), distribution time (number of hours per day that water is made available to the HH users), total length in meters of distribution and transmission lines (can be derived from the as-built plans), type of reservoir (ground, elevated, concrete, steel) and number and total capacity of reservoir/s.
5. **Assessment of Functionality.** This falls under three categories, fully functional, partially functional and non-functional. Facility is considered as fully-functional if it is operating at its design capacity, yield and operating



time. Disruption in the normal operation may occur but is attributed to unforeseen events like power failure, pump breakdown and leakage in distribution/transmission pipes. Facility is deemed as partially-functional if it is operational but less than its design capacity, yield and operating time. Non-functional facilities are completely non-operational.

Related causes of a facility being partially-functional or non-functional are as follows:

- i. Physical defects on source facility that occurred during the normal course of wear and tear: damaged intake structure for spring and river, and defective pump and cut riser pipes for wells.
  - ii. Physical defects on system facility that happens during the normal course of wear and tear: leakage in transmission/distribution lines, damaged gate valves, leakage in reservoir and others.
  - iii. Improper design of facility: for spring and river, distribution is normally by gravity such that it is imperative that the source should be at higher elevation than the service area; for wells, common design lapses are: inadequate length of riser pipe and/or pump setting, wrong capacity of pump installed, and others.
  - iv. Poor construction of facility: leakage in intake structure, sub-standard pipe and pump material that leads to early wearing-out and inadequate actual well depth (less than the designed depth).
  - v. Supply becomes insufficient during seasonal change: adverse effects on water supply due to longer than normal dry season (possible effects of climate change).
  - vi. Deteriorating water quality: factors that lead to poor water quality are mining and rampant cutting of trees in the area, rapid industrialization that abets water pollution, poor waste disposal, and the like.
6. **Accessibility to water source.** For some time, access to water source tap stand may be impaired due to deteriorating peace and order, natural calamities like flooding and landslide and other unavoidable circumstances. Determine also if other construction remedies like ramps and railings are available so that the water source is accessible to Persons with Disabilities (PWDs).
7. **Water quality tests.** If previous tests were conducted, determine from available records if the parameters are within standards set by the

Philippine National Standards for Drinking Water (PNSDW) for physical, chemical and bacteriological aspects.

8. **Other water quality problems encountered and/or reported.** During the actual survey, gather information from the residents for other water quality problems like salty and metallic taste, turbid or muddy water and bad smell and verify by physical inspection using the sense of smell, taste and sight.

Salty water is usually located in coastal areas and has been a perennial problem in water supply development.

Metallic taste affects the aesthetic value of water related to its taste and also rustiness of materials and clothing.

Turbid or unclear water has several causes: poor construction and material quality leading to contamination and seepage in the piping system, inadequate well head protection, and natural groundwater quality.

### **Preparing the List of Target Respondents for Household Survey**

Prepare a list of potential/target respondents for the Household Survey using the prescribed form.

- ✚ List down names of potential/target respondents according to distance from main source of Level III water supply, that is, closest, midway or farthest (or Head, Middle, Tail-end).
- ✚ Number of target respondents must be more or less evenly distributed, and shall represent 30 % of households covered by Level III Facilities
- ✚ Where there are Indigenous Peoples covered by facilities, include the chieftain in the target for household survey
- ✚ Attach the list to the corresponding Level III Technical Inventory Sheet

### **General Information on Sanitation Facility**

1. **Location of facility:** specify province, municipality, barangay and purok.
2. **Type of facility:**
  - School Toilet: Constructed in public schools.
  - Public Toilet: Public toilets are located in populated areas like market area, public transportation terminals and parks and playgrounds.
  - Solid Waste Disposal facility: Commonly known as dump sites.



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3. **Status of construction:** facility can either be already completed and operational, or construction is still on-going during the time of the survey. If on-going, specify the target date of completion.
4. **Ownership and Management:** Ownership and management is consigned to those using the facility: school and Parents-Teachers Association (PTA) officials for school toilets and cooperatives and associations for public toilets. Waste disposal facilities are usually owned by the LGU. If management is by cooperative or association, specify if it is duly government-registered, and if not, state reason for non-registration.
5. **Total project cost and source of funding:** total project cost is the total amount spent to complete the facility. Funds for such can come from various sources: through grant and/or loan (state the specific source agency like UNDP, JICA, World Bank, etc), donation, IRA-funded, owner's fund and others. Specify also the cost-sharing arrangement, if applicable.
7. **Construction and operation:** this pertains to dates of start and end of construction and start of operation (in mm/yyyy). If construction period is by phase (not completed in a single continuous period), specify such dates of completion by phase.

### Technical Information on Sanitation Facility

#### 1. Type of toilet facility:

With water-sealed toilet bowl: is the type of toilet facility where, after water is flushed or poured into the bowl, a small amount of water is left in the bowl and seals the bottom from the pipe leading to the depository.

Closed-pit, without water-sealed bowl: as the name implies, this type of toilet has no bowl and the depository is constructed usually of large circular tubes made of concrete or clay, covered on top and has a small opening.

Open-pit: is the same as closed pit, but without covering.

Others: includes pail system wherein fecal matter is accumulated in a pail or any kind of container, to be disposed from time to time.

#### 2. Manner of waste disposal:

Septic tank: a tank in which the solid waste or sewage is accumulated to be disintegrated by bacteria. This is commonly called "poso negro".

Direct to drainage canal: there is no depository for solid waste, waste is directly discharged to canal.

Usage of septic tank: usage can be exclusively by one household or shared with the other households.

3. **Water supply availability for flushing and cleaning:**

Can be by faucet, well, rain water or none at all.

4. **Surrounding area:**

Gather information from residents if the toilet surrounding area gets flooded during heavy rain.

5. **Gender consideration:**

Verify if there is a separate booth for Male and Female users of the toilet.

6. **Accessibility to all users:**

Verify if it is accessible to Persons with Disabilities (PWDs) and the aged through constructed ramps and railings.

7. **Functionality:**

This is with similarity to the definitions of fully-functional, partially-functional and non-functional facilities for water supply.

Cause/s of partial and/or non-functionality of sanitary facilities are caused by several factors: physical defects that render it unusable, poor designing and workmanship during construction and inadequate water source.

**Baseline Survey of Thirty-Six Waterless Municipalities**

TECHNICAL INFORMATION ON SANITATION FACILITY		
Coordinates	N	
	E	
<b>Type of Toilet Facility</b>		
With water-sealed toilet bowl <input type="checkbox"/>	Closed pit, without water-sealed bowl <input type="checkbox"/>	
Open pit <input type="checkbox"/>	Others, <input type="checkbox"/> specify _____	
<b>Manner of waste disposal</b>		
Septic tank <input type="checkbox"/>		
Direct to drainage canal <input type="checkbox"/>		
Others, <input type="checkbox"/> specify _____		
<b>Water Supply Available:</b>		
Faucet <input type="checkbox"/>	Well <input type="checkbox"/>	None <input type="checkbox"/>
Others, <input type="checkbox"/> specify _____		
<b>Does the facility have gender consideration?</b>		
(separate Male and Female compartments)	YES <input type="checkbox"/>	
	NO <input type="checkbox"/>	
<b>Is the facility accessible to PWDs? (with elevated ramp)</b>		
	YES <input type="checkbox"/>	
	NO <input type="checkbox"/>	
<b>Functionality: (Check appropriate box)</b>		
Fully-Functional <input type="checkbox"/>	Partially-Functional <input type="checkbox"/>	Non-Functional <input type="checkbox"/>
<b>Cause/s of Partial Functionality or Non-Functionality</b>		
Physical Defect on Facility <input type="checkbox"/>		
(specify) _____		
Improper Design and/or <input type="checkbox"/>		
Poor Construction of Facility <input type="checkbox"/>		
Poor Water Supply Source <input type="checkbox"/>		
Prepared by :	Noted by:	Date:

## Guidelines for Conducting Household Survey

1	Objective	Gather and analyze first – hand information on the profile, socio-economic status of households, their capacities, access to water and sanitation services, their opinions and suggestions.
2	Uses	Data basis for establishing needs, capacities, extent of services acquired, the limiting and contributing factors, and other relevant aspects of WATSAN
3	Specific Activities	Establishing the households Sampling Interviews
4	Responsible	Designated Enumerators/Interviewers as the implementers, Municipal WATSAN Team as supervisor/s
5	Sources of Data/Information	Heads of sample households
6	Establishing the households	Establish the total number of households served and not served by water supply facilities. Refer to the data from the “Assessment of WATSAN Reach”.
7	Selection of sample households	Firm up the number of households and number of target respondents based on the results of technical inventory.  For Level I facilities – 30 % of households owning Level I facility, selected in simple random.  For Level II facilities – 30 % of households served by Level II facility. Select sample households in simple random at the closest, midway and farthest (head, middle, tail-end) from each tap stand.  For Level III facilities – 30 % of households served by Level III facility. Select sample households in simple random at the closest, midway and farthest (head, middle, tail-end) from

		<p>the reservoir.</p> <p>For those without any facility at all – 30 % of households selected in simple random.</p> <p><i>Note, however, that the lists of target respondents have been prepared during the technical inventory, hence, identification of respondents for those without any facility at all would be done by the survey supervisor and/or the enumerator.</i></p>
8	Identification of respondents	Respondent must be the head of the family. If the head of the family is not available, the next option is the spouse, the eldest child and so on. In no case shall respondents be below 18 years of age.
9	Explanation of Entries	
<p><b>A. Demographic Characteristics of Households:</b> This part is to provide a brief inventory of members of the household and would help in identifying peculiarities in terms of indigenous grouping and disability</p>		
	Heading	In the space provided, write down the province, municipality, barangay, purok, facility number and the name of respondent.
	Column (1) No.	This is a designated number where the head of household is number 1. Other members of the households be listed in the following order: spouse; children from oldest to youngest; parents; in-laws/ relatives; and so on.
	Column (2) Name	Full Name of household member starting with given name followed by family name. Middle name is optional.
	Column (3) Relationship to Household Head	Enter code as specified in the form: 1 – Household Head; 2 – spouse; 3 – son/daughter; 4 – grandchildren; 5 – parents; 6 – in-laws/relatives; 7 – no relationship at all.
	Column (4) Sex	Enter code for sex of household member where: M- Male; F - Female
	Column (5) Age	Age as of last birthday

	Column (6) DOB	Date of Birth. Enter month and year in four-digit number, ex., February 1960 be written as 0260
	Column (7) Marital Status	Enter applicable codes: S – single; M – married; W – widow/widower; Se – separated whether legally or informally separated; L – live-in partner
	Column (8) Religious Affiliation	Write down the religious affiliation of household member, ex., Roman Catholic, Methodist, Islam, 7 <sup>th</sup> Day Adventist, Iglesia ni Cristo. etc.
	Column (9) Tribe	Identify what tribe the household member belongs, ex., Ibanag, Ilokano, Itaois, Bicolano, Maguindanon, Maranaw, Bukidnon, etc.
	Column (10) Disability, if any	Disability would be defined as physical limitation depriving the individual to undertake activities normally done by people without disability, ex., blindness, “lumpo”, deafness, senility, etc.
<b>B. Household Composition:</b> This summarizes Part A to give information on household's extent of water utilization (demand)		
1)	Number of HH members	On the space provided, indicate <b>TOTAL</b> number of household members based on the list in Part A.
		Out of the <b>TOTAL</b> number of household members, indicate on the space provided the number of <b>FEMALE</b> members of the household.
2)	Number of occupants using water	Determine number of occupants using water, that is, some household members may be working abroad or in other places, hence, they have to be deducted from the total number of household members.
<b>C. Education Profile:</b> This part describes the level of education and skills (of the respondent)		
3)	Education Level	Check box corresponding to the highest level of formal education attained by the respondent
4)	Skills training attended	For purpose of this survey, gather only the trainings related to leadership, organization management, governance, water, sanitation and

		hygiene-related skills training. Use additional sheets if necessary or write at the back of questionnaire.
<b>D. Social Affiliations:</b> This tries to establish the experiences and exposure of the respondent and household member in community organizations and the like.		
5)	Are you a member of any Peoples' Organization?	Answerable by YES or NO. Check appropriate box.. <i>PO is Peoples Organization, a voluntary association of individuals with the mandate to pursue programs for the common good. These may be associations, cooperatives, health/women's clubs, or the like.</i>
	Follow up questions:	
	▪ If YES, since when?	State month number and year, ex., 0209 for February 2009
	▪ Please specify name of PO	State full name of PO. The PO in this survey means an association voluntarily organized by a group of people with the purpose of serving the interest of the people/members.
	▪ What is your current position in the PO	State position other than plain "member". If respondent is only a member, no need to fill this up.
6)	If the PO is water-related, what is its advocacy or mission?	Assess if the PO is water-related. If so, ask the question to the respondent and write down key words, as in : equal access to water; delivery of water services; etc.
7)	Is any Household Member a member of water/sanitation-related organization?	Answerable by YES or NO. Check appropriate box. It may be water and sanitation-related organization or water-related or sanitation-related organization.
	Follow up question: If YES, please state name of organization and his/her position.	State full name of organization and then in open – close parenthesis the position of the household member if other than being plain member.
<b>E. Household Economic Features:</b> This will show some details of income, income sources, expenditures and list of properties which indicate capabilities for economic undertaking.		

8)	Income Source and Income	
	Sources of Family Income	Identify sources of family income, that is, those earned by the household head and other household members that go into the funds of the household. Check appropriate box
	Annual Household Income	Aggregate cash income of the household per year.. Check appropriate box representing range of annual income. It may be difficult for the respondent to provide exact amount, so the enumerator may help by asking estimate of monthly cash income, then multiplying the amount by 12 (months).
9)	Monthly HH Expenses	Reflect monthly expenses per cost item. (Monthly expenses is solicited as it may be difficult to determine annual expenses)
10)	Which of these do you own?	Check as many items as are owned by the household. These are a few items which would indicate other opportunities for income generation.
<p><b>F. Gender Disadvantaged and Vulnerable Groups:</b> Originally designed for gender disaggregation, this part further disaggregates information on old aged, disabled persons and children (below 18 years, taking the UNICEF definition). This part is subdivided into key areas of concern-</p> <ul style="list-style-type: none"> <li>▪ Particulars – key points of query</li> <li>▪ Old aged - 65 years and above</li> <li>▪ Disabled - those with physical disability, regardless of age. Disability is explained as physical constraint to undertake productive activities.</li> <li>▪ Adult - above 18 years and segregated into M - Male, F - Female or B – Both</li> <li>▪ Children (below 18 years of age) and segregated into M - Male, F - Female or B – Both</li> </ul>		
11)	Who takes the active role in the following: (house work, field/farm work, community social services, community decision-making, leadership in Peoples Organizations and Cultural movements)	Check appropriate box/es

12)	Who has experienced water-borne diseases in the last six months?	The intent here is to assess who is more prone to water-borne diseases – men, women, children, old-aged, or disabled persons. Check appropriate box/es
<b>G. Health, Sanitation and Hygiene Practices:</b> This part needs extra care and tactful means of gathering information, to avoid any offense in the course of interview.		
13)	Do you have a toilet?	Answerable by YES or NO. Check appropriate box.
	If YES, what type?	<u>Types/description of types of toilet</u> Water-sealed, sewer septic tank Water, other depository Ventilated improved pit(w/o water-sealed bowl, depository is usually of large circular tubes made of concrete on top and has a small opening Sanitary pit privy (dry type) Open pit Others (Pail system, etc)
	Used exclusively by the household or shared with other households?	Check corresponding box if the toilet is used exclusively by the household or shared with other households.
	If NO, where do you defecate?	Check appropriate box
14)	Do you wash after defecating?	Answerable by YES or No. Check appropriate box.
	Follow-up questions:	
	If YES, do you use soap, disinfectant or water only?	Check appropriate box/es
	If NO, What do you use : paper, stick, others	Check appropriate box/es
15)	If you have septic tank, what	Check appropriate box. If the answer is NO or

