

**SOMALIA WASH CLUSTER – WATER ACCESS BY VOUCHER GUIDELINES**

**1. BACKGROUND**

**1.1 Water supply options in emergencies**

Everyone has the right to water. An adequate amount of safe water is necessary to prevent death from dehydration, to reduce risk of water related diseases and to provide for consumption, cooking, and personal and domestic hygiene requirements. The Somalia WASH cluster strategy aims to increase the access to safe water primarily through the support to the operation, maintenance, chlorination, rehabilitation, protection and extension of existing water systems.

Emergency water supply options in Somalia have been rehabilitation of existing sources, construction of new sources and water trucking where necessary. Experience has shown that construction of new sources or rehabilitation of existing water supply systems is often time-consuming, while water trucking is expensive and unsustainable.

Use of vouchers for water supply has been introduced in Somalia as an improvement to the water trucking for short term emergency response. Selected beneficiary households are issued with cash vouchers through which they can redeem specified quantity of water in a given period from their usual water suppliers. Table below demonstrates benefits of the water voucher based response in comparison to the water trucking.

<b>Criteria</b>	<b>Water Trucking</b>	<b>Voucher for Water</b>
Empowerment & dignity of beneficiaries	Limited beneficiary participation in the decision making process – arrangements are usually between implementing agency and the commercial truck owners. Beneficiary must collect water when truck is serving regardless of what other chores were in schedule.	Choice is put into beneficiary hands – Beneficiaries participates in design of the response, and determining who should receive assistance, level of assistance, how the response will be implemented, and in the selection of preferred water vendors. Beneficiary can collect water at their convenience.
Targeting of the most needy	Usually not targeted to those most needy – often the water truck drops by the village, and anyone present and has containers collects water. Difficult to ascertain who receives water from a trucking and whether most affected received support.	Assistance targeted to the needy households. Quantities of water provided to the beneficiaries are based on assessed household needs.
Water supply sources utilized	Utilizes water mainly from boreholes with little or no consideration on alternative water sources which are not motorized	Based on the usual water supply sources for the target villages.
Cost effective	High water costs for humanitarian agencies – distorts market rates and can undermine normal water supply systems in the target location. -Price of water per tanker is often fixed regardless of its actual capacity or quantity of water delivered. - difficulties to ascertain actual quantities of water delivered to	Voucher beneficiaries get water at the current market rates in the village. Limited logistics and operational costs and simpler to operate. It is possible to determine the amount of water each beneficiary receives using the monitoring records

<b>Criteria</b>	<b>Water Trucking</b>	<b>Voucher for Water</b>
	the beneficiaries	
Support to local economy	Often utilizes big established business people located at the main urban centers.	Supports and reinforces the local economy – utilizes the local water vendors who normally supply water to the target beneficiaries; -utilizes suitable water sources locally available before considering alternative sources.
Linkage with other WASH actions	Limited interaction with the beneficiaries hence difficult to link with other WASH activities such as hygiene and sanitation promotion.	Provides opportunity for greater interaction with beneficiaries which can be used to promote appropriate hygiene and sanitation practices, and household water treatment options.
Monitoring	Not easy to monitor – beneficiaries and quantity of water they should receive are often not clearly defined. Relies on implementing agency staff to verify water quantities delivered without active participation of beneficiaries.	Easy to monitor - target beneficiaries are specified and sign for the quantities of water received. Monitoring system is inbuilt (all the key details are contained in the water vouchers, beneficiary registration forms). The monitoring is participatory.
Gender issues	Challenging for women competing for water at the water truck	Orderly as beneficiaries collect water at their own pace.

## **1.2 When should we use vouchers for water supply?**

The vouchers for water supply is a short term response option which like water trucking is not sustainable, and should be accompanied by a phase out strategy. Alternative water sources should be in place as soon as possible. In emergency context, the response should aim at filling water access gaps for the affected populations, based on the Somalia WASH cluster guidelines for minimum water requirements.

