COMMUNITY PROFESSIONALS FOR CONVERGENCE

[Community Professionals for Convergence are the internal resources of a state responsible for convergence of Panchayati Raj Institutions and Community Based Organisations]

December 2017

FACILITATORS MANUAL

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Government of India

Kudumbashree
Kerala State Poverty Eradication Mission
Government of Kerala

Kudumbashree-National Resource Organization

COMMUNITY PROFESSIONALS FOR CONVERGENCE

FACILITATORS MANUAL

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MESSAGE

January 8, 2018

The DAY-NRLM aims to reach out to all poor households in the country and link them to sustainable livelihoods opportunities by forming and nurturing institutions of people at various levels so that they are able to come out poverty in a sustainable manner. This also underpins the belief that the poor have innate capabilities to graduate out of poverty. Towards this, NRLM has already put in place a dedicated structure at various levels to help the poor build their institutions. These institutions are expected to provide services to their members – savings, credit, livelihoods support and accessing rights and entitlements. In addition to this, NRLM focuses on developing strong community cadres trained in various thematic areas for supporting women in SHGs through their own institutions on a sustainable basis.

NRLM's credible gains also lie in extending facilitation support to get the poor out of poverty and achieve increased access to their rights, entitlements and public services. This is measured in the continued capacities of institutions of poor to grow and mature by accessing their rights and entitlements. Promoting convergence through building capacities of community institutions/CBOs to effectively coordinate with PRIs and line departments for accessing public services and social security benefits is one of the key strategies of NRLM for addressing poverty.

This ministry is implementing 'Mission Antyodaya – Poverty Free Gram Panchayats by 2022' where 50000 GPs will be developed as poverty free through systematic convergent actions. In this regard, coordination with various Missions/Schemes like NRLM, MGNREGS, Swachh Bharat, National Health Mission, ICDS, NSAP, PMAY -G, NSAP, etc would form the focus of convergence at GP level. For achieving the goals of Mission Antyodaya, the dedicated community cadres and community level professionals promoted under NRLM have an essential role to play.

It is a pleasure to understand that Kudumbashree NRO through its PRI-CBO Convergence project in the partner states under NRLM has already built strong community cadres on convergence equipped with knowledge about various schemes and Governance and experience of working with the Gram Panchayat institutions. It is interesting to know that Kudumbashree NRO has developed a training manual for building further skills and capabilities of community cadres before placing them as Community Professionals for Convergence. The services of these community professionals for convergence may be utilized for universalizing the convergence projects and Mission Antyodaya implementation.

I am sure that this training module for training of community professionals for convergence will be of immense use for SRLMs and other development partners for implementing convergence projects and successful implementation of Mission Antyodaya.
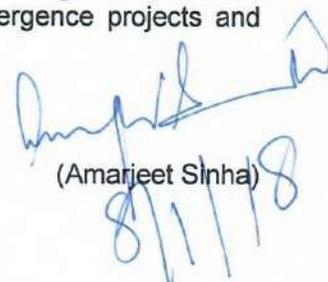
(Amarjeet Sinha)
8/1/18

FOREWORD

DAY-NRLM is aiming to mobilize 8 crore poor households in the country as a strategy for addressing poverty. As part of it, DAY-NRLM is building the federations of these SHGs as institutions of poor and providing them capacity building, financial support and other technical support for finding livelihoods including credit services through financial institutions in the country. While addressing poverty in villages, role of Gram Panchayats is very crucial because the Gram Panchayat Development Plan as part of 14th Finance commission's grant to GPs has a great role in addressing many of the service related demands in rural India. In this juncture the convergence between GPs and DAY-NRLM's Community Based Organizations will bring added values for accessing rights, entitlements and services availed through GPs and line departments.

DAY-NRLM uses Self Help Groups (SHGs) and its federated institutional platforms to promote participatory governance, enhance livelihood opportunities and accessing schemes and entitlements meant for them. The SHG network is responsible for actively participating in Gram Sabha meeting and placing before it their genuine demands. The institutional platforms provide support to the Gram Panchayat in their developmental initiatives and motivate the community to be partners in implementation, monitoring and review of progress made.

The PRI-CBO Convergence pilot projects in various States have been working towards evolving a symbiotic relationship between them. To accelerate the pace of convergence, DAY-NRLM attempted to create a pool of well trained women cadre called "Local Resource Groups" (LRG). The members of the LRG are people from the community who are mostly members of SHGs and are trained over a period of few years to make CBO-PRI Convergence possible. In the field, Kudumbashree NRO with the support of SRLMs developed capacity building modules which focus on transfer of knowledge and skills through on-site mentoring and handholding to the LRGs for making them internal mentors for scaling up the project. Approximately 2100 LRG cadre is available to NRLM across different States to evolve strong and result-oriented partnerships.

Members of the LRG, could be selected for creating specialist "Community Cadre" called "Community Convergence Professionals (CCP)". These professionals could be deployed with matured CLFs for guiding and supporting the States for effective PRI-CBO Convergence and especially under Mission Antyodaya programme where Ministry has initiated to make 50000 GPs poverty free. At this juncture, it is important that the professionals be trained rigorously so that they enhance their skill sets to take on the challenging work. For this purpose, a training manual has been prepared to achieve the desired results. The training manual is designed to equip the Community Professionals for Convergence with the right mix of knowledge and skills to effect convergence especially PRI-BO Convergence for faster poverty reduction.

This training "Manual" is placed before Master Trainers, academicians and policy makers for use. I will be happy to receive your comments and suggestions based on your empirical use for improvement.

Wishing you the very best,
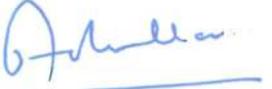
(Atal Dulloo)
Joint Secretary

S. Harikishore IAS
Executive Director, Kudumbashree

Preface

PRI-CBO Convergence Project attempts to bring together two institutional systems that share many common objectives between them. Panchayati Raj Institutions (PRIs) are local governments with the constitutionally mandated objective of poverty eradication. The women's community based organisation (CBO), promoted across States by the National Rural Livelihoods Mission (NRLM) are vehicles for addressing rural poverty. These institutional systems working together can lead to transformation in the state of the rural poor. It is this collaboration and partnership that the PRI-CBO Convergence project attempts to build.

