GUIDE
FOR
FORMING AND MANAGING
WATSAN YOUTH CLUBS

Prepared by
UN-HABITAT
Acknowledgements

The Guide Book for formulating and managing WATSAN Youth Clubs is the collaborative effort of United Nations Human Settlements Programme (UN-HABITAT) and the Capacity Building Institute (CBI), a Non-Governmental Organisation in Nairobi, Kenya, specialised in promoting appropriate strategies for improved water, sanitation, health and hygiene by involving children, youth and the communities. The Publication has been prepared under the overall guidance of Mr. Kalyan Ray, Senior Advisor, Office of the Executive Director, UN-HABITAT, close supervision of Mr. Andre Dzikus, Programme Manager, Water for Cities Programmes, Water, Sanitation and Infrastructure Branch, UN-HABITAT and with the support of Dr. Kulwant Singh, Chief Technical Advisor, Water for Asian Cities Programme Regional Office, New Delhi, India.

UN-HABITAT owes a great deal to the efforts of Ms. Lynette Injette Ochola in the preparation of this publication in association with Ms. Roselida Anyango Opiyo and Ms. Mercy Nzioki and the valuable comments rendered by Mr. Anantha Krishnan and Ms. Mutinta Munyati, Partners and Youth Section of UN-HABITAT for its completion.
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Abbreviations

CBO Community Based Organization
FPAK Family Planning Association of Kenya
IRC International Rescue Committee
MDG Millennium Development Goal
NGO Non Governmental Organization
SIDA Swedish International Development Cooperation
SWD Swedish Water Development
UNHABITAT United Nations Human Settlements Programme
UNICEF United Nations Child Education Fund
WATSAN Water and Sanitation
WHO World Health Organization
Globally, more than one billion people, majority from Asia, are without access to improved drinking water sources and around 2.6 billion people without improved sanitation. Lack of clean water, inadequate sanitation and poor hygiene practices contribute to ill-health, disease, hunger and sustained poverty and in the process the children and youth are the most affected ones, representing 1.7 billion (over a quarter of the world population).

The focus on water and sanitation affirms that children have a right to the basic facilities of safe drinking water, school toilets, clean surroundings and information on hygiene. Children and youth are the Agents of Change at home, in the community and as future citizens to the society and are especially concerned about the issues affecting them.

WATSAN Youth Club, formed as a group of adolescents, both male and female, of 9 to 28 years age within the communities, is a means by which young people can organize themselves to learn about the issues and take action as well. It aims at educating the youth in school or outside on water and sanitation issues, help promoting safe water, sanitation and hygiene practices within their environments and bringing behavioural change among the youth relating to water and sanitation.

The publication is intended to serve as a Guide Book for global coverage and has been prepared in cooperation with Capacity Building Institute (CBI), a Non-governmental organization in Nairobi, Kenya, specialized in promoting strategies for improved water, sanitation, health and hygiene conditions by involving communities, children and youth. This Guide Book is an effort to demonstrate practical solutions in scaling up water and sanitation services for achieving the MDG by adopting an innovative approach of formulating and managing WATSAN Youth Clubs to address the issues of water and sanitation in a sustainable manner.

Andre Dzikus
Programme Manager
Water for Cities Programmes
UN-HABITAT
Introduction

Problem of Water and Sanitation (WATSAN)

Sustainable Development in water and sanitation has been the global concern and access to safe drinking water and improved sanitation has multi-faceted benefits to the humanity. In reality, a disproportionate burden of protecting environmental benefits such as clean water, air, safe sanitation, etc is borne by the poor and vulnerable sections of the society, particularly affecting children and youth. Lack of access to safe water, inadequate sanitation and poor hygiene practices contribute to a cycle of diseases, the culture of poverty and mortality, especially among children and youth. Water and hygienic sanitation are a prerequisite for healthy living and potential for rescuing from the web of poverty.

Source: Meeting the MDG Drinking Water and Sanitation Target: A Mid-Term assessment of Progress - UNICEF and WHO
WHO disease analysis suggests that unsafe water, sanitation and hygiene is the third most significant risk factor for poor health in developing countries. The burden of inadequate water, sanitation and hygiene is at least 2.2 million deaths per year, especially from diarrhea. Diarrhoea is the most significant disease associated with unsafe water supply, sanitation and hygiene and as many as 1.5 million deaths attributed every year of which ninety percent are children below five years age.

The number of deaths and incidence of illness caused by lack of adequate sanitation and poor water supply are comparable with other major disease groups. It is in children that the burden falls most heavily. Lack of adequate sanitation at homes constrains the quality care and forced to open defecation which is against human dignity, quality of life and health status.
Benefits in investing in Water and Sanitation Sector

The global concern on water and sanitation has been consistently expressed at various international fora. Most of the world’s Governments and international agencies committed to the Millennium Development Goals (MDGs) which arose from the United Nations Millennium Declaration adopted in 2000. The MDG on water and sanitation addresses to halve the proportion of people without sustainable access to safe drinking water and sanitation by 2015. Huge investments would be required in achieving the MDG on water and sanitation.

