

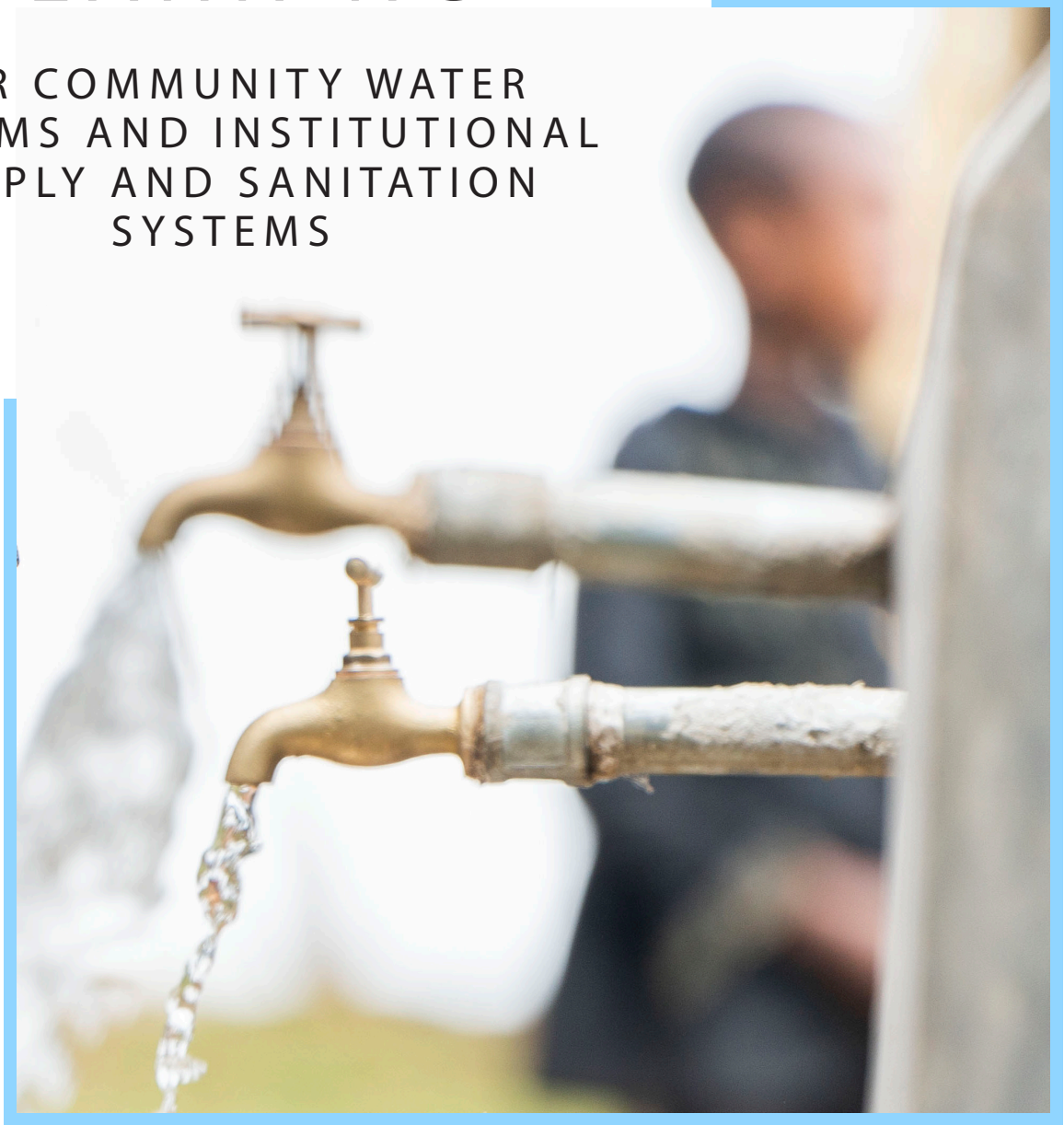
COMMUNITY-LED ACCELERATED WASH
(COWASH)

