

## **GUIDELINE FOR OPERATIONALISATION OF COMMUNITY INFRASTRUCTURE FUND (CIF)**

The Community Infrastructure Fund will be allocated to the communities as per their demand for the identified and duly approved infrastructure projects mainly to fill the critical gaps, which are not likely to be covered through existing Government schemes including National rural employment guarantee scheme (NREGS), Backward region grant fund (BRGF), National rural health mission (NRHM), Rural infrastructure develop fund (RIDF). Emphasis would be on community responsibility for the operation and maintenance of infrastructures so provided. This proposal should be a part of Village Development and Livelihood Plan (VDLP) and included in AWP&B.

### **INFRASTRUCTURES ELIGIBLE FOR FINANCING:**

The infrastructures eligible would include, but not be limited to the following priority areas:

- a. Drinking water supply and village sanitation
- b. Storage facilities (Food banks, Seed banks, PDS supplies, NTFP & Agril produce)
- c. Work-shed and Economics infrastructures (Mills/ Expellers/Preparation of bread & biscuits/Cashew processing/Poultry rearing/ goat rearing/Floor machines/Handicraft manufacturing etc) to aid income generating activities of the community, and in particular to women
- d. Community buildings in remote villages without Anganwadi centre or primary school (construction of meeting hall and overnight accommodation targeted to remote villages) – The provision of a community building (which can be used for health consultations, meetings, trainings, storage purposes, etc.).
- e. Village road up-gradation – Focusing primarily on culverts, bridges, retaining walls and critical structures of earthen roads beyond 3% gradient for upgrading to all weather road to provide access during monsoon.
- f. Larger water structures which benefit community wherever there is no scope for investment from Land & Water Management Component and other Govt. schemes.

### **IDENTIFICATION & SELECTION CRITERIA OF INFRASTRUCTURE PROJECTS:**

- a. Communities will identify their requirements for infrastructure development and submit to the ITDA as part of their VDLP.
- b. Each ITDA will establish a Selection Committee, which would include representatives of the relevant line departments at the district and / or block level to provide specialist expertise and knowledge of the plans, usually taken up under regular government programmes. This Committee would prioritize the projects for selection as it is anticipated that requests might exceed the funds available.

In evaluating and prioritizing the proposals, the ITDAs would follow the criteria as below:

#### **General Provisions**

1. All community infrastructure projects would be required to meet the following conditions:
  - They are technically feasible;
  - The community / user group would be entirely or partly (as appropriate) responsible for maintenance of the infrastructure after construction / rehabilitation and to this end would be required to submit a signed commitment from the community / user group to this end together with proposals for organizing / financing the maintenance;
  - For any social infrastructure, e.g. Anganwadi centre, school classroom, etc., a clear commitment is required from the concerned authorities to guarantee the necessary budget to ensure that the facilities remain operational.

2. In assessing requests for infrastructure projects, which fulfill the above pre-requisites, priority would be given to projects which:
  - Meet critical drinking water needs and food security;
  - Provide the highest benefits to the largest numbers of beneficiaries;
  - Provide the lowest cost per beneficiary;
  - Support other economic objectives of the Programme e.g. time saving activities, improved communications to support marketing, etc.; and
  - Include labour intensive activities providing more local employment opportunities during the construction phase.
  