Forming Local Resource Groups (LRGs) from the local communities, training them, and deploying them have been central to the PRI-CBO Convergence strategy. LRGs play the crucial role of facilitating community processes for convergence between the PRIs and women's community network. They do this by facilitating knowledge and information transaction across the stakeholder groups, which include the PRIs, the functionaries of PRIs and government, and the Self Help Groups. They provide the critical support for SHG members to see themselves as citizens with rights and entitlements on the one hand while working through the SHGs and their federations on the other.

While it is the Mentors from the Kudumbashree network who train LRGs and support them to implement the programme, the best among the LRG members were selected and deployed for scaling up of the project. In such cases, these LRG members play the role that the Kudumbashree Mentors handle in the early phases of the project. For further scaling up, these LRG members are to be trained as Community Professionals for Convergence (CPC). This training manual will be used for training the CPCs.

While CPCs can enable the scaling up of the project to new areas, being from the local communities, they can also contribute to the sustainability of the changes caused by the project. CPCs will be trained in understanding social systems, analysing vulnerabilities, and bridging information and knowledge gaps for the effective engagement of communities in local governance. CPCs have the additional advantage of having familiarised with and worked with the institutional systems for over three years. I am sure this manual will help the CPCs in acquiring the skills that they are expected to develop. Kudumbashree NRO's experience in the pilot implementation of the PRI-CBO Convergence project across eight States has contributed to the development of the manual.

I take this opportunity to thank Shri Atal Dulloo, Joint Secretary and Mission Director, National Rural Livelihoods Mission, the members of the National Mission Management Unit, and State Rural Livelihoods Missions for their support in preparing this document. I wish this manual will be of use to SRLMs development practitioners and government functionaries in scaling up the concept to multiple areas.

S. Harikishore IAS

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COMMUNITY PROFESSIONALS FOR CONVERGENCE
INTRODUCTION

What is convergence?

Convergence is the alignment of resources, objectives and expertise by diverse stakeholders with overlapping interests to achieve common goals. Convergence focuses on inclusivity, empowering the poorest of poor, gender equality, people's participation, partnering with local governments and the Government at all levels. It strives to address economic, social, and environmental challenges.

The convergence approach has a special significance in addressing development challenges as it is brought about through cooperation between a wide range of actors such as elected representatives, government departments, community networks and civil society organisations, among others. It can play a pivotal role in building capacities of local communities, fostering collaboration between people and administrations, deepening public participation of marginalised groups and correcting information asymmetries.

PRI-CBO Convergence Project

Kerala's flagship poverty eradication and women empowerment programme – Kudumbashree was governed by this philosophy as it promoted the coming together of Panchayati Raj Institutions (PRIs) and Community Based Organisations (CBOs) for larger good.

> The PRI-CBO Convergence approach rests on the premise that if institutions of the poor such as CBOs and PRIs work in collaboration for the development of the village, livelihood and social security of the vulnerable and poor can be significantly enhanced.

The model -- '**PRI-CBO Convergence Project'** has been piloted in eight states in India, together with the State Rural Livelihood Missions. Kudumbashree also has an experience of social mobilisation and institutional building in two states and an Union Territory of India.
To ensure these outcomes, elected representatives were given periodic trainings on local governance and programmes for poverty alleviation for activating and strengthening the institution of Panchayati Raj. The capacities of the CBO network were also built to go beyond their regular thrift and credit activities and engage actively in the local development of the village. They were provided periodic trainings on local governance, entitlements, institution building, and micro planning.

Across Partner States for instance, women began demanding and accessing their rights and entitlements in Gram Sabhas and negotiating with Gram Panchayats. Village Organisations (VO) have taken initiatives to plan and organise campaigns based on local needs such as health camps in Assam and Odisha, awareness campaigns for prohibition in Karnataka, and financial inclusion camps in Jharkhand. The strive for economic prosperity is also evident from the efforts that the women have shown in organising local markets in Rajasthan and Maharashtra.

This was made possible through the efforts of active individuals from the villages, known as Local Resource Groups (LRGs), who served as a crucial link between the institutions of PRI, line departments and the CBO.

PRI-CBO Convergence aims at building the capabilities of the SHG network to work along with Gram Panchayats in order to make qualitative improvements in their standard of living by increasing access to their due rights and entitlements and by effectively intervening in the local democratic governance processes. The Convergence project acquires great significance considering the extent

- *Make qualitative improvements in standard of living*
- *Effectively intervene in the local democratic governance processes*

of deprivation existing in the rural areas of the country; the general lack of awareness amongst the rights holders on various Government schemes and programmes and means of achieving it; besides the lack of awareness on the roles and responsibilities of the implementers.

PRI-CBO Convergence – Project Ladder

| |
|---|
| Creation of Internal Mentors |
| Formation of GPCC |
| Integration of GP2RP with GPDP |
| Poverty Eradication Plan of CBOs (GP2RP) |
| Gram Sabha Mobilisation for Entitlement Access |
| Participatory Assessment (PAE) & Entitlement Access Plan (EAP) |
| Capacity Building of CBOs & LRGs |
| Capacity Building of LRGs |
| Creation of Community Cadre (LRGs) |
| Orientation of SRLM |
| Scoping Analysis |

Community Professionals for Convergence

The Convergence Project was initiated in the pilot locations through LRGs selected based on their skill sets, aptitude, and ability to relate their life experiences in their engagements with the different stakeholders. In most cases, the LRGs either were members, or related to the Self Help Group (SHG) network. Over the years, the LRGs have benefited from a series of theoretical and practical trainings, enhancing their skills and outlook towards local development. They have received constant handholding support of Mentor Resource Persons from Kerala affiliated to Kudumbashree.

The LRGs now have the capability to move on to the next phase and expand the project to other parts of the state. The cadre is well acquainted with the local situation, development issues and the dynamics of the locality. This group can be given further trainings, and designated as Community Professionals for Convergence.

> Community Professionals for Convergence will be the internal resources of the State who will take the work of PRI-CBO Convergence forward in non-pilot locations.

Drawing from their experiences of working in pilot locations, the Community Professionals for Convergence (CPC) can carry out various activities, from LRG selection and orientation, to providing technical assistance in integrating community demand plan with the Gram Panchayat (GP) plan.