VOL F

VOLUME F

WATER SAFETY PLANNING

FOR COMMUNITY WATER
SYSTEMS AND INSTITUTIONAL
SUPPLY AND SANITATION
SYSTEMS



JANUARY, 2025

COWASH IV FTAT



ACRONYMS

| Acronym | Interpretation | Acronym | Interpretation |
|---------|--|----------|---|
| ASCA | Accumulating Savings and Credit Associations | PTA | Parent Teachers Association |
| BMC | Business Model Canvas | PTSA | Parent Teachers and Students Association |
| BoE | Bureau of Education | PWDs | People with Disabilities |
| BoF | Bureau of Finance | RPMU | Regional Program Management Unit |
| BoH | Bureau of Health | RSU | Regional Support Unit |
| BoW | Bureau of Water | RWCO | Regional WASH Coordination Office |
| CBE | Commercial Bank of Ethiopia | RWMU | Regional Water Management Unit |
| CHC | Community Health Committee | RWSC | Regional WASH Steering Committee |
| CLTSH | Community-Led Total Sanitation and Hygiene | RWTT | Regional WASH Technical Team |
| CMP | Community Managed Project | SBC | Social and Behaviour Change |
| CMPS | CMP Supervisor | SDG | Sustainable Development Goal |
| COWASH | Community-Led Accelerated WASH in Ethiopia | SECRSM | Social, Environmental and Climate Risk Screening and Management |
| DPO | Disabled Peoples Organization | SLA | Saving and Loan Association |
| FTAT | Federal Technical Assistance Team | SLTSH | School-led Total Sanitation and Hygiene |
| GIS | Geographic Information System | ToT | Training of Trainers |
| GoE | Government of Ethiopia | TVED | Technical, Vocational and Enterprises Development |
| GoF | Government of Finland | TVET | Technical and Vocational Education and Training |
| HEW | Health Extension Worker | UAP | Universal Access Plan |
| HH | Household | VIP | Ventilated Improved Pit |
| IEC | Information, Education and Communication | VSLA | Village Saving and Loan Association |
| KWT | Kebele WASH Team | WASH | Water, Sanitation & Hygiene |
| M&E | Monitoring & Evaluation | WASHCO | Water, Sanitation & Hygiene Committee |
| MBS | Market Based Sanitation | WASH SLA | WASH Saving and Loan Associations |
| MFI | Microfinance Institution | WAT | Woreda Appraisal Team |
| MHM | Menstrual Hygiene Management | WIF | WASH Implementation Framework |
| MoE | Ministry of Education | WMP | Woreda Managed Project |
| MoF | Ministry of Finance | WoE | Woreda Office of Education |
| MoH | Ministry of Health | WoF | Woreda Office of Finance |
| MoLSA | Ministry of Labor & Social Affairs | WoFED | Woreda Finance and Economic Development Office |
| MoWE | Ministry of Water & Energy | WoH | Woreda Office of Health |
| MoWSA | Ministry of Women & Social Affairs | WoLSA | Woreda Office of Labor and Social Affairs |
| MSE | Micro and Small Enterprise | WoW | Woreda Office of Water |
| MSP | Multi Stakeholders Platform | WHO | World Health Organization |
| NGO | Non-Governmental Organization | WSP | Water Safety Plan |
| NWCO | National WASH Coordination Office | WUA | Water Users Association |
| NWSC | National WASH Steering Committee | WWT | Woreda WASH Team |
| O&M | Operation and Maintenance | | |
| ODF | Open Defecation Free | | |
| OWNP | One WASH National Program | | |
| PMU | Project Management Unit | | |

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Appendices are not attached to this document and are available upon request:

Please contact FTAT at: www.cowash.org/contact-us
 or email: cowashinfo@cmpethiopia.org
 or download from: www.cowash.org

Appendices

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1. INTRODUCTION

Safe, adequate, and equitable drinking water and sanitation are basic human health and well-being rights. Climate change and environmental degradation present several challenges to drinking water supply and sanitation, including increased frequency and duration of droughts, floods associated with intense precipitation events, and decline in water quality.

