

Process Study of Watershed Project

Work Book for Study Team

WASSAN, Hyderabad

Understanding the processes of watershed development in India

Village:	Watershed:
Block:	Tehsil:
District:	State:

Details of the study team

Name	Address	Contact Numbers		E-mail	Signature
		Office	Residence		

Nodal Agency:

Address

For : Watershed Committee

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Issue 1: Village Selection	Name of Respondents:
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Q. Who brought the programme to your village and why ?
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Q. How was your village selected
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Q. Who approached whom? When?

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Q. Whether village was suitable for watershed criteria at the time of selection.

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- PIA will be able to answer rather the WC.
- If criteria were not fulfilling then how /what was the basis of selection.
Its implication

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Issue 2: Awareness Generation and Rapport Building	Name of Respondents:
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Q. How was the program introduced in the village?
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Q. What activities were organized to generate awareness?
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Q. Which methods were employed? What kinds of media (local folklore/ audio/ video) were used?

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Q. Who all participated/ came to these awareness camps? Whether women and weaker sections participated in such events? How?

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Q. Whether PIA has any relationship with the village before the program also? What is the name of PIA staffs?

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Q. Is there any woman member in the PIA/WDT team? How frequently she used to visit your village in a month?

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Q. How frequently the WDT/PIA used to visit your Village in a month in the early stages?

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Q. How did the community know about the watershed program? Who informed?

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Q. What is the program about? What is the name/ nature of the program in the village?

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Q. Whether all people were involved in the watershed meetings/ gram sabha/training programs/ exposure visits? How many? Purpose? Who presided? When? Have you participated in any of them?

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Q. Guideline shared with the community?

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Q. Frequency of general meeting to share watershed program activities those were appraised and useful to understand about watershed programme.

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Q. Whether discussions were done in village to be selected for watershed.

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- Word WDT and Jen to be used in discussion.
- We are talking about of which level of awareness.
- Guidelines will be prepared in local language.
- There has to be some benchmark for awareness.
- Though it is a process study but evaluation of the process can not be stopped but as a whole is not the motto.
- Consistency of the WDT members in the lean.
- For How much time awareness generation was done but

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Issue 3: Grama Sabha Resolution	Name of Respondents:
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Q. Were any resolutions taken from the Gram Sabha before the commencement of the programme? If Yes, What were those resolutions?
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Q. Who asked for the resolution?
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Q. What was the need of the resolutions?

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Q. How many Gram Sabhas were conducted to take the resolutions?

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Q. How the resolutions from the Gram Sabha were taken

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Q. How long it took to take the resolution from Gram Sabha?

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Q. What was the issues raised by the Gram Sabha / Panchayat related to the project before passing resolution?

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Q. How is the relationship between Gram Panchayat and Watershed Committee?

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Q. Whether Gram sabha & Gram panchayat have legal sanction. What about WDT

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- Confusion between gram panchayat & Gram sabha
- Format from gram sabha & gram panchayat.
- People institutions and people participations are diluted somewhere.

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Issue 4: Entry Point Activity (EPA)	Name of Respondents:
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Q. Were any entry point activities taken up?
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Q. How was the EPA decided? Which PRA Tool was used to decide EPA?
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Q. What was the budget/ expenditure?

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Q. Whether community contributed?

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Q. Who implemented? Where is it located?

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Q. What is the condition now?

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Q. Who maintains it now?

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Q. Is it useful?

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Q. Whether anyone is excluded from using it?

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Q. In what ways EPA helped in smooth grounding of the project?

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Q. PIA & WC even other across, the roles & responsibility, whether have been closely defined or not ?

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Q. In Pawadi project the roles and responsibility were clearly defined but it was a failure because one actor tried to encroach the responsibility of other. so it should be done at the time of passing the resolution.

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Issue 5: Baseline & Benchmark Survey

Name of Respondents:

Q. What was the process and Purpose of conducting initial survey?

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Q. Whether any data was collected during the early stages of program?

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Q. How the data was collected? {Questionnaire, PRA, Interviews etc.}

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Q. Could you generate the list of poor and other vulnerable communities?

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Q. On what issues the data was collected (e.g. migration/ debts)?

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Q. Who were involved in social mapping? (Ascertain whether women participated in this exercise or not.)

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Q. When was the survey done (which Season)?

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Q. Whether the data generated during the base line/ field surveys was compiled and analyzed? If yes, how and who did this? Is the data/ report available with the community?

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Q. How were the survey results used?

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Q. Was the survey of any use or simply wastage of time? Why?