This is not a part of the training manual; for facilitator's reference only
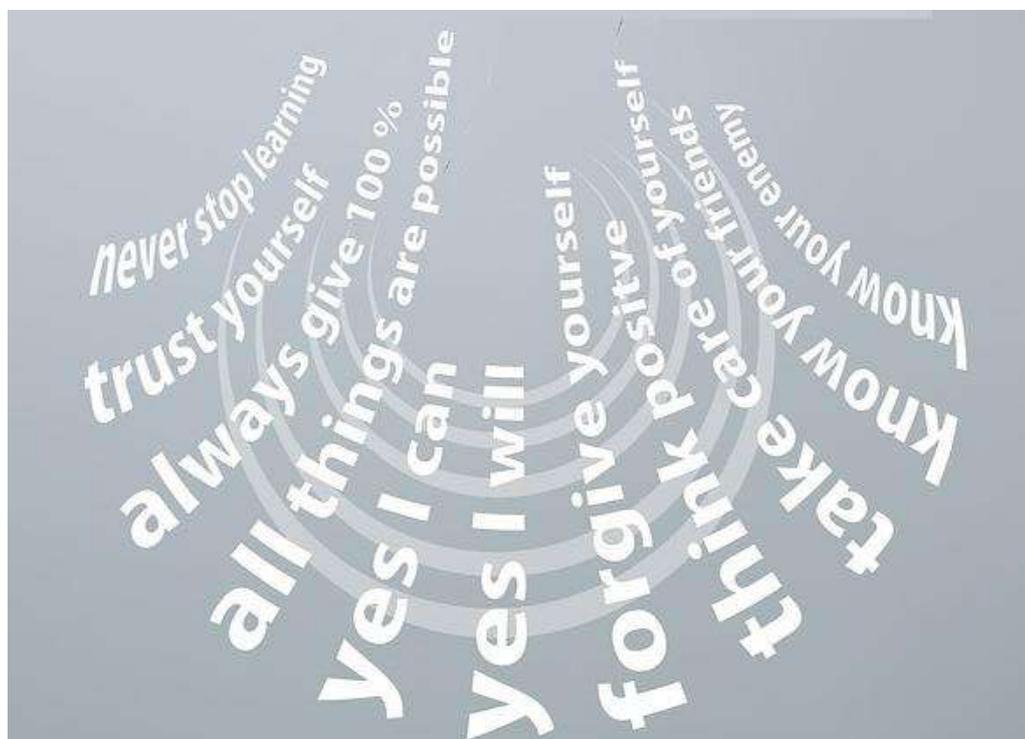
Convergence Community Professionals – Tasks/Roles

Provide handholding support to the SHGs and federations in its functioning

Build relationships with PRI, line departments and CBO

Support SHGs in addressing socio-economic backwardness and creating a movement for change

Provide timely advice, training and monitor the work of LRGs
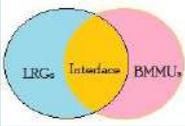
Be an interface between LRGs and BMMUs

Provide knowledge, inputs to LRGs and lead trainings on project activities/schemes

Conduct monthly reviews with LRGs and collect reports

Share reports with BMMUs

Share activity calendar

Documentation of all ongoing activities

Report challenges in the field to mentors

Identify innovative activities

Attend meetings and trainings called for by SRLM

Ensure equality between LRGs and CPCs

Using this Capacity Building/Training Manual

Targeted at training Convergence Community Professionals who will anchor this intervention in the field, this Manual has seven chapters. It deals with various capability building facets of CPCs with the objective of enhancing their knowledge and skill sets. Classroom sessions are interspersed with activities and technical sessions. The training is spread over 28 days - 18 days for theory sessions and 10 days for practical sessions.
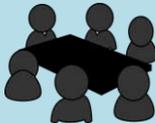
Facilitators, as a standard practice, can begin a day with an interactive recap of previous day's learning. They may encourage participants to raise their doubts during the time allotted for Q&A.

Chapter 1 gives an overview of various dimensions of poverty in India. It provides a nuanced understanding about the gaps in implementation of various poverty alleviation schemes and programmes. The sessions will also look at the opportunity and role of the CPCs in addressing these

Chapter 2 of the training manual focuses on the SHG movement in India, the DAY-NRLM model and its components. It delves into the importance and power of collectives.

Chapter 3 explores institutions of local government institutions and builds the capacities of the CPCs about the relevance of these institutions.

Chapter 4 looks into various Centrally Sponsored Schemes and introduces the participants to the scope of Panchayats, line departments and SHG network in planning and implementing these schemes for improved public service delivery.

Chapter 5 delves into the role of PRI and CBO in local development and provides an understanding on the importance of working together, and the platforms that need to be set up for enabling convergence.

Chapter 6 goes into the concept of a Local Resource Group, their identification, selection and orientation.

Chapter 7 is aimed at introducing the CPCs to the various tools that are envisaged in the Convergence project and are meant for building the capacities of the CBOs and LRGs.

The chapters have been arranged to give a systematic and logical understanding of the subject matter. As such, facilitators are advised to conduct trainings in the order followed in this manual.

Facilitators are advised to peruse the Self-Assessment Form contained in this Manual

Chapter One

POVERTY ALLEVIATION AND THE NEED FOR CONVERGENCE

Post Training
Activity

Evaluation
Activity
45 minutes

Facilitator's
Presentation 2
15 minutes

Activity 2
Identification
of Gaps
80 minutes

Facilitator's
Presentation 1
15 minutes

Activity 1
Poverty
Parameters
60 minutes

Chapter One: POVERTY ALLEVIATION AND THE NEED FOR CONVERGENCE

Chapter Storyboard:
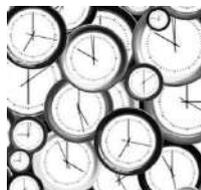
DURATION
One Day

OBJECTIVE/S
To build a perspective on Poverty in India

METHODOLOGY
Group Discussion | Chart Preparation

MATERIALS REQUIRED
Laptop | Projector | Whiteboard |
Chart Paper | Sketch Pens

TRAINING SESSIONS
Activity-led interactive sessions

EVALUATION ACTIVITY
Participants summarise their learning

POST TRAINING ACTIVITY
Preparing a Deprivation Index of 10 families

Facilitator's Topic Brief

Poverty is a deep-rooted problem in India. The poor lack even the basic essentials of life, endangering their health and productivity in the process. This in turn affects the health and productivity of the state and the country at large.

