

W.11013/05/2010-WQ
Government of India
Ministry of Rural Development
Department of Drinking Water & Sanitation

9th Floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi -110003.
Dated: 30th September, 2010.

To

Subject: - Induction Training Programme for the functionaries of BRCs – reg.

Sir,

In continuation of the decision taken in the meeting of WSSO State Directors and CCDU State Co-ordinators on WSSO, DWSM, BRC matters held on 29th September, 2010 under the Chairmanship of Secretary, DW&S at Unnati Conference Hall, Krishi Bhawan, New Delhi, a copy of the proposed four week induction training (course) for BRC Functionaries i.e. Block coordinators and Cluster Coordinators is enclosed herewith. The same is also available on the Department's website www.ddws.nic.in

Yours faithfully,


(S.K. Verma)

Under Secretary to the Government of India

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Copy to:-s

1. Chief Engineers in charge of RWS/TSC (All States)
2. Co-ordinators of WSSO, DWSM, BRC, CCUD (All States).
3. Sr.PPS to Secy(DW&S)/PS to JS(Water)/PS to JS(TSC)/Dir.(CRSP)/Director(W)
4. Tech.Director (NIC) for hosting on the Department's website www.ddws.nic.in
5. Guard File.

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Block Resource Centre for NRDWP and TSC				
4 weeks induction training (Residential) for BRC Functionaries on NRDWP and TSC				
Participants: Block Coordinators and Cluster Coordinators				
S. No	Time	Activity/Topic	Methodology	Responsibility and Remarks
Part A: Capacity building of participants on basic skills i.e. motivation, leadership, communication and social mobilisation techniques (PRA)				
Day 1				
1	9000-1000	Registration	Self, organiser to support	Organiser
2	1000-1100	Formal Inauguration followed by high tea	Address by important guest followed by inaugural address of the Chief Guest	Organiser and Participants Zila Parishad Presidents, CEO and DC to be invited.
3	1100-1330	Setting the pace: Consensus on the Objective of the Workshop	Expectation and fears, listing individual priority based on experience to arrive at the entry behaviour of the participants.	Organiser and resource persons to use adequate and appropriate tools.
4	1330-1430	Lunch		
5	1430-1700	Deliberating on the agenda for the training and modifications, if required.	Arriving at a consensus, pasting overall objective on the wall of workshop and listing specific objectives with scheduled timeline	Resource Persons involved in IEC & HRD activities
DAY 2				
1	0900-1300	Understanding Community dynamics: What is community, how community groups are formed, role of culture, values and beliefs in community decisions, community expectations, involving CBOs in development process.	Presentation followed by group work and role play	Resource person to use examples of real villages

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2	1400-1800	Role of community in Development sector, improvement in quality of life, managing village water supply and sanitation programmes : Panchayati Raj Institutional: Structure, role and responsibility.	Presentation followed by group work and role play	Resource person to relate community with Panchayats
Day 3				
1	0900-1300	What is motivation, principle of motivation, steps in process of motivation, various ways to motivate self and others. Games: Motivational games	Presentation followed by group work and role play . Participants to play motivational games and learn motivational songs	Resource persons to clearly define the difference between motivation and awareness generation. Resource person to select games prior to workshop.
2	1400-1800	Leadership: role of leadership in development process, quality of Trainers, facilitation skills, what to do and what not to do, participatory training methods; Communication: Body language, means of communication, Dissemination technique, how the message reaches community and how it is changed, need for focussed message	Facilitation skills, games and presentation; Communication games and presentation, group work	Resource person to decide and prepare games prior to session
DAY 4				
1	0900-1300	What is IEC, what are IEC interventions (Print, audio, Video etc), difference between IEC and social mobilisation techniques, inter personal communication	Display of various IEC material	Organiser to collect all relevant IEC material and give a set to participants
2	1400-1800	What is social mobilisation, how to involve community for taking action on social issues, what prompt community to adopt Behavioural change, Steps of and Various ways of social mobilisation, Behavioural Change Communication-Six Steps to induce BCC	Presentation and group work	participants to understand the difference between stand alone IEC and behavioural change communication techniques