Water access to the poor households facing a crisis is usually limited by high cost, especially in areas that normally rely on surface water sources. Voucher for water intervention can also be initiated to improve access to safe water supply, to prevent or control outbreaks of water related diseases. Water vouchers can also be used to support recovery process of a population emerging from a crisis, or to support a development agenda, such as improving hygiene practices. It is imperative that in all cases, an assessment is carried out to establish the situation, needs and the access gaps for the target groups.

As a prerequisite for an effective voucher for water response, there should be existing local water vendors already serving the target groups. The local vendors should have the capacity to supply the required amounts of safe water to the selected beneficiary households on a timely basis, and without disrupting the market rates in the area. The implementing agency should also ensure that its personnel have sufficient skills/capacity to implement the voucher based response. Other considerations include:

- Availability of sufficient quantity and quality of water;
- Existing users (not targeted by the project) of the water sources will not be undermined;
- The area is remotely located and of extreme need,
- Due to urgency of situation, other sustainable water supply options are not viable.

## 2. DESIGNING A WATER VOUCHER RESPONSE

### 2.1 Key considerations or information requirements

The response should be based on a proper WASH needs assessments as per the cluster guidelines. The following is some of the key data that should come out of the assessments;

- ✓ Nature of crisis or circumstances of the target groups;
- ✓ Locations (geo-referenced) and number of households affected by the crisis or circumstances;
- ✓ Ongoing or planned WASH interventions in the target villages - create complementarities and synergies, and avoid overlaps;
- ✓ Water supply sources in the target villages - quantities available and quality aspects;
- ✓ Water vendors / suppliers in the target locations and their capacity;
- ✓ Community emergency water management structures in place and their capacities;
- ✓ Water storage facilities (at communal and household level)
- ✓ Consumption of water in litres/person/day for the target groups, and access gaps in relation to the WASH cluster guidelines;
- ✓ Water treatment knowledge, attitude and practices in target groups;
- ✓ Current water cost and the seasonal price fluctuations;
- ✓ Ability of the target groups to pay for water supply from vendors;
- ✓ How long the targeted groups will need assistance;
- ✓ Prevalence of diarrheal diseases and levels of malnutrition for target groups;
- ✓ Genders aspects and vulnerability;
- ✓ Available mechanisms for payment/reimbursement to the vendors for water supplied;
- ✓ Exit strategy.

### 2.2 Key consideration when developing budget for water voucher response

- Number of locations and beneficiaries that will be targeted – has implications for budget for water vouchers, staffing, transport and office requirements;
- Whether vouchers should cover only drinking water requirements;
- Quantities of water to be provided to beneficiary households per day (Based on water supply gap assessment considering the WASH cluster standards);
- Period for which the beneficiary households will be provided with support;
- Establish the current cost of water per litre and anticipate possible fluctuations; the existing cost of water at local market should be adopted without any alterations. This is done to protect other households getting water from same suppliers but not direct beneficiaries of the intervention;
- Whether to distribute water treatment chemicals to households along with vouchers incase water quality cannot be guaranteed;
- Other complementary WASH activities to be carried e.g. hygiene awareness promotion.

#### **For example**

*\*No. of beneficiary households (HH) targeted = **2,500HH** (15,000 - assuming each HH has 6 persons)*

*\*Additional water needs per/person/day to meet minimum WASH standards (from assessments) = **3.3 lts** (this can vary from one HH to another)*

*\*Response period = **30 days***

*\*Cost of water per jerry can = So. Shs 7500 (**\$0.25**)*

*\*Water supply to beneficially HH/day = 3.3lts x 6 persons = **20 lts (1 jerry can)***

*\*Total amount of water for each beneficiary HH in 30 days = 30days x 20 lts= **600 lts (30 jerry cans)***

*\*Total cost for water supply per beneficiary HH for 30 days = 30 jerry cans X \$0.25 = **\$7.5***