3. The Programme would apply the following criteria for selection of micro-projects in different sectors.
  - **Drinking water supply:** Programme would respond to requests of the community within current Govt. Policy for seeking provision of one well for every 150 persons. The pumps to be provided should be of the new India Mark III hand pump or later performance model. After installation of new tube wells including new pumps, and renovation for the existing pumps, the ownership should be transferred to the community for future maintenance.
    - ✓ Improvement of drinking water supply would be prioritized following assessment of the following criteria:
    - ✓ Small hamlets with poor access to clean drinking water which are unlikely to be serviced under other schemes;
    - ✓ Villages where there are presently more than 150 persons per hand pump
    - ✓ The community ensures physical and financial participation in maintenance costs
  - **Village road up-gradation:** Village road up-gradation would be prioritized following assessment of the following criteria:
    - ✓ Road services small communities with less than 500 population which will not be covered by other schemes like Pradhan Mantree gram sadak yojana (PMGSY),NREGS, BRGF, RIDF etc for some considerable time.
    - ✓ The road project is requested by the community and accorded high priority in its VDLP;
    - ✓ The community ensures physical and financial participation in road maintenance;
    - ✓ Roads which serve more than one village within a micro-watershed;
    - ✓ Roads which serve the maximum number of households per Km of road;
    - ✓ Roads which serve communities with high agricultural potential marketable surpluses with a predominance of crops which need to be marketed during the monsoon;
    - ✓ Roads which improve the access to clinics, schools, etc.;
    - ✓ Roads which involve minimal environmental impact and do not pass through Protected Areas.
  - **Storage facilities:** Provision would be prioritized following assessment of the following criteria:
    - ✓ Villages and hamlets which have not been provided with food banks under other schemes;
    - ✓ Villages with poor access to public food distribution schemes due to lack of storage facilities in the chain;

- ✓ Villages with high production of NTFPs and / or surpluses of other agricultural products for which storage facilities would enable farmers to benefit from higher off-season prices;
- ✓ Villages which need improve storage facilities in order to improve the functioning of the ICDS programme.
- **Work-sheds and economic infrastructure** (e.g mills / expellers): This infrastructure may be owned and managed by the community or by a SHG or user group. Provision would be prioritized based on assessment of the following criteria:
  - ✓ Failure to access facilities under other schemes e.g. through SIDBI, NABARD, line departments, etc;
  - ✓ Palli Sabha supports the application;
  - ✓ Facility will benefit at least 30% of the community members;
  - ✓ In the case of group owned / managed infrastructure the group provides a minimum of 15% of the cost in the form of unskilled labour and / or local materials
- **Community buildings:** Provision would be prioritized based on assessment of the following criteria:
  - ✓ Remote village without Anganwadi centre or primary school;
  - ✓ Programme will only finance cash expenditures on materials / skilled labour not exceeding 50% of the total cost and community commences construction before any inputs are provided by the programme;
  - ✓ Initial pilot testing on use of such facilities.

#### **ALLOCATION OF FUNDS DURING PROGRAMME PERIOD:**

The total fund allocated is Rs 6.00 (Six) lakhs per MWS but not exceeding Rs 2.00 (Two) lakhs per village during entire programme period.

#### **COMMUNITY CONTRIBUTION:**

The followings are the suggested levels of community contribution on different infrastructures.

- a. 50% contribution of materials and skilled labour for community buildings;
- b. 15% contribution on material/ unskilled labour for group owned structures e.g. rice mill/ poultry farming/ goatery/ processing unit etc.

#### **EXECUTION:**

##### **(A) Year of Operation**

It should be operational at the end of probation period (2<sup>nd</sup> year of Programme)

##### **(B) Executing Committee :**

VLSC will execute through UGs at the village level. VDC will execute where ever there is one village per MWS.

##### **(C) Execution arrangement:**

The following procedures may be followed.

#### **Drinking Water Supply**

The implementation arrangements for the drinking water supply projects are outlined below:

- a. For the communities requesting for drinking water supply, the VDC would be responsible for forming a drinking water supply sub-committee prior to acceptance of their proposal:

- b. the VDC/VLSC would enter into a Memorandum of Understanding with the ITDA to take responsibility for maintenance of the drinking water supply and for identifying volunteers to be trained as community mechanics;
- c. ITDA would enter into an agreement with RWSS/ District water and Sanitation Mission for implementing the programme
- d. RWSS/ District Water and Sanitation Mission staff would:
  - make site selection in consultation with the community;
  - tender for and enter into contract with a drilling contractor to undertake the drilling work and installation of the casing;
  - install the pump and cast the concrete slab;
  - arrange training for community maintenance teams;
  - provide initial package of spare parts;
  - Hand over tube-well to the community.

