

THE REPUBLIC OF RWANDA



MINISTRY OF INFRASTRUCTURE

**MONTHLY REPORT FORMAT
IN RURAL WATER SERVICE PROVISION**

May 2019

Preface

Access to safe drinking water is crucial, not only for people's health and wellbeing, but also for poverty reduction and economic development;

Improving the access, quality, availability and sustainability of water supply services in RWANDA is the top priority in the Sector;

Rwanda has committed to reach SDGs targets by 2030 through the different programs such as the NST1 and 7 Years Government Program with the aim of achieving universal access to basic water and sanitation services by 2024. In order to achieve this target, an appropriate institutional system has to be in place.

The development of the National guidelines for Sustainable Rural Water Supply Services and all its supporting documents (Manuals, Training Modules, etc.) is part of the mechanism to develop the Operation and Maintenance in the Rural Water Supply, and make an important guidelines to Districts, Private Operators, User communities and all the stakeholders in the Rural Water Supply Services sub-sector.

I want to extend my appreciation to the stakeholders, especially JICA/RWANDA through the RWASOM Project, for the effort to have these important documents in place.

We look forward to positive impact of the developed documents through the O&M framework in the rural water services, sustainability of existing water infrastructures and overall, an improved and sustainable clean water supply service toward the communities in RWANDA.

Patricie UWASE
PERMANENT SECRETARY



THE REPUBLIC OF RWANDA



MINISTRY OF INFRASTRUCTURE

**MONTHLY REPORT FORMAT
IN RURAL WATER SERVICE PROVISION**

May 2019

RAPORO Y'UKWEZI
Y'IBIKORWA BYO GUTANGA SERVISI Z'AMAZI MU CYARO
MONTHLY REPORT
OF ACTIVITIES IN RURAL WATER SERVICE PROVISION

Ukwezi Kwa - Umwaka / Month - Year:

Raporo Yoherejwe: Italiki / Ukwezi / Umwaka / Submission date: DD/MM/YYYY:

Amazina y'utanga serivisi / Names of service provider:

Nomero y'uruhushya / License number:

Lgihe uruhushya ruzamara / License validity:

Akarere / District:

Umurenge / Sector:

Agasanduku k'amabaruwa / P.O.Box:

Nomero ya telefoni / Telephone:

Email Address:

Signature:

LISITI Y'IMIYOBORO / LIST OF WATER SUPPLY FACILITIES

No.	Izina ry'umuyoboro w'amazi / Name of Water Suppy System	Uko umoyoboro umeze / Status	Icyitonderwa / Remarks	Technical info. sheet / Urupapuro rw'amakuru technique	Commercial info. sheet / Urupapuro rw'amakuru y'ubucuruzi
1				T1	C1
2				T2	C2
3					
4					
5					
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I. AMAKURU AJYANYE NA TEKNIKE / TECHNICAL INFORMATION

Summary	UMWAKA WA :/..... YEAR:												
	Mutarama January	Gashyantare February	Werurwe March	Mata April	Gicurasi May	Kamena June	Nyakanga July	Kanama August	Nzeli September	Ukwakira October	Ugushyingo November	Ugushyingo December	Uko bihagaze Cumulative
A AHO BAFATIRA AMAZI / WATER PRODUCTION													
I	Ubwoko bw'isoko y'amazi / Raw water volume												
1	Amazi y'isoko / Spring water (m ³)												
2	Amazi yafashwe mu mugezi / River and lake (m ³)												
3	Amazi ava munsu y'ubutaka / Groundwater (m ³)												
4	Ingano y'amazi yavuye ku isoko / Total produced volume of water (m ³)												
II	Gusumika amazi kuva ku isoko / Pumping of raw water from source												
1	Amashyamba yakoreshejwe/ Quantity of Electricity consumed (Kwh)												
2	Mazutu yakoreshejwe/ Quantity of Diesel consumed (L)												
Tanga andi makuru miba ahari/ Provide additional information if any:													
B GUSUKURA AMAZI / WATER TREATMENT													
I	Imiti yakoreshejwe / Chemical Consumption												
1	Chlorine (Kg)												
2	Aluminium Sulfate (Kg)												
3	Sud-floc (Kg)												
4	Calcium hypo chlorite (Kg)												
5	Potassium permanganate (Kg)												
6	Sodium hypochlorite (Kg)												
7	Salt (Kg)												
8	Others (specify)												
II	Gusumika amazi yo k'uruganda / Pumping of water from water treatment plant												
1	Amashyamba yakoreshejwe/ Quantity of Electricity consumed (Kwh)												
2	Mazutu yakoreshejwe/ Quantity of Diesel consumed (L)												
3	Ingano y'amazi yinjijye mu ruganda / Quantity of water treated (m3)												
4	Ingano y'amazi yasohotse mu ruganda / Quantity of water supplied (m3)												
5	Ingano y'amazi yakoreshejwe mu koza utuyunguruzo / Quantity of water used for filter washing (m3)												
Tanga andi makuru miba ahari/ Provide additional information if any:													
C GUKIRAKWIZA AMAZI / WATER DISTRIBUTION													
I	Ingano y'amazi yatanze / Distributed water												
1	Ingano y'amazi yatanze avuye mu kigege / Total volume of water distributed (m ³)												
2	Ingano y'amazi yatangirwe fagitire / Billed volume of water (m ³)												
II	Ibigege by'amazi/ Storage reservoir												