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Q. Who were involved in social mapping?
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- Involvement of marginal farmer, poor and women in collection of data in social mapping

Issue 6: Existing Groups	Name of Respondents:
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Q. What are the different types of groups that are already existing in the village?
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Q. Existing groups during the selection of watershed should come in selection criteria of watershed ?

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Stakeholder analysis to form new groups so as to understand their role.

Q. Who promoted the groups and when?

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Q. What is the percentage of women members in these groups?

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Q. What are the major activities/ functions of these groups?

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Q. Are the members of these groups (women/ others) involved in watershed program? In what way?

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Issue 7: New Groups	Name of Respondents:
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Q. What kind of new groups have been formed under the watershed project?
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Q. How were the new groups formed? Who formed?
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Q. What was the process of their formation?

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Q. What is the basis for identifying the members? What criteria? When? Who identified?

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Q. What special efforts were made to involve/ form groups of weaker sections/ women?

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Q. Why are groups necessary? What happens if groups (UG/ SHG) are not formed?

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Q. What is the poor and women representation in the groups?

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Q. Were there any problems in formation of groups?

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Q. Is anyone left out from the groups? Why?

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Q. What are the functions of the groups?

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Q. What is the relationship between the groups and WA/ WC?

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Q. Are they involved in watershed program? In what way?

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Q. Do they participate in WA/ WC meetings? What do they discuss?

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Q. What trainings have been implemented to SHGs and UGs under the projects?

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Q. How was the relationship between WC & WDT ?

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Q. How these groups are related to panchyats?

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Q. How these institutions are complementary to each other ?

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Q What was the process of village institutions in decision making in all steps in watershed ?
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Issue 8: Watershed Committee	Name of Respondents:
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Q. How were WC and WA formed?
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Q. How many times Gram Sabha was organized before formation of the committee?

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Q. How are WC members selected/ elected? When? Do women or weaker sections (SC/ST etc.) have any reservation in WC? (If women members are there in the WC, how were they selected?)

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Q. How were Chairman/ Secretary/ voluntary selected? Do women or weaker sections get preference?

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Q. What are the main functions of WC/ WA?

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Q. Were there any problems in forming the committee? How they were solved?

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Q. How long it took to form the committee?

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Q. Were there any volunteers? What work? Were there any women volunteers? How much were they paid?

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Q. Whether Panchayat is represented in the committee?

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Q. What is the tenure of office bearers (chairman, secretary etc.)?

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Q. When was the bank a/c opened?

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Q. Is there an office for WA / WC? Owned / hired?

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Q. Relationship of Panchyat with WC/WA?

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Q. Relationship between panchyati & village institution.?

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Q. If there was any change in WC due to election, we should know the reason?

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Q. Changes in WDT and what was the process adopted for this?

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Issue 9: Watershed Delineation	Name of Respondents:
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Q. How was the watershed delineated?
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Q. Who were involved in transect and mapping?
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Q. How many watersheds were identified in the village?

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Q. Who identified? Whether villagers were part of the process?

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Q. Is the watershed demarcated on the cadastral map?

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Q. Is there a map of delineated watershed in the village?

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Q. Were there any objections in this process?

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Q. Were there any conflicts during delineation process and how were they sorted out?

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Q. Map painted on wall.

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Q. How delineation of watershed affected the process and community involvement.

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Q. How cadastral map was super imposed on drainage map?

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Q. Whether Map is painted on any wall ?

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Q. How delineation of watershed affected the process and community involvement?

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Q. There may be 2-3 villages in the same Panchyat or different Panchyats come in the same watershed?

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Issue 10: Problem Analysis | **Name of Respondents:**

Q. Whether Problem Analysis was done?

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Q. What was the process Problem Analysis?

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Q. Who participated in the process? Whether villagers participated in this process? How? What methods were used to understand problems?

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Q. What were the main problems in the watershed?

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Q. Whether any special attention was given to problems of women/weaker sections?

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Q. Who explained about problems to WDTs? How? When?

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Q. What was the outcome? How were the 'Issues', 'concerns' and 'problems' incorporated into the plans?

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Issue 11: Field Survey for Planning	Name of Respondents:
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Q. What was the process of field survey?
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Q. Whether field surveys were conducted or not?
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Q. If yes, for what type of activity?

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Q. Why was the field survey conducted?

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Q. Who conducted the survey? Who all participated in it?

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Q. What special measures were taken to involve Poor in the process?

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Q. How was the data/ field surveys used in planning?

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Q. Whether local volunteers participated in this process? Were the group members present during surveys?