What is the extent of poverty in India? What are its contributing factors? How can the Community Professionals for Convergence intervene to address poverty in the state and the country?

This is your opportunity to address poverty by equipping and building the capacities of Community Professionals who will intervene in the field.

Come, let's get going …

Preparatory activities

≈ Updated knowledge of current poverty alleviation schemes and programmes implemented by the respective State Governments and the Government of India.

≈ Presentations for concluding each session

Space for Margin Notes

√√ Check your preparedness		
Understanding of the topic	Yes	No
Clarity on methodology	Yes	No
Required materials ready	Yes	No
Knowledge of Government schemes/ programmes	Yes	No
Presentations ready	Yes	No

★ ★ ★

At the end of this chapter, participants should be able to understand -

- Multi-dimensionality of poverty in India
- Provisions and gaps existing in addressing poverty
- Need for community network in addressing poverty

★ ★ ★

Training Sessions

Activity One:
Poverty Parameters – 60 minutes

Group Discussion – 20 minutes
Presentation – 5 minutes per group
Wrap Up – 10 minutes

Activity Brief

The activity here is to encourage the participants to understand the various parameters of poverty through group discussion and group presentation.

Group Discussion

- The participants have to form groups of five-six members.

- Each group has to be provided with sufficient chart paper and sketch pens to record the "parameters to identify the poor" for subsequent presentation.

- Group members will have to discuss amongst themselves and arrive at the parameters to identify the poor.

- Groups can, based on their experience of working in the field, discuss the various classifications they will use to identify the poor.

Some Pointers

Facilitator can observe the progress of discussions of each group

Useful hints such as, "What picture comes to your mind when one says the word poor" may be given to stimulate discussions

Members who are not contributing to the discussions may be encouraged to participate

Care must be taken to see that all groups are fruitfully using the discussion time

Last, but not the least, do not forget the running clock!

Group Presentations

All participating groups make their presentations using the points identified during the discussions, and documented in chart paper.

Each group gets **5 minutes** to have their say!

Once the groups have made their presentations, the facilitator shall summarise all presentations and bring out the multidimensionality of poverty. The facilitator can draw from the parameters that the group members have arrived at to identify the poor.

It is important that participants be made to understand that. Using the vulnerabilities/issues identified by the groups, the facilitator has to drive home the fact that poverty is the coming together of many facets. It is not caused by one single parameter; rather multiple parameters contribute to poverty.

Thought points

ö It shall be worthwhile to note down salient points made by groups for use in the summary presentations

ö Include/highlight at least one point made by each of the participating groups

ö Be lavish with encouragement and appreciation

ö SMILE ☺☺

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Facilitator's Presentation – 15 minutes

India has a population of 1.311 billion as per the Socio Economic Caste Census (SECC), 2011, of which 73.41% live in about 638,000 villages in India. As per the estimates of the Planning Commission, Government of India, 29.5 % of the population in India lives below the poverty line.

Factors of deprivation used in SECC 2011

- Households having only one room with *kaccha* walls and *kaccha* roof
- No adult members between the ages of 16 and 59
- Female-headed households with no adult male member between the ages of 16 and 59
- Households with disabled members and no able bodied adult member
- SC/ST Household
- Households with no literate adult member above 25 years

Constitutional Provisions for Protection

The Constitution of India guarantees protection for all sections of the population:

Article 41 of the Directive Principles says, "The State shall, within the limits of its economic capacity and development, make effective provision for securing the right to work, to education and to public assistance in cases of unemployment, old age, sickness and disablement, and in other cases of undeserved want"

Article 42 states that the State shall make provisions for securing just and humane conditions of work and for maternity benefits

The Government of India in keeping with these constitutional provisions has designed various schemes and programmes to address these vulnerabilities.

Government of India - Budget Allocation 2017-18 – Poverty Alleviation Schemes and Programmes	
Scheme	**Budget allocation (2017-18) in crores**
MGNREGS	48,000
SBM	16248
PMGSY	19000
NSAP	9500
Mid-Day Meal	10000
PMAY	29043
Tribal Development	5,329
National Rural Drinking	6650

Source: Union Budget 2017-18

Inspite of all the programmes and funding, the situation of the poor remains grim in the country, as these numbers tell us

- Close to 30% rural households are landless and are engaged in manual casual labour for bread winning (Ministry of Rural Development , SECC report 2011.)

- Thirteen per cent live in one-room huts (with *kaccha* walls or roof) and 22% of them are from SC/ST category (Ministry of Rural Development , SECC report 2011)

- More than half (56%) of the rural households in India are landless (Ministry of Rural Development , SECC report 2011.)

- Thirty six per cent of the rural people are illiterate in India (it was 32% in 2011 census). Of the remaining 64% literate, around 20% have not completed primary school (Ministry of Rural Development , SECC report 2011.)
- Thirty five per cent of urban Indian households qualify as poor (Ministry of Rural Development , SECC report 2011.)
- Around 1.80 lakh households are still engaged in manual scavenging for livelihood (Ministry of Rural Development , SECC report 2011.)
- Forty infants die in every 1000 deliveries in India (Registrar General of India. Sample registration System (SRS) Statistical Report 2013.)
- Seventy five per cent of rural India survives on less than Rs 33 per day (National Sample Survey Organisation Consumption Survey 2015.)
- One hundred and sixty one (167) women die in every one lakh births (NITI Aayog 2011-13,Sample Registration system)
- Forty nine per cent of Indians do not have *pucca* shelter (National Sample Survey Organisation. National Sample Survey on Housing 2004.)
- Seventy per cent of Indians do not have access to *pucca* toilets (National Sample Survey Organisation. National Sample Survey on Housing 2004.)
- Diarrhoea is the second leading cause of death in children under five years, killing an estimated 321 children every day in 2015, according to a May 2017 fact sheet by the World Health Organisation (WHO).

Central and state governments have no dearth of schemes for addressing various vulnerabilities and deprivations. Not only are huge amounts of money being pumped into these schemes, there is also no dearth of manpower for implementing them. There is something lacking, however, in the way these programmes are implemented.

Activity Two:
Identification of Gaps – 80 minutes

Activity Brief

There are many schemes to address and redress poverty both at the state and national level. Yet, the situation continues to be discouraging. What is the missing link and what are the gaps.

