

Terms of reference for the team responsible for implementing and coordinating the Sika Water Project

Preamble: Projects such as the ones the people of Sika have been embarking on require a leadership team that will take responsibility in guiding, managing and help in the delivery of the desired outcomes of the project. Without putting in place a leadership/structure, the operational efficacy of the project may likely be marred by some confusion, delay and chaos.

Regardless of how the membership of the team, ad hoc committee/Executive Committee, working group, task force, expert/coordinating team, finance/accounts team, etc., came into being, the recommendation for approval or the approval to spend the funds the people of Sika put together to finance projects such as the current (Water) and past (Lighting) is in fact being done by the leadership. Whatever name one chooses to call the group or the group members call themselves, by virtue of the fact that they drive the life and work of the project, suggests that they occupy a leadership role in the ideation and or implementation of the project. To argue against such a view might suggest either diminished understanding of the functions of a leadership team or a degree of reluctance to take responsibility should what they recommend for approval or approve without consultation, produce an imperfect outcome(s).

1. The selection of members to the various committees/teams shall be transparent and democratic;
2. It is the responsibility of the team members to make sure that the work of the team is underpinned by the highest standards of honesty and transparency;
3. The committees/teams shall be accountable. The accounts/finance team shall provide periodic financial statements; WhatsApp comments shall not be acceptable.
4. All the funds collected should be deposited into the Water Committee's account;
5. The actualisation of the project must be guided by people with the right expertise, and proven track records. Such individual(s), who may not be necessarily from Sika, must be able to demonstrate some assurance that they can deliver the project within a stipulated time frame. The allocation of which individual(s) gets allocated to do the project shall be dependent on the criteria set by the review and selection panel that the team set up to oversee the work composes;
6. The team members shall remain united, work in harmony for the singular purpose of helping to realise the objectives of the project so that it can be worthy of emulation by other communities;
7. The membership of the team shall agree to honestly contribute their opinions on the motion(s) under discussion. This is so that should that opinion become recommended to the members for consideration and approval, it can be explained and or defended by any member of the team to the members – in a manner that does not alienate the membership;
8. Having received the contributions from the team members and upon the team making their recommendations to the membership, the team shall bear collective responsibility for what they recommend to the members. For clarity, this statement shall remain true for every team member, whether s/he submitted an opinion or not on the motion recommended to the members for consideration and approval;
9. The membership of the team shall accept that the recommendations they to the members shall be open to challenge, criticisms, scrutiny, changes/adjustments or be discarded by the members - subject to the submission(s) by the members being

supported by reasons considered by the general membership to be tangible/sound. But for clarity, it shall not be acceptable for any member of the team to engage in any such activities mentioned in this line after the team has had their say on the motion placed on the floor to the members;

10. Everything shall be done by the team to ensure that discussions are done and agreements are reached within a pre-agreed timeline which cannot be changed without good cause;
11. The team members shall be accommodating of different viewpoints within the group and on the main forum, so long as the expressed views do not attack the personality of any team member(s). It is the responsibility of the team to help facilitate the discussion on the main forum and allow a consensus to be built around a common agenda;
12. The team shall ensure that its activities are guided by the core principles of honesty, fiscal responsibility, financial prudence and that as much as possible, the spirit of volunteerism and sustainability also remain cornerstones in the execution of its functions;
13. For the purpose of enhancing its operational efficiency, the team shall seek to accommodate any individual(s) who demonstrate(s) the potential to help drive the success of the project to its successful conclusions;
14. The recommendations put to the members shall be both in text and audio so that these can be archived as historical records for posterity;
15. In the unlikely event that the project is to be paused, or at best completed, the team shall recommend for the project to be handed over to and managed by the Water Committee, which operates under the Village Development Community;
16. The team must ensure, wherever possible, that all the items used for the project come with a warranty and or paying due regard to sustainability and maintenance plans;
17. Before the end of the project, the team shall engage in a consultative exercise which should seek to identify the best way to sustainably provide water for the people of Sika; such recommendation(s) shall be put to the people of Sika- via any means possible, including a village meeting to be called by the Alkalo of Sika- for consideration, scrutiny, and or adjustments before it is approved by the people of Sika as a bylaw, which guides and protects the usage/consumption of water in Sika;
18. The team should seek to make a case to the leadership of the Water Committee to consider co-opting team members of this project or any other individual(s) who could enhance the operational efficacy of the Water Committee;