II. AMAKURU KU BIJYANYE N'UBUCURUZI / COMMERCIAL INFORMATION

	UMWAKA WA : / YEAR:												
	Mutarama January	Gashyantare February	Werurwe March	Mata April	Gicurasi May	Kamena June	Nyakanga July	Kanama August	Nzeli September	Ukwakira October	Ugushyingo November	Ugushyingo December	Uko bihagaze Cumulative
F	IGIPIMO CYA SERIVISI/ COVERAGE												
	Umubare w' abaturage bose mu gace utangamo amazi/ 1 Number of population in the service area												
	Umubare w' abaturage bahabwa amazi/ Number of total population served												
	Tanga andi makuru niba ahari/ Provide additional information if any												
G	IBYICIRO BY'ABAFATABUGUZI/ CATEGORIES OF CONSUMERS												
	1 Ingo zigezawaho serivisi z' amazi / Domestic/Household connections /												
	2 Inyubako z' ubucuruzi / Commercial connections												
	3 Inganda / Industrial connections												
	4 Ibigo bya Leta n' ibyigenga / Public and private institutional connections												
	5 Umubare w' Amavomo rusange/ Number of Public Standpipes												
	6 Abandi bafatabuguzi batavuzwe (Sobanura) / Other connections (Specify)												
	S/Total Igiteryanyo cy' umubare w' abafatabuguzi/ Total number of connections												
	Tanga andi makuru niba ahari/ Provide additional information if any												
H	ABAFATABUGUZI BADAHITE MUBAZI / UNMETERED CONNECTIONS												
	1 Ingo z' abaturage/ Household connections												
	2 Inyubako z' ubucuruzi / Commercial connections												
	3 Inganda/ Industrial connections												
	4 Ibigo bya Leta n' ibyigenga / Public and private institutional connections												
	5 Amavomo rusange/ Public standpipes												
	6 Abandi bafatabuguzi batavuzwe (Sobanura) / Other connections (Specify)												
	S/Total Igiteryanyo cy' umubare w' abafatabuguzi batagira mubazi/ Total number of unmetered connections												
	Tanga andi makuru niba ahari/ Provide additional information if any												
I	INGANO Y' AMAZI YAGURISHIJE/ QUANTITY OF WATER BILLED (m³)												
	1 Ingano y'amazi yatanze avuye mu kigega / Total volume of water distributed (m ³)												
	2 Ingano y'amazi yatangiye fagitire / Billed volume of water (m ³)												
	3 Ikinuranyo / Difference (m ³)												
	Tanga andi makuru niba ahari/ Provide additional information if any												
J	IMYISHYURIRE Y' AMAZI KU BYICIRO BY'ABAFATABUGUZI / BILLING AND COLLECTION PER CATEGORY												
I	UMUBARE W' ABAFATABUGUZI BAHawe INYEMEZABUGUZI / NUMBER OF BILLED CUSTOMERS												
	1 Ingo z' abaturage/ Household connections												
	2 Inyubako z' ubucuruzi / Commercial connections												

