

(Adopted by the Central Executive Committee on July 5, 2003 and amended on August 11, 2009)

NRCS Drinking Water and Sanitation Policy, 2003 (With First Amendment, 2009)

(Policy formulated for the management of NRCS Drinking Water
and Sanitation Programme and Projects)

Preamble

Nepal Red Cross Society (NRCS) has been implementing, with participation of vulnerable communities, a number of service and developmental programmes including the Drinking Water and Sanitation Programme with the objectives of providing safe drinking water to them in order to bring about improvements in their health and sanitation as well as to ensure their good health and wellbeing. The programme has contributed to reduction of mortality rates and contributed to generation of incomes for these communities. NRCS has been implementing various activities under the Drinking Water Project in a number of districts from 1982 and extending it to other districts. Thus, this programme has also contributed greatly to promotion of the image of NRCS.

In a country like Nepal with difficult topography, inadequate transport facilities and limited access to drinking and sanitation facilities, the Drinking Water and Sanitation Programme has been of great importance in rural and urban areas. One of the objectives of the Millennium Development Goals (MDGs) is to provide half of the population of the world with access to drinking and sanitation 2015. In line with the MDGs, Nepal has set a target of providing access to safe drinking water to the whole population of the country. NRCS, keeping in mind the need for maintaining consistency in all of its drinking water and sanitation activities, making them more systematic and effective and introducing timely changes in NRCS Drinking Water Policy, 2003 and formulating a cohesive policy, has adopted this Drinking Water and Sanitation Policy, 2003 (with First Amendment, 2009).

Chapter – 1 Preliminary

1. Short Title and Commencement:

- 1.1 This policy shall be called “Nepal Red Cross Drinking Water and Sanitation Policy (with First Amendment, 2009)
- 1.2 This Policy shall come into force from the date on which the NRCS Central Committee decides to do so.

2. Definitions:

Unless the subject or context otherwise requires, in this Policy,

- 2.1 "Central Committee" shall mean the sector wise committee constituted by the NRCS Central Executive Committee to assist it to in discharging its functions.
- 2.2 "Programme" shall mean the overall composition/structure of the Drinking Water and Sanitation Projects carried out or to be carried out in various districts.
- 2.3 "Project" shall mean the overall composition/structure of drinking water sanitation activities carried out or to be carried out in a particular community for a certain period by the NRCS district chapters, sub-chapters or circles in line with the objectives of Drinking Water and Sanitation Programme.
- 2.4 "Policy" shall mean this NRCS Drinking Water and Sanitation Policy, 2003 (with First Amendment, 2009).
- 2.5 "NRCS Drinking Water and Sanitation Policy and Procedures" shall mean the documents as a whole like by-laws, procedures and guidelines developed under this Policy.

3. Justifications for this Policy:

Justifications for this Policy formulated by Nepal Red Cross Society are as follow:

- 3.1 To increase access to drinking water and sanitation services of vulnerable people and communities in line with their needs by providing quality services;
- 3.2 To promote drinking water and sanitation programme and strengthen its management;
- 3.3 To bring the drinking water and sanitation programme in line with national standards; and
- 3.4 To ensure consistency in all activities pertaining to drinking water and sanitation to be carried out by NRCS.

Chapter – 2 General Policy, Standardization, Objectives, Scope and Duration

4. General Policy:

The general policy of Nepal Red Cross Society concerning the Drinking Water and Sanitation Programme shall be as follows:

- 4.1 Quality drinking water and sanitation services to vulnerable communities as per the standards set by the Government of Nepal (GoN) shall be provided.

- 4.2 Awareness in the community for promotion of health, sanitation and environment shall be raised.
- 4.3 Planning, development, design, expansion and implementation of Drinking Water and Sanitation Programme shall be carried out in such a way that they are consistent with the strategy as stipulated in the NRCS Development Plan.
- 4.4 Activities for organizational development and capacity building shall be carried out at all levels for smooth implementation and sustainability of drinking water programmes and projects.
- 4.5 Drinking Water and Sanitation Projects shall be implemented by NRCS district chapters or sub-chapters or Junior/Youth Red Cross Circles and co-ordinated by the NRCS National Headquarters, district chapters and sub-chapters in their respective areas.
- 4.6 While entering into agreement with any international agency for implementation of Drinking Water and Sanitation Projects by the district and local NRCS Units, involvement of NRCS National Headquarters shall be mandatory.
- 4.7 Co-ordinating mechanism shall be set up to carry out activities for protection of life and health during emergency situations in order to provide assistance to overcome humanitarian crises.