	do you do when it is full?	the respondent hesitates to answer, follow up question is: when was your septic tank constructed? Perhaps the septic tank is still new/not yet full. If so, write on the write side the year it was constructed or the word "NEW"
	Follow up question: When was the last time you dislodge your septic tank?	Specify month and year. If the septic tank is new, write Not Applicable.
16)	How do you dispose of garbage?	Check appropriate box. Choose only the most usual practice of garbage disposal.
<p><b>H. On Water Supply and Water Services:</b> This part probes on respondent's opinions on water supply and water services, including feedback and notifications.</p>		
17)	Where do you get water?	This is to probe on sources of water for drinking and other basic needs – water system Level II or III, deep well, artesian well, others. In the case of Levels II and III, specify the name of the water system. As a follow up question, ask for reason/s why they get water from such sources.
18)	Volume of water consumed by the household	This could be in terms of container per day in which case, indicate the volume per container. In case of responses of volume per month (expectedly for Level III), main reference may be the bill for the previous month.
19)	Distance and time spent in getting water	Ask the distance (in meters, one way) and time spent (in minutes, back and forth) in getting water for different purposes with reference to the answer in number 17). Probe on other constraints, ex., slippery, steep, etc.
20)	The respondent is to provide a rating on water supply services against specific indicators: <ul style="list-style-type: none"> <li>- Reliability of service (24 hours availability)</li> <li>- Regular maintenance (includes regular facility checks, minor</li> </ul>	The rating scale is 1 to 4 where: <ul style="list-style-type: none"> <li>▪ 1 is good, meets needs and expectations in terms of quality and quantity. In terms of fees, rate is considered commensurate to services provided and is affordable.</li> <li>▪ 2 is acceptable, there are some lapses but needs are satisfied through some alternatives. This happens when services are not properly delivered due to reasons</li> </ul>

	<p>repair)</p> <ul style="list-style-type: none"> <li>- Actions to complaints – whether problems are resolved, advice are provided, or problems are forwarded to authorities)</li> <li>- Responses or feedback to users</li> <li>- Reasonableness of fees – if the rates of water and /or service fees are commensurate to services acquired</li> </ul>	<p>beyond the control of the provider. In terms of fees, rate may not be affordable but acceptable in view of services acquired.</p> <ul style="list-style-type: none"> <li>▪ 3 are fair, needs and expectations are not satisfied, causing occasional sacrifices of the beneficiaries. In terms of fees, rate may be affordable but not as acceptable in view of the services acquired.</li> <li>▪ 4 is poor, beneficiaries do not get enough services most of the time. In terms of fees, rate is unacceptable or way beyond beneficiaries' capability to pay.</li> </ul>
	Reasons	Solicit key reason for every rating provided. Write at the back of the questionnaire or use additional sheet if necessary. Indicate, however, if entries were written at the back of the sheet or if additional sheets were used. Staple the additional sheet to the questionnaire.
21)	Are there water quality problems encountered in the last six months?	Answerable by YES or NO. Check appropriate box.
	If YES, specify whether : turbid water; metallic taste; salty water; or bad smell	Answers could be : 1 – occasional; or 2 – most of the time  Solicit reason/s for such occurrence and write key words in the box provided, ex., flooding, contamination, etc. .
	If answer is NO, what are the reasons?	This would provide opportunity to gather positive factors that prevent or arrest water quality problems. Check any or all of the factors listed:  <ul style="list-style-type: none"> <li>- Good management</li> <li>- Good water source selection</li> <li>- Sound design and construction</li> </ul>

		<ul style="list-style-type: none"> <li>- Appropriate maintenance</li> <li>- Early troubleshooting</li> <li>- Others, specify (there could be other location/facility-specific factors)</li> </ul>
22)	Were there water supply interruptions in the past six months?	Answerable by Yes or No
23)	To whom or where do you go re: complaints on water service?	Check appropriate box but in the case of Water Service Provider and others, solicit and write down specific answers, ex., specify the name of Water Service Provider.
24)	In case of water service interruption, do you get prior notice?	Answerable by YES or NO. Check appropriate box.
	Follow up question: If YES, how are you notified?	Check appropriate box/es for possible answers provided.
<b>I. Water Fees, Policies and Programs</b>		
25)	Is water fee being charged to water users?	Answerable by YES or NO. Check appropriate box.
	Follow up question: If YES, how much?	Solicit the rate of water fee rate, that is, Pesos per cubic meter, or Pesos per month, whichever is adopted.
26)	Do you pay water fees?	Answerable by YES or NO. Check appropriate box.
	Follow up questions:	
	If YES, to whom or where do you pay?	Enter position of the person, or office, to whom or where payment is made by respondent
	If NO, please explain WHY.	Motivate the respondent to explain why he does not pay water fees. Reasons may fall under any of the following categories:  -capacity to pay -attitudinal

		<ul style="list-style-type: none"> <li>-dissatisfaction (on services)</li> <li>-relationship (with collecting officer)</li> <li>-distance</li> <li>-unacceptable rates</li> </ul> <p>In case the respondent provides more than one answer, facilitate ranking to arrive at the main reason.</p>
27)	Is there any sanction for non-payment of fees?	Answerable by YES or NO. Check appropriate box. Solicit explanation but write only key words, ex., penalty, fines, service cut off, etc.
28)	Is there any incentive program for good payors?	Answerable by YES or NO. Check appropriate box. Solicit explanation but write only key words, ex., discount coupon, special awards, etc.
<p><b>J. Information and Participation:</b> This part solicits the manner by which important information reaches the respondent and how the respondent participates in decisions.</p>		
29)	How do you acquire information on Water, Sanitation and related Hygiene Practices?	<p>Information means updates on available programs, ways and means to improve or maintain level of water services, appropriate sanitation and related hygiene practices, relevant services available and how to access them.</p> <p>Check appropriate box and indicate the top three sources of information.</p>
30)	Of those listed in item 29, which do you trust to have the most updated and reliable information on water and sanitation?	Write down the answer on the space provided for.
31)	Have you seen posters, received brochures, heard something on the radio, or attended a seminar or meeting on water and sanitation?	Answerable by Yes or No.
	<p>Follow up questions:</p> <p>If yes, has this experience led to a positive change in your water and sanitation</p>	Answerable by Yes or No.

	practice? If Yes, why do you think so? If the answer is NO, why?	Write down the answer of the respondent. Write down the answer of the respondent.
32)	At present, are you satisfied with the amount of information you receive on water and sanitation?	Answerable by Yes or No. Check appropriate box.
	Follow up question: If the answer is No, what other information do you think you need on water and sanitation?	Solicit from respondent other water and sanitation information needed. Check appropriate box which reflects the respondent's answer.
33)	How are you able to influence decisions on water and sanitation?	Check only one answer which is the most usual means of influencing decision. As a strategy, the respondent may be asked to rank in the order of most common means.
<b>K. General Opinions:</b> In this part, the assessment of the respondent shall be solicited.		
34)	On a scale of 1 to 4 where 1 is poor, 2 is fair, 3 is acceptable, and 4 is good, how would you rate your access to water supply services . . . ?	Reliability of water supply - ideally water supply must be available in 24 hours. Reasonableness of fees – fees charged to the users is commensurate to services acquired Responsiveness to need – water supply service is available or may be acquired as needed. Access to information – households are able to acquire information from WSP or Barangay. Participation – households/users are able to influence decisions on water and sanitation For each rating provided, solicit comments/explanation that explain the rating given.
35)	This probes on whether the PANTHER principles are manifested in the operation and management of water and sanitation facilities.	Answerable by Yes or No. This part attempts to find out the respondent's impressions on existing situation vs. the PANTHER principles. An alternative way of asking it is: What principles are there in water and sanitation that serve as positive factors – equality, democracy,

