



**PRE-FUNDING SITE VISIT
FORM**

Guidelines: Pre-Funding Site Visit Form

Dear Site Visit Volunteer,

Thank you for your time and energy to conduct the site visit. Your efforts are extremely important in helping ADP members grasp the essence and spirit of the proposed project. This preliminary site visit is part of the project evaluation process and will play a significant role in helping members decide whether or not to fund the project or to collaborate with the NGO / partner organization. This form will help you and the rest of the ADP volunteers identify and analyze the issues on ground in a formal and structured manner. The following description will guide you through the form and its contents. Once again, we would like to thank you for dedicating your time and energy and we hope you find this experience highly rewarding.

OUTSTANDING PROJECT CONCERNS/QUESTIONS

The aim of this section of the document is to outline the key concerns of the project and what the Project Team hopes to accomplish through the site visit. **The questions will be filled out by the Project Team prior to the site visit.** A call will be scheduled prior to the site-visit between the project team and yourself to discuss the context of the site visit, the list of key-questions, and the data/evidence the team needs to answer any outstanding concerns. Based on discussions with the NGO and the site-visit, you should fill out the answers to the questions in the form.

PROJECT SITE EVALUATION

The project site evaluation section supplements the outstanding project questions/concerns described earlier. The evaluation grid is intended to be a qualitative assessment of the project using our criteria. We would like that you complete this evaluation grid during your site visit. While we recognize that these ratings are subjective and often need more work to be validated, they provide a helpful basis for discussion and allow us to reach an answer more efficiently. Below are some guidelines on how to interpret each of the criteria.

Critical Need: The project addresses a major hardship or threat to the community (e.g. sanitation, health) and/or a crucial element of the poverty cycle (e.g. education, lack of access to capital) that is currently not being adequately addressed.

Social Return: The project is an effective solution for tackling the need identified above and presents an attractive cost-to-benefit balance compared to other available solutions, as well as the types of projects that ADP typically funds.

Measurability: The NGO is willing to track specific metrics which will give a reasonable indication of the impact created by the project. These metrics should measure *impact*, and not just whether elements of the project were successfully executed.

Sustainability: In a country as impoverished as Pakistan, the poor often rely on charity for their day-to-day subsistence. Given the widespread opportunities for charitable giving at an individual level, ADP focuses its limited resources on projects that can create a lasting impact. We evaluate projects along two dimensions of sustainability: 1) whether the impact will last beyond the duration of our funding (e.g. a vocational training workshop), and 2) whether the project itself is sustainable. The second dimension is often the most challenging, but our best projects will achieve it by becoming self-funding (e.g. certain micro-credit schemes) or have a clear path from our “seed” funding to longer-term financial support.

Credibility: What was your sense of the credibility of the NGO staff that you met? Did you feel they could be trusted? Were they knowledgeable about the issues related to the project? Did they seem to have a good relationship with the community members of the project site?

Potential Issues: Do you anticipate any issues / problems that may potentially hinder the execution of the project?

Ideological / Faith Affiliations: Are there any signs of biases or affiliations to a particular ethnic, faith, or ideological group from the NGO? Any indications of extremism or intolerance?


Community Involvement: Were you able to interact with the community around which this project shall be based? How do they feel about the project? Are they aware of the project and its advantages / disadvantages? How do they feel about the NGO?

Site Visit: Were you satisfied with your visit and do you think you can provide ADP members with a clear picture on the project and its location? Did the partner organization provide you an adequate briefing?

Please remember to take plenty of photographs during your visit.

PRE FUNDING SITE VISIT

BACKGROUND

Date of Visit	Saturday, 28 September, 2013
Project (name, description)	Drinking Water Supply to Village Gandheri
Visit Conducted By	Bilal Javed 
Location (town, province)	Village Gandheri, Union Council Gandheri, Tehsil Tangi, District Charsadda, Khyber Pakhtunkhawa
Visit Cost (amount, primary uses)	
Partner NGO (name, website, address, contact person)	PRDS

OUTSTANDING PROJECT CONCERNS/QUESTIONS

Project Team Questions & Concerns (to be filled out by project team):	Assessment/Supporting Data:
1)	Representative from PRDS was unaware of the project details, these questions needed to be asked from the PRDS management.
2)	-do-
3)	-do-
4)	-do-