This activity aims at helping participants understand and decode the gaps. The participants will have come up with the reasons for less coverage of the schemes and the ways and means by which they can be addressed.

> **Group Discussion 1 – 20 minutes**
>
> **Presentation – 5 minutes per group**
>
> **Group Discussion 1 – 20 minutes**
>
> **Wrap Up – 20 minutes**

The methodology is group discussion and presentation.

Group Discussion

- Participants have to be divided again into groups of 5-6 members.

- Each group has to be provided with sufficient writing material to record their thoughts for subsequent presentation.

- Through discussions, groups will have to come out with the gaps and missing links in the implementation of poverty alleviation schemes.

Some Pointers
Facilitator can observe the progress of discussions by each group

Prompt discussions by posing questions such as, "What are the issues that the poor have in accessing schemes?" and "What are the measures needed for remedying these issues and gaps?"

Members who are not contributing to the discussions may be encouraged to participate

Care must be taken to see that all groups are fruitfully using the discussion time

Keep track of time!

Group Presentations

All participating groups make their presentations using the points identified during the discussions.

Each group gets **5 minutes** to have their say!

Discussion

- While the groups make their presentation, the facilitator can write down the key points on the whiteboard

- This discussion time can be productively used to bring out the main gaps in the implementation of schemes

- At the close of discussions, a list with at least these points ⇩ should be generated

- In case some points have been missed out, the facilitator may add them

- Information gap about the schemes
- Ignorance about whom to approach
- Favouritism
- Nepotism
- Non-responsive officials
- Geographical distance
- Lack of documents

Facilitator's Presentation – 15 minutes

Poverty has many faces and facets. A person will be considered poor based on his deprivations of caste, employment, education, shelter, access to basic services, social support mechanisms, geographic location etc. The first group presentation was to make the participants understand the multi dimensionality of poverty and the parameters that the Government uses to measure it.

In an effort to improve the living conditions of the poor, the Government has introduced various schemes and programmes to address the various deprivations and reduce vulnerabilities. The Government is spending a lot of money on welfare programmes. There is no dearth of schemes/programmes, human resource or money.

- *Schemes galore*
- *Community role missing in implementation*
- *Actual beneficiaries unaware of schemes*

Most of the schemes introduced by the Government in last few years have an implementation architecture that gives a large role to the community. Unfortunately, in many places this does not happen. The community or the actual beneficiaries are unaware of the schemes, its components and the ways and means of accessing it. Often, the beneficiaries will have to be satisfied with whatever explanations the officials have to give for delay or exclusion from any scheme/s.

How do we address this gap? It is in filling these gaps that the **Community Professionals for Convergence** can make effective interventions and have a major role to play.

The facilitator should refer the presentations made by the participant, and arrive at the following conclusions. This will establish the role that the DAY-NRLM community network can play in implementing the schemes.

This is not a part of the training manual; for facilitator's reference only

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- There is a need for community-oriented institutional mechanisms, which will organise the poor and give leadership in helping them access these schemes

- The community institutional structure, whether they are Village Organisation or Cluster level Federation in the DAY-NRLM framework should act as a pressure group in accessing these schemes

- CBO can play an inevitable role in linking Government programmes to the community

- The inbuilt community focus given to the schemes gives much scope for the CBO leadership to play an active role in its implementation

- Community monitoring system is needed

- The community network should take up awareness building campaigns so that the rights holders are well informed of each of the schemes and the rights which are accrued to them

- There is a larger role to be played for the Gram Panchayats as the Gram Panchayats are local governments which have a direct role in implementing many of the schemes

- Considering the poor access and reach of various schemes, it is important that the community institutions work closely with the Gram Panchayats so that they are able to work together to achieve goals that are common to each other

- There should also be community-led cadres for facilitation so that they are able to act as a link between the different Panchayats, departments and community institutions

- The community institutions with the active support of the community cadre at a later stage should play the role of service delivery agency.

Evaluation Activity – 45 minutes

The participants will write out three schemes they know of and the issues that the schemes will try to address. An indicative format is given below:

	Scheme Name	Issues targeted
Scheme 1		
Scheme 2		
Scheme 3		

Post Training Activity

The CPCs have to meet 10 BPL families in their village and identify various types of deprivations that they face.

They have to prepare a deprivation index for each family and map out the role of the Village Organisation in addressing this deprivation.

Session Takeaways

✓ The role of CBOs in implementing any scheme is very crucial

✓ The CBO also should play the role of citizens collective in ensuring that the services of the Gram Panchayats and the line departments are bettered.

In the next session, we will look into the concept of Self Help Groups, its importance and relevance in local development as well as the concept of federation and its organisation.

Chapter Two

SHG AND ITS FEDERATIONS

PostTraining
Activity

Evaluation
Activity
30 minutes

Activity 4
Case Analysis
60 minutes

Activity 3
NRLM and
Federations
40 minutes
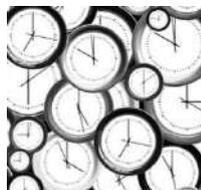
Technical
Session Two –
Federations
30 minutes

Activity 2
Familiarisation
with
Federations
15 minutes

Technical
Session One –
Concept of
SHGs
60 minutes

Activity 1
IEC Materials
Development
60 minutes

Chapter Two: SHG AND ITS FEDERATIONS

Chapter Storyboard:

DURATION
One Day

OBJECTIVE/S
≈To familiarise with the existing SHG model (DAY-NRLM model) and its evolution ≈To introduce the components of DAY-NRLM model, its structure and relevance

METHODOLOGY
Group Discussion |Technical sessions | Presentation | Short Film | Case Analysis

MATERIALS REQUIRED
Chart Paper | Projector | Case Printouts

TRAINING SESSIONS
Activity-led interactive sessions |Technical sessions

EVALUATION ACTIVITY
List functions of sub committees of Village Organisations

POST TRAINING ACTIVITY
Visit SHG and federations to understand their structure and functions

Facilitator's Topic Brief

A life of dignity is the right of every citizen. Poverty is a hindrance to a dignified life. Villages are faced with problems related to poverty, illiteracy, health care, lack of skills, unemployment etc. These problems cannot be tackled individually but can be better solved through combined efforts. This is where the relevance of Self Help Groups comes in.

