

# Appendix 1

## PUBLIC UTILITIES REGULATORY COMMISSION APPLICATION FORM FOR PRO-POOR WATER FUND (PWF)

### *Project Identification Section*

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**APPLICATION FORM FOR FUNDING UNDER THE PRO-POOR WATER FUND (PWF)**

**Water Supply Projects**

<b>For use by PURC (Project Code)</b>	
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# Appendix 1

## PUBLIC UTILITIES REGULATORY COMMISSION APPLICATION FORM FOR PRO-POOR WATER FUND (PWF)

### *Project Identification Section*

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## Appendix 1

### PUBLIC UTILITIES REGULATORY COMMISSION APPLICATION FORM FOR PRO-POOR WATER FUND (PWF)

#### Project Identification Section

<b>1</b> APPLICANT'S NAME	
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<b>1.1 Project identification</b>					
A	Project Title				
<b>B</b>	<b>Location of project</b>	<b>Town</b>		<b>Area</b>	
C	Type of intervention	Pipe Extension	Mains		Borehole Drilling

#### 1.2 Sections of this Application Form that are filled out

Please tick (✓) in the table below when the section listed in the left column is filled out and thus makes part of this application; please insert any remarks you may have in the column to the right.

No.	Section of the Application Form	Tick (✓)	Remarks
1.	Overview of Project Area		
2.	Water Supply Infrastructure		
3.	Community Sensitisation		
4.	Capacity Building		
5.	Capacity of the Service Provider		
6.	Operation and Maintenance		
7.	Project Sustainability and Impact		

Please tick (✓) in the table provided below all documents appended to this application form.

	Appendices	Tick (✓)	Remarks
1.	Supporting Letter from the District Assembly (see Section 1.1)		
2.	Technical Drawings:		
	Network		
	Additional Works		
3.	Workplan:		
	Technical Works		
	Socio-economic Activities		
4.	Budget: Technical Work		
	Summary Budget		

## Appendix 1

### PUBLIC UTILITIES REGULATORY COMMISSION APPLICATION FORM FOR PRO-POOR WATER FUND (PWF)

#### *Project Identification Section*

	BoQ Network Design		
	BoQ Metering		
	BoQ Additional Works		
	BoQ Field Equipment and Tools		
5.	Budget: Socio-economic Activities		
	BoQ Community Sensitisation		
	BoQ Capacity Building		
	BoQ Transport		
	BoQ Administrative Requirements		

*Please take utmost care when filling in this Application Form*

The PURC expects you to take utmost care when filling in the Application Form. This implies you ensure that:

- all data are coherent (no contradictive data),
- descriptive statements are concise and “to the point”, and that such statements are presented in an easily readable format (e.g. use of bulleted lists, use of paragraphs),
- statements are substantiated (e.g. with figures),
- if company external data are used, the source of the data is mentioned.

The Service Provider is responsible for providing accurate data. Any deviation from the “Baseline Study” data shall be justified in detail.

#### **Cost per beneficiary**

Please calculate below the cost per beneficiary of this proposal (based on the cost estimates and the estimate of the number of beneficiaries as indicated in this proposal).

Item	Amount	Unit
Total project cost (as per Summary Budget, App 4)		GHS
Number of beneficiaries (as per Section 2.2.2)		persons
Cost per beneficiary		GHS/person

## Appendix 1

### **PUBLIC UTILITIES REGULATORY COMMISSION** **APPLICATION FORM FOR PRO-POOR WATER FUND (PWF)**

#### *Project Identification Section*

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**The maximum threshold per application for Pro-poor Water Fund is GHS 350,000.**

## 2 OVERVIEW OF THE PROJECT AREA

### 2.1 Cover Letter

The content of the letter should include the following:

The mission of your district or community (one paragraph)

The purpose of your request (one paragraph)

How your request fits the Pro-poor Water funding priorities (one sentence)

Total annual general operating budget for the district /community

Total proposed project budget

PWF amount being requested

Matching funds committed from other funding sources

Proposed project time frame (beginning and ending dates)

Tax exempt status

### 2.2 Type and Legal Status of Project Area

Please indicate below the type of the project area (peri-urban, Rural, ...)

Please indicate below the legal status of the project area (District Assembly)

**Note:** If the project is situated on Government land that is not legalised, please attach a supporting letter from the District Assembly.