These hazards threaten water supply systems, especially as climate change accelerates. Addressing them will help ensure resilient water resources and WASH service delivery. Social issues related to WASH services must also be addressed carefully to ensure sustainability. Under COWASH, two tools have been developed to help assess these risks when planning and implementing WASH facilities:

[Social, Environmental and Climate Risk Screening and Management \(SECRSM\)](#), to be used during the field appraisals and onwards, addressing:

- The impact of the project on the human and social environment
- The impact of the project on the biophysical environment
- The impact of environmental degradation on the sustainability of project water resources and WASH services, in terms of decreases in yields, flood, pollution, and infrastructure damage, considering the local geology, topography, and catchment size.

[Water Safety Plan \(WSP4+\)](#), to be used during the time of operation, addressing:

- Water safety issues (both quality and quantity)
- The impact of environmental degradation on the sustainability of the WASH services, in terms of decreases in yields, flood, pollution, and infrastructure damage
- The impact of climate change and variability on the sustainability of project water resources and WASH service deliveries
- Operation and maintenance-related issues
- Inclusiveness of WASH facilities.

Water safety planning is a comprehensive risk assessment and management approach that encompasses all steps in the water supply, from catchment to consumer, with particular consideration for the current and anticipated impacts of climate change on the quality and quantity of rural water supply systems, environmental degradation, the impact of sanitation systems on the drinking water supply and public health, Operation and Maintenance (O&M), water fee collection, and inclusion. Comprehensive guidelines were prepared under COWASH IV for both tools, providing detailed background information, guidance notes, and step-by-step procedures to assist the regions, zones, and woredas in identifying, analysing, and managing those risks.

However, many community schemes do not have the required completed forms following these guidelines. This is often due to a lack of understanding of the importance of water safety planning, a lack of commitment and accountability, operational budget, equipment, transportation, and suitably qualified personnel to conduct the analyses. In too many cases, the processes have been largely ignored.

These issues need to be addressed to effect improvements. This will be a gradual process, so a simplified procedure has been developed, combining the two tools into a single fundamental Water Safety Planning model to be used during the appraisal period and throughout the project. The aim is to ensure the Woreda WSP teams commit to managing the risks to the water resources and WASH service delivery. As they become more experienced in using the simplified tools, the long-term hope is that they will begin to use the more in-depth tools available to secure their water resources better and sustain the WASH service delivery.

2. OBJECTIVES OF WATER SAFETY PLANNING

When identifying impacts and evaluating risks, there is a need to have a clear understanding of:

- The nature and scale of the project activities that impact on the social, cultural and biophysical environment
- The vulnerability and adaptive capacity of the environment to cope with the impact of climate change and project intervention
- The vulnerability and adaptive capacity of the project/system to cope with the impact caused by climate change variability and environmental degradation.

The objectives of WSP4+ are:

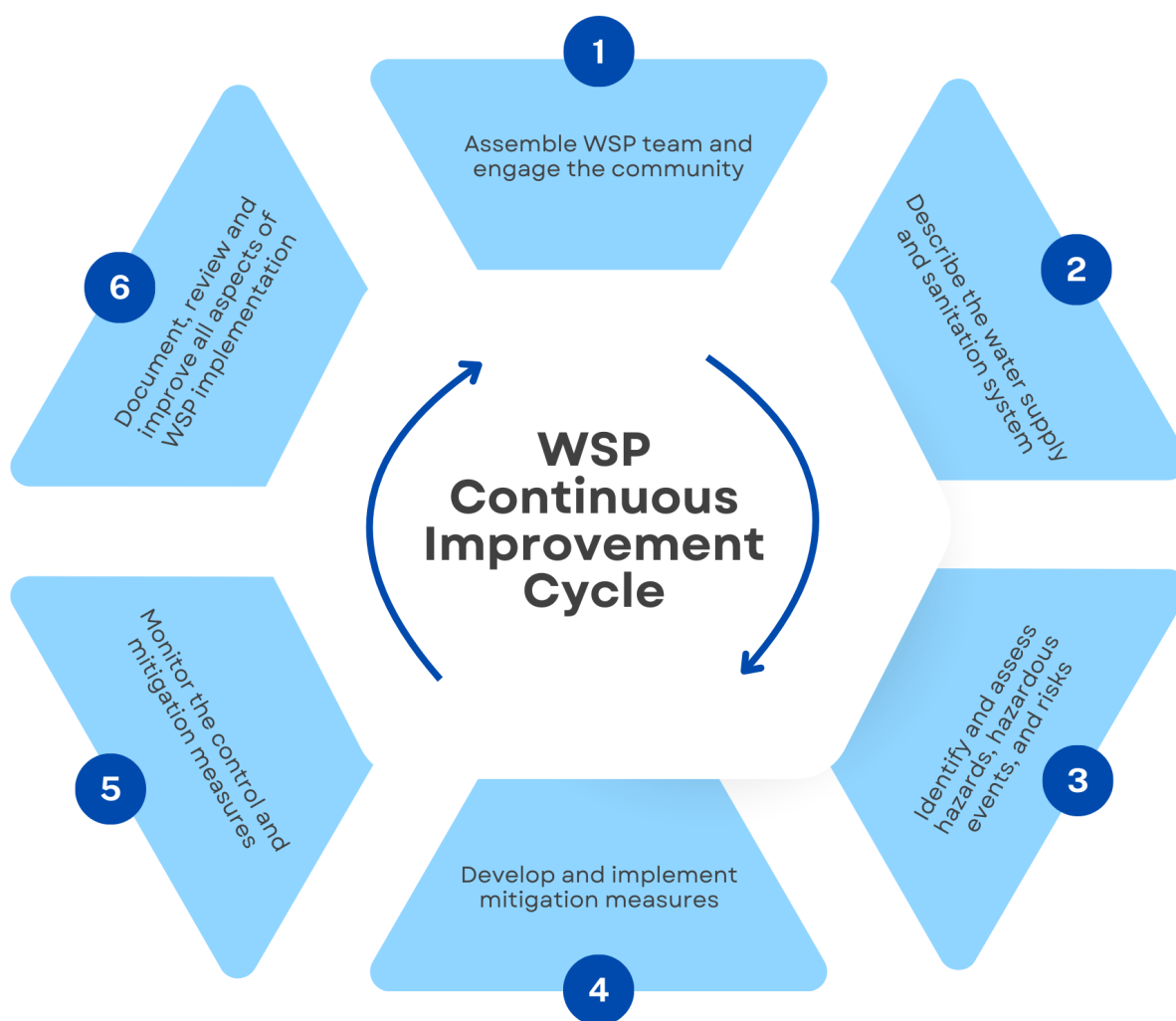
- Prevent, reduce, minimise, mitigate, or compensate for the project's impact on the social (such as land acquisition, property losses, occupational health safety, etc.) and biophysical environment (water depletion, deforestation, landslide, etc.)
- Prevent or minimise contamination of water supplies at source, during storage, distribution, and use at the household level
- Reduction or removal of contaminants through treatment processes
- Minimising the health risks caused by inadequate sanitation conditions at households, institutions (school and health facilities), and other public on-site sanitation system such as at kebele administration, bus stations, and marketplaces
- Minimise the direct and indirect impact of climate variability and change and environmental degradation on the water supply and sanitation system (flood, drought, broader catchment degradation, contamination, landslide and gullies)
- Prevent or minimise O&M-related risks to the community-managed water supply and sanitation (community/household, school, health care facilities and public toilet) system
- Ensure that the needs of different vulnerable groups are integrated.

COWASH project woredas are required to implement a WSP for each water supply and sanitation system the project will construct. During the appraisal, the woreda should agree with the beneficiary community that the project will only be implemented if the risk management activities are implemented. Management activities should be started before construction commences and continue throughout the project/scheme's life.