SHG is a self-managed homogenous and voluntary group of 15-20 women of a neighbourhood engaged in credit and saving activities, which operates on the principle of mutuality and solidarity. It serves the purpose of providing women members' space for self-help, cooperation and collective action for social and economic development. It promotes savings, builds own funds and becomes the local financial institution to provide a range of financial services including providing credit for debt swapping and livelihoods.

Women collect thrift, save it in banks, receive easy access to loans with a low rate of interest, and start their micro unit enterprise. This is the major micro-finance activity facilitated by most of the existing models in India.

Self-employment is a significant step to have sustained incomes and remove the shackles of poverty. Programmes for self-employment of the poor have been an important component of the anti-poverty programmes implemented through Government initiatives in the rural areas of India. The earlier programmes of Government of India such as IRDP, TRYSEM, DWCRA and SGSY etc., revolved around this idea of promoting self-employment.

Self-employment is a significant step to remove women from the shackles of poverty

SHGs, the vehicle of change for the poor and the marginalised

Thanks to the successful initiation made by some developmental agencies and NGOs, the trend of institutionalisation gained momentum in rural India.

SHGs are a homogenous network engaged in credit and saving activities

The Government of India, following the successful models set up by some NGOs and the NABARD, also started its anti-poverty interventions in tandem with the SHG movement. Today these groups have become the vehicle of change for the poor and the marginalised.

SHGs provide women members' space for self-help, cooperation and a platform for collective social and economic development

Preparatory activities

≈ Short film
(https://www.youtube.com/watch?v=tuE-
P9_Dm8U)

≈ Preparations for the technical session

≈ Modules customised to cater to SRLM's
Community Operation Manual.

√√ Check your preparedness		
Understanding of the topic	Yes	No
Clarity on methodology	Yes	No
Required materials ready	Yes	No
Knowledge about SHGs	Yes	No
Presentations ready	Yes	No

Space for Margin Notes

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At the end of this chapter, participants should be able to understand -

- The concept of SHGs
- The importance of federations and women's collectives
- SHGs as pressure groups

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Training Sessions

Activity One:
IEC Materials Development – 60 minutes

This activity will help the facilitator gain an insight into the technical knowledge of the participants on SHG and its concepts

Group Discussion– 20 minutes

Presentation – 5 minutes per group

Q&A – 10 minutes

Activity Brief
This activity is aimed at helping participants understand SHGs, their structure and relevance.
The expected outcome is the generation of IEC materials on SHG and its principles.

Group Discussion

- The participants have to form groups of 5-6 members.

- Each group has to be provided with sufficient chart paper and writing material.

- Group members will have to discuss about the essential responsibilities of SHG, its role in village development, nurturing and gradation of SHGs, criteria for CIF and other funds from DAY-NRLM, etc.

- Each group has to prepare IEC material on the concept of SHG and its principles. It has to be presented before all the participants for open feedback.

Some Pointers
Facilitator can observe the progress of discussions by each group

Members who are not contributing to the discussions may be encouraged to participate

Care must be taken to see that all groups are fruitfully using the discussion time

Last, but not the least, do not forget the running clock!

Technical Session One

Q & A: Concept of SHG – 60 minutes

This session has to be facilitated based on the knowledge gap observed during the group presentations.

? **What is an SHG? What are the activities that SHGs can be involved?**

SHGs are primarily collectives of 10-20 women who come together and begin by engaging in thrift and credit activities.

The thrift saved by women is used for lending within the group during times of need. Women can treat the collective as their very own "local bank", the rules of which they can decide. SHGs can also take loans as a group; start small businesses in their group or as individual members of the group.

However, such economic activities are only one part of the lives and experiences of these women's collectives. Additionally, their engagement with the social and political aspects of the village and their role as citizens and active participants of the local governance process of their own Panchayats has much importance.

> SHGs are a network that engages in constant dialogue with governance processes and stands up for the rights of women

These collectives of women could become one of the most important components of leading the development processes of their villages/Panchayats. The women's collectives could act as drivers of accessing rights and entitlements for themselves and for the larger community in general.

The women's collectives are the strongest network in the entire Panchayat, and the source of information dissemination about all the Government schemes and programmes, ensuring their reach to every single household in their village.

The active participation of the SHG women in Gram Sabha institutionalises their position as citizens of the Panchayat, and gives them a right to plan their own development, in a manner that they think fit. Many leaders of SHGs/ federations have entered the domain of active politics, becoming ward members or Panchayat Presidents, with the support of the network of their collectives.

The SHGs are more like a social capital, a network that engages in a constant dialogue with the governance processes and a network that stands up for the rights of every woman who is part of it.

? What is the structure of a SHG?

Women of a community with special focus on the vulnerable or poorest of poor are identified through a community-driven identification process known as Participatory Identification of the Poor. These women are then collectivised in a group called SHG, which in general consists of 10 to 20 women (the number may vary depending on the SRLM). The members of group are women aged 18 years or above and represent a family.

The SHG has a General Body and Office Bearers.

General Body consists of all the members in a SHG. General Body has the power to take decisions in a SHG.

Office Bearers consists of the elected representatives from the SHG General Body. They are President, Secretary and Treasurer of the SHG (there are state variations though). Office Bearers are selected to facilitate the administrative activities of a SHG.

Note: Some SRLMs have an Executive Committee instead of Office Bearers. Some have an Executive Committee with volunteers and office bearers. As such the structure of SHG varies between State Rural Livelihood Missions and are in sync with their local needs.

? Why do we need a SHG?

- ≈ To bring women together
- ≈ To organise women into a group so that their bargaining power increases
- ≈ To remove the shackle of poverty by empowering women and the poor
- ≈ To create an alternative channel for meeting credit needs
- ≈ To address vulnerabilities
- ≈ To participate in matters of village development

- ≈ To ensure participatory democracy
- ≈ To stand up against discrimination, superstitions and social taboos
- ≈ To promote self-help and cooperation through sharing, learning and acting
- ≈ To inculcate and promote the habit of saving among the poor and use the same to meet the consumption and emergency credit needs to regulate household level cash flows

- ≈ To act as local financial institution to provide a range of financial services for the poor at their doorstep, and leverage resources from banks thereby reducing transaction costs
- ≈ To serve as a tool of empowering women
- ≈ To act as institutions for economic, social and political upliftment

? **What is the Dasasutra (10 sutras) for the proper functioning of SHGs?**

1.Regular Meetings	6.Health for all
2.Regular Savings	7.Education for all
3.Regular Internal Lending	8.Sanitation for all
4.Regular book keeping	9.Nutrition for all
5.Timely repayment	10.Gram Sabha participation

? **What is social inclusion?**

Social Inclusion is the inclusion of every household, especially the marginalised sections of the society into the safety network of the community-based organisation. To ensure that no poor family is left out of functionally effective and self-managed institutions, different strategies such as Participatory Identification of the Poor (PIP) are followed. Focus is given to vulnerable sections of the society in the inclusion process.

