

National Vetting Guidelines

For

Water Supply and Sanitation Sub-sector

Bangladesh

Policy Support Unit (PSU)
Local Government Division
Ministry of Local Government, Rural Development and Cooperatives
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List of Abbreviations

ADP	: Annual Development Programme
BUET	: Bangladesh University of Engineering and Technology
CBO	: Community Based Organizations
CHT	: Chittagong Hill Tracts
DANIDA	: Danish International Development Assistance
DFID-B	: Department for International Development-Bangladesh
DPHE	: Department of Public Health Engineering
GOB	: Government of Bangladesh
IEC	: Information, Education and Communication
ITN	: International Training Network
JICA	: Japan International Cooperation Agency
LGD	: Local Government Division
LGED	: Local Government Engineering Department
LGI	: Local Government Institution
MDG	: Millennium Development Goal
MIE	: Monitoring, Inspection and Evaluation
NGO	: Non Governmental Organization
O&M	: Operations and Maintenance
PSU	: Policy Support Unit
R&D	: Research and Development
SDF	: Sector Development Framework
SDP	: Sector Development Programme
TOR	: Terms of Reference
UPI	: Unit for Policy Implementation
WASA	: Water and Sewerage Authority
WHO	: World Health Organization
WSP-WB	: Water and Sanitation Program - World Bank
WSS	: Water and Sanitation Sector
WSSS	: Water Supply and Sanitation Sector

Vetting Guidelines

The objective of the vetting guidelines is to ensure that all projects in the sector do not, at least, contradict or work against any of the guiding principles which the government has adopted for the sector. The projects should include not only the government sponsored ones but the donor funded and NGO implemented projects as well. The privately planned, funded and implemented projects and initiatives would be outside the review of these guidelines. The original intent of the vetting guidelines was to assure that no project runs counter to any of the national policy principles but the current concerns in the sector extend beyond only the policy principles. The Sector Development Programme (SDP), arsenic contamination of ground water, the challenge of achieving 100% sanitation coverage by 2013, the possible impact of climate change must all figure in the revised vetting guidelines.

The Sector Principles

The following are the sector principles and emerging issues which all water and sanitation development proposals in the government and the NGO sector must not contradict. There are from a variety of documents that the sector uses including the National Policy 1998, National Arsenic Policy; National Sanitation Strategy, Pro Poor Strategy, Sector Development Programme and Climate Change:

National Policy for Safe Water Supply and Sanitation 1998

Project Proposals should:

- Be demand-driven approach based on community willingness to contribute to cost of services;
- Be based on willingness of community to engage in planning, implementation, management and O&M of services;
- Promote involvement of women in decisions on water and sanitation services;
- Promote a range of technology options;
- Be based on cost-sharing for community facilities;
- Build capacity in user community and increase the involvement of local government in planning and implementation of water and sanitation services;
- Promote active involvement of the user community;
- Considers natural disasters;
- Contribute to reduction of poverty;
- Support and encourage participation of the private sector; and
- Minimize negative impact on Environment

Sector Development Programme 2005

Project Proposals should:

- Advance the cause of decentralised service delivery;
- Conform to the plan in the Sector Development Programme 2005;
- Encourage users to pay the full cost of shallow tube wells

National Arsenic Mitigation Policy 2004

Project Proposals should:

- Provide for compliance of all tube wells with the tube well sinking protocol in sinking and commissioning new tube wells;
- Provide for testing all new tube wells for arsenic before commissioning

Pro-poor Strategy 2005

Project Proposals should:

- Target subsidy on water and sanitation services to the hardcore poor

National Sanitation Strategy 2005

Project Proposals should:

- Raise public awareness on sanitation;
- Provide every household in the project area access to a hygienic latrine;
- Provide subsidy on sanitation for the hardcore poor

Natural Disaster and Climate Change

Project Proposals should:

- Create awareness on climate change and means of adaptation to its impacts on water and sanitation sector;
- Research and devise technology options that can offset the impact of climate change
- Provide for Research and Development into disaster resistant technology options

Test of Compliance

The below Vetting Guidelines provide a matrix that the agencies, LGD, the NGO Affairs Bureau, unions and upazila parishads may use to screen whether or not a proposal undermines any of the vetting principles. The matrix presents principles which project proposals should, at least, not go against. There are three possible nominal scores. The score against each of the principles is either “supports strongly”, ‘supports mildly’, ‘goes against’ or ‘not applicable’. Irrespective of the number of principles a proposal supports a single answer that goes against any of the principles will result in the proposal being sent back for revision. In other words, to be acceptable the score on any of the principles or indicators must not fall in the shaded area shown in the matrix. The agencies should not send to the Ministry any such proposal and Ministry should send back for revision proposal that do not meet the test of relevance. To reduce incidence of rejection all agencies should examine a proposal thoroughly on these issues before

sending them to the Ministry for consideration. The matrix duly filled in must accompany all submissions.

Exception may be allowed in case of innovative pilot projects to test new service delivery mechanism, or innovative approach to planning and implementation or technology options or project in special areas such as the Chittagong Hill Tracts districts.