PROJECT SITE EVALUATION

Please see above instructions for an explanation of each criterion. H- High; M-Medium; L-Low

CRITERIA	ASSESSMENT (H/M/L)	RATIONALE
Critical Need	H	<ul style="list-style-type: none"> Safe drinking water is one of the prioritized needs of the community, while the community use potentially unsafe source of water at large
Social Return	H	<ul style="list-style-type: none"> Project is the most effective way of providing safe drinking water to the community as; <ul style="list-style-type: none"> → The proposed system is non-power based stands appropriate for the

		<p>area due to frequent power failure and drop in voltage → Easily manageable by the community due to low O&M costs</p>
Measurability	H	<ul style="list-style-type: none"> The impact of the project will certainly be measurable and visible as about 800 households (over 6000 individuals) will be directly and indirectly served through the provided facilities
Sustainability	M	<ul style="list-style-type: none"> The community in the village is responsive and show considerable unity to solve the drinking water issue. The fact creates good ground for sustainability. Alternate better source of drinking water is not available in the near vicinity making community largely depend on the current system thus making the project implements more sustainable. The community is also willing to bare the O&M costs themselves fulfilling another term of sustainability.
Credibility	M	<ul style="list-style-type: none"> PRDS is already implementing a long-term health project in the proposed communities for a credible donor CIDA-CSD making them a credible organization PRDS staff has deep roots in the community with community largely having trust on them increasing their credibility at field as well
Potential Issues		<ul style="list-style-type: none"> Soil structure in the proposed area is rocky that may delay the development of boreholes for the hand pumps Boreholes and wells with depth less than 60 feet provide saline water Drinking water is a critical need of the village so implementation of the project may face disputes relating site identification and location of the hand pumps
Ideological / faith affiliations	L	<ul style="list-style-type: none"> PRDS is not working for a particular faith, sect or ethnic and ideological group No sign or indications of extremism or intolerance observed during site visit
Community involvement	H	<ul style="list-style-type: none"> During the visit the community fully facilitated and seemed to be participative Community members were very positive about the project and ensured their full support during implementation and also showed agreement to maintain the system through their own resources over a longer

		<p>term</p> <ul style="list-style-type: none"> • Community is fully aware of the project and the way it will serve them and all the positives and negatives linked to it • PRDS is already working and serving the community and have a very positive image within the community
Site Visit		<ul style="list-style-type: none"> • The visit to the site was quite productive further elaborating the need of drinking water and current status of the community relating drinking water • The background of the area and location of the project easily understandable and presentable to ADP as well.
Other Observations		<ul style="list-style-type: none"> • PRDS facilitator = Liaqat Ali (0314-9166077) • Community facilitator = Muhammad Rabi (0301-8817587) • Local borehole contractor = Saaz Khan (0301-8093329) • Village population = 800 households (+6000 individuals) • System of resolving conflicts = Community Jirga, Community Organization • Age of community organization = 13 years (working since 2000) • Primary responsibility of drinking water collection = Women • Minimum Depth of water = 60 feet • Preferable depth = 100 feet • Primary source of drinking water = Stream, Open Well in Mosque, personal boreholes in 2-3 houses • Average cost per hand pump (contractor's view) = PKR 65,000-70,000 • Other Issues = Communal Sanitation and Street pavements

Please add photographs from your site visit below:



Figure 1: Community representatives at Village Gandheri



Figure 2: PRDS & Community representatives showing a possible site for a hand pump



Figure 3: PRDS & Community representatives showing the village whereabouts



Figure 4: A stream one of the existing source of drinking water



Figure 5: A non-functional tap stand of previous water system



Figure 6: Community representatives showing an open well in mosque serving the community



Figure 7: Sanitary condition of the streets in the village



Figure 8: A possible site for hand pump installation



Figure 9: A possible site for hand pump installation



Figure 10: Water collection from existing tube well with discharge less than 1 liter per minute



