

FIRST MEETING WITH THE TOWN ADMINISTRATOR/NAZIM

- The importance of involving the Town Administrator and/or *Nazim* in the establishment and functioning of a Town Area Water Partnership (AWP) and Town Women and Water Network (WWN) can hardly be over emphasized.
- In order to gain his/her support, the Town Administrator would have to be convinced of the need for a Town AWP and Town WWN in solving water issues in the Town.
- Therefore, as a first step, the Head of the Lead Organization should have a meeting with the Administrator of the Town in which the AWP and WWN are to be established.
- If there is an elected Head (*Nazim*) of the Local Government, then the meeting should be held with him/her as well.
- A representative of the Lead Organization should call the Town Municipal Administration (TMA), and request for the date and time of the meeting.
- The main objectives of the meeting should be:
 - To apprise the Town Administrator of the importance and need for a Town AWP and Town WWN(s) in solving water issues in the Town.
 - To familiarize the Town Administrator with the concepts of “Mutual Accountability” and “Cost Synergy” in the urban water context.
 - To seek the commitment and support of the Town Administrator for the Town AWP and Town WWN programme.
 - To develop a Memorandum of Understanding (MoU) between the Lead Organization and TMA.
- It would be beneficial for the Lead Organization to go as a “**team**” of at least 3-4 people for the Meeting. This will make a good impression on the Town Administrator.
- The Head of the Lead Organization should introduce his/her team to the Town Administrator, and give the mission and vision of his/her organization.
- The Head of the Lead Organization should make a short presentation on the importance and need for partnerships in solving water issues of the Town.

- This presentation may be prepared by using the points provided in **BOX-1**.

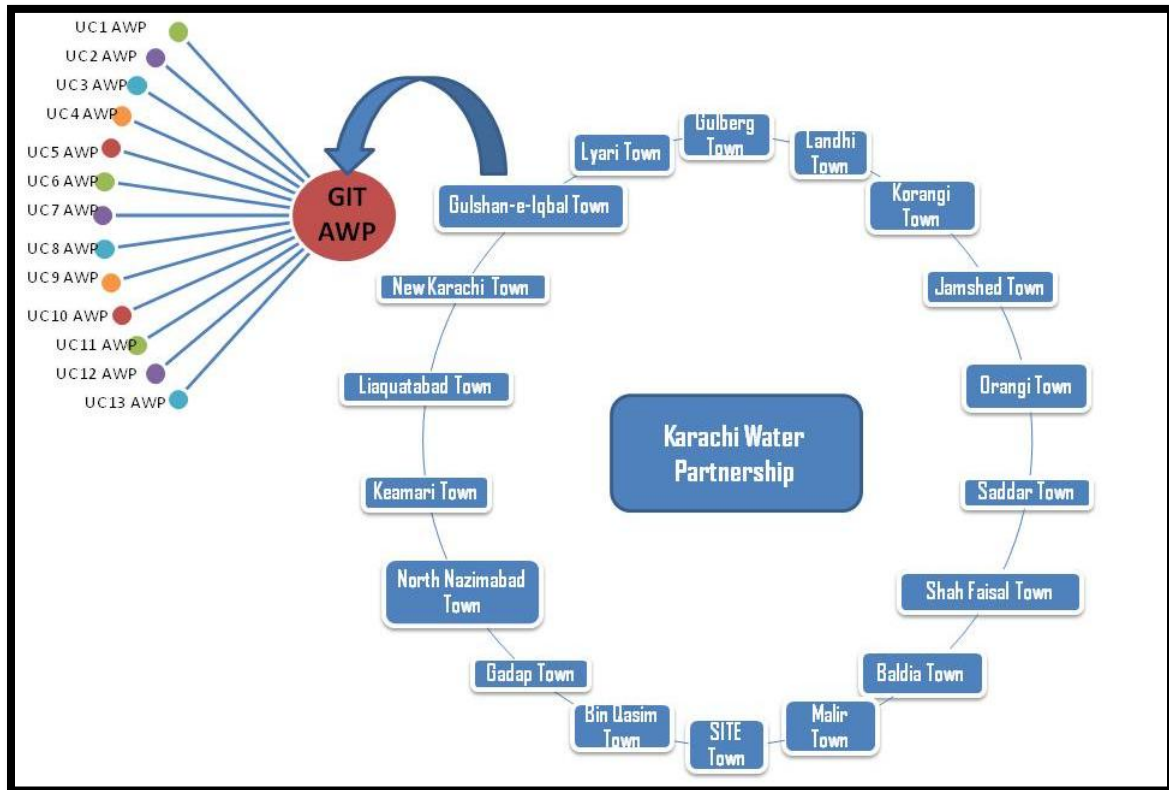
BOX-1

IMPORTANCE AND NEED FOR AN AREA WATER PARTNERSHIP (AWP) AND A WOMEN AND WATER NETWORK (WWN) IN SOLVING WATER ISSUES IN THE TOWN