5. Standardization:

- 5.1 Based on national standards set by the GoN as well as on its own experiences, NRCS Drinking and Sanitation Programme shall be gradually standardized.
- 5.2 Activities and services with quality assurances shall be developed, implemented and expanded.

6. Objectives:

The objective of the Drinking Water and Sanitation Programme and Projects shall be to increase the access of target communities to quality drinking water and basic sanitation and reduce water-borne diseases as well as other diseases caused by the lack of sanitation facilities and minimize its risks.

7. Scope:

The major scopes of the work of Drinking Water and Sanitation Programme and Projects shall be as follows:

- a) Supply of quality drinking water;
- b) Promotion of health and sanitation;

- c) Environmental improvement;
- d) Food security; and
- e) Organizational development and capacity building and
- f) Drinking water & sanitation services during emergencies.

The drinking water and sanitation activities undertaken for protection of life and health required to overcome humanitarian crisis during emergencies shall come under the purview of this scope of work.

The activities as listed below shall come under the general scope of work of this Programme:

- Studies, promotion and planned development;
- Increase effectiveness and expansion of the programme;
- Capacity building;
- Mobilization of local resources;
- Promotion of community participant;
- Provision of Information, Education and Communication (IEC) materials;
- Co-ordination and networking with other organizations,
- Development of lateral relationships between the NRCS units and programmes.

8. Selection and implementation of Projects:

- 8.1 Drinking Water and Sanitation Projects shall be implemented for vulnerable communities as guided by NRCS Development Plan taking into consideration the available resources, geographical conditions, local situation, organizational capability and commitment of NRCS units and expectations of partner agencies.
- 8.2 Drinking Water and Sanitation Projects shall be carried out at the initiative of Nepal Red Cross Society with bilateral and multi-lateral arrangements for cooperation with National Societies, International Federation of Red Cross Societies, International Committee of the Red Cross, international governmental agencies and national and international non-governmental organizations.
- 8.3 Depending upon the resources available, Drinking Water and Sanitation Projects shall be gradually implemented in one Village Development Committee (VDC) of a district without repeating it in the same district.

- 8.4 Generally, implementation of the Project shall be confined to one VDC. However, it can be extended to two VDCs at maximum depending upon the resources available, geographical condition, population density, capacity of the district chapter/sub-chapter concerned as well as in agreement with the participating agency.
- 8.5 Decision for selection of the district for implementation of Drinking Water and Sanitation Project shall be taken by the NRCS Central Executive Committee at the recommendation of the Central Committee concerned at the initiative of NRCS unit concerned in co-ordination with Drinking Water and Sanitation Section/Programme (Focal Point). In case of the need for taking immediate decision as to the selection of a district for its implementation, the NRCS Chairman may do so at the recommendation of the President of the Committee concerned and in agreement with the NRCS Secretary General. Such a decision shall be subject to the approval of NRCS Central Executive. If such a decision is taken, the Project shall be implemented accordingly.
- 8.6 The Executive Committee of NRCS District Chapter shall select a NRCS Sub-chapter to implement the Project in a VDC inhabited by the most vulnerable people.

9. Duration:

- 9.1 There shall be a period of six months for preparation to implement the Drinking Water and Sanitation Programme and Project and a period of three to five years for its implementation in general.
- 9.2 The NRCS district chapters, after phasing out of the project, shall be responsible for sustaining activities by mobilizing its own resources and through co-ordination and collaboration with other organizations.

Chapter – 3
Strategy, Activities and Management

10. Strategy:

- 10.1 The Drinking Water and Sanitation Projects shall be primarily based on activities that aim at raising awareness and low cost construction activities for promotion of drinking water and sanitation facilities can also be undertaken in order to make awareness generation activities effective.
- 10.2 The activities to be undertaken under the Drinking Water and Sanitation Projects shall be carried out with meaningful participation of community by mobilizing at maximum the resources and skills available at community level. The Projects may be carried out by the community it self or in co-ordination with other organizations.

- 10.3 While implementing the activities under the Drinking Water and Sanitation Projects, emphasis shall be placed on cross-cutting issues such as gender sensitization, social inclusion and volunteer management in particular.
- 10.4 A monitoring fund shall be established and operated in order to ensure sustainability of activities carried out under such projects.
- 10.5 Additional regulations, procedures and guidelines concerning the projects to be implemented under the Drinking Water and Sanitation Programme and the activities may be framed and shall come into force once they are approved by the Central Committee concerned.