Detailed analysis from WHO estimates reveal that enormous benefits would be derived in investing on water and sanitation. Around 2.16 billion people would be benefited with safe water and sanitation by 2015 and over 390 million diarrhoea cases would be averted annually. The economic benefits may be of the order of US$ 225 billion annually if 100 percent access could be achieved. The bulk of the economic value of these benefits is associated with time savings. From the perspective of health sector, reaching the water and sanitation targets appears to be an effective intervention.

This would require for concerted effort and actions at all levels of operation by adopting most cost-effective alternatives and innovative practices for achieving the MDG on water and sanitation.

Cost-effective and Innovative Approaches of UN-HABITAT

There has been a growing recognition that improvements in water and sanitation management can not be accomplished alone by technical and regulatory measures but to be complemented by advocacy, awareness and education initiatives. Saving is more effective than developing new sources. The situation could be reversed if the fundamental change in behaviour and personal attitudes and the underlying values that prompt such inappropriate behaviour, are properly understood to the children & youth, the future citizens and the communities.

Human Values based Water, Sanitation and Hygiene Education (HVWSHE) is an innovative approach to educate these for facilitating change in behaviour and personal attitudes, and play a strategic role in bringing about positive attitudinal changes, promote hygienic living and use of water in a wise and sustainable manner. A value-based approach to water and sanitation education could make a difference as a software for opening-up the hearts and minds of the people and act as an agent for behavioural and attitudinal changes in the society.

Children and Youth as Agents of Change

In fact, the children and youth are the most affected ones, representing 1.7 billion, over a quarter of the world population, contributing to ill-health, disease, hunger and sustained poverty in the process lack of clean water, inadequate sanitation and poor hygiene practices.
### Basic Indicators

<table>
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<tr>
<th>World Youth (Million)</th>
<th>1,772</th>
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<tr>
<td>% of Total Population</td>
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### Water and Sanitation Shortage Coverage

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<th>Region</th>
<th>Water (%)</th>
<th>Sanitation (%)</th>
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<td>53</td>
<td>35</td>
</tr>
<tr>
<td>South Asia</td>
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<td>Latin American and Caribbean</td>
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Source: Adolescents Fact Sheet – State of World Population 2005, UNFPA (www.unfpa.org)

This needs for involving children, youth and the communities and develop capacities to optimize human potential and empowerment. Children and youth are more receptive to new ideas and future citizens of the society. They can serve as a media for spreading the message of safe water and sanitation in each home and influence their parents. The children when they become adults will continue to establish these value systems. Children and youth can address to their peers, families, teachers and communities on the importance of safe sanitation, hygiene and water practices. The role of education and awareness as well as the need to appeal to the users is crucial to the acceptance of a new behaviour towards water, sanitation and hygiene. In other words, Children and youth become the Agents of Change at home, in the community and as future parents, the investments in the WATSAN education are more productive to the society.
WATSAN Youth Club

1.1 Concept of WATSAN Youth Club

The focus on water and sanitation affirms the fact that children and the youth have the right to the basic facilities of safe drinking water, school toilets, clean surroundings and information on hygiene. If these conditions are created, youth come together, enjoy learning, learn better and take concepts and practices on sanitation, hygiene and safe drinking water back to their families.

Sanitation and hygiene refers to the combination of hardware and software that are necessary to produce a healthy environment and to develop or support safe hygiene behaviors. The hardware components include drinking water, hand washing and sanitary facilities in and around the environment. The software components are activities that promote conditions and practices that help to prevent water and sanitation related diseases and parasites such as worms (UNICEF and IRC - 1998)

People especially the youth, both in and out of school, are concerned about issues affecting them either directly or indirectly in respect of water, sanitation, health and hygiene. WATSAN Youth Club is a means by which young people can organize themselves to learn about the issues and take action as well.

1.2 Who can start a WATSAN Youth Club?

Any group of adolescents both male and female of 9 to 28 years of age within their communities can start a WATSAN Youth Club, which gets involved in improving the current water and sanitation situation.

1.3 Goal and Objectives

WATSAN Youth Club aims at educating the youth, in school or out of school, on water and sanitation issues and to help promote safe water, sanitation and hygiene practices within their environments at school and home. The Youth Clubs effort to improve and maintain the water and sanitation by bringing about behavioural change towards how the youth relate to water and sanitation. This will be achieved through training from professionals and also through peer learning groups.

The main objectives of the WATSAN Youth Club are:

- To promote effective learning
- To increase girls enrolment in schools
- To reduce incidences of disease and worm infections by creating awareness
- To promote environmental cleanliness
- To facilitate for protection of children's rights (Children have the right to be as healthy and happy as possible. Clean, healthy, safe drinking water and proper sanitation facilities contribute to a happy childhood)
- To act as a role model and increase and introduce participatory channels for young people
• To elevate the self-esteem and self confidence among youth by instilling positive values and developing their talents
• To empower school going youth as ambassadors and role models to their peers
• To provide a wider scope on available careers in areas of Water and Sanitation

1.4 Need for formation of Guidelines

For effective management and steering of Youth Clubs, elected members working as teams in Committees need for management guidelines to achieve their goals and mission. Guidelines are essential in assisting the teams and their leaders to run the Club affairs effectively. Communities and the administrative authorities readily accept a Club, if it is led by Guidelines that define the mission, role and responsibilities.