Procurement of contractors would follow the normal RWSS procedures, namely, bidding limited to pre-qualified contractors, tendering and award to the lowest bidder. A contract with the VDC comprising the terms on which the water supply would be handed over to the village would be made. The contract should comprise an agreement by the VDC/VLSC to take responsibility for maintenance and to identify persons from the community for training. The FNGOs would be responsible for encouraging VDC involvement.

Supervision of contractors would be undertaken in accordance with the normal practice by RWSS Block staff. Materials would be tested at the RWSS district-level office. ITDA would retain responsibility for all technical aspects and for ensuring that the works were constructed in accordance with the specifications.

In some cases NGOs in the programme areas get funds from CAPART for Rural Sanitation and Water Supply Programme. ITDA may converge the above funds along with CIF.

### **Village Road Up-gradation:**

Once a community has been informed that its request for road upgrading has been accepted, the following process would come into play:

- (a) The community would sign an agreement with the ITDA to take full or partial responsibility (as appropriate) for all operation and maintenance costs, indicating the mechanisms agreed with the entire community for the provision of labour and cash contributions.
- (b) The VLSC/ VDC are to manage the operations and maintenance of the road.
- (c) The community would be encouraged to form Common Interest Group (CIG), preferably taking the destitute and landless household members identified by the VDC to provide unskilled labour.
- (d) The WDT Engineer would facilitate the Land & Water Management Volunteer for preparing the design, drawings and bills of quantities, with design features in consultation with the community. The Watershed Development Officer, OTELP at ITDA level would vet the full details of the design and give the Technical Approval.
- (e) The work shall be executed by the CIG directly.
- (f) The Watershed Development Officer, OTELP at ITDA level would supervise the work progress under the guidance of PA, ITDA. Government standard rates would apply for procurement of materials and wage payment with no gender discrimination. Every effort would be made to ensure that communities are engaged to undertake labour intensive jobs including earthworks, culvert casting, pipe installation, turfing etc.

- (g) The WDT Engineer would be responsible for liaison with the VDC, for supervision of construction. Materials would be tested at appropriate laboratories. ITDA would retain the responsibility for all technical aspects and for ensuring that the works have been constructed to line and level.
- (h) Following completion of the works, the road would be handed over to the VDC/VLSC by the CIG. The VDC/ VLSC shall be responsible for the maintenance of the road.

**Other Infrastructure:**

Once a community has been informed that its request has been accepted, the following process would come into play. Depending on the complexity of the infrastructure (e.g. for village grain banks, stores and even for work-sheds), it may be constructed directly by the community (UGs/ Women SHGs) under the supervision of an experienced works supervisor, engaged as part of the cost of the project or contractors would be engaged for the purpose. Communities would be encouraged to implement the works themselves and access the services of FNGO and ITDA to provide specialist inputs, if required. Under community implemented schemes, the projects would be costed at the statutory minimum wage rates but the community would be free to decide the rates to be paid to unskilled labour from the community and any surplus funds could be used to create a Community Fund for maintenance or to be used for other community purposes as decided by the community.

**Community implemented projects:**

In community implemented works, all purchase of construction materials, hiring of equipment, transport and skilled labourers would be done by the village communities. They would decide which part of the works will be executed by hiring community members and which part will be contracted to petty contractors using local shopping.

**Once a community has been informed that its request has been accepted, the following procedures would apply:**

- a. The community/ user group would sign an agreement with the VDC/ VLSC to take responsibility for construction of the village road indicating the mechanisms agreed with the entire community/ group for the provision of labour and cash contributions.
- b. The VDC/ VLSC would establish the norms to manage the implementation of the works and to manage the operation and maintenance of the infrastructure.
- c. The VDC/ VLSC would organize the agreed community for voluntary contribution to the implementation of the project.
- d. The VDC Secretary/ VLSC Leader would be responsible for maintenance of the records and related documents.
- e. The VLSFASC would supervise the work and take the progress review during their monthly meeting.
- f. The WDO at ITDA level and the WDT (Civil Engineer) Member would be responsible for ensuring the procurement of quality materials and timely completion of the activities undertaken.
- g. A schedule of release of funds to the CIG for the activity would be decided by the VDC/ VLSC during the approval of the activity.
- h. The installments would be released to the CIG based upon their physical work progress and expenditure incurred. The further demand by the CIG can only be acknowledged when the expenditure of previous release is at least 75% and commensurate with the physical progress.
- i. The VDC/ VLSC would be responsible for organizing the labourers from the community who will participate as work force in the activity.