3. WATER SAFETY PLAN PROCESSES

For community managed water supply projects, there are six cyclical tasks for the development and implementation of the WSP:

Figure 3.1: The Water Safety Plan Cycle



3.1 TASK 1: ASSEMBLE THE WSP TEAM AND ENGAGE THE COMMUNITY

The Woreda Administrator should lead the Woreda WSP team, which comprises all Woreda WASH Team (WWT) members and the heads of the Agriculture, Environment, Labor, and Social Affairs Offices. The team's primary responsibilities include steering and supporting the implementation of the WSP, ensuring it is technically supported at the kebele/scheme-specific level, monitoring it, and reporting to the regions.

The technical component of this team will involve developing and implementing the WSP practically. The technical team should comprise at least Nos 1 to 4 of the following; the remaining members should be consulted, if not included in the team:

1. Water supply/water quality expert from the Woreda Water office
2. Environmental health expert from the Woreda Health office

3. Natural resource management expert from the Woreda Agriculture office
4. COWASH focal person from the Woreda Education office
5. Environment and climate change expert from the Woreda Environment office
6. COWASH focal person/gender mainstreaming expert from the Women's Affairs office
7. Disability inclusion expert from the Labor and Social Affairs Office.

At the community level, a meeting should be organised for all users. Active and committed community members should be identified to represent the community's interests as part of the WSP team. The roles and responsibilities of communities and stakeholders in developing and implementing the WSP should be clarified.

The kebele WSP team may consist of a Manager, a Natural Resource Management Development Agent, a kebele Water Technician (if available), and a Health Extension Worker. For the membership of the teams for kebele, scheme-specific, and school and health institutions, see the WSP4+ working manual.

3.2 TASK 2: DESCRIBE THE WATER SUPPLY AND SANITATION SYSTEM

The woreda WSP Team should prepare a sketch map and description of the water supply system, from the catchment to the point of use, with the participation of the WASHCO, the beneficiary community, and members of the Kebele WASH Team. If support/resources are available, a GIS-based map could be prepared. This map helps the WSP team and community members identify hazards and their potential impacts on water and sanitation safety.

The map, which will help identify hazards and suitable control measures, should be part of the WSP plan and included in the field appraisal document. The map should include the following:

- The entire water supply system from catchment to the point of use, including relevant elements of the catchment area, such as land use practices and the communities served (including the homes of people with disabilities)
- Pollution sources to the water supply system, such as on-site sanitation systems, open defecation practice areas, waste management sites, agrochemicals from agricultural fields
- Environmental degradation aspects of the catchment, such as gullies, flood areas, and landslides
- Any breakages/leakages of water along the water supply system
- Any functioning or non-functioning sanitation systems.

The team should also gather as much relevant supporting information as possible, including details on existing community, school and health facility water supply and sanitation systems and local climate data.

3.3 TASK 3: IDENTIFY AND ASSESS HAZARDS AND RISKS

For each component identified and described in the water supply and sanitation system, the WSP team should identify hazards and hazardous events/causes that may affect the systems, considering questions such as: What can go wrong (hazard)? How and why might it go wrong (hazardous event)? At what times and where might it go wrong? Is anything being done to prevent it from going wrong (existing control measures)?

The team may refer to a set of checklists (Annex 4 of the WSP4+ working manual) to assist them in identifying the most likely hazards for each water component.

There may be existing control measures to prevent, reduce, or eliminate hazardous events from occurring (e.g. flood diversion ditches, fences, disinfection). These should be assessed in terms of their effectiveness as part of the analysis.