Figure 11: A possible site for hand pump installation



Figure 12: Poor Sanitary condition of the village



Figure 13: A possible site for hand pump installation

ADDITIONAL QUESTIONS

S. No.	DESCRIPTION	REMARKS
I	PRDS Capability	
1	Verify physical location of proposed hand pump installation sites	Physical location of over 10 hand pumps was verified randomly during the site visit. The village requires a total of 40 hand pumps according to the community.
2	Verify accessibility of installation site to proposed beneficiaries. How close is the installation site to residential areas?	The beneficiaries will have full access to the installations as the location of the hand pumps is planned to be on the nearest appropriate point around the beneficiary households.
3	Confirm PRDS's title/lease to use the land for installation of hand pumps	There is no documentary proof but verbal commitment from the beneficiary community exists, where community seemed very committed to the project and its implements.
4	What is the nature of the external support that PRDS is getting for this project, and what is PRDS's relationship with those entities (technical/operational advisory, financial etc.)	PRDS will use own resources at maximum while involving the resident community in the process as well to create sense of ownership. The only external support will be of local borehole contractor who will have vendor-donor relationship with PRDS.
5	Verify construction details (planned start/completion dates, choice of contractor/construction company etc.)	PRDS will be using best available quality materials for the hand pumps. Few contractors to carry-out the job are also pre-identified that will be selected through tendering and bidding according to PRDS representative.
6	What is the volunteer's overall perception of the PRDS team (commitment levels, degree of professionalism, transparency etc.). What perceptions do locals hold about PRDS and the work they are doing?	PRDS appears to be a credible growing organization and do have a capacity to implement the current project.
II	Distribution of Resources	

1	How are locals currently meeting their need for drinking water?	<p>The main sources of drinking water are the open wells at 8 mosques around village. Community had a set schedule to collect water from the wells, where the female members from each household collect water every day after the Isha prayers. One or two financially stable households have personal boreholes and submersible electric motors for their personal use only.</p> <p>An old tube well also exists in the village that supplies inadequate amount of water at discharge rate of less than 1 liter per minute. The tube well is operation twice or thrice a week due low voltage of electricity in the village and community electric supply is disconnected during the time the tube well is operational.</p>
2	Measures in place to ensure fair, equitable distribution between primary beneficiaries and commercial entities	<p>The Community Organization represented by the entire village will serve as the caretaker of the provided facilities. To ensure equal distribution of water to all the community verbally communicated the following measures;</p> <ol style="list-style-type: none"> 1. A caretaker will be identified by the community organization for regular O&M of the hand pumps. 2. All the issues relating the supplied facilities will be discussed and solved during regular meetings of the community organization 3. The facilities will be installed on sites that are equally acceptable to the community members
3	Protocol for handling conflict:	
	Between beneficiaries, organizing committee, PRDS and other parties	<ol style="list-style-type: none"> 1. The community Jirga settles all high level community conflicts 2. Further a community organization is at place to cater the usual conflicts within community relating the facilities in general
	Nature of potential conflicts	<ol style="list-style-type: none"> 1. Non-payment 2. Quality of service
	Method of resolving conflicts between parties (internal, external, judicial etc.)	<ol style="list-style-type: none"> 1. External and high leveled internal conflicts are settled by the Jirga 2. Community organization caters the minor internal conflicts 3. Judicial conflicts don't exist as most are settled by Jirga
III	Sustainability	
1	Has a committee of community residents been identified to collect dues for maintenance?	A committee is in place since 2000 and collects dues for other services as well

2	Understand fee collection process for collecting maintenance dues and confirm its viability	The committee mostly relies on verbal calculations and commitment. Written documents are not maintained but the community members largely trust on the leadership and its transparency, making it viable since last 13 years.
3	What measures in place to ensure fees are collected and how to deal with nonpayment	Dues are collected from each household on monthly or need basis. The non-payment is settled through an initial warning initially and if the problem persists the head of the household is called in the meeting to settle the issue. If the defaulter is unable to pay due to genuine reason than the community members contribute to cover the cost on agreement that he will clear dues when possible.
4	Plan of action in case minimum monthly collection targets are not met (on a one-time and continual basis)	If monthly targets are not achieved the some of the financially stable community members contribute to cover the costs. The costs are than settled in installment by the rest of the community members.
5	How will funds be deposited once collected	Representative from PRDS was unaware of the project details, these questions needed to be asked from the PRDS management.
	disbursed (conditions under which funds can be disbursed)	
6	Transparency of committee's operations and of their relationship with PRDS	The committee mostly relies on verbal calculations and commitments with no written documentation. The community members largely trust on the leadership and its transparency. PRDS has positive linkage with the committee as the organization is already working on health in the village.
7	Have the community members tried repairing the flood affected wells? What was the outcome?	The village was not affected by the flood.