		<p>participation, human rights. . . Then categorize into any of the principles.</p> <p>Participation – are these rules, regulations, activities which provide opportunity for influencing decisions? Are they able to give suggestions?</p> <p>Accountability – are specific persons assigned on money matters and other responsibilities?</p> <p>Non-discrimination – do all households have equal rights over water supply service regardless of age, sex, tribe. . .?</p> <p>Transparency – are there mechanisms by which households access information on the affairs re: water and sanitation?</p> <p>Human rights – do rules, practices considerate of human rights to access water, information and services?</p> <p>Empowerment – do the present practices enable households/people to improve their knowledge, access to information, and opportunities to participate in decisions?</p> <p>Rule of law – are the policies, rules and practices within the bounds of existing laws?</p> <p>Whatever the answer must be provided with explanations to substantiate indicators of the PANTHER principles as they perceive it</p>
36)	<p>Recommendations to improve access to and provision of water services with the active participation of the poor.</p>	<p>Make a brief summary of information gathered from the respondent.</p> <p>Solicit recommendations to improve access to and provision of water services with the active participation of the poor. This is open-ended and the respondent must feel the acceptance of his inputs, but avoid making assurances or promises.</p> <p>Conclude the session with an acknowledgement of respondent's participation.</p>
37)	<p>If given the chance, how would you participate in water and sanitation program?</p>	<p>Starting off from the respondent's recommendations, ask the respondent if he is willing to participate in water and sanitation programs.</p>

		<p>Ask what roles or participation he would like in WATSAN programs – financial or labor contributions, part of management, collector, etc.</p> <p>Ask how he could best do the enumerated roles/participation.</p>
<b>DO's and DON'T's</b>		
<b>DO's</b>		<ul style="list-style-type: none"> <li>✚ Upon entry to the barangay, make sure that the BLGU is aware of the activity to be undertaken. A courtesy call would be advisable.</li> <li>✚ Make side notes of relevant items disclosed by the respondent</li> <li>✚ Allow the respondent to talk, but be tactful in redirecting him/her if the subject goes beyond the scope of interview</li> <li>✚ Check completeness of entries to the form before leaving the respondent.</li> </ul>
<b>DON'T's</b>		<ul style="list-style-type: none"> <li>✚ Avoid pressuring the interviewer. Give him/her time to think and provide the useful/relevant information. If he/she declines to answer some questions, do not push hard.</li> <li>✚ Avoid giving false hopes just to motivate the interviewer to answer, ex., saying that if he/she provides good answers, there will be a project. Remember that this is only to establish the present situation and next steps would depend on the study results.</li> </ul>
<p><b>Estimated time frame for interview:</b> 45 minutes per respondent on the average. Time frame may be longer, depending on the intensity of issues, the capability of respondent to provide information, and/or other possible interruptions.</p>		

**Household Survey on Water and Sanitation**

Dear Respondent:

The Department of the Interior and Local Government (DILG) would like to seek some information on your household to determine the present situation of water and sanitation. Please give your most honest responses. We assure you that responses will be treated with utmost confidentiality.

Thank you.

<b>HOUSEHOLD NUMBER:</b>	<b>FACILITY CODE:</b>
--------------------------	-----------------------

**NAME OF HOUSEHOLD HEAD :**

**NAME OF RESPONDENT /RELATIONSHIP TO HOUSEHOLD HEAD**(if respondent is other than household head):

**PUROK:**

**BARANGAY:**

**MUNICIPALITY:**

CALL RECORD		
DATE		
TIME STARTED		
TIME COMPLETED		
REMARKS		

**CERTIFICATION**

I hereby certify that the data set forth were obtained/reviewed by me personally in accordance with the instructions given

\_\_\_\_\_ DATE

SIGNATURE OVER PRINTED NAME OF ENUMERATOR

\_\_\_\_\_ DATE

SIGNATURE OVER PRINTED NAME OF SURVEY SUPERVISOR

Baseline Survey of Thirty-Six Waterless Municipalities

SURVEY QUESTIONNAIRE FOR HOUSEHOLDS (USERS OF FACILITY)			
Province		Municipality	
Barangay		Purok	
<b>B. Household Composition</b>			
1) Number of HH members: TOTAL		FEMALE	
2) Number of occupants using water: TOTAL		FEMALE	
<b>C. Education Profile</b>			
3) Education Level		4) Skills Training attended (State title of training and year acquired)	
No formal schooling <input type="checkbox"/>		College Graduate <input type="checkbox"/>	
Elementary <input type="checkbox"/>		Masteral course <input type="checkbox"/>	
High School <input type="checkbox"/>		Vocational, <input type="checkbox"/>	
College level <input type="checkbox"/>		specify _____	
<b>D. Social Affiliations</b>			
5) Are you a member of any Peoples' Organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, since when? Please specify name of PO			
What is your current position in the PO?			
6) If the PO is water-related, what is its advocacy or mission?			
7) Is any Household Member a member of WATSAN--related organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, please state name of organization and his/her position.			
<b>E. Household Economic Features</b>			
<b>8) Income Source, Income and Expenses</b>		<b>9) Monthly HH Expenses</b>	
Source of Family Income	Annual Family Income	Item	Amount
Farming <input type="checkbox"/>	less than P20,000 <input type="checkbox"/>	Water <input type="checkbox"/>	
Livestock/Poultry <input type="checkbox"/>	P20,001 to 40,000 <input type="checkbox"/>	Electricity <input type="checkbox"/>	
Fishing <input type="checkbox"/>	P40,001 to P60,000 <input type="checkbox"/>	Communication <input type="checkbox"/>	
Regular employment <input type="checkbox"/>	P60,001 to P80,000 <input type="checkbox"/>	Food <input type="checkbox"/>	
Seasonal employment <input type="checkbox"/>	P80,000 to P100,000 <input type="checkbox"/>	Clothing <input type="checkbox"/>	
Small enterprise/business <input type="checkbox"/>	above P100,000 <input type="checkbox"/>	Housing <input type="checkbox"/>	
Remittances/pensions <input type="checkbox"/>		Appliances/Fixtures <input type="checkbox"/>	
Subsidies <input type="checkbox"/>		Education <input type="checkbox"/>	
Others, <input type="checkbox"/> specify _____		Health/Medication <input type="checkbox"/>	
<b>10) Which of these do you own?</b>			
Residential lot <input type="checkbox"/>	Farm animals <input type="checkbox"/>	others, <input type="checkbox"/> specify _____	
Residential House <input type="checkbox"/>	Backyard animals <input type="checkbox"/>		
Farm <input type="checkbox"/>	Horse <input type="checkbox"/>		
Machinery <input type="checkbox"/>	Transport vehicles <input type="checkbox"/>		

F. Gender								
11) Who takes the active role in the following:								
Particulars	Old Aged	Disabled	Adult			Children (below 18 yrs)		
			M	F	Both	M	F	Both
a. House work								
fetching water	<input type="checkbox"/>							
cooking	<input type="checkbox"/>							
take care of children	<input type="checkbox"/>							
washing clothes	<input type="checkbox"/>							
house cleaning/maintenance	<input type="checkbox"/>							
gathering firewood	<input type="checkbox"/>							
gardening	<input type="checkbox"/>							
b. Field work								
Farming	<input type="checkbox"/>							
Storage	<input type="checkbox"/>							
Processing	<input type="checkbox"/>							
Transporting products	<input type="checkbox"/>							
Marketing	<input type="checkbox"/>							
c. Community social activities								
Meetings	<input type="checkbox"/>							
Social gatherings	<input type="checkbox"/>							
Trainings	<input type="checkbox"/>							
d. Community decision-making	<input type="checkbox"/>							
e. Membership in:								
Peoples' Organizations	<input type="checkbox"/>							
Cultural movements	<input type="checkbox"/>							
f. Leadership in:								
Peoples' Organizations	<input type="checkbox"/>							
Cultural movement	<input type="checkbox"/>							
12) Who has experienced water-borne diseases in the last six months?								
Diarrhea	<input type="checkbox"/>							
Amoebiasis	<input type="checkbox"/>							
Malaria	<input type="checkbox"/>							
Dengue	<input type="checkbox"/>							
Schistosomiasis	<input type="checkbox"/>							
others, specify	<input type="checkbox"/>							

**G. Health, Sanitation and Hygiene Practices**

13) Do you have a toilet? YES  NO

*If YES, what type?*

Description	Used exclusively by HH	Shared w/ other HHs
Water-sealed, sewer septic tank	<input type="checkbox"/>	<input type="checkbox"/>
Pour-Flush with Septic Tank/Pit	<input type="checkbox"/>	<input type="checkbox"/>
Ventilated Improved Pit	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary Pit Privy (Dry Type)	<input type="checkbox"/>	<input type="checkbox"/>
Open Pit	<input type="checkbox"/>	<input type="checkbox"/>
Others (Pail system, etc)	<input type="checkbox"/>	<input type="checkbox"/>

*If NO, where do you defecate?*

Neighbor  Open Field  Others,  specify \_\_\_\_\_  
 River

14) Do you wash after defecating?