Having identified the hazards and hazardous events, a risk assessment must be conducted to determine each hazard's threat to human health or water supply. This is done by assigning a risk score, which is the product of the likelihood/probability of the hazard and the consequence/severity of that hazard if it does occur. The likelihood and consequence are determined as per the descriptions in Table 3.1 (more detailed definitions are available in the SECRSM Guideline Table 8.1) and then assigned a Risk Score as per Table 3.2:

Table 3.1: Definition of Likelihood and Consequence for Risk Ranking

| Descriptor | Description |
|-------------------------------|---|
| Likelihood/Probability | |
| Likely | Will probably occur in most circumstances; has been observed regularly (e.g. daily/weekly). |
| Possible | Might occur at some time; has been observed occasionally (e.g. monthly/seasonally). |
| Unlikely | Could occur at some time but has not been observed; may occur only in exceptional circumstances. |
| Severity/Consequence | |
| Major impact | Major water quality impact causing illness; major damage to water supply and sanitation infrastructure due to flood/landslide/gully; major complaints/issues due to water shortage or interruption; inaccessibility for vulnerable people; significant breach of regulatory requirements. |
| Moderate impact | Major water quality impact causing illness; major damage to water supply and sanitation infrastructure due to flood/landslide/gully; major complaints/issues due to water shortage or interruption; inaccessibility for vulnerable people; significant breach of regulatory requirements. |
| No/Minor impact | Minor or negligible water quality impact for a small percentage of customers; some manageable disruptions to operation; an insignificant rise in complaints. |

Table 3.2: Assignment of Risk Score/Risk Level

| | | | Consequence | | |
|------------|----------|--|-----------------|-----------------|--------------|
| | | | No/minor impact | Moderate impact | Major impact |
| | | | 1 | 2 | 3 |
| Likelihood | Unlikely | 1 | 1 | 2 | 3 |
| | Possible | 2 | 2 | 4 | 6 |
| | Likely | 3 | 3 | 6 | 9 |
| Risk Score | | | < 2 | 3 -5 | > 6 |
| Risk level | | | Low | Medium | High |
| Risk Level | Low | Not a priority | | | |
| | Medium | Medium to long term priority and needs attention | | | |
| | High | A priority requiring urgent attention | | | |

The output of the risk analysis should be presented as per Table 3.3:

Table 3.3: Risk Analysis Form

| Water Supply System Component | Hazard and Causes of the Hazard <small>(Listed for each water supply component)</small> | Risk Analysis for the Identified Hazard | | | | Mitigation Measures <small>(for all hazards ranked Medium or High)</small> |
|-------------------------------|--|---|--|---|--|---|
| | | Likelihood Score (L) <small>(1,2 or 3)</small> | Consequence Score (C) <small>(1,2 or 3)</small> | Risk Score <small>(=LxC)</small> | Risk Level <small>(Low, Medium or High)</small> | |
| Source catchment | | | | | | |
| | | | | | | |
| Source | | | | | | |
| | | | | | | |
| Water reservoir | | | | | | |
| | | | | | | |
| Distribution pipelines | | | | | | |
| | | | | | | |
| Water taps | | | | | | |
| | | | | | | |
| Household | | | | | | |
| | | | | | | |

3.4 TASK 4: DEVELOP AND IMPLEMENT MITIGATION MEASURES

If a risk level is designated as Medium or High, actions will need to be taken to develop, implement, and maintain a risk management plan to manage the risks to an acceptable level. The beneficiary community, including the WASHCO, kebele WSP team members, health extension workers, natural resource management agents, and kebele water technicians (if available), should participate in this process.

Any secondary impacts caused by implementing the mitigation measures must also be considered.

The developed mitigation measures should be appended to the completed risk analysis in Table 3.3 above.

3.5 TASK 5: MONITOR THE MITIGATION MEASURES

The water supply system and its control measures must be regularly monitored to ensure they operate as expected. An operational monitoring plan should be developed and implemented, comprising visual on-site inspections and simple water quality measurements.

Operational monitoring includes checking the integrity of fences and diversion ditches, the occurrence of floods and landslides, the quantity of water supplied, household water storage and handling practices, the free chlorine concentration of the water, and the operational reliability of generators.