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Q. Who identified the sites?

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Q. Who gave the details of (Stream, etc) local conditions to survey team?

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Q. Demographic Survey

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Q. Topographic Survey
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Issue 12: Indigenous Technology Knowledge (ITK)	Name of Respondents:
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Q. What surveys were conducted to identify ITK? How were they integrated into the action plans?
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Q. What activities included in the action plan confirm to ITK?

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Q. Were any traditional practices (ITK) taken up for replication? Details.

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Q. How was this particular intervention identified?

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Issue 13: Developing Individual and Group's Action Plans	Name of Respondents:
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Q. What was the process of preparing individual and Group action plans?
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Q. Was there any formats for the individual/group action plans
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Q. Who participated in the entire planning process?

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Q. Were women and marginalized sections involved?

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Q. If not, why? If yes, in which activity and how?

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Q. Concerns of individuals and user groups were addressed or not? If yes, how?

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Q. Whether the contribution and its requirement was discussed during the planning process or not?

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Q. What activities were taken up?

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Q. For each type of activity - Who identified the activity?, What was the process of identification? How the site was located? Who decided on the technology?

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Q. Did the planning process do justice for the poor families also? How?

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Q. Whether sustainability of the interventions was thought of during the planning process?

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Issue 14: Preparation of Work Estimations	Name of Respondents:
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Q. What was the process and basis for preparing estimates?
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Q. Who prepared the designs and estimates and how?
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Q. Was transparency one of the concerns while preparing estimation? How?

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Q. What rates were adopted in estimation – local / SSR? Why?

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Q. Were these estimates discussed with UG? Beneficiaries?

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Q. Whether any estimates were re-vised? Why? By Whom?

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Q. Whether it was in Hindi?

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Q. How it was used by WC?

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Issue 15: Consolidation of Action Plan	Name of Respondents:
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Q. How were the plans consolidated and who did it?
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Q. How many times action planning was done? Was there a tentative Action Plan?
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Q. Are there any formats supplied by project authorities?

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Q. Were there any conflicts? How were they resolved?

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Q. Who has the copy of the action plan?

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Q. Does the committee have an action plan copy with it? Have they seen it?

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Q. Whether these formats provided by project authorities were in Hindi or not?

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Q. Did it contain the plan to tackle the problem of CPRs and ways of benefit sharing?

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Q. How much time did it take to finalize the plan from the commencement of the programme?
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Issue 16: Prioritization and Coverage	Name of Respondents:
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Q. Who decides the prioritization? What is the basis and process?
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Q. Were any activities given extra emphasis? Why?

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Q. Which part of village/ section of the program was covered most?

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Q. Which group received top priority and why?

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Issue 17: Approval of Action Plan by Grama Sabha	Name of Respondents:
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Q. How was the consent of Watershed Association/ Gram Sabha taken for the Action Plan?
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Q. Whether WA/ Grama Sabha was called to approve the plan? If yes, how many men and women participated in the WA/ Grama Sabha? What special efforts were made to take the opinions of women and marginalized in the approval. How far those efforts succeeded? Explain.
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

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Q. WDT decides the priority on the basis of emphasis given by higher level officials.

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Q. WDT and some influential persons at village level decided the priority.

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Q. Priority was decided by engineers and other government officers.

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Q. Was the estimations revised or changed by District Authority? If Yes, What was the change and how much was the total increase or decrease?

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Q. How much time did it take to get the approval of the action plan? When was the fund released?

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Q. Were any changes made in the action plan/fund after its approval?

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Issue 19: Implementation of Works and Payments	Name of Respondents:
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Q. What were the procedures for executing the works?
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Q. Whether WS committee was aware about the activities under taken?
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Q. Were implementations according to the action plans? If Not, Why?

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Q. Who gives mark out on the ground?

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Q. How is the responsibility among User Groups shared?

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Q. Who executed the works? Who guided them?

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Q. What records are maintained during implementation of works?

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Q. How is the quality of works ensured?

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Q. How is the work allotted to labor?

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Q. How are payments made for works implemented in the programme?

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Q. What is the general form of contribution, cash or kind? How was the contribution collected?

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Q. When is contribution collected (before/ during/ after the works)?

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Q. Is contribution same for all activities or does it differ?

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Q. Who actually contributes?

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Q. Who collects the contribution? Where is it deposited? When?

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Q. Are receipts given for contribution? Who gives the receipts?

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Q. What is WDF and how is it operated?

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Q. Is the community aware of watershed development fund?