**Implementing agency to give each beneficiary HH a water voucher of USD 7.5 to redeem 30 jerry cans of water over a period of 30 days from a specific vendor)**

*\*Total cost for water supply to the 2500HH in 30 days = 2500HH x \$7.5 = **\$18,750***

*\*Cash transmittal / money vendor charges for payments to water vendor = 2% x \$18,750 = **\$375***

**\*Budget for providing 2500HH each with 30 jerry cans of water over a 30 day period through vouchers = \$18,750 + \$375 = \$19,125**

*NB: Above budget is in addition to other Agency direct and indirect operational costs*

### 2.3 Voucher for water design

It is possible to design the vouchers in many ways depending on the context. Two approaches are discussed below:

1. Single use fixed value voucher: designed like a raffle ticket and exchanged for a fixed quantity of water supply collected at once e.g. Each voucher exchanged with one 20 litre jerry can, or one 200 litre drum. In such a case, the beneficiary is issued with as many vouchers as his/her water entitlement. The water beneficiary does not need to sign whenever they collect water.
2. Multiple use fixed value voucher: A voucher designed to cover beneficiary water needs for a specified period – usually a week, fortnight or month. The voucher designed to allow the beneficiary regularly collect agreed quantities of water over the specified period. The vendor must maintain a register for the beneficiary to sign whenever they collect water until they exhaust the value of the voucher.

Depending on selected voucher design, details contained in the voucher could include;

- Project name and code;
- Implementing agency and project donor logos;
- Voucher number;
- Beneficiary name;
- Value of the voucher in appropriate currency;
- Quantity of water to be collected using the voucher;
- Location details (village and district etc);
- Beneficiary signature or thumb print;
- Date when the voucher is issued

The voucher should have a counterfoil with above details that should remain with the implementing agency. The voucher should be designed in such way that it is not easy to forge.

In acute emergencies where there is no time to organize printing of the above vouchers, it may be possible to draw up an agreement with the vendor to exchange simple “tickets” for a certain quantity of water and then issue beneficiaries with a book of tickets. This is more risky as generic tickets could be obtained outside the program but it could be used for a limited period to get the system working and allow time for printing of specific vouchers for water supply.

### **3. VOUCHER FOR WATER – RESPONSE IMPLEMENTATION PROCESS**

#### **3.1 Introducing the response in the target areas**

##### **3.1.1 Meeting with stakeholders at the district level**

The first step before starting a new response is meeting with the local authorities and stakeholders to introduce project and prioritize locations. Key information shared includes;

- The project objectives;
- The mode of operation;
- Type of beneficiaries / target groups and area coverage;
- Procedures followed in providing water supply through vouchers.

Output of the district meetings:

- ✓ List of villages where target populations are located;
- ✓ Estimated number of needy households to be targeted per selected village;
- ✓ Plan for the project staff to visit identified villages for sensitization/awareness.

##### **3.1.2 Community sensitization at the prioritized villages**

The agency staff and representatives from the local authorities visit the selected villages to verify the situation, introduce the project and sensitize the communities / target groups on the emergency response, and the voucher for water approach. They should also discuss criteria for selection of beneficiary households, water vendors and the number of beneficiaries based on the situation and available resources.

#### **3.2 Preparing to start the response in the target areas**

##### **3.2.1 Identification of village response sub-committees**

Identification of a village sub-committee of 6-8 persons based on the criteria agreed with the community. The desirable requirements for committee members are as follows;

- Persons who command respect in the society,
- Ensure clans /sub-clans balancing;
- Persons of integrity - honest/trustworthy;
- Resident in the target locations;
- Representation of vulnerable groups and gender considerations;

The village sub-committee should ideally have participation of religious leaders, village administration, youth groups, women organizations, business persons, and any other relevant local interest groups.