? **What is a special SHG?**

It is a SHG formed by the members of vulnerable households. The members include Scheduled Castes (SCs), Scheduled Tribes (STs), Primitive Tribal Groups (PTGs), single women and women headed households, Persons with Disabilities (PWDs), landless, migrant labour, isolated communities and communities living in remote, hilly and disturbed areas.

? **What are the key features of DAY-NRLM?**

Universal social mobilisation:
 To ensure that at least one member from each identified rural poor household, preferably a woman is brought under the SHG network in a time-bound manner.

Subsequently, both women and men would be organised for addressing livelihoods issues i.e. Farmers Organisations, Milk Producers' Cooperatives, Weavers Associations, etc. All these institutions are inclusive and no poor should left out.

Promotion of institutions of the poor:
Strong institutions of the poor such as SHGs and their village level and higher-level federations are necessary to provide space, voice and resources for the poor and for reducing their dependence on external agencies.

 They empower them and act as instruments of knowledge and technology dissemination, and hubs of production, collectivisation and commerce.

Training, capacity building and skill building:
To ensure that the poor are provided with the requisite skills for managing their institutions, linking up with markets, managing their existing livelihoods, enhancing their credit absorption capacity and credit worthiness, etc.

A multi-pronged approach is envisaged for continuous capacity building of the targeted families, SHGs, their federations, government functionaries, bankers, NGOs and other key stakeholders.

Revolving fund and capital subsidy:
Revolving fund would be provided to the SHGs (where more than 70% members are from BPL households) as an incentive to inculcate the habit of thrift, and accumulate their own funds towards meeting their immediate, short-run consumption and long-run credit needs.

Subsidy would be a corpus used for meeting the members' credit needs directly and as catalytic capital for leveraging repeat bank finance. Capital subsidy fund would be given directly to the SHGs or would be routed to the SHGs through federations, wherever the SHGs desire such an arrangement.

Universal financial inclusion:
This is to achieve universal financial inclusion, beyond basic banking services to all the poor households, SHGs and their federations.

On the demand side, it would promote financial literacy among the poor and provide catalytic capital to the SHGs and their federations. On the supply side, it would coordinate with the financial sector and encourage use of Information, Communication & Technology (ICT) based financial technologies, business correspondents and community facilitators such as 'Bank Mitras'. It would also work towards universal coverage of rural poor against loss of life, health and assets.

Provision of interest subsidy:
The rural poor need credit at low rates of interest and in multiple doses to make their ventures economically viable.

In order to ensure affordable credit, DAY-NRLM has a provision for subsidy on interest rates above 7% per annum for all eligible SHGs, who have availed loans from mainstream financial institutions; based on prompt loan repayment (This would not be applicable when a SHG avails capital subsidy).

Livelihoods:
Poor have multiple livelihoods as a coping mechanism for survival. Their existing major livelihoods such as wage labour, small and marginal holding cultivation, cattle rearing, forest produce, fishing, and traditional non-farm occupations are not adequate to meet their expenditures.

DAY-NRLM focuses on improving the livelihoods of each poor household, and work towards stabilising and enhancing the existing livelihoods and subsequently diversifying their livelihoods.

Infrastructure creation and Marketing support:
DAY-NRLM will seek to ensure that the infrastructure needs of all the major livelihoods activities of the poor are met.

It would also provide support for marketing to the institutions of the poor. The range of activities in marketing support includes market research, market intelligence, technology extension, developing backward and forward linkages, building livelihoods collectives, and supporting their business plans.

Skills and placement projects:
DAY-NRLM would scale up the existing skill and placement projects through partnership mode as one of the best investments in youth, and provide impetus to livelihoods opportunities in emerging markets.

Rural Self-Employment Training Institutes (RSETIs):
DAY-NRLM encourages public sector banks to set up RSETIs in all districts of the country.

RSETIs transform unemployed rural youth in the district into confident self-employed entrepreneurs through need-based experiential learning programme followed by systematic handholding support.

Activity Two:
Familiarisation with Federations

• **Duration: 15 minutes, including discussion and wrap up**

• Play the video 'unity is strength'. The link of the video is given below

• After the short video, the facilitator has to initiate a discussion to understand what they understood from the video and and the reason behind screening it

• The facilitator has to bring out the objectives of formation of Village Organization/WLF or any other primary federation of SHGs.

• **Key message: Only collective action makes things possible**

Video Link
https://www.youtube.com/watch?v=tuE-P9_Dm8U

Technical Session Two

Presentation – Federations – 30 minutes

Federation

The SHGs are founding blocks for collective action. However, they cannot achieve the larger purpose of addressing poverty and aiding economic and social development due to certain limitations. The limitations include limited scope for influence, limited bargaining power, low pool of human resources and capacities and limited capability of hiring support services.

As such, SHGs are federated at the village level, ward level, Panchayat level and cluster level to achieve economies of scale. This reduces transaction costs besides promoting sharing of resources, managing partnerships, self-regulation, sustainability, and sustainable collective action. Thus, the SHG federation is an association of primary organisations uniting for perceived common benefits.

Guiding principles of SHG federations include defining the purpose by members, defining scope and relevance of collective action, ensuring community ownership and control, defined governance and community structures.

Types of Federations

There are different types of federations based on level or functions (financial, non-financial like sector development and social functions). Based on the levels, there are primary federations (SHGs and SHG members directly represented), secondary level (sub-block, block and district level) and Apex federations (state level federations).

Primary Federations include Village Organizations, Ward Level Federations and Cluster Level Federation (where the cluster is under the geographic limits of a Gram Panchayat; - example-Odisha).

