Field Appraisal Report Form

Field appraisal date_____

Project Name_____

A) FIELD APPRAISAL

The field appraisers are recommended to be three in numbers but not less than two and the presence of the CMP supervisor and one engineer, geologist or an expert capable of selecting/confirming water point site from the Woreda Water Resource Development office is a must.

1. General

a) Is the project the priority need of the community? Yes ☐ No ☐

How is this confirmed_____

_____

b) Proposed project description: Describe the type of technology & proposed activities (works) to be undertaken in the project(quantify if possible)

_____
_____
_____

c) Expected number of beneficiaries of the water point
Total number of households_____, Female headed HHs_____, Male headed HHs _____

- No. of people _____ Male _____ Female _____

d) Number of people contacted during filed appraisal

Number of WASHCO members _____

Number of beneficiary community members _____

Number of Kebele administrative members _____

2. Social Feasibility

	Appraisal criteria	Yes	No
A	Verify if the community established WASHCO members with appropriate rules and regulations? Assess how they are elected?		
B	Do beneficiaries of the water point participate at different stages of the project cycle:		
b1	Beneficiaries have participated in the need identification		
b2	Beneficiaries have participated in design preparation and site selection		

2. Social Feasibility (continued)

	Appraisal criteria	Yes	No
b3	Beneficiaries are committed to be involved in implementation		
b4	Beneficiaries are committed to Operation and Maintenance Management		
C	Is the water point site/source/ selected for construction acceptable to the community		
c1	Culturally		
c2	Religion wise		
c3	Psychologically		
D	Is there an agreement with the owner of the land where the water point is to be constructed?		

3. Technical Feasibility

a) What is the source and state of the existing traditional/unprotected/ water source to the community?

_____

_____

b) Is there any other existing developed water point, which serves the community now?

Yes ☐ No ☐

If yes, what is the source? and at what distance it is located from the community (single trip) in kilometers & and in walking minute?_____

_____

c) Is the water point proposed for construction by the community technically acceptable? (i.e., from the point of view of possibility of getting water if a hand dug well were dug, sufficiency of the yield of the spring, ease for construction, etc.)

Yes ☐ No ☐

d) If the site proposed by the community is not appropriate from site selection point of view, please locate a more feasible location together with the community. The site selection report should be filled in the water point siting report and be attached with this appraisal report.

e) Are there local private contractors available to undertake the work?

Yes ☐ No ☐

If not, indicate alternative solution:_____.

4. Environmental Feasibility

a) Does the project design include adequate provision for proper drainage; soak away pit and proper fencing work or any other protection measures around the water point? If not, explain measures to be taken

._____

_____

b) Is the water point intended also to be used for animals? If not, explain what is planned as an alternative possibly for watering animals?

_____

_____

5. Gender Feasibility

	Appraisal criteria	**Yes**	**No**
1	Are women going to participate at different stages of the project cycle?		
1a	Women participated in need identification		
1b	Women participated in design preparation and site selection		
1c	Women are committed to be involved in implementation		
1d	Women are committed to Operation and Maintenance Management		
2	Are women represented in the WASHCO? If yes, which is their percentage? If not, why were they excluded?		
3	How many hours on average do women currently spend to collect water? _____ hours / day		
4	Will this be changed when the new water source is functional? Describe the change below: _____ _____		

6. Project Sustainability

Assess the system in which the beneficiaries agreed at least to cover the operation and maintenance cost requirement of the water point. This includes the amount of money each individual agreed to pay, mode of payment/monthly, quarterly, biannually or annually/, and also other ways of financing the payment of the guard for the water point keeping and cleaning

_____

_____

_____

_____

_____

7. WASHCO capacity for project implementation

a) Suggest the required training and other support to the WASHCO members from the sector offices/local government/from donors to effectively implement the project

_____

_____

_____

_____

_____

8. Project Implementation schedule

Provide the feasible implementation schedule involving all concerned partners using the chronogram provided below.

No.	Major works description	Months of the year 200__ F.Y											
		J	A	S	O	N	D	J	F	M	A	M	J
1	**Preparatory Activities including the funding agreement (FA)**												
2	**Contractors/artisans selection and contract agreement signing**												
3	**WASHCO training in CMP management**												
4	**Construction of the scheme**												
5	**Operation & maintenance**												

9. Community Contribution

Before appraising the quality of the community contribution please check whether the quantities and unit prices applied for valuing the community contribution correspond to the reference values. If need arises, revise the values and quantities before filling in the following information:

	Appraisal criteria/contribution component	**BIRR**	
A	Total community contribution for construction		
A1.	Local construction material supply contribution for construction		
A.2	Labor contribution for construction		
A.2	Cash contribution committed and collected by the community for construction		
	Appraisal criteria	Yes	No
B	Is the revised total community contribution for construction purpose accounts minimum of 15% of the total estimated project cost?		
C	Is the quality of the local construction materials proposed to be supplied by the community appropriate/acceptable?		
D	Amount of upfront cash contribution committed & collected by the community for future Operation and Maintenance of the water point.	BIRR	

10. Summary of the project cost

Summarize the proposed budget for construction purpose or provide your revised estimation of construction cost to be recommended for approval in the table below. Detailed calculation of the revised cost estimate must be attached with this report, when applicable.