LUBOT YES  NO

KAMUT YES  NO

If yes, do you use: soap?  disinfectant?  others,  specify

If No, what do you use: paper  stick

15) If you have septic tank, what do you do when it is full?

have pozo negro excavation  just leave it

When was the last time you desludged your septic tank ? (month/year)

16) How do you dispose of garbage ?

picked up by mun garbage collector  composting  others,  specify

dumping in individual pit  burying

burning  feeding to animals

**H. On Water Supply and Services**

17) Where do you get water for . . .

Uses	Source	Reason
Drinking		
Cooking		
Bathing		
Cleaning		
Washing		

18) How much is the volume of water consumed by your household?

\_\_\_\_\_ per day \_\_\_\_\_ per month

19) Distance and the time spent in getting water?						
Water For	Distance (in km)	Time Required (in minutes)	Any constraints (Pls. specify)			
Drinking						
Cooking						
Bathing						
Cleaning						
Washing						
20) On a scale of 1 to 4 where 1 is poor, 2 is fair, 3 is acceptable, and 4 is good, how would you rate water supply services in terms of the following:						
	Particulars	1	2	3	4	Reasons
	sustainability of service (24 hrs service)					
	regular maintenance					
	actions to complaints					
	responses and feedback to users					
	affordability of fees (rates)					
21) Are there water quality problems encountered in the last six months? YES <input type="checkbox"/> NO <input type="checkbox"/>						
If yes, please specify:						
	Observations	1	2	Reasons for occurrence		
	Turbid water					
	Metallic taste					
	salty water					
	Bad smell					
1 - is occasional; 2 - is most of the time						
If answer is NO, what are the reasons?						
	good management	<input type="checkbox"/>	others, <input type="checkbox"/> specify			
	good water source selection	<input type="checkbox"/>				
	correct design and construction	<input type="checkbox"/>				
	appropriate maintenance	<input type="checkbox"/>				
	early troubleshooting	<input type="checkbox"/>				
22) Were there water supply interruptions in the past six months? YES <input type="checkbox"/> NO <input type="checkbox"/>						
23) To whom or where do you go re: complaints on water service?						
	Barangay	<input type="checkbox"/>				
	Water Service Provider, specify	<input type="checkbox"/>				
	others, specify	<input type="checkbox"/>				
24) In case of service interruption, do you get prior notice? YES <input type="checkbox"/> NO <input type="checkbox"/>						
If YES, how are you notified?						
	written notice	<input type="checkbox"/>	Text Message	<input type="checkbox"/>	others, <input type="checkbox"/> specify	
	by word of mouth (Verbal)	<input type="checkbox"/>	Brgy meeting	<input type="checkbox"/>		
	community billboard	<input type="checkbox"/>	public information system	<input type="checkbox"/>		

**I. Water Fees, Policies and Programs**

25) Is water fee being charged to water users? YES  NO  If YES, how much? \_\_\_\_\_  
If yes, how much?

26) Do you pay water fees? YES  NO   
If YES, to whom or where do you pay?

\_\_\_\_\_

If NO, please explain WHY. \_\_\_\_\_

\_\_\_\_\_

27) Is there any sanction for non-payment of fees? YES  NO   
If YES, please explain sanctions enforced

\_\_\_\_\_

28) Is there any incentive program for good payors? YES  NO   
If YES, please explain types of incentives.

\_\_\_\_\_

**J. Information and Participation**

29) How do you acquire information on WATSAN and related hygiene practices? Please indicate at the right of the box the top three sources from which you get the most information, where 1 is the top most, and so on.

written notice from Barangay/WSP	<input type="checkbox"/>	Barangay Health Workers	<input type="checkbox"/>
Barangay/BWSA/WSP meetings	<input type="checkbox"/>	(SMS) Text messaging	<input type="checkbox"/>
community billboards and posters	<input type="checkbox"/>	friends and neighbors	<input type="checkbox"/>
school and teachers	<input type="checkbox"/>	Barangay/Family elders	<input type="checkbox"/>
children	<input type="checkbox"/>	others, specify	<input type="checkbox"/>
television	<input type="checkbox"/>		

30) Of those listed in item 29, which do you trust to have the most updated and reliable information on water and sanitation?

31) Have you seen posters, received brochures, heard something on the radio, or attended a seminar or meeting on water and sanitation in the past six months? YES  NO

If yes, has this experience led to a positive change in your water and sanitation practice?

YES  NO

If YES, why do you think so?

If the answer is NO, why?

32) At present, are you satisfied with the amount of information you receive on water and sanitation? YES  NO

If the answer is NO, what other information do you think you need on water and sanitation?

- Proper hand washing
- Updates on water-borne diseases
- Water and health-related information
- News/information on water service interruption
- Notices of BAWASA meetings
- More news on BAWASA and water-related issues in the Barangay
- others, specify

33) How are you able to influence decisions on water and sanitation?

- meetings and assemblies
- community consultations on projects/activities
- through officers /representatives of WSPs
- through barangay officials
- others, specify
- none at all

**K. General Opinions**

34) On a scale of 1 to 4 where : 1 poor, 2 is fair; 3 is acceptable; and 4 is good, how would you rate your access to water supply services in terms of:

	1	2	3	4	Comments
reliability of water supply					
reasonableness of fees					
responsiveness to needs					
access to information					
participation					

35) Are the following manifested in the operation and management of water and sanitation facilities? If YES, in what ways? If NO, how can situation improve?

Key principles	YES	In what ways?	NO	How?
participation				
accountability				
non-discrimination				
transparency				
human rights				
empowerment				
rule of law				

36) Please give recommendations to improve access to and provision of water services especially to the poor

\_\_\_\_\_

\_\_\_\_\_

37) If given the chance, how would you participate in water and sanitation programs?

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Thank you!

## **Guidelines for Conducting Household Survey for Non-Users<sup>1</sup>**

1	Objective	Gather and analyze first – hand information on the profile, socio-economic status of households, their capacities, access to water and sanitation services, their opinions and suggestions.
2	Uses	Data basis for establishing needs, capacities, extent of services acquired, the limiting and contributing factors, and other relevant aspects of WATSAN
3	Specific Activities	Establishing the households Sampling Interviews
4	Responsible	Designated Enumerators/Interviewers as the implementers, Municipal WATSAN Team as supervisor/s
5	Sources of Data/Information	Heads of sample households
6	Establishing the households	Establish the total number of households served and not served by water supply facilities. Refer to the data from the “Assessment of WATSAN Reach”.
7	Selection of sample households	Firm up the number of households and number of target respondents based on the results of technical inventory.  For Level I facilities – 30 % of households owning Level I facility, selected in simple random.  For Level II facilities – 30 % of households served by Level II facility. Select sample households in simple random at the closest, midway and farthest (head, middle, tail-end) from each tap stand.

<sup>1</sup> Non-Users in this context are those not using Level II or III facility

		<p>For Level III facilities – 30 % of households served by Level III facility. Select sample households in simple random at the closest, midway and farthest (head, middle, tail-end) from the reservoir.</p> <p>For those without any facility at all – 30 % of households selected in simple random.</p> <p><i>Note, however, that the lists of target respondents have been prepared during the technical inventory, hence, identification of respondents for those without any facility at all would be done by the survey supervisor and/or the enumerator.</i></p>
8	Identification of respondents	Respondent must be the head of the family. If the head of the family is not available, the next option is the spouse, the eldest child and so on. In no case shall respondents be below 18 years of age.
9	Explanation of Entries	
<p><b>A. Demographic Characteristics of Households:</b> This part is to provide a brief inventory of members of the household and would help in identifying peculiarities in terms of indigenous grouping and disability</p>		
	Heading	In the space provided, write down the province, municipality, barangay, purok, facility number and the name of respondent.
	Column (1) No.	This is a designated number where the head of household is number 1. Other members of the households be listed in the following order: spouse; children from oldest to youngest; parents; in-laws/ relatives; and so on.
	Column (2) Name	Full Name of household member starting with given name followed by family name. Middle name is optional.
	Column (3) Relationship to Household Head	Enter code as specified in the form: 1 – Household Head; 2 – spouse; 3 – son/daughter; 4 – grandchildren; 5 – parents; 6 – in-laws/relatives; 7 – no relationship at all.