II. AMAKURU KU BIJYANYE N'UBUCURUZI / COMMERCIAL INFORMATION

Summary		UMWAKA WA : / YEAR:												Uko bilagaze Cumulative				
		Mutarama January	Gashyantare February	Werurwe March	Mata April	Gicurasi May	Kamena June	Nyakanga July	Kanama August	Nzeli September	Ukwakira October	Ugushyngiro November	Ugushyngiro December					
Tanga andi makuru niba ahari/ Provide additional information if any																		
L	ABAKOZI/ STAFF DETAILS																	
I	Amashuri/ Qualification																	
1	Abize Kaminuza/ University degree	Abagabo / males																
		Abagore / females																
		Igiteryamo / Total																
2	Abarangije amashuri yisumbuye /Secondary School	Abagabo / males																
		Abagore / females																
		Igiteryamo / Total																
3	Abadafite impamyabumenyi / Unskilled laborers	Abagabo / males																
		Abagore / females																
		Igiteryamo / Total																
II	Umubare w'abakozi / Staff Number																	
1	Abayobozi bo mu kiciro cya mbere n'icya kabiri / managerial staff (1st & 2nd levels)	Abagabo / males																
		Abagore / females																
		Igiteryamo / Total																
2	Abakora ibya tekimike/ Technical staff	Abagabo / males																
		Abagore / females																
		Igiteryamo / Total																
3	Abandi bakozi/ Other staff	Abagabo / males																
		Abagore / females																
		Igiteryamo / Total																
III	Igiteryamo rusange / Total number of staffs																	
1	Abakozi bahoraho/ Number of permanent staff	Abagabo / males																
		Abagore / females																
		Igiteryamo / Total																
2	Abakozi b'igihe gito/ Number of temporary staff	Abagabo / males																
		Abagore / females																
		Igiteryamo / Total																
IV	Abanyamahanga/ Foreigners																	
1	Abanyamahanga/ Foreigners	Abagabo / males																
		Abagore / females																
Tanga andi makuru niba ahari/ Provide additional information if any																		
M	UMUBARE W'AMASAHA YA SERIVISI Z'AMAZI/ SERVICE HOURS																	
1	Igihe abafataguzi babona amazi ku munsu ku mavomoro rusange / Time of water supply per day at public standpipe	Guhera saa / From [hh:mm]																
		Kugera saa / To [hh:mm]																
2	Iminsi mwamaze ntamazi atangwa / Number of days without water supply	Amasaha/Umunsi / Hours/day																
Tanga andi makuru niba ahari/ Provide additional information if any																		

III. AMAKURU KU ICUNGA MUTUNGO / FINANCIAL INFORMATION

UMWAKA WA : / YEAR:												
Mutarama	Gashyantare	Werurwe	Mata	Gicurasi	Kamena	Nyakanga	Kanama	Nzeli	Ukwakira	Ugushyingo	Ugushyingo	Uko bihagaze
January	February	March	April	May	June	July	August	September	October	November	December	Cumulative
<p>Summary</p> <p>Tanga andi makuru niba ahari/ Provide additional information if any</p>												

LISITI Y'IMIGEREKA / LIST OF ANNEXES

Garagaza ku mugereka ibi bikurikira / *Provide on attachment the following :*

- D.1** Ibisubizo by'Amazi yapimishijwe muri laboratwari / *Laboratory tests performed ;*
- D.2** Ubwoko n'umubare w'ibikoresho byo muri laboratwari bihari / *Quantity for each type of laboratory equipment owned ;*
- E** Ubwoko n'ingano y'ibyasanwe/byasimbuje/ *Types and number of repairs/replacements done ;*
- J.II** Urutonde rw'abakene bahabwa amazi ku buntu rwemejwe n'Ubuyobozi / *List of vulnerables benefiting from pro-poor services approved by Local Authority*
- K** Ubwoko bw'ibibazo byakiriwe (Amazina, italiki ikibazo cyakiriwe, ubwoko bw'ikibazo, igisubizo cyatanzwe, italiki igisubizo cyatangiwe) / *Complaints received (Name, date of receipt, type of complaint, resolution, date of resolution) ;*