Compliance monitoring should also be conducted to confirm that water quality targets are being achieved through water quality testing, auditing, and checking consumer satisfaction. Compliance monitoring is carried out by external bodies such as public health laboratories or by woreda, zonal, or regional health offices or bureaus.

The mitigation measures developed due to the risk assessment under Task 4 need to be routinely monitored as part of the operation monitoring plan. To organise and document this, Table 3.3 should be further developed with the following six columns to produce the Risk Management & Monitoring Plan form shown in Table 3.4:

Table 3.4: Risk Management & Monitoring Plan Form

| Water Supply System Component (As per Table 3.3) | Mitigation Measures (As per Table 3.3) | When to implement | What to Monitor | When to Monitor | Responsible Person to implement mitigation measures and monitoring | Mitigation and Monitoring cost | Monitoring Notes (Include any actions taken to control hazardous events) |
|---|---|-------------------|-----------------|-----------------|--|--------------------------------|---|
| Source catchment | | | | | | | |
| | | | | | | | |
| Source | | | | | | | |
| | | | | | | | |
| Water reservoir | | | | | | | |
| | | | | | | | |
| Distribution pipelines | | | | | | | |
| | | | | | | | |
| Water taps | | | | | | | |
| | | | | | | | |
| Household | | | | | | | |
| | | | | | | | |

Annex 1 provides examples of completed Risk Analysis and Risk Management & Monitoring forms. WSP teams should complete these two blank forms for each water scheme similarly. All operational and verification monitoring data should be documented and shared with relevant stakeholders, such as WWT, the community, water offices, and health authorities, to support learning and decision-making.

3.6 TASK 6: DOCUMENT, REVIEW AND IMPROVE WSP

All operational and verification monitoring data should be documented and shared with relevant stakeholders, such as WWT, the community, water offices, and health authorities, to support learning and decision-making.

This documentation should include the WSP team's periodic monitoring of the water supply system, the control measures, and the mitigation measures implemented.

Other documentation would include the water supply system operation manual detailing operation procedures, such as maintenance, cleaning, inspection procedures, water quality monitoring schedules, and management procedures to deal with incidents.

As factors affecting the water supply system change, the WSP must be revisited to ensure it continues to identify and respond to emerging risks and hazards. The WSP team should meet periodically and as needed to review and update the WSP plan to ensure it is being implemented and remains effective, effectively restarting Task 1. The review process may involve the following:

- Reviewing and including any new activities or changes in the water supply chain (catchment to the point of use)
- Incorporating new hazardous events, hazards, and associated risks in the WSP and updating previously identified risks with additional or new information, Full risk assessments should be made for any new items.
- Reviewing the previous risk scores, and developing new mitigation measures if appropriate.

Annex 1: Examples of Completed Risk Analysis and Risk Management & Monitoring Forms

| Water Supply System Component | Hazard and Causes of the Hazard (Listed for each water supply component) | Risk Analysis for the Identified Hazard | | | | Mitigation Measures (for all hazards ranked Medium or High) |
|-------------------------------|---|---|-------------------------------------|----------------------|-------------------------------------|---|
| | | Likelihood Score (L) (1,2 or 3) | Consequence Score (C) (1,2 or 3) | Risk Score (=LxC) | Risk Level (Low, Medium or High) | |
| Source catchment | Yield of the source decreased due to reduced ground recharge as the catchment is degraded. | 3 | 2 | 6 | High | Implement watershed management activities |
| Source | Contamination due to open defecation around the borehole. | 1 | 3 | 3 | Medium | Sanitation and hygiene promotion to ensure everyone knows to defecate elsewhere. |
| | Contamination due to cattle and sheep having access to the well and the immediate area around it, which could result in animal faecal matter entering the water supply. | 2 | 3 | 6 | High | Fencing of the well; Maintenance of the well cover. |
| | Hand pump almost broken due to continuous pumping and lack of greasing of moveable parts (lack of regular preventive maintenance), and delayed maintenance due to budget. | 2 | 2 | 4 | Medium | Proactive operation and preventive maintenance with supply chain Regular inspection of the water supply infrastructure; Improved water fee collection from users. |
| Distribution pipelines | The water supply may become contaminated when dirty water enters the pipeline during pipe bursts/repairs. | 1 | 2 | 2 | Low | Quickly repair any pipe breakages. |
| Water taps | Loss of water due to broken tap resulting in continuous flow. | 1 | 2 | 2 | Low | Quickly repair any broken taps. |
| | Cloudy appearance of water, possibly caused by the presence of organic and inorganic particles in water (e.g. minerals, microorganisms). | 2 | 2 | 4 | Medium | Carry out turbidity/water quality testing to ensure water is safe. |
| Household | Contamination of treated water in household storage containers due to poor hygiene (e.g. hand dipping of cups). | 2 | 2 | 4 | Medium | Control potential sources of contamination at the household level Develop and implement a consumer education programme (to include pamphlet distribution and information sessions at primary and secondary schools). |