The Clubs are expected to adopt a standard Guideline format focusing on WATSAN. But, the Guidelines may differ from Club to Club and there may not be uniformity sometimes. The Guidelines should be flexible enough to the extent not to impose the tasks and procedures that the Clubs cannot implement. However, once the Guidelines are adapted and approved, it becomes a binding document to the Club that direct activities of the leadership and the members.
Types of WATSAN Youth Clubs

2.1 In School Youth Clubs

Clubs that are formed within schools by students/pupils (members) and they get assistance from the teacher (patron). They could also have external support from donors or other organizations interested in working with School Clubs.

2.1.1 Requirements and Activities of School Club

Requirements

• A Patron to manage the club activities
• An elected chairperson
• 10 to 20 members
Activities

- Peer education
- Story Telling
- Essay and Composition Writing
- Questions and Answers
- Puppet Show
- Experiments

2.2 Out of School Youth Clubs

These are clubs formed by Self-Help Groups, Community Based Organisations (CBOs) and Non-Governmental Organisations (NGOs). These clubs are more focused on enriching their community with knowledge on different issues. Most of them operate under an umbrella of the mother organization e.g. Nairobi Youth Counseling Centre, which is a Youth Project managed and run by the Family Planning Association of Kenya (FPAK). Although they operate under the Organisation, the Youth Club members are in charge of all the activities including decision-making.

Organizational Structure of WATSAN Youth Club (Out of School)
2.2.1 Basic Club

Requirement
• Have a chairperson
• Guided by Club Management Guidelines
• Have volunteers who are ready and willing to work in the Club as per the Club’s goals and objectives
• Have Leaders who do not expect any form of payment.
• Have 20-30 regular members

Activities
• Peer education
• Conduct water related experiments
• Community services
• Music/Drama
• Sports and indoor games

2.2.2 Advanced Club

Requirement
• Have at least 30-40 regular members
• Registered/recognized by the relevant State Authority
• Has a bank account
• Space for work place
• Have facilities for sports, drama and indoor games
• Leadership accessible to its members
• Conduct of peer education on regular basis
• Has at least one person always available at the work place to attend Club activities
• Ability to network with other Clubs
• Income generation
• Provision of incentives for dedicated members of the Club
• Ability to establish Basic Clubs and In School Clubs
• Ability to develop into an Youth CBO and eventually to a Youth NGO.

Activities
• Conduct peer education
• Community services
• Community Outreach
• Music/drama/Debates
• Sports and indoor games
• Income Generating Activities like Rain Water Harvesting, Cleaning Toilets, Transporting Water, Selling Water from a water plant, etc
Establishing a WATSAN Youth Club

3.1 Steps to Establish WATSAN Youth Club

One of the most common ways of starting WATSAN Youth Club is to organize one Club at a time. It requires to be decided that one needs to organize a Club in a specific community and search for Club volunteers, or a mother organization calls for one to be started. If a targeted community already exists to start a WATSAN Club, the first thing required is to decide what type of club one needs to organize. If the efforts are as a result of a request, the teachers or parents will guide what type of Club is formed either in school or out of school WATSAN club.

The following are the basic steps in starting a WATSAN Youth Club.

3.1.1 STEP ONE

First and foremost, the persons who want to form a WATSAN Youth Club should have interest in Water and Sanitation issues.

Approaches to Identify Interested Parties:

Approach 1

A group of adolescents may look for interested peers in their School, call a meeting of 20-30 persons and may decide to form an In School WATSAN Club by adopting a statute and electing an Executive Body comprising of a Chairperson, Secretary and a Treasurer.

Approach 2

A few young persons seriously concerned about the water and sanitation problems may decide to form a Club. Each of them may recruit two or three most committed volunteers from among the peers in the School. Constitute the General Assembly with 20-30 identified volunteers as founding members. This Group may adopt a Statute and form a WATSAN-Basic Club (for out of School Club) or an In School Club.

Approach 3

An organizing Youth NGO or an Out of School Youth Club may pick up a few adolescents from among the youth of the community and start activities as a team. After a while, the youth are oriented in WATSAN issues and assisted to organize the nucleus of a Club by electing a Provisional Committee. The committee is provided with a model guidelines and is assisted to draft a Statute. The committee can increase the size of the members by inviting 20-30 volunteers. A meeting of the 30-40 members can endorse the Statute, forms the Club formally and elects a Chairperson, Secretary and a Treasurer as Club Leaders.

Approach 4

The sponsoring Youth NGOs, with a clear vision and guidelines, may conduct an advocacy meeting with a given community. The advocacy would relieve resistance of the parents and facilitate support,
especially for girls to join the Club. A large gathering of an out-of-school youth of the community may be organized through music/drama shows (or by posters), explain the mission of WATSAN Youth Club and the importance of its formation with the youth of the community on the basis of a voluntary membership. Identify volunteers who have the time, interest and will to serve different functions as regular members of the Club and prepare the list of members with addresses and contact numbers.