- j. The VDC/ VLSC would procure the requisite material from the local suppliers following the procurement procedure being followed for the activities being covered in other programme components.
- k. Tentative payment schedules to the CIG are made as follows for the reference of the VDC/ VLSC.
  - 20% when site clearance and initial works have been completed
  - 30% when 75% of the 1<sup>st</sup> allocation has been used and satisfactorily accounted for;
  - 30% when 75% of the 2<sup>nd</sup> allocation has been used and satisfactorily accounted for;
  - Final 20% when 75% of the 3<sup>rd</sup> allocation has been used and accounted for.

### **CAPACITY BUILDING:**

Training to the persons (including at least 50% women) of the community on operation and maintenance of assets, raising awareness on health & hygiene under installation of drinking water facilities and other sanitation linked assets etc will be provided under skill development of primary stakeholders under Capacity Building component. For further clarity, the maintenance training under one of the community infrastructure projects, i.e. drinking water supply is illustrated below:

- a. Each community would be asked to provide 3 persons (including 2 women) covering ST, SC and Other Category as per the population of the village. The programme would finance training of these maintenance workers by Rural Water Supply and Sanitation Department (RWSS) at the district level for one week. The training will include both class room and onsite training.
- b. Identified youths will be provided technical skill development training under capacity building component for self reliance and sustainable livelihood. The training would focus on preventive maintenance of hand pumps and pump repairs.
- c. Spare Parts – RWSS has already put schemes for provision of spare parts to the community mechanics. ITDA will examine this and if necessary establish spare parts banks at the block level. The VDC shall ensure initial stock of spare parts for the communities. Subsequently, the VDC/ VLSC would develop a system of fund collection from users and meet both routine and emergency cost for replacement of the spare parts.
- d. Iron Treatment Plants (ITP): Priority will be given to the provision of ITP in villages where iron content is higher than 6 mg per liter. The plant consists of the filter system. The sand filter will be cleaned by back washing for 5 to 6 times a year and at least once per year, the unit has to be dismantled for cleaning and repair. Community mechanics will be provided with training on ITP maintenance.

### **MONITORING & EVALUTION (M&E):**

#### **Monitoring Indicators**

While the final indicators to be used for monitoring the community infrastructure component would be established through participatory process involving the communities at the commencement of Programme Implementation, an indicative list of indicators is provided below:

#### **Performance indicators:**

- No. of community infrastructure projects implemented by type
- No. of community infrastructure projects implemented – by contractors and directly by community
- No. of households benefiting
- Community contribution as % of total cost (where appropriate)
- Ability of community to collect community contributions (voluntary labour, etc.) for maintenance

#### **Impact indicators:**

The following impact indicators would be considered:

- a. Drinking water supply
  - Time saved in collection of water
  - Increase in per capita use of water
  - Reduction in disease related to inadequate water supply facilities
  - Reduction in hand pumps out of use due to community responsibility for maintenance
- b. Village roads improvements
  - Increase in provision of transport services
  - Reduction in transport costs
  - Changes in volume of produce marketed from the village
  - Increase in utilization of social facilities e.g. health, education
- c. Other infrastructure (stores, worksheds, community buildings, etc.)
  - Increase access to food
  - Increase prices for NTFPs, agriculture produce, etc.
  - Increase income from value addition
  - Increase attendance of health workers, etc.

The M&E system would assess the impact of these activities at six months intervals during the programme's life. Besides, the data on CIF activities maintained at FNGO, ITDA & PSU level must record the number of infrastructure projects by type & expenditure (project & community contribution) , implementer and number of households benefiting from the infrastructure(men & women), number of beneficiaries per item(MF/SM, ST/SC, Landed/landless).