| Water Supply System Component (As per Risk Analysis) | Mitigation Measures (Listed for each water supply component) | When to Implement | What to Monitor | When to Monitor | Responsible Person to implement mitigation measures and monitoring | Mitigation and Monitoring cost | Monitoring Notes (Include any actions taken to control hazardous events) |
|---|---|-------------------|---|--|--|--------------------------------|--|
| Source catchment | Implement watershed management activities. | (xx/xxxx) | Watershed management activities implemented; increased source yield | During driest period of the year (Feb - May) | Woreda office of Agriculture, water, WSP4+ team, WASHCO, Community | xxxx | |
| Source | Sanitation and hygiene promotion to ensure everyone knows to defecate elsewhere. | | | | | | |
| | Fencing of the well; Maintenance of the well cover. | (xx/xxxx) | Sanitary integrity of the well and fence (Fence, Platform Runoff way) | Monthly Inspections | Sanitarian/ HEWs/ WASHCO/ community caretaker. | xxxx | List any observations, repairs made |
| | Proactive operation and preventive maintenance with supply chain; Regular inspection of the water supply infrastructure; Improved water fee collection from users. | (xx/xxxx) | Water Quality Testing | Every 6 months | Woreda Water Office | xxxx | Check for intrusion of runoff through cracks on the head and casing; disinfect the water |
| Distribution pipelines | Quickly repair any pipe breakages. | | | | | | |
| Water taps | Quickly repair any broken taps. | | | | | | |
| | Carry out turbidity/water quality testing to ensure water is safe. | | | | | | |
| Household | Control potential sources of contamination at the household level. Develop and implement a consumer education programme (to include pamphlet distribution and information sessions at primary and secondary schools). | | | | WASHCO/Health Extension Workers | | |

Annex 2: Land Acquisition and Property Loss Data Collection Form

Region: _____; Zone: _____; Woreda: _____; Kebele: _____; Site: _____; WP: _____

| 1. Is land taken for the WASH Facility construction private or communal? Private: _____ Communal: _____ | | | | | | | | | |
|---|-------------|--|--------------|--|---------------------------------|----------------------|-----------------------|-------------|----------------------|
| 2. If private farmer/s land is taken, fill the information below. | | | | | | | | | |
| Name of the farmer/s (MHH/FHH) | # of HHs | Amount expropriated/taken (m2) including the ROWs for footpath, fencing... | | % of land expropriated from what the farmer/s has/have in total | Risk level (from Table 3) | Risk management | | | |
| | | Crop land | Grazing land | | | Voluntarily given | In kind/ land (m2) | Cash (birr) | Both (m2, & birr) |
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| Total: | | | | | | | | | |
| Name and signature of parties | | | | | | | | | |
| Parties | Name | Signature | Date | Remarks | | | | | |
| 1. Land Owner | | | | | | | | | |
| 2. WASHCO chairperson | | | | | | | | | |
| 3. Kebele Administrator | | | | | | | | | |

Note: This form is not required for the risk assessment but should be completed and documented. It is a legally binding document when land is taken for infrastructure construction.