These members shall be explained in depth about the nature of the Club, its structure, and its functions. The organizing group should be very careful not to give any promises and clearly clarify that they should not expect any material benefits like employment, wages or payments, and those expecting such benefits may withdraw from the membership. Underline the importance of commitment to serve in the area of water and sanitation and spare enough time for the activities of the Club. The Group will have to prepare and adopt a statute of the Club.

The Group shall comprise of 30-40 members. If the number exceeds, another Club can be established or they may be accepted as associate members. The Group shall elect the provisional leadership consisting of Chairperson, Secretary and a Treasurer with proper gender balance.

3.1.2 STEP TWO

Membership

The next step is to recruit interested members for the Club; if the marketing efforts are successful in identifying interested members, organize a steering committee of parents/teachers and/or potential volunteers who can help identify other interested members and assist in planning the Club membership requirements and assigning responsibilities to the members to carry out.

The Members will be from each class with equal representation. The headmaster/one or two teachers (patron) shall be in charge of the Club and are responsible for activities and follow-up. This will apply for In School Clubs. Members of Out of School Clubs can come from the community.

Size of membership

Too many members will be difficult to manage and too small a number will not be able to reach the Club objectives. Placed below is the number of members required for effective Club management:

- The regular or full Members of an In School and Out of School Club should be limited to 20-30 and 30-40 respectively
- Applicants beyond the fixed number of regular members are accepted as Associate Members or will be encouraged to form a new Club.

Type of membership

The following are different types of Club Membership:

1. Regular Members:
Regular or full members are male and female adolescents actively involved in different Club activities and registered as regular members of an In School (20-30) or an Out of School Club (30-40).

Rights of Regular Members
a) To elect Club Leaders as well as to be elected for positions of Club Leadership
b) To participate in Club activities
c) To freely and frankly express their views on matters that are important to the Club
d) To provide the Board directives on Club management.
e) To equip with knowledge on Water and Sanitation issues.

**Duties of Regular Members**

a) Fully participate in the activities  
b) Abide by the rules and regulations set by the Club  
c) Payment of membership fees.

2. **Honorary Members**

These are members who provide professional, material and/or financial support to the Club e.g. the Headmaster, Teachers, Parents and NGOs and others from private sectors.

**Rights of Honorary Members**

Promote the Club, participate in the Club activities, with no right to vote.

3. **Associate Members**

Associate members are those youths invited by regular members and have the interest to participate in the Club activities once in a while.

**Rights of Associate Members**

a) Participate in any activities of the Club  
b) Participate in meetings and contribute, but they do not have a right to vote.  
c) Can be promoted to regular membership based on their performance and how regularly they contribute to the Club's activities.  
d) Associate members have a right to form another WATSAN Youth Club with the support of the Club members.

3.1.3 **STEP THREE**

The youth forming the Club should come up with a name that exhibits the public on the Club's area of interest i.e. Water and Sanitation. The name should be unique and distinguishes the Club from other Clubs.

3.1.4 **STEP FOUR**

Marketing the WATSAN Youth Club programmes to parents and community leaders within the community desired. Marketing efforts can include flyers and public announcements, radio, sports etc. Marketing efforts are very localized and should be targeted to reach of a specific age or interest groups.

3.1.5 **STEP FIVE**

**Meeting Venue**

The Club should choose a location where they will conduct the Club activities as well as meetings. After the Club has been formed and functioning, the members should let the community know about the Club activities and events. This encourages the community to be involved with the activities of the Club and contributes to the community welfare through:

- Marketing Club Programmes  
- Volunteers Recruitment
Goal, Vision, Targets of the Club
The Club should have clear goals, visions and targets that the club desires to achieve.

Meeting
Meeting with the Steering Committee; Review WATSAN Club performance; get commitment to support Club activities; and have committee members volunteer to help organize an informational meeting.

Volunteer roles may include preparations for meeting, secure meeting location, contact other interested members, and assist for the informational meeting. This Informational Meeting should be designed to introduce members, teachers to WATSAN Club. The youth should be involved in activities designed to introduce them to the Club, while the teachers, parents learn about how to become involved with WATSAN Clubs. Briefly discuss about what WATSAN Clubs are; how they work; the leadership needed; role of the Extension agents; what members can do; and the benefits to youth and community at large. Solidify the commitment to form a Club. Set the date for the parent/volunteer orientation session and the date for the first Club meeting.

Volunteers orientation
Conduct the volunteer orientation training - this training should be designed to get the volunteers ready for their Club meetings. Keep it simple. Give the leaders their club kit.