Other: Imbogamizi/Ibibazo wahuye nabyo / *Challenges encountered*

L.AMAKURU AJYANYE NA TEKNIKE / TECHNICAL INFORMATION

WSS Name:	UMWAKA WA : / YEAR:											
	Mutarama January	Gashyantare February	Werurwe March	Mata April	Gicurasi May	Kamena June	Nyakanga July	Kanama August	Nzeli September	Ukwakira October	Ugushyingo November	Ugushyingo December
1	Umubare w'ibigega / Total number of reservoir											
2	Igiteryano cyubunini bw'ibigega / Total storage capacity (m ³)											
III	Gukwirakwiza amazi / Pumping of water for distribution											
1	Amashyamba yakoreshejwe/ Quantity of Electricity consumed (Kwh)											
2	Mazuta yakoreshejwe/ Quantity of Diesel consumed (L)											
IV	Uburebure bw'imiyoboro yose / Total length of network (Km)											
1	Umurambararo / Diameter < 50mm											
2	Umurambararo / Diameter 50 - 100 mm											
3	Umurambararo / Diameter 100 - 200 mm											
4	Umurambararo / Diameter 200 - 300 mm											
5	Umurambararo / Diameter > 300 mm											
V	Uburebure bw'imiyoboro mishiya yubatswe / Length of network extension (Km)											
1	Umurambararo / Diameter < 50mm											
2	Umurambararo / Diameter 50 - 100 mm											
3	Umurambararo / Diameter 100 - 200 mm											
4	Umurambararo / Diameter 200 - 300 mm											
5	Umurambararo / Diameter > 300 mm											
VI	Amazi atakara mu mpombo z'amazi / Water losses											
1	Ingano y'amazi yaburiye mu muyoboro (amazi avuye mu kigega - amazi yatangiye fagiture / Water losses on the network (Water distributed - Water billed, m ³)											
2	Imikorere yumuyoboro (amazi yatangiye fagiture/amazi avuye mu kigega, %) / Network Performance (Water billed/Water distributed, %)											
Tanga andi makuru miba ahari/ Provide additional information if any:												
D	UBUZIRANENGE BW'AMAZI / WATER QUALITY											
I	Ibizamini byo gupima za mikorobe/ Bacteriological tests											
1	Ibyakozwe na Rwyemezamirimo/ Number of tests carried out by Operator											
2	Ibyakozwe n'undi muntu / Number of tests carried out by a third party											
3	Igiteryano cy' umubare w'ibizamini bitujuje ubuziranenge / Total number of non-compliant test results											
II	Ibizamini byo gupima Korole/ Chlorine tests											
1	Ibyakozwe na Rwyemezamirimo / Number of tests carried out by Operator											
2	Ibyakozwe n'undi muntu / Number of tests carried out by a third party											
3	Igiteryano cy' umubare w'ibizamini bitujuje ubuziranenge / Total number of non-compliant test results											
III	Ibindi bizamini bya physico-chemical / Other Physico-chemical tests , (pH, Turbidity, etc)											
1	Ibyakozwe na Rwyemezamirimo / Number of tests carried out by Operator											
2	Ibyakozwe n'undi muntu / Number of tests carried out by a third party											

I. AMAKURU AJYANYE NA TEKNIKE / TECHNICAL INFORMATION

WSS Name:	UMWAKA WA :/..... YEAR:												
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A	AHO BAFATIRA AMAZI / WATER PRODUCTION												
I	Ubwoko bw'isoko y'amazi / Raw water volume												
1													
2													
3													
4	0	0	0	0	0	0	0	0	0	0	0	0	0
II	Gusumika amazi kuva ku isoko / Pumping of raw water from source												
1													
2													
Tanga andi makuru miba ahari/ Provide additional information if any:													
B	GUSUKURA AMAZI / WATER TREATMENT												
I	Imiti yakoreshejwe / Chemical Consumption												
1													0
2													0
3													0
4													0
5													0
6													0
7													0
8													0
II	Gusumika amazi yo k'uruganda / Pumping of water from water treatment plant												
1													0
2													0
3													0
4													0
5													0
Tanga andi makuru miba ahari/ Provide additional information if any:													
C	GUKIRAKWIZA AMAZI / WATER DISTRIBUTION												
I	Ingano y'amazi yatanze / Distributed water												
1													-
2													-
II	Ibigega by' amazi/ Storage reservoir												