	Column (4) Sex	Enter code for sex of household member where: M- Male; F - Female
	Column (5) Age	Age as of last birthday
	Column (6) DOB	Date of Birth. Enter month and year in four-digit number, ex., February 1960 be written as 0260
	Column (7) Marital Status	Enter applicable codes: S – single; M – married; W – widow/widower; Se – separated whether legally or informally separated; L – live-in partner
	Column (8) Religious Affiliation	Write down the religious affiliation of household member, ex., Roman Catholic, Methodist, Islam, 7 <sup>th</sup> Day Adventist, Iglesia ni Cristo. etc.
	Column (9) Tribe	Identify what tribe the household member belongs, ex., Ibanag, Ilokano, Itaois, Bicolano, Maguindanon, Maranaw, Bukidnon, etc.
	Column (10) Disability, if any	Disability would be defined as physical limitation depriving the individual to undertake activities normally done by people without disability, ex., blindness, “lumpo”, deafness, senility, etc.
<b>B. Household Composition:</b> This summarizes Part A to give information on household’s extent of water utilization (demand)		
1)	Number of HH members	On the space provided, indicate <b>TOTAL</b> number of household members based on the list in Part A.
		Out of the <b>TOTAL</b> number of household members, indicate on the space provided the number of <b>FEMALE</b> members of the household.
2)	Number of occupants using water	Determine number of occupants using water, that is, some household members may be working abroad or in other places, hence, they have to be deducted from the total number of household members.
<b>C. Education Profile:</b> This part describes the level of education and skills (of the respondent)		
3)	Education Level	Check box corresponding to the highest level of

		formal education attained by the respondent
4)	Skills training attended	For purpose of this survey, gather only the trainings related to leadership, organization management, governance, water, sanitation and hygiene-related skills training. Use additional sheets if necessary or write at the back of questionnaire.
<b>D. Social Affiliations:</b> This tries to establish the experiences and exposure of the respondent and household member in community organizations and the like.		
5)	Are you a member of any Peoples' Organization?	Answerable by YES or NO. Check appropriate box.. <i>PO is Peoples Organization, a voluntary association of individuals with the mandate to pursue programs for the common good.</i> These may be associations, cooperatives, health/women's clubs, or the like.
	Follow up questions:	
	▪ If YES, since when?	State month number and year, ex., 0209 for February 2009
	▪ Please specify name of PO	State full name of PO. The PO in this survey means an association voluntarily organized by a group of people with the purpose of serving the interest of the people/members.
	▪ What is your current position in the PO	State position other than plain "member". If respondent is only a member, no need to fill this up.
6)	If the PO is water-related, what is its advocacy or mission?	Assess if the PO is water-related. If so, ask the question to the respondent and write down key words, as in : equal access to water; delivery of water services; etc.
7)	Is any Household Member a member of water/sanitation-related organization?	Answerable by YES or NO. Check appropriate box. It may be water and sanitation-related organization or water-related or sanitation-related organization.
	Follow up question: If YES, please state name of organization and his/her	State full name of organization and then in open – close parenthesis the position of the household member if other than being plain member.

	position.	
<b>E. Household Economic Features:</b> This will show some details of income, income sources, expenditures and list of properties which indicate capabilities for economic undertaking.		
8)	Income Source and Income	
	Sources of Family Income	Identify sources of family income, that is, those earned by the household head and other household members that go into the funds of the household. Check appropriate box
	Annual Household Income	Aggregate cash income of the household per year.. Check appropriate box representing range of annual income. It may be difficult for the respondent to provide exact amount, so the enumerator may help by asking estimate of monthly cash income, then multiplying the amount by 12 (months).
9)	Monthly HH Expenses	Reflect monthly expenses per cost item. (Monthly expenses is solicited as it may be difficult to determine annual expenses)
10)	Which of these do you own?	Check as many items as are owned by the household. These are a few items which would indicate other opportunities for income generation.
<b>F. Gender, Disadvantaged and Vulnerable Groups:</b> Originally designed for gender disaggregation, this part further disaggregates information on old aged, disabled persons and children (below 18 years, taking the UNICEF definition). This part is subdivided into key areas of concern- <ul style="list-style-type: none"> <li>▪ Particulars – key points of query</li> <li>▪ Old aged - 65 years and above</li> <li>▪ Disabled - those with physical disability, regardless of age. Disability is explained as physical constraint to undertake productive activities.</li> <li>▪ Adult - above 18 years and segregated into M - Male, F - Female or B – Both</li> <li>▪ Children (below 18 years of age) and segregated into M - Male, F - Female or B – Both</li> </ul>		

11)	Who takes the active role in the following: (house work, field/farm work, community social services, community decision-making, leadership in Peoples Organizations and Cultural movements)	Check appropriate box/es
12)	Who has experienced water-borne diseases in the last six months?	The intent here is to assess who is more prone to water-borne diseased – men, women, children, old-aged, or disabled persons. Check appropriate box/es

**G. Health, Sanitation and Hygiene Practices:** This part needs extra care and tactful means of gathering information, to avoid any offense in the course of interview.

13)	Do you have a toilet?	Answerable by YES or NO. Check appropriate box.
	If YES, what type?	<u>Types/description of types of toilet</u> Water-sealed, sewer septic tank Water, other depository Ventilated improved pit(w/o water-sealed bowl, depository is usually of large circular tubes made of concrete on top and has a small opening Sanitary pit privy (dry type) Open pit Others (Pail system, etc)
	Used exclusively by the household or shared with other households?	Check corresponding box if the toilet is used exclusively by the household or shared with other households.
	If NO, where do you defecate?	Check appropriate box
14)	Do you wash after defecating?	Answerable by YES or No. Check appropriate box.
	Follow-up questions:	

	If YES, do you use soap, disinfectant or water only?	Check appropriate box/es
	If NO, What do you use : paper, stick, others	Check appropriate box/es
15)	If you have septic tank, what do you do when it is full?	Check appropriate box. If the answer is NO or the respondent hesitates to answer, follow up question is: when was your septic tank constructed? Perhaps the septic tank is still new/not yet full. If so, write on the write side the year it was constructed or the word "NEW"
	Follow up question: When was the last time you dislodge your septic tank?	Specify month and year. If the septic tank is new, write Not Applicable.
16)	How do you dispose of garbage?	Check appropriate box. Choose only the most usual practice of garbage disposal.
<p><b>H. On Water Supply and Water Services:</b> This part probes on respondent's opinions on water supply and water services, including feedback and notifications.</p>		
17)	Where do you get water?	This is to probe on sources of water for drinking and other basic needs – water system Level II or III, deep well, artesian well, others. In the case of Levels II and III, specify the name of the water system. As a follow up question, ask for reason/s why they get water from such sources.
18)	Volume of water consumed by the household	This could be in terms of container per day in which case, indicate the volume per container. In case of responses of volume per month (expectedly for Level III), main reference may be the bill for the previous month.
19)	Distance and time spent in getting water	Ask the distance (in meters, one way) and time spent (in minutes, back and forth) in getting water for different purposes with reference to the answer in number 17). Probe on other constraints, ex., slippery, steep, etc.