11. Management:

- 11.1 The Drinking Water and Sanitation Section/Programme shall act as a Focal Point act for the Drinking Water and Sanitation Programme.
- 11.2 Long term and short term plans for the Drinking Water and Sanitation Programme shall be formulated. Activities shall be implemented, monitored and evaluated accordingly.
- 11.3 Institutional development at all levels of NRCS shall be incorporated as an integral part of the Drinking Water and Sanitation Programme.
- 11.4 Drinking Water and Sanitation Programme may be implemented as one of the activities of other programmes and projects.

Chapter – 4 Promotion and Mobilization of Volunteers and their Services and Interrelationship

12. Promotion of Volunteerism and Mobilization of Volunteers :

- 12.1 Local Users' Committees, organizations and persons rendering outstanding services and making contributions in the field of drinking water and sanitation shall be encouraged.
- 12.2 Active participation of Junior/Youth members and women volunteers shall be enhanced in implementation of Drinking Water and Sanitation Programme.
- 12.3 Arrangements shall be made for mobilization of trained human resources to support preventive, promotional and primary health care services being provided by the Government of Nepal.

12.4 Activities for promoting the spirit of volunteerism under the Drinking Water and Sanitation Programme shall be gradually incorporated.

13. Promotion of Services:

13.1 Depending upon the needs, arrangements may be made for carrying out activities that aim at reduction of hazards for the communities in order to bring about improvements in environment and its promotion.

13.2 Arrangements shall be made for mobilization of its skilled human resources for collaboration with the Government of Nepal in the field of disaster preparedness, relief and rescue during emergency situations.

13.3 Efforts shall be made to promote services by implementing Drinking Water and Sanitation Programmes through various agencies by enlisting local, national and international assistance.

13.4 Activities shall be implemented to empower communities in order to effectively carry out activities under the Drinking Water and Sanitation Programme.

14. Interrelationship:

14.1 Depending upon the needs, regular system for two-way communications between internal (Disaster Management, Health Service, Organization Development, Community Development and Junior and Youth Departments and other programmes being implemented under these Departments) and external agencies by establishing it at all levels.

14.2 Organizational linkages at all levels with governmental and non-governmental agencies working in the field of drinking water and sanitation shall be established, extended and mobilized.

14.3 Coordinated and collaborative efforts with NRCS organizations affiliated with the Red Cross Movement at all levels shall be made.

Chapter – 5

**Responsibilities, Planning, Implementation, Monitoring and Evaluation,
Approval of Projects, Agreements and Others**

15. Responsibilities:

15.1 Roles of NRCS National Headquarters:

Drinking Water and Sanitation Programme shall be implemented under a central committee and the department as decided by the NRC Central Executive Committee. Roles, functions and authority of the central Committees at the central level shall be as

prescribed in the Regulations concerning Formation and Procedures of such Committees. Other roles of the NRCS National Headquarters concerning implementation of the Drinking Water and Sanitation Programme shall be as follows:

- a) To implement or cause to implement drinking water and sanitation projects by establishing contacts, maintaining co-ordination and concluding agreements with governmental or non-governmental and national and international organizations.
- b) To undertake or cause to undertake the responsibilities at the national level by getting involved in the process of entering agreements with governmental or non-governmental organizations in case the Drinking Water Projects is to be implemented at the initiative of district chapters.
- c) To formulate policies and procedures, monitor implementation and conduct evaluations concerning the Drinking Water and Sanitation Projects;
- d) To motivate, encourage and provide support to the district chapters as required to carry out Drinking Water and Sanitation Programme in a systematic manner;
- e) To monitor compliance of this Policy and assist and co-ordinate with the Regional Coordination Committees as needed.

15.2 Roles of the NRCS District Chapters:

Depending upon its capability and nature of the programme, NRCS district chapter shall discharge its responsibilities as prescribed in the Drinking Water and Sanitation Policy and Procedures from the very beginning of planning phase of the Project. The other roles of the NRCS district chapter shall be as follows:

- a) To implement and evaluate the Drinking Water and Sanitation Projects including conducting of feasibility study or cause to do so.
- b) To establish contacts and maintain co-ordination with governmental or non-governmental national agencies at its own initiative and enter into agreements with the involvement of NRCS National Headquarters;
- c) To mobilize skilled human resources available at local level, ensure documentation of the Drinking Water and Sanitation Programme/its activities including human resources and submit reports to the NRCS National Headquarters.
- d) To motivate, encourage and provide support to the NRCS organizational units under it as required to carry out Drinking Water and Sanitation Programme in a systematic manner.