### 2.3 Present Situation in the Project Area

Please describe the present situation in the project area with respect to following items

- Location of the project area
- Main source of water
- Alternative sources
- Existing water supply installations
- Service hours
- Water charges (please specify unit)
- Demographic trend
- Prevalent sanitation system

Please describe below why the project area was selected

### 2.4 Project Area Population and 5-year Population Projection

<b>2.4 Project Area Population and 5-year Population Projection</b>			
	current	in 3 years	in 5 years
No. of persons in the project area			
No. of <b>Target</b> beneficiaries in the project area ( <b>population in 2.2.2</b> )			
Please indicate below :			
<ul style="list-style-type: none"> <li>• The method used for collecting the base data</li> <li>• The assumed growth rate</li> </ul>			

<b>2.5 Service Coverage for Water in Project Area</b>		
1.	Current service coverage	%
2.	Service Coverage with Project	%
3.	Service Coverage Increase (2) – (1)	%
4.	Average Distance to Safe Water	

<b>2.6 Please give indications / values for the following indicators</b>			
Indicator	Current Year	Previous Year	Year Before Previous Year
No. of Outbreaks of Cholera			
No. of Outbreaks of Dysentery			
Please indicate the source for the data above			

**PUBLIC UTILITIES REGULATORY COMMISSION**  
**APPLICATION FORM FOR FUNDING UNDER THE PRO-POOR WATER FUND (PWF)**  
**Water Supply – Infrastructure Section**

**3 WATER SUPPLY INFRASTRUCTURE**

**3.1 Description of the Project**

Please give below an overview of the installations to be built or rehabilitated and the equipment needed.

**3.2 Network Design**

The “network” referred to here is the supply and the distribution lines.

**3.2.1 Technical Details** (please fill out the columns to the right)

Please indicate:	
• Proximity to mains water supply	metres
• Type of material of mains	
• Total length of network to be laid	metres
What is the minimum pressure at the proposed mains connection?	m
Is this pressure and supply adequate for the operations of the proposed installations? (Yes / no)	
Note: If no, it is expected that additional works are proposed.	

**3.2.2 Metering in project area** (House/yard connections) (please fill out the columns to the right)

Number of connections in the area	
Number of people served by these connections	
Number of metered connections in the area	
Number of unmetered connections in the area	
Note: Costs for metering all unmetered connections in the project area are to be included in the BoQ for Metering and Budget.	

**3.3 Additional Works**

“Additional Works” refers to any works, whether rehabilitation or new facilities that are carried out on water production installations, water storage facilities and mains supply lines for water transmission that do not directly supply the project area (kiosks), but will contribute to an improvement of supply in the project area.



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**APPLICATION FORM FOR FUNDING UNDER THE PRO-POOR WATER FUND (PWF)**  
**Water Supply – Infrastructure Section**

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<b>3.3.1 Justification</b>
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Please state the reasons for these additional works
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<b>3.3.2 Description</b>
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Please give below a detailed description of the installations to be built / refurbished and the equipment needed.
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Note:

- Please ensure all necessary documents for additional works are attached.
- In cases where the design and / or construction for the additional works cannot be done in-house, cost estimates for such works should be included in the BoQ.

**PUBLIC UTILITIES REGULATORY COMMISSION**  
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**Water Supply – Community Sensitisation Section**

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**4 COMMUNITY SENSITISATION**

**4.1 Target Group**

Describe the target group, e.g. number of people, prevalent ethnic groups, socio-economic status (e.g. % of well-to-do households), age groups, migration patterns, ...

**4.2 Community Organisations**

Is there an Assembly member in the area (yes / no)?

List the active community based organisations (CBOs) and NGOs in the area:

Which of the above listed organisations are going to be involved in the Project?

**4.3 Methodology**

Indicate the activities to be undertaken and how it will be carried out.

Describe in detail roles and responsibilities of the different stakeholders in implementation of the project

**4.4 Objectives of Sensitisation**

List the objectives of community sensitisation and the messages you intend to pass onto the community to meet each of the objectives.

- |    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**4.5 Water Vendors**

Describe how you intend to select and train the kiosk vendors.

Indicate measures to prevent high vendor turnover.