It. No.	Cost item	Total cost		CMP contribution		Community contribution	
		Amount in Birr	%	Amount in Birr	%	Amount in Birr	%
1	Material cost						
2	Labor cost						
3	Equipment and tools cost						
4	Administration & related costs if any						
	Total						

N.B. 1. The detail supporting the summary of the cost be attached/annexed with this report.
2. Depending on the nature of the project if the proposal requires study and design report, please attach with this appraisal report.

11. Recommendation of the appraisal team

Based on the appraisal conducted the project is recommended:

☐ To be approved ☐ To be rejected

Explain the reason for your recommendation of rejection or approval of the project

_____
_____
_____
_____
_____
_____
_____

Name and signature of appraisers

.	Name of appraisers	Signature	Date
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Annexes for details on Cost Estimates

A) Details on required contribution from the Community Managed Projects (CMP).

A.1) Quantities and cost estimates of construction materials. The cost includes the expected transportation cost to deliver these materials at the water point level.

It. No.	Description of material	Unit	Quantity	Unit price in Birr	Total price in Birr	Remark
1	Cement	Quintals				
2	Sand	Mcu/Biago				
3	River gravel	Mcu/Biago				
4	10 mm diameter bars	Pcs				
5	6 mm diameter bars	Kg				
6	1.5mm diameter black wire	Kg				
7	Nails	Kg				
8	G-30 CIS	Pcs				
9	4m long x 20cm high x 2.5cm thick timber for formwork	Pcs				
10	Used Lubricant Oil.	Lt				
10	Afridev hand pump	Set				
11	2" G.I pipe if it is a spring	Pcs				
12	¾" G.I pipe if it is a spring	Pcs				
13	¾" Faucets if it is a spring	Pcs				
14	Anti rust pant for pipes if spring	kg				
14	Sisal for pipes if spring					
15	Fittings cost if it is a spring					
15.1						
15.2						
15.3						
15.4						
15.5						
15.6						
15.7						
	Total cost					

NB. One biago sand or river gravel is estimated to be nearly 7mcu in volume.

A.2) Labor cost to be covered through the CMP contribution

It. No.	Labor payment to be made for	Unit	Quantity	Unit price	Total price
1	Artisans/contractors labor cost	L.s			
2	Labor cost for crushing stone for concrete if any	L.s			
	Total labor cost				

A.3) Administrative expense of WASHCOs in CMP management

It. No.	Labor payment to be made for	Unit	Quantity	Unit price	Total price
1	Administrative expense of WASHCOs	L.s			

A.4) Quantities and cost estimates of major construction equipment.

It. No.	Description of tool or equipment	Unit	Quantity	Unit price in Birr	Total price in Birr
1	18mm nylon rope for hand dug wells	Meters			
2	4mm nylon rope	Meters			
3	Shovels for soil	Pcs			
4	Shovels for concrete mixing	Pcs			
5	Bucket for water	Pcs			
6	Bucket for cement	Pcs			
7	Pick axe	Pcs			
8	Wedge	Pcs			
9	Gesso	Pcs			
10	5kg hammer	Pcs			
11	2kg hammers	Pcs			
12	Chisels	Pcs			
13	Metal saw blade	Pcs			
	Total cost				

B) Details on community contribution.

B.1) Quantities and cost estimates of materials to be supplied by the community

It. No.	Description of material	Unit	Quantity	Unit price	Total price
1	Stone				
2	Wood/eucalyptus/ mainly for water point fencing				
3	Sand				
4	River gravel				
5	Thick wood for Cylinder installation				
6					
7					
	Total cost				

B.2) Labor Contribution of the community

It. No.	Type of labor to be contributed	Unit	Total mandays	Daily rate	Total price
1	Unskilled labor				
2	Transportation Service of Construction materials				
3	Store and Guard Service				
4	Supervisor (mainly for recording daily work progress of the construction)				
5					
6					
	Total cost				

B.3) Cash contribution of the community

B.3.1) Upfront cash contribution for construction use (if any)

B.3.1.1 Total amount committed by beneficiaries _____ Birr

B.3.1.2 Amount collected and deposited in MFI _____Birr

B.3.1) Upfront cash contribution for operation and maintenance use

B.3.2.1 Total amount committed by beneficiaries' _____ Birr

B.3.2.2 Amount collected and deposited in MFI _____Birr