The roles and responsibilities of the village sub-committees include to:

- ✓ Identify and select the most needy households as per the agreed criteria;
- ✓ Mediate and resolve any conflicts;
- ✓ Ensure the beneficiaries are served without discrimination;
- ✓ Ensure women's and minority group's participation in the process;
- ✓ Verify the list of beneficiaries during the distribution of the vouchers;
- ✓ Monitor the quality of water supplied by the vendor;
- ✓ Monitor implementation process.

An agreement is signed between the village sub-committee and the implementing Agency. The village sub-committees have the overall responsibility to oversee the implementation of the response in their respective village as per the agreement.

### 3.2.2 Selection and registration of the beneficiary households

Selection criteria for the beneficiary households should be discussed with village sub-committee for ratification, and should be properly documented. The criteria should ensure the needy households in humanitarian crisis and with biggest gap in water access (considering WASH cluster guidelines) are prioritized. Criteria should consider contextual issues, social welfare criteria and specific vulnerable groups. Important considerations for the selection criteria include;

- Level of household income;
- Household livelihood assets base;
- Vulnerable / labor poor households e.g. women headed household, children headed households, the elderly and the disabled persons;
- Access to social capital e.g. external/local remittance or access to extended family support;
- Families hosting IDPs;
- IDPs households.

The beneficiaries should be registered and basic data recorded e.g. size of household, sex and age of household head, income, water demand (access gaps) e.t.c. The beneficiary should also sign against her/his details in the register. The beneficiary list should be approved by the village sub-committee and open to the public for scrutiny and feedback to promote transparency.

### 3.2.3 Development of the response management tools

Develop management tools; this involves designing water provision vouchers, detailing the names of the beneficiaries, and the amount of water delivered to. The beneficiary lists should have a provision where the sub-committee chairman, and the beneficiaries to sign.

### 3.2.4 Selection of the village water vendors

The village sub-committee and beneficiaries should identify water vendors – these should be **the usual water suppliers** to the selected beneficiaries. It is important that the beneficiaries participate in selection of vendors that they are comfortable with for the response to be successful. In villages where beneficiaries identify many water vendors, it is advisable for the vendors to form consortiums and nominate 2 - 4 representatives for the purpose of signing contract with the implementing agency. This eases the administrative burden for the implementing agency. The beneficiaries, village sub-committee and the implementing agency should check and ensure that the selected water vendors have capacity or can upscale to provide water in agreed quantities and quality to the beneficiaries.

The process of water collection by the beneficiaries in exchange of the voucher should be discussed and agreed upon with the beneficiaries, village sub-committee and the vendor. Cost of water purchased through the voucher must be based on the current market prices in the village to protect other households getting water from same suppliers but not direct beneficiaries of the intervention. Critical considerations when preparing agreement with the water vendor include;

- The value of the vouchers to be issued, voucher validity period, and the total amount of water to be purchased with the voucher;
- Frequency of delivery or collection of water by the beneficiaries;
- When and how to adjust the value of the voucher in case of price fluctuation.

The vendor is assigned a number of beneficiaries (according to beneficiary preference) and should maintain a register. The beneficiaries should redeem their vouchers only from their assigned water vendor. Payments to the water vendor by the implementing agency are on reimbursement basis. The water vendor should provide proof that the beneficiary collected agreed water quantities in the agreed period (voucher and the water collection register) for reimbursement. The implementing

agency should also agree with the water vendors on the frequency for reimbursement and mode of payment.

All the above should be addressed in the agreement signed between the water vendor and the implementing organization and witnessed by the village sub-committee officials before actual water deliveries begin. The agreement should have mechanisms to deal with changes in water cost e.g. if closer water sources dry up and the vendor forced to get water from further away.