Organizational meeting
Club conducts its organizational meeting. A member of the WATSAN staff or a mentor volunteer should attend this first meeting. At this meeting, members complete WATSAN enrollment cards and code of conduct form and get acquainted. At later meetings, the Club should establish their calendar of events and elect officers if appropriate.
3.2 Establishment of WATSAN Youth Club

3.2.1 Model One: OVERALL FORMATION

3.2.2 Model Two: BASIC REQUIREMENT
3.3.3 Model Three: ACTIVITIES

Club Activities Cascade for In School WATSAN Youth Club

- Student to Student

Training Cascade Applicable to High School Students (Student to Student)

- Professional to Club Members

Training Cascade for Professionals Training the Youth within a school
Club Activities Cascade for Out of School WATSAN Youth Club

DONAR AGENCY/SUPPORTING NGO → TRAINING

<table>
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<tr>
<th>FUNDRAISING</th>
<th>IG A</th>
<th>IMPLEMENTORS</th>
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</table>

PROJECT

Community Outreach

WATSAN CLUB BOARD

Assign one member to be in charge of communicating to the community and donors

COMMUNITY MOBILIZER

Assign one member to be in charge of supervision of production i.e. production of IEC, getting human resource and other resources needed

ORGANIZING SECRETARY

COMMUNITY OUTREACH
3.3.4 Model Four: COMMUNICATION AND SERVICES MEDIUM

ADVOCACY
INTERNET (WEBSITE, EGROUPS)
REFFERAL CENTERS

TRAINING CENTER

YOUTH CLUB

IEC MATERIALS
PUBLICATIONS
MEDIA (RADIO AND TELEVISION)

3.3.5 Model Five: NETWORKING OF YOUTH CLUBS MODEL
4.1 WATSAN Classroom

A Human Values-based Water, Sanitation and Hygiene Classroom does not have to follow the conventional classroom approach. A Human Values-based Water, Sanitation and Hygiene Classroom can be described as a place where an awareness and understanding of the water and sanitation situation is learnt through a process of values elicitation through an experiential and practical lessons. Furthermore, critical thinking and problem-solving skills are prompted to the learners to nurture positive behavioural changes towards water and sanitation and its management.

Source: Guidebook Facilitators & Trainers Human Values-based Water, Sanitation and Hygiene Classrooms

4.1.1 Three types of Human Values-based Water, Sanitation and Hygiene classrooms:

1. Those located in school premises
   - Stationary Classrooms:
     This classroom would service the school and its immediate community. Logistical support through personnel and resource materials are provided by or jointly developed with water and sanitation service providers.
• **Rotating Classrooms:**

Rotating Classroom at schools is an establishment of a water and sanitation classroom for a specific period of time in a particular school. Site is allocated for this activity for a certain time (e.g. three months in a year) and thereafter the training material and the facilitator are moved to another school in the surrounding area. With this arrangement, schools are able to share the same materials, expertise and costs. A wider community can be reached through several schools.

2. **Located at Utilities or at a specialised Resource Centres**

These Classrooms are located at the premises of the water and sanitation service providers or at dedicated water and sanitation Resource Centres. These classrooms may be built to accommodate more learners than school classrooms do. They may have various outreach programmes for different interest groups and would also include a tour of the waterworks. This enables the learners to get in touch with the work of water companies directly and contributes to the experiential account of the learning process. These human values-based water, sanitation and hygiene classrooms reach out directly to the community and school learners, and may emphasize problems that relate to the community, the utility serves.

3. **Mobile Classrooms**

These are fully equipped vehicles, which serve the purpose of transporting the educator and materials to locations that are remote and have difficulties in establishing their own water, sanitation and hygiene classroom. Mobile classrooms are also able to visit schools and can accomplish a greater community outreach. If required, water can also be brought in PET-bottles or buckets. Lack of facilities must not deter or stop continuity of water, sanitation and hygiene education.

4.1.2 **Activities Undertaken in the WATSAN Classroom**

Most of these activities apply to In School WATSAN Clubs. However, Out of School WATSAN Clubs may also adopt them (especially the Water Audit).

4.1.2.1. **Training by Teachers and Special Guests**

**TRAINING CHECKLIST**

*Subject: Environmental Health in Urban Areas*

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<th>Topic</th>
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<th>Upper Primary</th>
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### Subject: Urban Water Supply and Sanitation for people

<table>
<thead>
<tr>
<th>Topic</th>
<th>Lower Primary</th>
<th>Upper Primary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Abstraction/Sources</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Water Treatment and Distribution</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Waste water treatment and reuse</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Water scarcity</td>
<td>N</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Consumption and uses of water</td>
<td>N</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Household water treatment</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Sanitation</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Solid waste management</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Key**