15.3 Roles of the NRCS sub-chapter:

Depending upon its capability and nature of the programme, the NRCS sub-chapter shall discharge its responsibilities at the local level as prescribed in the Drinking Water and Sanitation Policy and Procedures from the very beginning of planning phase of the Project. The other roles of the NRCS sub-chapter shall be as follows:

- a) To implement and evaluate the Drinking Water and Sanitation Projects including the conduct of feasibility study within its jurisdiction (educational institutions or community) or cause to do so.
- b) To establish contacts and maintain coordination with governmental or non-governmental national agencies at its own initiative and enter into agreements with the involvement of the NRCS sub-chapter.
- c) To mobilize skilled human resources available at the circle/community level, ensure documentation of the Drinking Water and Sanitation Programme/its activities including human resources and submit reports to the sub-chapter concerned.
- d) To motivate, encourage and provide support to the NRCS organizations under it as required to carry out Drinking Water and Sanitation Programme in a systematic manner.

15.4 Roles of the Junior and Youth Red Cross Circle:

Depending upon capability of the Junior and Youth Red Cross Circle & nature of the programme, it shall discharge its responsibilities at the local as prescribed in the Drinking Water and Sanitation Policy and Procedures from the very beginning of planning phase of the Project. The other roles of the Junior and Youth Red Cross Circle shall be as follows:

- a) To implement and evaluate the drinking water and sanitation projects including the conduct of feasibility study or cause to
- b) To establish contacts and maintain coordination with governmental or non-governmental national agencies at its own initiative and enter into agreements with the involvement of NRCS sub-chapter.
- c) Mobilize skilled human resources manpower available at local level, maintain documentation of the drinking water and sanitation including human resources and submit reports to the NRCS National Headquarters,
- d) To conduct awareness generation activities concerning drinking water and sanitation at the educational institutions and communities.

16. Planning, Implementation, Monitoring and Evaluation:

- 16.1 Once the district is selected, situation analysis and baseline survey shall be conducted prior to implementation of the Project. The findings of the situation analysis and baseline survey shall serve as the basis for identification of vulnerable communities as well as prioritization and implementation of activities.
- 16.2 On the basis of findings of the situation analysis and baseline survey, a document with logical framework, activities, budget and plan for implementation shall be separately developed for each project.
- 16.3 Half-yearly and annual reviews of each project shall be conducted and, based on the findings of reviews; implementation modality of the Project shall be revised accordingly.
- 16-4 The district chapter shall be responsible for submitting progress reports and financial statements on time in the format as prescribed by the NRCS National Headquarters during the phase of project implementation. Once the project is phased out, the NRCS district chapter concerned shall submit to the NRCS Headquarters the report concerning the project at least once a year.
- 16.5 Mid-term evaluation and final evaluations shall be conducted in the middle and end of the Project respectively. If required, impact study and action research shall be conducted four to six years after the Project is phased out.
- 16.6 The Functional Central Committee concerned may recommend the Central Executive Committee to take following actions on the basis of periodic reviews and evaluations:
 - (a) The programme should be continued as it is or
 - (b) Modify the programme or
 - (c) Terminate the programme.
- 16.7 A system for planning, implementation, monitoring and evaluation of the organizational development activities in line with the Drinking Water and Sanitation Policy and Procedures shall be developed as prescribed in the Organization and Management Guidelines.

17. Approval of the Project and Agreement:

- 17.1 In case of the Project to be implemented with external funding, after securing funding, written information as to the approved activities and budget shall be shared with the NRCS district chapter concerned and, thereafter, implementation of activities shall commence.
- 17.2 Prior to implementation of the Drinking Water and Sanitation Project, periodic agreements shall be concluded as required between the NRCS National Headquarters and

the district chapter concerned, district chapter and sub-chapter and the sub-chapter and Junior and Youth Red Cross Circle.

- 17.3 NRCS National Headquarters shall not be bound to implement the Project in case the agreement is not concluded with the partner agency for any reasons whatsoever.

18. Miscellaneous:

- 18.1 In case of any need for timely amendment or revision in this Policy, the NRCS Central Executive Committee may amend or revise it at the initiative of the Drinking Water and Sanitation Section/Programme which acts as a focal point in co-ordination with other departments/programme involved in implementation of Drinking Water and Sanitation Programme.
- 18.2 The NRCS Central Executive Committee may approve and develop/amend/revise by-laws, procedures and guidelines to be developed under this Policy for smooth implementation of the Drinking Water and Sanitation Programme. Prior to doing so, the Drinking water and Sanitation Section/Programme shall be consulted on time.
- 18.3 In case of any need for clarification of issues mentioned above, the NRCS Central executive Committee shall have the power to do so.
- 18.4 This Policy shall come into force from the date on which it is approved/amended by the Central Executive Committee.