- AWP's and WWNs have emerged as innovative mechanisms to resolve water related issues in timely and cost effective ways.
- This Town too suffers from water supply and sanitation problems.
- These could be addressed through the formation of a Town AWP under the umbrella of a Mega city or City Water Partnership (if the Town is in a mega city or a city).
- An example of such a mega city water partnership is the Karachi Water Partnership (KWP), launched as an initiative of Hisaar Foundation on 26th April 2007 with a specific aim of building citizen ownership of water resources in order to ensure safe and sufficient water for all essential purposes for the different user groups of water residing in the city of Karachi.
- KWP's working model provides a unique and much needed bridge between various stakeholders including citizens, government, industries and civil society organizations.
- KWP has a large community of partners, which include representatives from the Government, Non Governmental Organizations (NGOs)/Community Based Organizations (CBOs), Academia/Research, Media, Corporate/Private/Industries, Schools/Colleges, Individuals and International Sponsors/Supporters.
- Each partner is made to sign a pledge and agrees to support public and private initiatives that save and recycle water, manage sewerage, and solid wastes, and promote safe sanitation.
- Although Karachi city is its main target entity, the process of establishing AWP's is filtered all the way down to the local union council level.
- KWP can thus be seen as an umbrella entity comprising all Town and Union Council (UC) AWP's in Karachi mega city (Show **FIGURE-1**).

FIGURE-1

TOWN AWP_s WITHIN A MEGA CITY – THE CASE OF KARACHI WATER PARTNERSHIP (KWP)



Source: Baxamoosa, S. (2009), Karachi Water Partnership: Review of Phase 1 (January 2007 - December 2008), March 31, 2009, Hisaar Foundation, Karachi, Pakistan.

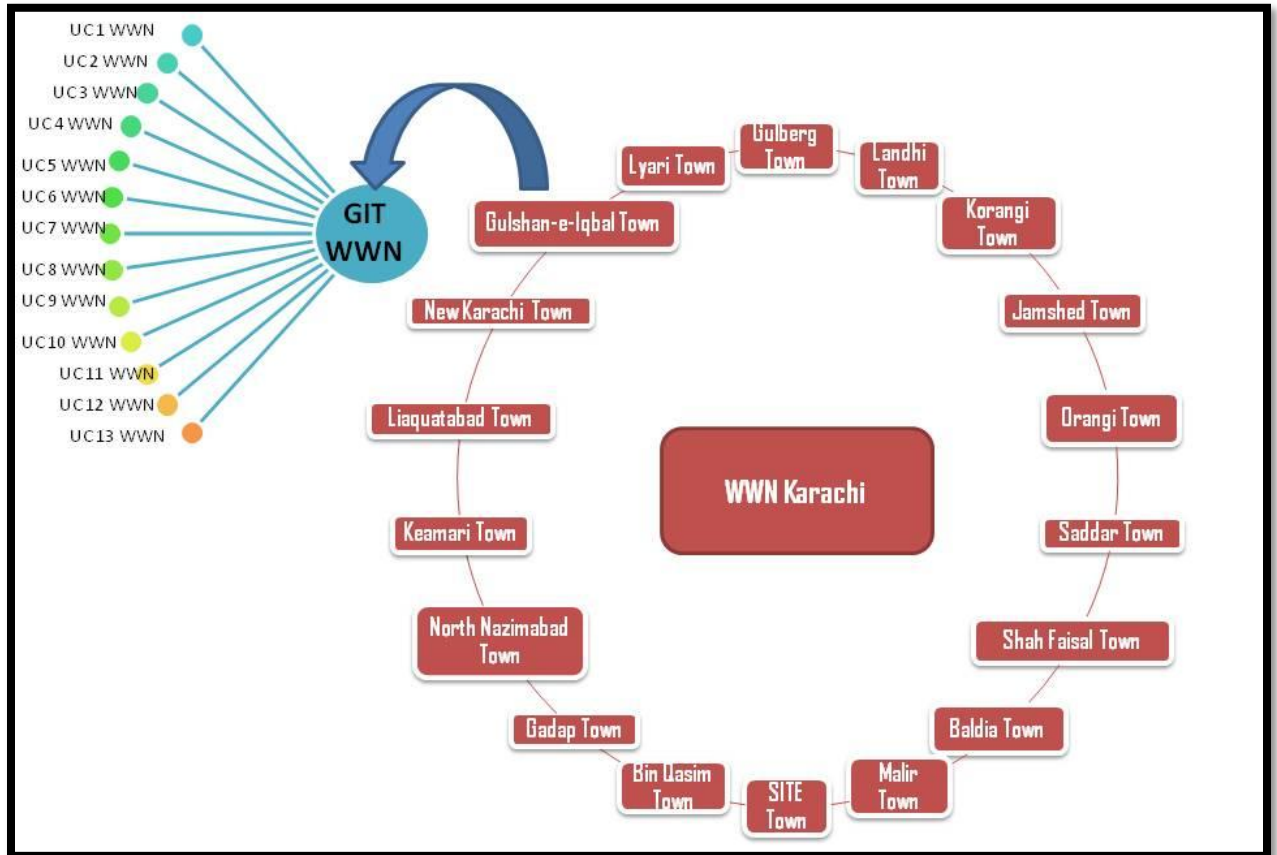
- By establishing local AWP_s in each Town and UC, KWP aims to institute a systematic and organized course of action.
- So far six AWP_s have been established in Karachi Mega city, one in Punjab, and four in Sindh.
- These AWP_s have provided platforms for water stakeholders to collectively engage in dialogues and decision-making with regard to water resources and water conservation in a manner that is transparent, participatory and inclusive of all.
- These dialogues have helped in bringing about a behavioural change