- N: No
- Y: Yes
### 4.1.2.2. Water Activities for Young Scientist

<table>
<thead>
<tr>
<th>Experiment</th>
<th>Requirement</th>
<th>Practicle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaporation</td>
<td>2 Plastic 2 Litre Bottles Marking Pen Water Measuring Cup (optional)</td>
<td></td>
</tr>
<tr>
<td>Hydrology</td>
<td>Pen and Paper</td>
<td></td>
</tr>
<tr>
<td>Making a Rain Gauge</td>
<td>1 Plastic 2 litre bottle Scissors Ruler Graph Paper and Marking Pen</td>
<td></td>
</tr>
<tr>
<td>Water Cycle</td>
<td>Transparent Container with a lid Soil Sand Pebbles Seedlings Water</td>
<td></td>
</tr>
<tr>
<td>Capillary Flow</td>
<td>A bowl Water Paper Pen Scissors Chalks</td>
<td></td>
</tr>
<tr>
<td>Surface Tension</td>
<td>A glass Water Magnifying Glass A Needle A plate Dish Washing Liquid</td>
<td></td>
</tr>
<tr>
<td>Carry Capacity</td>
<td>3 Transparent Bowls Water Salt Eggs</td>
<td></td>
</tr>
<tr>
<td>Will it float</td>
<td>A bowl An Apple A cork A watermelon A paper clip A needle Water</td>
<td></td>
</tr>
<tr>
<td>Experiment</td>
<td>Requirement</td>
<td>Practice</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Boiling Water</td>
<td>A source pan&lt;br&gt;Lid&lt;br&gt;Stove&lt;br&gt;Water</td>
<td></td>
</tr>
<tr>
<td>The Straw</td>
<td>One plastic bottle&lt;br&gt;A straw&lt;br&gt;Playdoh - clay</td>
<td></td>
</tr>
<tr>
<td>Build a Rocket</td>
<td>A cycle valve&lt;br&gt;A cycle pump&lt;br&gt;A plastic bottle with a lid (1.5 litre)&lt;br&gt;A drill&lt;br&gt;A knife&lt;br&gt;Tape</td>
<td></td>
</tr>
<tr>
<td>Oil and Water</td>
<td>A plastic bottle&lt;br&gt;Some oil&lt;br&gt;Water&lt;br&gt;Dish washing liquid</td>
<td></td>
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</tbody>
</table>

### 4.1.2.3 Water Audit - Quality and Quantity

Water Quality may be defined as the degree of usefulness of water for a particular purpose.

Water Quality and Quantity audits may be carried out in the following areas:

- Club members’ homes
- Within the school (In School Clubs)
- Clubs meeting location
- Nearest water source

Advance Out of School Clubs can come up with proposal based on the audits and solutions that they would like to implement.

- Water Quality Audit
  The quality of water is a measure of the substance contained in respect to what the water is intended to be used for.

**Purpose of Audit**

- Club members shall have learned about: water history, water supply, health risks, conservation, river site quality, water clarity, pollution load and water life.
- Share audit results with the community
- Come up with action plans to address the audit results
• Water Quantity Audit
The Club members shall have learned about:

- Water Distribution
- Water Use
- Water Saving

4.2 Community Outreach/ Events

Major events bring members from different Clubs to compete and share ideas (networking). These can take place once a year (Mid Year) and should run for a period of one week.

Networking Activities

1. Inter WATSAN club games:
   • Out door Games
   • Volleyball
   • Basketball
   • Football
   • Indoor Games
   • Pool
   • Chess/Checkers
   • Table Tennis
   • Scrabble

2. Inter Club Competitions
   • Debates
   • Essay Writing

Advocacy and Awareness

1. Theatrical Activities
   • Drama
   • Poem Recitals
   • Choir
   • Skits
   • Story Telling

2. Art and Crafts
   • Art and Crafts Gallery depicting Water and Sanitation

3. Development and dissemination of WATSAN IEC materials e.g. posters, history of water book (based on the Club members) and Club Newsletter.

4.3 Income Generating Activities

Below are example of Activities that an Advanced WATSAN Youth Club may get involved in, so as to generate income for the Club’s sustainability.
**Water**
- Rain Water Harvesting
- Household Water Filter
- Water Treatment
- Water Transportation

**Sanitation**
- Solid Waste Management
- Waste Water treatment
- Toilet Cleaning Service (Public and Private)
- Portable Toilets to be used by people attending functions

**Projects that the Club may undertake**
- Rainwater harvesting in schools
- Install taps outside toilets in schools
- Provide soaps in schools, to be used by students after visiting toilets and before eating.
- Dig pit latrine and install plastic toilets
### 4.4 Action Plan

<table>
<thead>
<tr>
<th>Action to be Taken</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Duration</th>
<th>Person Responsible</th>
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<tbody>
<tr>
<td>Training</td>
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<td>Weekly</td>
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<td>Creative Water Experiments</td>
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<td>Weekly</td>
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<tr>
<td>Water Quality and Quantity Audit</td>
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<td>Thrice a Year</td>
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<td>Inter WATSAN Club Activities/Competition</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Thrice a Year</td>
<td></td>
</tr>
<tr>
<td>Inter WATSAN Club Games</td>
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<td></td>
<td>Half Yearly</td>
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<td>Income Generating</td>
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<td></td>
<td></td>
<td>Daily</td>
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</table>
5.1 Sustaining WATSAN Youth Club interest

- Maintenance of Records: From the first meeting, keep minutes. List motions at the end or the beginning of minutes, so that they are easily referenced. Prepare and abide by a constitution and bylaws.

- Publish a Club Newsletter on a regular basis. Let everyone in the Club know about activities with as much notice as possible.

- Club members should hold discussions once a week at least for forty-five minutes.