20)	Are there water quality problems encountered in the last six months?	Answerable by YES or NO. Check appropriate box.
	If YES, specify whether : turbid water; metallic taste; salty water; or bad smell	Answers could be : 1 – occasional; or 2 – most of the time  Solicit reason/s for such occurrence and write key words in the box provided, ex., flooding, contamination, etc. .
	If answer is NO, what are the reasons?	This would provide opportunity to gather positive factors that prevent or arrest water quality problems. Check any or all of the factors listed:  <ul style="list-style-type: none"> <li>- Good management</li> <li>- Good water source selection</li> <li>- Sound design and construction</li> <li>- Appropriate maintenance</li> <li>- Early troubleshooting</li> <li>- Others, specify (there could be other location/facility-specific factors)</li> </ul>
	Follow up question: If YES, how much?	Solicit the rate of water fee rate, that is, Pesos per cubic meter, or Pesos per month, whichever is adopted.
<b>J. Information and Participation:</b> This part solicits the manner by which important information reaches the respondent and how the respondent participates in decisions.		
21)	How do you acquire information on Water, Sanitation and related Hygiene Practices?	Information means updates on available programs, ways and means to improve or maintain level of water services, appropriate sanitation and related hygiene practices, relevant services available and how to access them.  Check appropriate box and indicate the top three sources of information.
22)	Of those listed in item 21, which do you trust to have the most updated an reliable information on water and	Write down the answer on the space provided for.

	sanitation?	
23)	Have you seen posters, received brochures, heard something on the radio, or attended a seminar or meeting on water and sanitation?	Answerable by Yes or No.
	Follow up questions: If yes, has this experience led to a positive change in your water and sanitation practice? If Yes, why do you think so? If the answer is NO, why?	Answerable by Yes or No.  Write down the answer of the respondent. Write down the answer of the respondent.
24)	At present, are you satisfied with the amount of information you receive on water and sanitation?	Answerable by Yes or No. Check appropriate box.
	Follow up question: If the answer is No, what other information do you think you need on water and sanitation?	Solicit from respondent other water and sanitation information needed. Check appropriate box which reflects the respondent's answer.
25)	How are you able to influence decisions on water and sanitation?	Check only one answer which is the most usual means of influencing decision. As a strategy, the respondent may be asked to rank in the order of most common means.
<b>K. General Opinions:</b> In this part, the assessment of the respondent shall be solicited.		
26)	On a scale of 1 to 4 where 1 is poor, 2 is fair, 3 is acceptable, and 4 is good, how would you rate your access to water supply services . . . ?	Reliability of water supply - ideally water supply must be available in 24 hours. Reasonableness of fees – fees charged to the users is commensurate to services acquired Responsiveness to need – water supply service is available or may be acquired as needed. Access to information – households are able to

		<p>acquire information from WSP or Barangay.</p> <p>Participation – households/users are able to influence decisions on water and sanitation</p> <p>For each rating provided, solicit comments/explanation that explains the rating given.</p>
27)	<p>This probes on whether the PANTHER principles are manifested in the operation and management of water and sanitation facilities.</p>	<p>Answerable by Yes or No. This part attempts to find out the respondent's impressions on existing situation vs. the PANTHER principles. An alternative way of asking it is: What principles are there in water and sanitation that serve as positive factors – equality, democracy, participation, human rights. . . Then categorize into any of the principles.</p> <p>Participation – are these rules, regulations, activities which provide opportunity for influencing decisions? Are they able to give suggestions?</p> <p>Accountability – are specific persons assigned on money matters and other responsibilities?</p> <p>Non-discrimination – do all households have equal rights over water supply service regardless of age, sex, tribe . . .?</p> <p>Transparency – are there mechanisms by which household's access information on the affairs re: water and sanitation?</p> <p>Human rights – do rules, practices considerate of human rights to access water, information and services?</p> <p>Empowerment – do the present practices enable households/people to improve their knowledge, access to information, and opportunities to participate in decisions?</p> <p>Rule of law – are the policies, rules and practices within the bounds of existing laws?</p> <p>Whatever the answer must be provided with explanations to substantiate indicators of the PANTHER principles as they perceive it</p>
28)	<p>Recommendations to improve access to and provision of</p>	<p>Make a brief summary of information gathered from the respondent.</p>

	water services with the active participation of the poor.	<p>Solicit recommendations to improve access to and provision of water services with the active participation of the poor. This is open-ended and the respondent must feel the acceptance of his inputs, but avoid making assurances or promises.</p> <p>Conclude the session with an acknowledgement of respondent's participation.</p>
29)	If given the chance, how would you participate in water and sanitation program?	<p>Starting off from the respondent's recommendations, ask the respondent if he is willing to participate in water and sanitation programs.</p> <p>Ask what roles or participation he would like in WATSAN programs – financial or labor contributions, part of management, collector, etc.</p> <p>Ask how he could best do the enumerated roles/participation.</p>
<b>DO's and DON'T's</b>		
<b>DO's</b>		<ul style="list-style-type: none"> <li> Upon entry to the barangay, make sure that the BLGU is aware of the activity to be undertaken. A courtesy call would be advisable.</li> <li> Make side notes of relevant items disclosed by the respondent</li> <li> Allow the respondent to talk, but be tactful in redirecting him/her if the subject goes beyond the scope of interview</li> <li> Check completeness of entries to the form before leaving the respondent.</li> </ul>
<b>DON'T's</b>		<ul style="list-style-type: none"> <li> Avoid pressuring the interviewer. Give him/her time to think and provide the useful/relevant information. If he/she declines to answer some questions, do not push hard.</li> <li> Avoid giving false hopes just to motivate the interviewer to answer, ex., saying that if he/she provides good answers, there will be a project. Remember that this is only to establish the present situation and</li> </ul>



**MDGF 1919: Enhancing Access to  
and Provision of Water Services with the  
Active Participation of the Poor**

*Baseline Survey of Thirty-Six Waterless Municipalities*

***Guidelines for Conducting Household Survey***

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	next steps would depend on the study results.
<b>Estimated time frame for interview:</b> 45 minutes per respondent on the average. Time frame may be longer, depending on the intensity of issues, the capability of respondent to provide information, and/or other possible interruptions.	

### Household Survey on Water and Sanitation

Dear Respondent:

The Department of the Interior and Local Government (DILG) would like to seek some information on your household to determine the present situation of water and sanitation. Please give your most honest responses. We assure you that responses will be treated with utmost confidentiality.

Thank you.

**HOUSEHOLD NUMBER:**

**FACILITY CODE:**

**NAME OF HOUSEHOLD HEAD :**

**NAME OF RESPONDENT /RELATIONSHIP TO HOUSEHOLD HEAD**(if respondent is other than household head):

**PUROK:**

**BARANGAY:**

**MUNICIPALITY:**

#### CALL RECORD

DATE		
TIME STARTED		
TIME COMPLETED		
REMARKS		

#### CERTIFICATION

I hereby certify that the data set forth were obtained/reviewed by me personally in accordance with the instructions given

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF ENUMERATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF SURVEY SUPERVISOR

\_\_\_\_\_  
DATE

*Baseline Survey of Thirty-Six Waterless Municipalities*

SURVEY QUESTIONNAIRE FOR HOUSEHOLDS (NON-USERS)			
Province		Municipality	
Barangay		Purok	
<b>B. Household Composition</b>			
1) Number of HH members: TOTAL		FEMALE	
2) Number of occupants using water: TOTAL		FEMALE	
<b>C. Education Profile</b>			
3) Education Level		4) Skills Training attended (State title of training and year acquired)	
No formal schooling <input type="checkbox"/>	College Graduate <input type="checkbox"/>		
Elementary <input type="checkbox"/>	Masteral course <input type="checkbox"/>		
High School <input type="checkbox"/>	Vocational, <input type="checkbox"/>		
College level <input type="checkbox"/>	specify _____		
<b>D. Social Affiliations</b>			
5) Are you a member of any Peoples' Organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, since when? Please specify name of PO			
What is your current position in the PO?			
6) If the PO is water-related, what is its advocacy or mission?			
7) Is any Household Member a member of WATSAN--related organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, please state name of organization and his/her position.			
<b>E. Household Economic Features</b>			
<b>8) Income Source, Income and Expenses</b>		<b>9) Monthly HH Expenses</b>	
<i>Source of Family Income</i>	<i>Annual Family Income</i>	<i>Item</i>	<i>Amount</i>
Farming <input type="checkbox"/>	less than P20,000 <input type="checkbox"/>	Water <input type="checkbox"/>	
Livestock/Poultry <input type="checkbox"/>	P20,001 to 40,000 <input type="checkbox"/>	Electricity <input type="checkbox"/>	
Fishing <input type="checkbox"/>	P40,001 to P60,000 <input type="checkbox"/>	Communication <input type="checkbox"/>	
Regular employment <input type="checkbox"/>	P60,001 to P80,000 <input type="checkbox"/>	Food <input type="checkbox"/>	
Seasonal employment <input type="checkbox"/>	P80,000 to P100,000 <input type="checkbox"/>	Clothing <input type="checkbox"/>	
Small enterprise/business <input type="checkbox"/>	above P100,000 <input type="checkbox"/>	Housing <input type="checkbox"/>	
Remittances/pensions <input type="checkbox"/>		Appliances/Fixtures <input type="checkbox"/>	
Subsidies <input type="checkbox"/>		Education <input type="checkbox"/>	
Others, <input type="checkbox"/> specify _____		Health/Medication <input type="checkbox"/>	