II. AMAKURU KU BIJYANYE N'UBUCURUZI / COMMERCIAL INFORMATION

WSS Name:	UMWAKA WA : / YEAR:												
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F	IGIPIMO CYA SERIVISI/ COVERAGE												
	Umubare w' abaturage bose mu gace utangamo amazi/ 1 Number of population in the service area												
	Umubare w' abaturage bahabwa amazi/ Number of total population served												
	Tanga andi makuru niba ahari/ Provide additional information if any												
G	IBYICIRO BY'ABAFATABUGUZI/ CATEGORIES OF CONSUMERS												
	1 Ingo zigezawaho serivisi z' amazi / Domestic/Household connections /												
	2 Inyubako z' ubucuruzi / Commercial connections												
	3 Inganda / Industrial connections												
	4 Ibigo bya Leta n' ibyigenga / Public and private institutional connections												
	5 Umubare w' Amavomo rusange/ Number of Public Standpipes												
	6 Abandi bafatabuguzi batavuzwe (Sobanura) / Other connections (Specify)												
	S/Total Igitanyo cy' umubare w' abafatabuguzi/ Total number of connections												
	Tanga andi makuru niba ahari/ Provide additional information if any												
H	ABAFATABUGUZI BADAHITE MUBAZI / UNMETERED CONNECTIONS												
	1 Ingo z' abaturage/ Household connections												
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	Tanga andi makuru niba ahari/ Provide additional information if any												
I	INGANO Y' AMAZI YAGURISHIJE/ QUANTITY OF WATER BILLED (m³)												
	1 Ingano y' amazi yatanze avuye mu kigega / Total volume of water distributed (m ³)												
	2 Ingano y' amazi yatangiye fagitire / Billed volume of water (m ³)												
	3 Ikinuranyo / Difference (m ³)												
	Tanga andi makuru niba ahari/ Provide additional information if any												
J	IMYISHYURIRE Y' AMAZI KU BYICIRO BY' ABAFATABUGUZI / BILLING AND COLLECTION PER CATEGORY												
I	UMUBARE W' ABAFATABUGUZI BAHawe INYEMEZABUGUZI / NUMBER OF BILLED CUSTOMERS												
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Tanga andi makuru niba ahari/ Provide additional information if any													
L													
ABAKOZI/ STAFF DETAILS													
I Amashuri/ Qualification													
1 Abize Kaminuza/ University degree													0
													0
2 Abarangije amashuri yisumbuye /Secondary School													0
													0
3 Abadafite impamyabumenyi / Unskilled laborers													0
													0
II Umubare w'abakozi / Staff Number													
1 Abayobozi bo mu kiciro cya mbere n'icya kabiri / managerial staff (1st & 2nd levels)													0
													0
2 Abakora ibya tekimike/ Technical staff													0
													0
3 Abandi bakozi/ Other staff													0
													0
III Igiteranyo rusange / Total number of staffs													
1 Abakozi bahoraho/ Number of permanent staff													0
													0
2 Abakozi b'igihe gito/ Number of temporary staff													0
													0
IV Abanyamahanga/ Foreigners													
1 Abanyamahanga/ Foreigners													0
													0
Tanga andi makuru niba ahari/ Provide additional information if any													
M													
UMUBARE W'AMASAHA YA SERIVISI Z'AMAZI/ SERVICE HOURS													
1 Igihe abafataguzi babona amazi ku munsi ku mavomoro rusange / Time of water supply per day at public standpipe													-
													-
2 Iminsi mwamaze ntamazi atangwa / Number of days without water supply													0
													0
Tanga andi makuru niba ahari/ Provide additional information if any													

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L													
ABAKOZI/ STAFF DETAILS													
I Amashuri/ Qualification													
1 Abize Kaminuza/ University degree													0
													0
2 Abarangije amashuri yisumbuye /Secondary School													0
													0
3 Abadafite impamyabumenyi / Unskilled laborers													0
													0
II Umubare w'abakozi / Staff Number													
1 Abayobozi bo mu kiciro cya mbere n'icya kabiri / managerial staff (1st & 2nd levels)													0
													0
2 Abakora ibya tekimike/ Technical staff													0
													0
3 Abandi bakozi/ Other staff													0
													0
III Igiteranyo rusange / Total number of staffs													
1 Abakozi bahoraho/ Number of permanent staff													0
													0
2 Abakozi b'igihe gito/ Number of temporary staff													0
													0
IV Abanyamahanga/ Foreigners													
1 Abanyamahanga/ Foreigners													0
													0
Tanga andi makuru niba ahari/ Provide additional information if any													
M													
UMUBARE W'AMASAHA YA SERIVISI Z'AMAZI/ SERVICE HOURS													
1 Igihe abafataguzi babona amazi ku munsu ku mavomoro rusange / Time of water supply per day at public standpipe													-
													-
2 Iminsi mwamaze ntamazi atangwa / Number of days without water supply													0
													0
Tanga andi makuru niba ahari/ Provide additional information if any													