- WATSAN Youth Clubs (Out of School) will initiate income-generating activities to ensure that the Clubs become self-sustainable - activities such as Rain Water Harvesting, Cleaning Toilets, Transporting Water, and Selling Water from a Water Plant etc.

5.2 Sustaining Members interest

- Plan Club activities in which majority of the members are interested. Maintain yearly plans.

- Offer educational programs, such as health, obedience or conformation tips, grooming. Acquaint members with the variety of non-conformation events that are open to as well as the various awards that can be achieved through Membership. Since newcomers can benefit most from belonging to a regional Clubs, programmes to meet their needs should be included periodically.

- Transparency maintained so that newcomers are not mystified by the jargon of old people. Everyone was once new.

- Involve Members in planning and organizing activities. Include new people in Club committees and offices to eliminate the formation of cliques. Form Standing Committees in such areas as Programmes Referral.

- Nominate non-controversial people as Club officers. Try to have elections for officers where it is not necessary to have two people running for the same office.

- Ensure that anyone asked to volunteer or to perform some work for the Club be present to accept or decline, rather than being named in absentia.
ANNEXURES
Annex A: **Format of the Draft Constitution**

- **Article I - Name**
  Section 1. Name of WATSAN Club shall be:

- **Article II - Purpose**
  The primary purpose of the WATSAN Club shall be to:
  Section 1. (3 - 5 items from committee)

- **Article III - Membership**
  Membership is for young ladies and gentlemen, (age clause set by state).

- **Article IV - Officers, Duties, Terms**
  Section 1. The officials of the WATSAN shall consist of: (List of officials)
  Section 2. The duties of the officers shall be:
  Section 3. The terms of the officers shall be:

- **Article V - Meetings**
  One regular annual achievement meeting will be held. All other meetings shall be called as specified times.

- **Article VI - Amendments**

  Amendments to the Constitution shall be made by a 2/3 majority vote of the WATSAN Youth Club members present at any regularly called meeting.

Date of Adoption:
Annex B: **Member Joining Application Form**

**APPLICATION FORM**

**PERSONAL DETAILS**

Surname: ........................................ First Name: ........................................ Other Names: ........................................

Date of Birth: .............................. Age: ......................

Sex:  □ Female  □ Male

Telephone Number ......................................... Postal address .................................................................

Postal Code....................................................... Physical Address

**REGISTRATION DETAILS**

Please Tick the type of membership you are applying for

□ Regular Member  □ Honorary Member  □ Associate Member

Are you in any other clubs presently?

□ Yes  □ No

If true please state the club and the clubs are of interest

…………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………

Standard Fee (Paid Once)

.............................................................. Kenya Shillings

Regular Fee (Paid Yearly for Regular and Associate Members)

.............................................................. Kenya Shillings

Applicant  Club’s Secretary  Club’s Chairperson

Signature........................................ Signature........................ Signature............................

Date.............................................. Date ......................... Date.............................
Annex C: Format for Project Proposal to establish WATSAN Youth Club

PROJECT TITLE
This will be the cover page of the proposal. The title should clearly reflect the focus of the proposal. The title should be clear and unambiguous. If you are collaborating with another youth club or an organization ensure that you include them on the cover page.

1.0 PROJECT OVERVIEW/EXECUTIVE SUMMARY
The overview should clearly explain what the proposal is all about. Be specific and concise. Don’t go into details on aspects of your proposal that are further clarified at a later point in your proposal.

2.0 BACKGROUND INFORMATION/STATEMENT OF THE PROBLEM
Use this section as review of relevant literature.

3.0 PROJECT DETAIL

3.1 GOALS AND OBJECTIVES
Differentiate between the goals and objectives - include them in the proposal.

3.2 TARGET GROUP AND TARGET AREA
Who will benefit from the project, how much do you know about this target group/area and do you have their support to move ahead with the project?

3.3 METHODS
Clearly show the link between the objectives and the methods. Explain exactly how the methods will meet the project objectives.

3.4 STAFF/ADMINISTRATION
Describe the roles of different people who are involved in the project and their importance. Describe how each role is important to the success of the project.

4.0 AVAILABLE RESOURCE
Clearly indicate what the club already has in terms of materials, volunteers, experts who proved advise for the Club. Do not step over anything.

5.0 NEEDED RESOURCES

5.1 PERSONNEL
Identify which people in the Club that will receive payment from the grant.

5.2 FACILITIES
Briefly describe the facility required for the project. Indicate whether you need the facility built, purchased or rented. If you already have a facility that is provided free, just indicate how much it would cost if the facility was no longer provided to you.

5.3 EQUIPMENT/SUPPLIES/COMMUNICATION

5.4 BUDGET
Use the budget format provided in ANNEX D. The budget should be realistic. Ensure that you have indicated exactly what you need and exactly how much will it cost. Do not inflate the budget as the donors can easily tell when this has been done.