**3.2.5 Training for water vendors and village sub-committee**

Basic training should be organized for all the water vendors in each target village, and the village sub- committee and take them through all the implementation steps. The vendors can be guided to prepare the beneficiary water collection registers during the training. The following should be clear by the end of this training;

- ✓ The roles of all parties (beneficiaries, village sub-committee, vendors and the implementing agency) in the implementation process should be clear;
- ✓ The quantity and quality of water each bearer of the voucher is entitled to collect from the water vendor within a specified period;
- ✓ Documentation needed by water vendor for reimbursement by the implementing agency;
- ✓ Procedures for addressing any grievances or complaints by any party.

**3.3 Delivery or collection of water by the beneficiaries**

Once all the elements for the water voucher response are in place (MoU the with village sub-committee signed, beneficiary register finalized, agreement with the selected water vendors signed), the beneficiaries are issued with the serialized vouchers.

Each vendor is issued with a list of the beneficiaries in the village to serve as per the agreement. The water vendors should maintain a register / records for water collection by the beneficiaries. For multiple use vouchers, the beneficiaries must sign the vendor register whenever they collect water and indicate the date and quantity of water received. Below is a sample of details required for the vendor register.

Date	Name	Voucher No.	Quantity of water received	Beneficiary Sign

For multiple use vouchers, the vendor could also choose to use a book with each page assigned to a beneficiary as shown below. Implementing agency can also provide vendors with standard registers.

<b>Beneficiary name:</b> _____ <b>Voucher No.</b> _____ <b>Month:</b> _____		
Date	Quantity of water received	Sign / thump print

Implementing agencies should follow their established mechanisms when making payments to the water vendors. The main considerations when making payments is to minimize transaction costs, and handling of cash by field staff to minimize risks.

#### **4. MONITORING IMPLEMENTATION OF A WATER VOUCHER RESPONSE**

##### **4.1 What data should be collected for monitoring?**

The primary objective of monitoring is to establish if the selected beneficiaries are getting from the vendors water supplies in the agreed quantities and quality, and on a timely basis. Other aspects to be monitored include;

- If beneficiary households are able to access water supplies from vendors on a timely basis;
- How the beneficiaries are utilizing the water supplied – are they re-selling water or sharing?
- Incidence of WASH related diseases particularly among the beneficiaries;
- Complaints from the beneficiaries and how they are being resolved;
- Variation in water prices in the target areas;

Monitoring should be carried out using participatory approaches and done by the implementing agency staff, and the village sub-committee. Independent parties can and should also be involved in the monitoring and evaluation processes.

The implementing agency should endeavor to learn lessons, and feed these lessons into the implementation process to improve service delivery. Agencies should provide information on its response to the cluster (including 3W matrix) and other agencies. Monitoring and evaluation reports and key lessons should be shared with the other organizations through the WASH cluster.

#### **5. RISKS AND MITIGATION MEASURES**

<b>Risk</b>	<b>Mitigation Measures</b>
Selection of beneficiaries: every household in the target locations is needy and wants to benefit. Clans and sub-clan balancing.	Sensitization of the communities on response aims and limitation of available resources; Communities agree on selection criteria, and also take lead in identification of beneficiary households.
Selection of water vendors: many people in the village want to be contracted as a water vendors; water supply in village often along clan/sub-clan or family lines	Having community owned criteria for selection of vendors – those already supplying water to beneficiaries and are known and trusted; Where there are many vendors they should form consortiums and nominate 2-4 persons to represent them in contracting process.
Supplying inadequate or too much water to the beneficiary household.	Conduct assessment to identify water access gap based on the WASH cluster emergency standards; Profiling beneficiary household to determine household size and water demand; Monitoring utilization by beneficiaries.
Limited water storage containers at village and/or household level	Conduct assessment during design to determine water storage capacities at village and household levels; Supply water storage containers to beneficiaries as necessary;
Beneficiaries sell or exchange water with other commodities	Monitoring to assess how beneficiary households are utilizing the water provided;
Water vendors provide to beneficiary households water of poor quality	Monitor quality of water being provided; Support vendors with water treatment as necessary; Provide beneficiaries with simple and appropriate