<b>10) Which of these do you own?</b>								
Residential lot <input type="checkbox"/>	Farm animals <input type="checkbox"/>	others, <input type="checkbox"/> specify _____						
Residential House <input type="checkbox"/>	Backyard animals <input type="checkbox"/>							
Farm <input type="checkbox"/>	Horse <input type="checkbox"/>							
Machinery <input type="checkbox"/>	Transport vehicles <input type="checkbox"/>							
<b>F. Gender</b>								
11) Who takes the active role in the following:								
Particulars	Old Aged	Disabled	Adult			Children (below 18 yrs)		
			M	F	Both	M	F	Both
a. House work								
fetching water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
cooking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
take care of children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
washing clothes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
house cleaning/maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
gathering firewood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
gardening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Field work								
Farming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transporting products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Community social activities								
Meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social gatherings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trainings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Community decision-making								
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Membership in:								
Peoples' Organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cultural movements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Leadership in:								
Peoples' Organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cultural movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Gender (continuation)								
Particulars	Old Aged	Disabled	Adult			Children (below 18 yrs)		
			M	F	Both	M	F	Both
12) Who has experienced water-borne diseases in the last six months?								
Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amoebiasis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Malaria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dengue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schistosomiasis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
others, specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G. Health, Sanitation and Hygiene Practices</b>								
13) Do you have a toilet? YES <input type="checkbox"/> NO <input type="checkbox"/>								
If YES, what type?								
Description			Used exclusively by HH			Shared w/ other HHs		
Water-sealed, sewer septic tank			<input type="checkbox"/>			<input type="checkbox"/>		
Pour-Flush with Septic Tank/Pit			<input type="checkbox"/>			<input type="checkbox"/>		
Ventilated Improved Pit			<input type="checkbox"/>			<input type="checkbox"/>		
Sanitary Pit Privy (Dry Type)			<input type="checkbox"/>			<input type="checkbox"/>		
Open Pit			<input type="checkbox"/>			<input type="checkbox"/>		
Others (Pail system, etc)			<input type="checkbox"/>			<input type="checkbox"/>		
If NO, where do you defecate?								
Neighbor <input type="checkbox"/>			Open Field <input type="checkbox"/>			Others, <input type="checkbox"/> specify _____		
River <input type="checkbox"/>								
14) Do you wash after defecating?								
LUBOT YES <input type="checkbox"/> NO <input type="checkbox"/>								
KAMUT YES <input type="checkbox"/> NO <input type="checkbox"/>								
If yes, do you use:			soap? <input type="checkbox"/>			disinfectant? <input type="checkbox"/>		
						others, <input type="checkbox"/> specify		
If No, what do you use:			paper <input type="checkbox"/>			stick <input type="checkbox"/>		
15) If you have septic tank, what do you do when it is full?								
have pozo negro excavation <input type="checkbox"/>			just leave it <input type="checkbox"/>					
When was the last time you desludged your septic tank ? (month/year)								

16) How do you dispose of garbage ?

- picked up by mun garbage collector  composting  others,  specify  
 dumping in individual pit  burying   
 burning  feeding to animals

**H. On Water Supply and Services**

17) Where do you get water for ?

Uses	Source	Reason
Drinking		
Cooking		
Bathing		
Cleaning		
Washing		

18) How much is the volume of water consumed by your household?

\_\_\_\_\_ per day \_\_\_\_\_ per month

19) Distance and the time spent in getting water?

Water For	Distance (in km)	Time Required (in minutes)	Any constraints (Pls. specify)
Drinking			
Cooking			
Bathing			
Cleaning			
Washing			

20) Are there water quality problems encountered in the last six months? YES  NO

If yes, please specify:

Observations	1	2	Reasons for occurrence
Turbid water			
Metallic taste			
salty water			
Bad smell			

1 - is occasional; 2 - is most of the time

If answer is NO, what are the reasons?

good management <input type="checkbox"/>	others, <input type="checkbox"/> specify
good water source selection <input type="checkbox"/>	
correct design and construction <input type="checkbox"/>	
appropriate maintenance <input type="checkbox"/>	
early troubleshooting <input type="checkbox"/>	

**I. Information and Participation**

21) How do you acquire information on WATSAN and related hygiene practices? Please indicate at the right of the box the top three sources from which you get the most information, where 1 is the top most, and so on.

- |                                  |                          |                         |                          |
|----------------------------------|--------------------------|-------------------------|--------------------------|
| written notice from Barangay/WSP | <input type="checkbox"/> | Barangay Health Workers | <input type="checkbox"/> |
| Barangay/BWSA/WSP meetings       | <input type="checkbox"/> | (SMS) Text messaging    | <input type="checkbox"/> |
| community billboards and posters | <input type="checkbox"/> | friends and neighbors   | <input type="checkbox"/> |
| school and teachers              | <input type="checkbox"/> | Barangay/Family elders  | <input type="checkbox"/> |
| children                         | <input type="checkbox"/> | others, specify         | <input type="checkbox"/> |
| television                       | <input type="checkbox"/> |                         |                          |

22) Of those listed in item 21, which do you trust to have the most updated and reliable information on water and sanitation?

23) Have you seen posters, received brochures, heard something on the radio, or attended a seminar or meeting on water and sanitation in the past six months? YES  NO

If YES, has this experience led to a positive change in your water and sanitation practice?

YES  NO

If YES, why do you think so?

If the answer is NO, why?

24) At present, are you satisfied with the amount of information you receive on water and sanitation?

YES  NO

If the answer is NO, what other information do you think you need on water and sanitation?

- |  |                          |
|--|--------------------------|
| Proper hand washing  | <input type="checkbox"/> |
| Updates on water-borne diseases                              | <input type="checkbox"/> |
| Water and health-related information                         | <input type="checkbox"/> |
| News/information on water service interruption               | <input type="checkbox"/> |
| Notices of BAWASA meetings                                   | <input type="checkbox"/> |
| More news on BAWASA and water-related issues in the Barangay | <input type="checkbox"/> |
| others, specify  | <input type="checkbox"/> |

25) How are you able to influence decisions on water and sanitation?

meetings and assemblies

community consultations on projects/activities

through officers /representatives of WSPs

through barangay officials

others, specify

none at all

**J. General Opinions**

26) On a scale of 1 to 4 where : 1 poor, 2 is fair; 3 is acceptable; and 4 is good, how would you rate your access to water supply services in terms of:

	1	2	3	4	Comments
reliability of water supply					
reasonableness of fees					
responsiveness to needs					
access to information					
participation					

27) Are the following manifested in the operation and management of water and sanitation facilities? If YES, in what ways? If NO, how can situation improve?

<i>Key principles</i>	YES	<i>In what ways?</i>	NO	<i>How?</i>
participation				
accountability				
non-discrimination				
transparency				
human rights				
empowerment				
rule of law				

28) Please give recommendations to improve access to and provision of water services especially to ..

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29) If given the chance, how would you participate in water and sanitation programs?

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Thank you!