6.0 EVALUATION PLAN
Describe exactly how the Club will decide that the project was successful, that the objectives have been met etc.
## Annex D: Format for Budgeting

Total Budget  
Budget in Dollars

<table>
<thead>
<tr>
<th>Budget Line Item</th>
<th>Year One</th>
<th>Year Two</th>
<th>Year Three</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. Persons/Items/Months</td>
<td>Price Per Item</td>
<td>Total Cost One Year</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>PERSONNEL</td>
<td></td>
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</tr>
<tr>
<td>OUTPUT 1</td>
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<td></td>
<td></td>
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<td>OUTPUT 2</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>OUTPUT 3</td>
<td></td>
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</table>
### Annex E: Action Plan Format

<table>
<thead>
<tr>
<th>Activities</th>
<th>Time frame in months</th>
<th>Duration</th>
<th>Person Responsible</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Purpose of the Audit**

1. I promise to have learned more about: water history, water supply, health risks, conservation, river site quality, water clarity, pollution load and water life.
2. I also promise to discuss my audit results together with my teacher and friends.
3. Finally, I will come up with an action plan on how to address the audit results together with my teachers and friends.

**Preparation - Equipment and Apparatus**

<table>
<thead>
<tr>
<th>Water Issue</th>
<th>Audit Activity</th>
<th>Equipment</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water History</td>
<td>Interviews</td>
<td>Pen and Paper</td>
<td></td>
<td></td>
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<tr>
<td>Water Supply</td>
<td>Interviews/research</td>
<td>Pen and Paper, Colour and small test</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Identification of local possible health risk</td>
<td>Pen and paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conservation</td>
<td>Catchment conservation</td>
<td>Pen and paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>River site Quality</td>
<td>Physical Description</td>
<td>Pen and Paper, A measuring Stick, A watch, floating item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Clarity</td>
<td>Experiment</td>
<td>Pen, paper, scissors, PET – bottle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pollution Load</td>
<td>Experiment</td>
<td>A glass, magnifying glass, a needle, a plate, dish washing liquid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Life</td>
<td>Experiment</td>
<td>Pen and paper, water viewer in a jar.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annex G: Audit Form of Water Quantity

AUDIT INFO

Name ____________________________________________________________

School ___________________________ Class ________________________

Purpose of the Audit

1. I promise to have learned more about:
   • Water Distribution
   • Water Use
   • Water Saving

2. I also promise to discuss my audit results together with my teacher and friends

3. Finally, I will come up with action plan on how to address the audit results together.

Preparation – Equipment and Apparatus

<table>
<thead>
<tr>
<th>Water Quantity Issue</th>
<th>Audit Activity</th>
<th>Equipment</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Distribution</td>
<td>Precipitation</td>
<td>One plastic 2 litre Bottle</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Scissors</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ruler</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Graph Paper</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>Marking Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaporation</td>
<td></td>
<td>2 plastic 2 litre Bottles</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Marking Pen</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Water Measuring Cup (optional)</td>
<td></td>
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<tr>
<td>Water Use</td>
<td>Audit</td>
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<td></td>
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<tr>
<td>Water Saving</td>
<td>Audit</td>
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</tbody>
</table>
Annex H: **Reporting Format**

Name of Club: __________________________  Name of Patron: __________________________

Name of Facilitator: __________________________

Month: __________________________  Type of Club: __________________________

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date</th>
<th>Attendance</th>
<th>Major Questions</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td>Male</td>
<td></td>
</tr>
</tbody>
</table>

Signature  Facilitator: __________________________

Patron: __________________________
Annex I: Formats for Record Keeping

Minutes Recording Format

1. Type of the meeting ____________________________________________
2. Date & place of the meeting ___________________________________
3. Persons present ______________________________________________
4. Chaired by __________________________________________________
5. Purpose of the meeting _________________________________________
6. Major decisions:
   a) __________________________________________________________
   b) __________________________________________________________
   c) __________________________________________________________
7. Action steps decided __________________________________________
8. Responsible person __________________________ Deadline ____________
9. Signed by ___________________________________________________
   Those present ________________________________

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of regular Member</th>
<th>Age</th>
<th>Sex</th>
<th>Address</th>
<th>Signature</th>
<th>Date</th>
<th>Remarks</th>
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</table>
References

Websites
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www.africanwater.org/links.htm
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www.anglianwater.co.uk
www.aquatox.net
www.bestpractices.org
www.cseindia.org
www.dwarf.gov.za
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www.gwpforum.org
www.idrc.ca/aquatox
www.idrc.ca/aquatox/en/experiment/intro.html
www.lbl.gov/education/ELSA
www.learnersassociates.net/proposal/hintson.htm
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www.randwater.co.za
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www.sida.se
www.siwi.org
www.sustainabledevelopment.org.blp
www.together.org
www.umgeni.co.za/services/education
www.unhabitat.org
www.watermagazine.com
www.waterwise.co.za
www.who.int/en

Publications
- Creative Activities for young scientists – UN-HABITAT and SWD
- Water Audit – Quality and Quantity – UN-HABITAT, SWD AND SIDA
- Meeting the MDG on Drinking Water and Sanitation Target: A Mid-Term Assessment of Progress – UNICEF AND WHO
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www.unhabitat.org/water  
www.unwac.org