<b>Risk</b>	<b>Mitigation Measures</b>
	water treatment solutions and train them on the same.
Beneficiaries losing vouchers	Agency to maintain counterfoil of vouchers; Water vendors to maintain a register and records of beneficiaries;
Seasonal price fluctuations	Monitor and maintain flexibility in project design and agreements with water vendors to be able to adjust prices
Inflation of water prices	Monitor water prices in target areas
Cash handling and related risks	Water vendors paid through banks or money vendors or facilitators; minimize handling of cash by agency staff
Project ends and there are still needs to be met	Have a clear exit strategy from the onset

**ANNEXURE**

1. Sample Service Contract between Water Vendor and Agency
2. Sample Water Vouchers x 3

**ANNEX 1: SAMPLE SERVICE CONTRACT**  
**BETWEEN \_\_\_\_\_ (Water Vendor)**  
**AND \_\_\_\_\_ (Agency Name)**  
**FOR \_\_\_\_\_ (Project Title)**

**PREAMBLE**

This service contract is entered into between \_\_\_\_\_ (Name of Company – if applicable) represented by \_\_\_\_\_, and based at \_\_\_\_\_ Village, \_\_\_\_\_ District, \_\_\_\_\_ region of Somalia, hereinafter referred to as **the Water Vendor**; and

\_\_\_\_\_ (Agency name) represented by \_\_\_\_\_, situated at \_\_\_\_\_ Contact address \_\_\_\_\_ hereinafter referred to as \_\_\_\_\_ (Agency Acronym).

WHEREAS, the Water Vendor and \_\_\_\_\_ (Agency Acronym) have agreed to collaborate for the realization of the Project titled \_\_\_\_\_; and  
Therefore, this contract (including annex 1 and 2) is entered into on the terms and conditions stated hereunder.

**1. OBJECTIVE OF SERVICE CONTRACT**

1.1 The Water Vendor and \_\_\_\_\_ (**Agency Acronym**) to endorse the contract as the instrument, which will establish and clarify the partnership of the two parties to achieve the goal and objectives of the project.

**2. RIGHTS AND OBLIGATIONS OF THE WATER VENDOR**

The Water Vendor agrees to execute the contracted project activities under the following Terms and Conditions.

- 2.1 To provide water to \_\_\_\_\_ (No. of beneficiaries) selected beneficiary households in exchange of the cash vouchers issued by \_\_\_\_\_ (Agency acronym);
- 2.2 To ensure adequate water availability on a daily and continuous basis for beneficiaries to redeem water quantities stated on the vouchers without any discrimination or favoritism;
- 2.3 Ensure that the water redeemed by the beneficiary households with the vouchers is safe for drinking;
- 2.4 To ensure that water is available for beneficiary households to collect on a timely basis;
- 2.5 To maintain a register with records of daily water collection by each of the beneficiary households. The register must contain the name of the beneficiary, voucher number, date and quantity of water collected. The beneficiaries must also sign in the register whenever they collect water in case of the multiple use vouchers;
- 2.6 To cooperate with village sub-committee officials and members, and \_\_\_\_\_ (Agency Acronym) staff monitoring implementation of the response;
- 2.7 To submit to \_\_\_\_\_ (Agency Acronym) the cash vouchers from beneficiary households and the water collection registers (proof for water collection by beneficiaries) for verification and reimbursement at the end of each month.
- 2.8 To indemnify \_\_\_\_\_ (Agency Acronym) against any adverse consequences to the beneficiary households as a result of quality of water supplied by the water vendor otherwise.
- 2.9 If the Water Vendor, for any reason or due to any act of God, is compelled to discontinue the activities covered under this agreement, the Water Vendor will immediately inform \_\_\_\_\_ (Agency Acronym), and will receive reimbursement for water quantities provided to beneficiaries on submission and verification of the cash vouchers and water collection register;
- 2.10 \_\_\_\_\_ (Agency Acronym) will be exempt of any claims, damages, expenses or costs incurred by third parties or sub-contractors used by the Water Vendor during the implementation of the Project.
- 2.11 Where any billboards are constructed or signs erected or displayed, the Water Vendor shall give due credit to \_\_\_\_\_ (Agency Acronym) and the donor.
- 2.12 To comply fully with the terms and conditions of the contract.