Day 5

1	0900-1800	What is (Participatory Rural Appraisal/ Participatory learning and action) PRA/PLA./Community led approaches. Steps of PRA/PLA. Various components of PRA/PLA: Social mapping, transect walk, force field analysis, focus group meeting, Venn diagramming, Trend analysis etc. Gender issues and developing understanding on gender. Community Participation	Presentation Group discussion & role play Experience sharing	Organiser to arrange material needed for PRA/PLA process. Resource person to give list of material needed to organiser, a group of resource persons to facilitate this session
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Part B: After above inputs, the Participants will be given a detailed understanding of the water and sanitation issues and will relate these issues with national flag ship programmes i.e. National Rural Drinking Water Programme (NRDWP) and Total Sanitation Campaign (TSC)

Day 6

1	0900-1800	What, Why,How and for whom Sanitation. Components of Sanitation, Relation of sanitation with health & nutrition.Vicious Cycle of poverty, Generating demand for sanitation and ensuring immediate supply to meet the demand with quality, Total Sanitation Campaign, The component of TSC, Financial and administrative norms, institutional arrangement, Role of DWSCs . Indetifying gaps in sanitation with in village especially solid and liquid Waste disposal.	Presentation, Group work and role play	Flex sheets on component of sanitation
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Day 7

1	0900-1800	Introduction to Nirmal Gram Puraskar, What is NGP ?, Need for NGP with respect to health,NGP criteria,NGP guideline 2010 and related issues. Incentives under NGP, surveying for NGP, Sustaining NGP,Case study & best practices	Presentation & Discussion	NGP awardee GP presidents,NGOs are to be invited.
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Day 8				
1	0900-1800	<p>Why is community leadership of TSC important? How to motivate GPs to become NGPs by incentivising community.</p> <p>Various technological options for : Toilets (Leach pit, dry toilets, eco sanitation, Septic tank) various types of superstructures, schools and AWC toilets. Solid Waste Management: What is solid waste, types, origin, its management, system for collection and disposal, primary- secondary and tertiary treatment. Liquid Waste management: What is liquid waste, types, origin, its management, system for collection and disposal, primary- secondary and tertiary treatment and reuse</p>	Presentation and model of toilets	NGP awardee,GP presidents,NGOs are to be invited Use of flex sheets for various options for toilets, liquid and solid waste disposal.
Day 9-10 Field visit				
	Day 9 and 10	Doing PRA/PLA in the field: Social mapping, transect walk, force field analysis, focus group meeting, Venn diagramming, Trend analysis etc. Gender issues and developing understanding on gender. Sample base line to determine the present status of water and sanitation in the village	Field work. Community meeting to share the finding of PRA/PLA with respect to status of Sanitation (one day) and Water (one day)	Participants and community,NGOs,Village leaders
	Day 11	Generating demand for sanitation: igniting and triggering community	Community led techniques to be follow	Participants and community
	Day 12	Getting sanitation supply in place to meet the demand and construction process of toilets initiated	To identify local mason and supply vendors, disseminate leach pit toilet technology, link the supply with PRI	Participants and community