among the citizens in relation to water resources conservation and management.

- As a result, water stakeholder groups have started to recognize and accept their roles and responsibilities.
- A large number of citizens are taking ownership of water resources, water management and water conservation, which has set in a process of mutual accountability among water stakeholders.
- More and more water partners are willing to commit their time, resources and efforts for improving urban water consumption and conservation, which is generating cost synergy.
- WWNs are essentially women's only platforms that have been designed to bring in women from all sectors of society on a common ground in such a manner that their voices can be effectively channeled into mainstream policies, decisions and actions on water issues.
- To organize women's voice in the water sector, WWN Pakistan was launched in December 2002, as part of the South Asia Women and Water Network.
- Hisaar Foundation is the host organization for WWN Pakistan.
- Since women are the most adversely affected by the scarcity and shortage of water, it is essential to bring them together at **ALL** administrative levels.
- Hisaar Foundation took the initiative to establish WWNs at the Town and UC levels (Show **FIGURE-2**).
- So far, it has successfully established nine City/Town level WWNs in Karachi Mega city, one in Punjab, and two in Sindh; at the UC level, thirteen WWNs have been established.
- Experiences from these WWNs show that such platforms, while greatly helping in devising water conservation strategies, have increased awareness of water issues, and played a pivotal role in changing the mindset of water user groups.
- The Town WWN should be established either prior to, or parallel with the Town AWP so that both partnerships may work in collaboration with each other and gain support from each other.

FIGURE-2

PICTORIAL PRESENTATION OF WOMEN AND WATER NETWORKS (WWNs)
KARACHI AND TOWN WOMEN AND WATER NETWORKS (WWNs)



Source: Baxamoosa, S. (2009), Karachi Water Partnership: Review of Phase 1 (January 2007 - December 2008), March 31, 2009, Hisaar Foundation, Karachi, Pakistan.

- Another representative of the Lead Organization should make a presentation to highlight the achievements of the First Town AWP i.e. Gulshan-e-Iqbal Town (GIT) AWP.
- This presentation may be prepared by using the points given in **BOX-2**.

BOX-2

ACHIEVEMENTS OF GULSHAN-E-IQBAL TOWN AREA WATER PARTNERSHIP (GIT AWP)

The first Town AWP was established by KWP in GIT. In a short period, GIT AWP made the following substantial achievements:

- Formation of 13 WWNs at the UC level was a major step forward for institutional building.
- Activities for capacity building included the training of 57 water bill distributors and 19 water inspectors.
- Water Facts and Water Conservation Guidelines were printed and delivered to 1.2 million consumers in three consecutive cycles with water bills to homes, schools and offices in GIT.
- School Rehabilitation Programme was undertaken in 20 schools to provide water and sanitation for 8,000 children (**Show FIGURE-3**)
- The GIT AWP partner also adopted the principles of “**Cost Synergy**” developed by Hisaar Foundation, which implies that:
 1. No one pays anyone else to do their job
 2. Each partner spends money as per their own rules
 3. Each partner understands and acts on their own responsibility

As a result of the spirit of partnership that was developed among the GIT stakeholders, the following cost synergy was generated:

GIT TMA provided experts and venues for dialogues free of cost; paid for printing Water Conservation Guidelines; appointed and paid for water inspectors (**Cost value: US\$ 8,000 or Pak Rs. 680,000**).

Karachi Water and Sewerage Board (KW&SB) provided staff and distributed Water Conservation Guidelines with water bills at their own cost (**Cost value: US\$ 18,000 or Pak Rs. 1,530,000**).