**3. RIGHTS AND OBLIGATIONS OF \_\_\_\_\_ (Agency Name)**

- 3.1 To provide the water vendor with a list of \_\_\_\_\_ (No. of beneficiaries households) eligible to collect water from the vendor on a daily and continuous basis for a period of \_\_\_\_ (No. of days) in exchange of the cash vouchers issued to them by \_\_\_\_\_ (Agency Acronym).
- 3.2 To undertake regular monitoring jointly with village sub-committee to ensure adherence to provisions of this agreement and monitor progress of activities;
- 3.3 To reimburse the water vendor for the water collected by the beneficiary households on submission and verification of cash vouchers and water collection registers. Reimbursement for vouchers will be as attached schedule (***Annex 2 – list of locations and their voucher values***).
- 3.4 \_\_\_\_\_ (Agency Acronym) shall cooperate with the Water Vendor according to the signed contract;
- 3.5 The Water Vendor will be paid in USD through the Water Vendor’s bank account or other agreed modalities. The Water Vendor will acknowledge the receipt of payment by issuing an official receipt to that effect as required by \_\_\_\_\_ (Agency Acronym).
- 3.6 \_\_\_\_\_ (Agency Acronym) will not reimburse any additional expenses in excess of approved amounts as per this contract.
- 3.7 The contract duration will be for **XXX day/months beginning on XXX and ending on XXX**.

**4.0. TERMINATION**

- 4.1 This Contract will automatically terminate with immediate effect on the Termination Date.
- 4.2 Notwithstanding clause 4.1 above, this Contract may be terminated by the Water Vendor giving not less than 7 days notice in writing.
- 4.3 \_\_\_\_\_ (Agency Acronym) shall also be entitled to terminate this Contract at any time if it reasonably believes that there has been a fundamental or serious breach of this Contract by the Water Vendor.
- 4.4 \_\_\_\_\_ (Agency Acronym) shall also be able to terminate this Contract at any time if in its reasonable opinion any activity by the Water Vendor is likely to bring Agency into disrepute.
- 4.5 \_\_\_\_\_ (Agency Acronym) shall also be able to terminate this Contract at any time up to the Termination date if an event occurs which makes the start or continuation of the Services impossible. This may include (but is not limited to) conflict, floods, hurricanes, any action of man or an act of God (a “termination event”). Such a termination event will be determined at the absolute discretion \_\_\_\_\_ (Agency Acronym).
- 4.6 The Water Vendor will not at any time after the Termination date present her or himself as being in any way still connected with \_\_\_\_\_ (Agency Acronym).

**5.0 VARIATIONS**

- 5.1 No variations to this Contract shall be valid unless in writing and signed by or on behalf of both parties.

**6.0 NOTICE**

- 6.1 All notices under this contract will be given in writing and will be deemed to have been properly submitted when delivered by one of the following means: personal delivery to the designated representative; by e-mail with notification of receipt.
- 6.2 Any disputes arising will be resolved through discussions between the two parties and the village sub-committee

**7.0 SIGNATURE**

The following signatures are a representation of all parties understanding and commitment to the aforementioned roles and responsibilities. This contract comes into effect upon signature by all parties below.

Representative from _____ (Agency Acronym)	Representative from _____ (water vendor)	Representative from village sub-committee
Signature: Name: Date:	Signature: Name: Date:	Signature: Name: Date:

**ANNEX 1 – List of beneficiaries to be served by the water vendor**  
**ANNEX 2 – List of locations and their voucher values**

**ANNEX 2A: SAMPLE - MULTIPLE USE VOUCHER**

**AGENCY LOGO**

**DONOR LOGO**

**Project Title**

**WATER SUPPLY VOUCHER**

Voucher No ( <i>serialized</i> ).	
Quantity of water to be redeemed with voucher	
Beneficiary name	
Voucher validity period	
Village	
District	
Date issued	
Validity period	





Date	Quantity of water supplied (litres or jerry cans or drums)	Signature of the beneficiary





Place..... Date.....