Vetting Guidelines Matrix

Project: _____

Village: _____

Agency: _____

(If applicable for Sub-project)

Line Ministry: _____

Union: _____

Upazila : _____

Pourashava/City: _____

District: _____

Sl. No.	Principles to be checked at the LGD	Relevant issues to be checked at the Agency Level	Possible Indicators as described in the project proposal	Supports Strongly	Supports Mildly	Works Against	Not Applicable
01.	Demand Responsive and Cost-sharing	Project assess demand and willingness to pay for WSS services	Baseline study through participatory tools				
		People have access to information and choice of technology options and level of services?	Range of technology options				
		People have a choice of financing options?	Choice of payment: upfront or in instalments				
		Users contribute to the capital cost of services (Where community pays the full cost, tick NA)	Average contribution per household/ community				
		Users contribute to the cost of O&M of services	Water tariff or user fee				
		Project does not provide subsidy on private household latrines, private water points or other options except innovative options under test	Users pay cost of hardware				
02.	Consideration to impact of natural disasters such as floods and cyclones	At least a proportion of facilities are designed to be useful in post disaster situations	WS facilities in emergency shelters or building likely to be used as such WSS located at flood free elevation				
		R&D into flood resistant latrines	Innovative technology devised and promoted				
		R&D into flood resistant water points	Innovative technology devised and promoted				
03.	Local Government	Builds capacity in local government/ community	Training Sessions for LGIs Community, NGOs				

Sl. No.	Principles to be checked at the LGD	Relevant issues to be checked at the Agency Level	Possible Indicators as described in the project proposal	Supports Strongly	Supports Mildly	Works Against	Not Applicable
	Involvement	Involvement of local government in planning and implementation of WSS services	LGIs sits on the committees that plan, implement, supervise and monitor; Local government has authority to plan, implement				
		Process of planning and implementation transparent	Project uses participatory tools; involves users				
04.	Community/ User Involvement	Users have a say in planning, implementation and O & M	Rapport building at community levels; User representatives members of different committees; Legal standing, Bank account for CBOs				
05.	Women Roles	Involvement of women in planning, implementation and O&M of services	Women as members of CBOs/user committees; Women as caretakers; Women in monitoring; and Women in creating awareness				
06.	Sector Development Programme	Investment conform to the SDP	Contributes to WSS targets SDP identifies				
		Advances the cause of transformation of service delivery from centralised to decentralised mode	LGIs involved at different stages from planning to service management; LGIs in driving seat with agencies assisting				
07.	Poverty Reduction and relevant issues	Project subsidizes services for the poor and the disadvantaged	Targeting of subsidy				
		Project does not restrict service access for the disadvantaged/poor	No pre-conditions for poor on access to services				
		User contribution based on household income category	A varying scale of contribution				
		Project uses pro-poor criteria to identify the poor	Projects identifies poor and targets subsidy to them				
08.	Private Sector Participation	Encourage and support private sector involvement	Service Contract; Outsourcing; Direct investment of private sector				
		Does not undermines private sector	Does not offer across the board subsidy where market forces operate well such as private sector in latrine				
09.	Technology Options	Does not have a technology fix	Promotes a range of technology options;				

Sl. No.	Principles to be checked at the LGD	Relevant issues to be checked at the Agency Level	Possible Indicators as described in the project proposal	Supports Strongly	Supports Mildly	Works Against	Not Applicable
		Information on options	Conducts information campaigns				
		Devises and tests new options	R&D to devise new options				
10.	Hygiene and Sanitation Promotion	Has hygiene and sanitation promotion as a separate component	Courtyard and tea stall sessions, rallies, and posters; Training on promotion of hygiene and sanitation; Adopts the Information Education and Communication (IEC) Approach				
11.	Monitoring and Evaluation	Monitoring system of the project interface with the monitoring system of the sector	Involves local community in evaluation and monitoring;				
12.	Environmental Assessment¹	Must not have irreversible impact on natural resources (land, water, soil, minerals, forest resources, etc.)	Evidence in form of study from project preparation phase				
		Must not have activities within or adjacent to protected and environmentally sensitive areas	Evidence in form of study from project preparation phase				
		Give rise to direct or indirect environmental health risks	Proposal includes measures to mitigate such risks				
13.	Arsenic Mitigation	Tube well sinking	Follows tube well sinking protocol				
		Tests all new wells for arsenic before commissioning	Provision for testing available				
		Promotes a range of arsenic mitigation technology options	Option validated by relevant authority				
14.	Water Quality	Mechanism for water quality surveillance exist	Training on concept and practice of water quality surveillance and set-up				

¹ Would be particularly relevant to large projects for WASAs and large towns

Sl. No.	Principles to be checked at the LGD	Relevant issues to be checked at the Agency Level	Possible Indicators as described in the project proposal	Supports Strongly	Supports Mildly	Works Against	Not Applicable
		The project proposes to apply Water Safety Plan at the local level as a means of water quality surveillance	Provision for training on concept and use of water safety plan and set-up				
15.	Climate Change	Build awareness on climate change and possible adaptation in the future	Awareness campaigns				
		R&D to devise options that offsets the impact of climate change	Provision for R&D; Testing of such options				
		Be at risk in the medium or long term from climate change	Measures to mitigate negative impacts				

Applying Entity:

.....
Name of Entity:

.....
Name of Applicant

.....
Position of Applicant

.....
Date

Approving Agency

.....
Name of Agency

.....
Name

.....
Position

.....
Date