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Day 13				
1	0900-1800	Water: Water availability on earth, water cycle, Percentage of water available for human use, status of ground water and surface water. Water Production: Rain water. Use of Water: agricultural, Industrial, drinking and other. Percentage of water available versus drinking water requirement. Why problem in drinking water availability, water quantity versus water quality. Increase in use of water with improved quality of life, Role of government and community in managing drinking water issue, water as commodity	Participants to self examine the water issue and facilitation by resource persons	Resource person
Day 14				
1	0900-1800	Why community involvement necessary for managing drinking water schemes in villages, role of PRIs, water tariff, equitable water distribution. What is Govt policy, Concept of NRDWP, Component of NRDWP, water security, need for developing Village water security Plan with community ownership, dovetailing with other development schemes, issues of operation and maintenance of water supply schemes and ways for source sustainability	Interactive discussions with presentation	Resource person
Day 15				
1	0900-1300	Role of PRIs and PHED for managing water supply inside village, formation of Village water and sanitation Committee, process of development of village water security plan, need for capacity building of PRIs and VWSCs. Use of PRA/PLA technique for developing village water security plan	Format for Village water security plan to be discussed	Resource person
2	1400-1800	What is water quality, parameters of water quality, Chemical and bacteriological contamination, various types of chemical contamination and its effect on health and ways to arrest contaminants. Impact of bacteriological contamination on health. Various field based water quality testing techniques. Water sampling	Use of field testing kit and its demonstration	Resource person

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Day 16				
1	0900-1800	Developing design of rural drinking water supply system taking care of source sustainability, technical planning, estimates, design features, calculating demand and relation with production, O&M methods. Incorporating Rain water as an important component for drinking water management. various types of rain water harvesting mechanisms	Rain water and its importance for rural drinking water security is to be established	Resource persons
Day 17				
1	0900-1300	Impact of improper sanitation, water quality and hygiene on health. Sanitation and Water related disease , water borne diseases, Relation of these disease with IMR and MMR. Impact of diarrhoea on children , how sanitation affects nutritional status of child	facts and figures are to be discussed	Resource persons
2	1400-1600	Principles of community health: issues and concept, adopting better health & hygiene behaviour. Epidemics - Causes, symptoms, prevention and control protocols, types of epidemics, outbreak, intensity and implication on community health vis a vis socio-economic status	Case history of epidemics to be shared	Resource persons
3	1600-1800	Convergence with other National Programs like NRHM,SSA and ICDS etc	Interactive discussions with presentation	Resources persons from other programmes
Day 18				
1		Preparing for field visit and reaching destination in the evening	Organiser to perform following functions: - Dividing participants in several groups - (per group 7-8 participants) - Select separate village for each group - Develop day wise schedule for field trip - Field kit consisting of all relevant material for each group - logistic arrangement for the participants etc	A group of resource persons to accompany participants (per group one resourceperson): The material needed are: Base line formats, Stationary, bag, material for PLA, Village Water security plan formats, field testing kit for water quality, torch etc

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Day 19 to 21 field visit				
	Day 19 and 20	Developing Village level water security plan as per the format of NRDWP involving PRIs	Various water supply options with capital and O&M cost to be given to community and community to select one, VWSC is to be formed and its role of responsibility clearly defined and understood by community. Water tarriff and O&M issues discussed.	Participants and community
	Day 21	Organising Gram Sabha and community to take decisions and action	Gram Sabha to ratify plan and submit to Block/PHED	PHED and ZP officials available in village
Day 22 to 28: Presentations and summing up , learning accounts and reporting and monitoring process, developing 2 day VWSC training module				
	Day 22 to 23	Presentation on field visits by individual groups	To list out learnings, successes, constraints and final out come	Interaction among all
Day 24				
	1 0900-1300	Accounting procedure, book keeping and administrative structure, fund flow of TSC and NRDWP	As per the government rules and norms	Presentation by resource person
	2 1400-1800	Management Information System, basic computer skill on application, various govt and programme web sites and introducing formats to participants	As per the government programme	
Day 25				
	1 0900-1300	Based on the training , Group work by the participants to list out roles and responsibility of block and cluster coordinators	Group work to arrive at consensus on role and responsibility of BC and CC.	
	2 1400-1800	Defining actual role and responsibilty of BC and CC with reporting and monitoring mechanism	Presentation and interaction	
Day 26 and 27: Briefing on two days training module with content for G.P & VWSC members which these participants will eventually impart: Group work and presentation and finalising the module based on local conditions. Development of action plan for VWSC training in their respective regions				
Day 28: Feedback from participants ,Valedictory, certificate distribution and thanks				