Agency Representative	Village sub-committee representative	Beneficiary	Water vendor
<i>Name:</i>	<i>Name:</i>		<i>Name:</i>
<i>Title:</i>	<i>Title:</i>		<i>Title:</i>
<i>Sign:</i>	<i>Sign:</i>	<i>Sign:</i>	<i>Sign:</i>

NB: Beneficiary stays with the original while the water vendor to keep a duplicate /copy

**ANNEX 2B: SAMPLE WATER VOUCHERS**

  		<b>Emergency WASH &amp; Livelihood Support for Rural Populations &amp; IDPS in Humanitarian Crisis in CSZ Somalia</b> 	
<b>ECHO/SOM/BUD/2009/01024</b>		<b>WATER SUBSIDY VOUCHER</b>	
Voucher No.:	<b>EL004</b>	Voucher No.:	<b>EL004</b>
Value:	<b>\$16.875</b>	Value:	<b>\$16.875</b>
Name:		Name:	
Location:		Location:	District:
Signature:		Beneficiary Signature:	COOPI Stamp:
Date:		Date:	Litres of Water:

  		<b>Emergency WASH &amp; Livelihood Support for Rural Populations &amp; IDPS in Humanitarian Crisis in CSZ Somalia</b> 	
<b>ECHO/SOM/BUD/2009/01024</b>		<b>WATER SUBSIDY VOUCHER</b>	
Voucher No.:	<b>GM002</b>	Voucher No.:	<b>GM002</b>
Value:	<b>\$6.75</b>	Value:	<b>\$6.75</b>
Name:		Name:	
Location:		Location:	District:
Signature:		Beneficiary Signature:	COOPI Stamp:
Date:		Date:	Litres of Water:

  		<b>Emergency WASH &amp; Livelihood Support for Rural Populations &amp; IDPS in Humanitarian Crisis in CSZ Somalia</b> 	
<b>ECHO/SOM/BUD/2009/01024</b>		<b>WATER SUBSIDY VOUCHER</b>	
Voucher No.:	<b>HB002</b>	Voucher No.:	<b>HB002</b>
Value:	<b>\$27</b>	Value:	<b>\$27.00</b>
Name:		Name:	
Location:		Location:	District:
Signature:		Beneficiary Signature:	COOPI Stamp:
Date:		Date:	Litres of Water:

**ANNEX 2C: SAMPLE 3**

**SAMPLE VOUCHER FOR “SINGLE USE VOUCHER”**

Project Name	ELWIS	Project Name	ELWIS
Donor	ECHO	Donor	ECHO
Implementing Agency	COOPI	Implementing Agency	COOPI
Voucher No ( <i>serialized</i> ).	DIN/00203	Voucher No ( <i>serialized</i> ).	DIN/00203
Quantity of Water	1 Jerry can (20 lts)	Quantity of Water	1 Jerry can (20 lts)
Beneficiary Name	<b><i>KHADIIJA XAAJI</i></b>	Beneficiary Name	<b><i>KHADIIJA XAAJI</i></b>
Village	<b><i>BOOLEY</i></b>	Village	<b><i>BOOLEY</i></b>
District	<b><i>HOBYO</i></b>	District	<b><i>HOBYO</i></b>
Date Issued	<b><i>02.08.10</i></b>	Date Issued	<b><i>02.08.10</i></b>
Validity period	<b><i>1 MONTH</i></b>	Validity period	<b><i>1 MONTH</i></b>

NB : Voucher should also bear the implementing agency stamp.