**PUBLIC UTILITIES REGULATORY COMMISSION**  
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**Water Supply – Capacity Building Section**

**5 CAPACITY BUILDING OF THE SERVICE PROVIDER**

Please fill out this section if the proposed Project envisages to carry out capacity building measures for the Service Provider unit.

<b>5.1 Current Weaknesses</b>
Assess and describe the current weaknesses to be addressed through capacity building.

<b>5.2 Objectives and Proposed Measures</b>		
List the objectives of the capacity building and measures to be undertaken.		
	Objectives	Proposed Measure
1.		
2.		
3.		
4.		
5.		

<b>5.3 Resource Requirements</b>						
List all the resources required to undertake the proposed measures.						
#	Resource	Resource person	Unit	Quantity	Unit Cost	Total Cost
1.						
2.						
3.						
4.						
	Total					

Note: the financing of the proposed measures shall be subject to discussion with the PURC.

**PUBLIC UTILITIES REGULATORY COMMISSION**  
**APPLICATION FORM FOR FUNDING UNDER THE PRO-POOR WATER FUND (PWF)**  
**Water Supply – Operation Section**

**6 CAPACITY OF THE SERVICE PROVIDER FOR PROJECT EXECUTION**

<b>6.1 Previous projects of at least similar size realised by the Service Provider</b>					
Please list previous most important investment projects done (applicant may add rows)					
	<b>Project Title</b>	<b>Year</b>	<b>Investment volume (GHS)</b>	<b>Project Description</b>	<b>Contracted out (inter)nationally or done by Applicant</b>
1.					
2.					
3.					
4.					
5.					

<b>6.2 Organisational Set-up for Project Execution</b>	
Please describe below the organisational set-up the Service Provider will adopt for project execution:	
Please describe below and / or by means of the list in 5.3 the manpower input the Service Provider intends to make. Also mention the casual labour input; personnel cost should include all additional personnel cost (employer's contribution, ...).	
Are consultants (other than PURC-Consultants) and / or contractors going to be used in any of the proposed activities of the project (other than the employment of casual labour)? If, so the BoQs for such activities must include contractor's margin in the unit prices	

<b>6.3 Cost of Service provider-Personnel</b>					
	<b>Title</b> (please mark project manager with *)	<b>Service Provider</b> staff or to be contracted for project	<b>Time Input</b> (Person-Months)	<b>Personnel cost (GHS)</b>	<b>Remarks</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	Total				

**PUBLIC UTILITIES REGULATORY COMMISSION**  
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**Water Supply – Operation Section**

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Note:

- Cost of Service Provider-personnel is to be borne by the Service Provider.
- Lunch allowances shall be paid by the PURC up to an amount of GHS50.00 per person per day only.

## 7 OPERATION AND MAINTENANCE

### 7.1 Maintenance

Are existing peri-urban supply schemes included in the annual maintenance plans (yes/no)?	
What maintenance activities have been undertaken on peri-urban water supply schemes in the last two years?	
Give an overview of the planned preventive maintenance measures for the installations created / refurbished under the project:	

### 7.2 Operation

Describe the operation and management of the schemes: <ul style="list-style-type: none"><li>- Supply</li><li>- Vendor contract arrangement</li><li>- Metering/Billing system</li><li>- Supervision of scheme.</li></ul>

# PUBLIC UTILITIES REGULATORY COMMISSION

## APPLICATION FORM FOR FUNDING UNDER THE PRO-POOR WATER FUND (PWF) Water Supply – Sustainability Section

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### 8 PROJECT SUSTAINABILITY AND IMPACT

#### 8.1 Peri-urban Management Capacity

Number of kiosks already in operation		since (year)	
Collection efficiency on existing kiosks (%)			

#### 8.2 Impact on the Organisation of the Service Provider

Please describe in reasonable detail the Service Provider's organisational structure to manage its peri-urban activities (activities after completion of the Project)

#### 8.3 Impact on Environment and Sanitation in the Project Area

Give details of the possible impact on the environment of this project in the project area and indicate the steps being taken to minimise any adverse effects. (Reference should be made to the geological conditions, proximity of natural watercourses, water table levels, land gradients and drainage conditions.)

Indicate the anticipated impact on the sanitation situation in the area and any steps being taken to manage this impact?