WWNs were formed at the UC level entirely of their own accord, and its members took the responsibility to manage the school programme and monitor the interventions (**Cost value: US\$ 8,000 or Pak Rs. 680,000**).

Hisaar Foundation provided facilitators and council members free of charge; developed and tested the Guidelines; provided training and

material support (Cost value: US\$ 30,000 or Pak Rs. 2,550,000).

Corporate Sector and Local Philanthropists gave donations and sponsorships (Cost value: US\$ 20,000 or Pak Rs. 1,700,000).

FIGURE-3 SCHOOL REHABILITATION PROGRAMME

- | | |
|--|---|
| • Drinking water and sanitation facilities and infrastructure put in | Internal school water supply and sanitation systems made functional or put in |
| • Schools connected to main water supply | Repair of toilets and toilet fixtures, water tanks, pipes and pumping motors |
| • Repair of water pipeline(s) up to drinking water tank | Installation of new fibreglass water storage tanks on toilet roofs |

- The Head of the team from the Lead Organization should:
 - Present a copy of the Water Conservation Guidelines to the Town Administrator.
 - Highlight the main points of the Guidelines to the Town Administrator.
 - Try his/her best to convince the Town Administrator to commit and support the establishment and functioning of the Town AWP and Town WWN.

- **IF** the Town Administrator is not convinced about the establishment of a Town AWP.
 - **THEN** a series of meetings should be held with other TMA officials, who may be able to influence the Town Administrator.
 - **WHEN** the Town Administrator is ready to commit:
 - The Town Administrator should be persuaded to designate a TMA official as the “Town AWP Officer” to act as the focal point of the Town AWP institutional set up;
- AND
- A MoU should be signed between the TMA and the Lead Organization.
 - A draft MoU is provided in **BOX-3**.

BOX-3
MEMORANDUM OF UNDERSTANDING
<p>Between</p> <p>[Name of the Lead Organization]</p> <p>And</p> <p>Town Municipal Administration (TMA)</p> <p>This Memorandum of Understanding (MoU) is made by and between</p> <p>Name of the Lead Organization, a non-profit organization, registered under, with the mission ofhaving its registered office at.....</p> <p>And</p> <p>The Town Municipal Administration (TMA), responsible for infrastructure and spatial planning, development facilitation, and municipal services (water, sanitation, solid waste, repairing roads, parks, street lights, traffic engineering).</p> <p>WHEREAS the Lead Organization collaborates with the Town Municipal Administration on formation of Town AWP, formation of WWN, pre-intervention and post-intervention surveys covering water conservation and better</p>

management practices, stakeholder dialogues, water advocacy and better management activation programme for schools and women in [name of the town] Town in the following ways:

Responsibilities of the Lead Organization:

- The Lead Organization will form the Town AWP and WWN in [name of the town] Town
- The Lead Organization will provide linkages to KWP
- The Lead Organization will invite donors/corporate sectors to join the Town AWP Steering Committee
- Members of the Lead Organization will be members of the Town AWP Steering Committee and attend meetings
- The Lead Organization will provide training and training materials for the Town AWP
- The Lead Organization will support the rehabilitation of water and sanitation facilities in Town schools
- The Lead Organization will carry out Knowledge, Attitudes and Practices (KAP) pre- and post intervention surveys with the members of the Town AWP Steering Committee
- The Lead Organization will coordinate any further joint activities on water conservation and management with TMA including pre-intervention and post-intervention surveys covering water conservation and better management practices, stakeholder dialogues, water advocacy and better management activation programme for schools and women across the town

Responsibilities of TMA

- The TMA will support the Lead Organization to form the Town AWP and WWN in [name of the town] Town
- Town Administrator will play the lead role in the running of the Town AWP and chair the AWP Steering Committee meetings to review performance and provide support, guidance and facilitate related projects
- TMA will conduct monthly/quarterly meetings of AWP Steering Committee and make Note for Records (NFRs) of the meetings
- TMA will organize AWP training dialogues/workshops in the TMA office premises, and arrange the setting up of the training area (including furniture, sound system and other requirements)
- TMA will print and distribute Water Conservation and Management Guidelines in the [name of the town] Town
- TMA will coordinate and support any further joint activities on water conservation and management with the Lead Organization including pre-intervention and post-intervention surveys covering water conservation and better management practices, stakeholder dialogues, water advocacy and better management activation programme for schools and women across the town
- TMA will provide venue for Town WWN Executive Committee meetings and Town AWP Steering Committee meetings

NOW THEREFORE, This Memorandum of Understanding witnesses as follows:

On behalf of
The Lead Organization

On behalf of
Name of TMA

**Name and Designation of Head
of Lead Organization**

**Name and Designation of
Head of TMA**

Witness -1

Witness-2

Dated: _____