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Q. How is this fund created? What is the purpose?

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Q. What is the amount? Where is it?

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Q. Was WDF used for any purpose so far? Details.

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Q. In which activity community contributed?

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Q. It was forced or willingly?

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Q. Type of person gave the contribution?

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Q. In what way public understood the contribution and how they interpret about contribution?

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Q. What was the ratio for different activities like new, already introduced, not adopted and old?

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View of the community/perception on WDF

Q. Who decides how WDF will be utilized?

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Issue 21: Measurements	Name of Respondents:
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Q. What is the procedure of Measurement of the work done? Who decided the system?
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Q. How measurement of the work was done? - who / when / procedure /frequency
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Q. How the check-measurement takes place?

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Q. How the specifications are assured? If not, what was the fall out?

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Q. Who maintains measurement books?

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Q. Whether the measurements were taken in the presence of committee/ UGs?

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Q. Were UGs keeping any record related to their work?

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Q. Who makes payments? By cash or by cheque? Are you happy with systems?

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Q. Training/Capacity built for measurement.

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Q. Uses certifying the quality?

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Q. Capacity building of all type of groups like WC/WDT/UG/WDT must be included in others separate issue?

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Q. Training and capacity building for measurements is done or not?

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Q. Who is (Users or not) certifying the quality?

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Issue 22: Record Keeping | **Name of Respondents:**

Q. What were the systems of maintaining records and accounts?

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Q. Who maintained the records at work sites?

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Q. Who is the custodian of records of works?

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Q. What record books were maintained?

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Q. Who maintains the books of record/ accounts?

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Q. Where are these books (accounts/ records)?

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Issue 23: Completion of Works

Name of Respondents:

Q. Was the work completed according to the stipulated budget and time? If there is a deviation, how was it managed?

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Q. Was the implementation in accordance to the time schedule?

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Q. Could all the works be completed within the project duration?

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Q. If not, what were the reasons?

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Q. What was the effect on cost after extension?
Reasons for delay in completion of work ?

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Q. Was any extension given for completion of works?

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Issue 24: Employment Generation	Name of Respondents:
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Q. Do you think the project generated employment to the poor families? How?
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Q. How much employment was provided under WS work?
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Q. Number of families benefited under wage employment?

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Q. Who did the work(SC/ST/POOR etc)? Were Poor families given priority? How?

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Q. Is there any difference in wages of men and women? If Yes, What and Why?

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Q. What is the breakups of expenditure on machines, wages and materials?

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Q. Long term employment generated or not ?

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Q. How was planned to involve Poor families in employment?

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Issue 25: Financial Management	Name of Respondents:
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Q. What was the process of Financial Management? How transparency and Equity were maintained?
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Q. Whether accounts were discussed in watershed committee meetings?
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Q. Who signs the cheques?

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Q. Who withdraws money from the bank? Who handles cash?

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Q. Who makes payments? Who measures and checks?

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Q. How labor is paid? Contractual / Daily wages?

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Q. What were the means to ensure transparency of accounts?

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Q. Was social auditing done? How?

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Q. Regular audit and who were taking care of audit?

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Issue 26: Auditing

Name of Respondents:

Q. What was the system of auditing?

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Q. How regular is auditing? Who does auditing? What were the main queries?

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Q. Do you think it helped the financial management? How?

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Q. What were problems faced during the audit? What were the measures taken?

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Q. What were the audit queries raised and whether they were addressed?

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Q. Is there any payment system at district level? Any panel of CAs was formed or not at the district level to select from?

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Q. There is any audit after completion of projects?

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Issue 27: Maintenance of Assets & Structures	Name of Respondents:
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Q. What is the situation of assets created?
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Q. Who owns the assets created during the project on private lands and CPR?
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Q. What are the mechanisms for maintenance for assets on CPRs?

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Q. How to maintain assets on private land?

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Q. Whether User Groups maintained assets on their own during project period?

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Q. Whether there are any damages so far? Why? What did the watershed committee/ user groups to do maintain them?

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Q. What is the role of Gram Panchayat in the maintenance of CPR

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Q. Was there any resolution taken from the Gram Sabha for the maintenance of assets and structures?

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Issue 28: Withdrawal Activity	Name of Respondents:
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Q. How the programme has been handed over to Grama Panchayati/ WC/ WA ?
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Q. There are no norms for operation and maintenance of the assets during the post project phase.
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Q. People are not sure that the WDF would be used properly.

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Q. The assets created during the project have been damaged and become useless.

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Q. Individual works are maintained by the famers.

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