This tier of federation carries a lot of importance since it functions as an important platform for the socio-economic empowerment of women in many ways. Since it has representations from all SHGs, it conveys the concerns, needs and demands of its member SHGs in the higher level of federations. Hence acts as a link between individual SHGs and higher level of federation and helps bind each level of CBO structure into its network.

Structure of Primary Federations (varies between states)

General Body: Consists of all the SHG members

Office Bearers: Office Bearers include President, Vice- President, Secretary and Treasurer.

Executive Body: Consists of all the office bearers of member SHGs

Sub-committees: There are sub-committees that can be formed under the primary federations. They are also called functional sub-committees. It varies from state to state.

For example, the sub committees formed in Rajasthan are:

1. Social Action Sub Committee
2. Livelihood Sub Committee
3. Monitoring Sub Committee
4. Bank Linkage Sub Committee

Secondary Level Federations include Gram Panchayat Level Federations, Village Organisation Co-ordination Committees and Cluster Level Federations (where the cluster is above the geographic limits of a Gram Panchayat or at sub-block level/block level; - example- Jharkhand).

Structure of Secondary Level Federations (varies between states)

General Body: Consists of all the WLF/VO members

Office Bearers: Office Bearers include President, Vice- President, Secretary and Treasurer.

Executive Body: Consists of all the office bearers of member VOs/ WLFs

Sub Committees: There are sub-committees that can be formed under the secondary federations. They are also called functional sub-committees and varies from state to state.

For example, the sub committees formed in Rajasthan are:

1. Social Action Sub Committee
2. Livelihood Sub Committee
3. Monitoring Sub Committee
4. Bank Linkage Sub Committee
5. Expansion Sub Committee

The commonly seen structure of the Community Based Organisation is as follows;

SHG- WLF/CLF- GPLF   **SHG-VO-CLF**
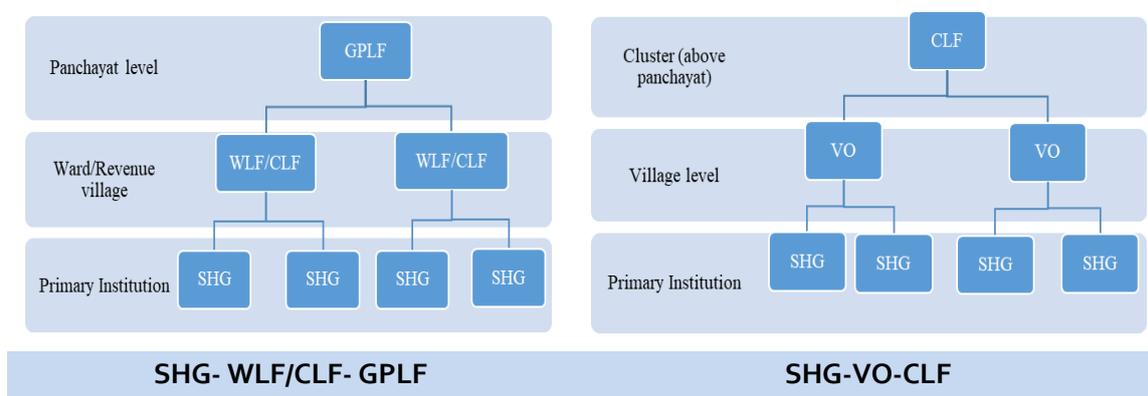
There are different federation models such as MYRADA of CMRCs, Andhra Pradesh's SERP model of Indira Kranthi Patham, Tamil Nadu Women's Development Corporation, DHAN Foundation's

Nested model, Orissa Government model adopted in Dhenkanal District and Kerala's Kudumbashree model among others.

Kerala's Kudumbashree model and Andhra Pradesh's SERP model of Indira Kranthi Patham are discussed here.

Kudumbashree

Kudumbashree is a women oriented community based poverty reduction programme implemented by the Kerala state Government, supported by the Government of India, NABARD and UNICEF.

The grassroots of Kudumbashree are Neighbourhood Groups (NHG in short) that send representatives to the ward level Area Development Societies (ADS). The ADS sends its representatives to the Community Development Society (CDS), which completes the unique three-tier structure of Kudumbashree.
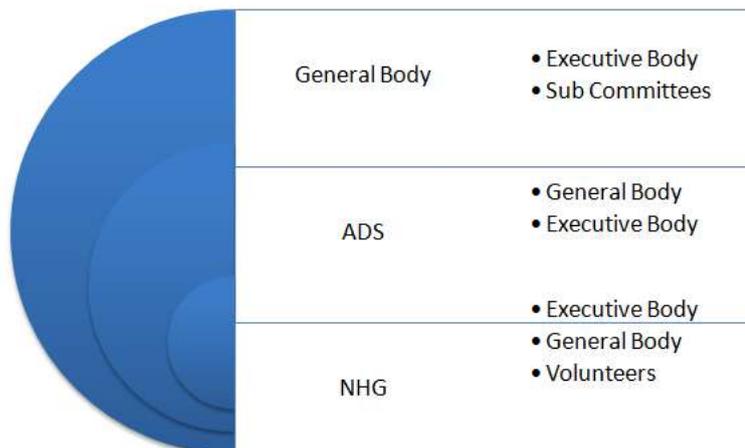
This model focuses more on community participation and convergence through Neighbourhood Group (NHG), Area Development Society (ADS), and Community Development Society (CDS). The bank loans are raised directly by the NHG or as bulk loans through the CDS. The direct linkage of NHG with the banks is the predominant model.

The Government acts as a proactive facilitator of Kudumbashree programme, by deploying a mission team of those interested and committed to the institution. The focus areas include promotion of micro enterprises, food security, minimum needs fulfilment, child development, destitute development, etc.

Indira Kranti Patham

Indira Kranti Patham (IKP) is a state-wide poverty reduction project to enable the rural poor improve their livelihoods and quality of life through their own organisations. It aims to cover all the rural poor households in the state with a special focus on the 30 lakh poorest of the poor households.

It is implemented by the Society for Elimination of Rural Poverty (SERP), Department of Rural Development, Government of Andhra Pradesh. SERP is an autonomous society registered under the Societies Act, and implements the project through District Rural Development Agencies (DRDAs) at the District level.

The AP Rural Poverty Reduction Project and the Government of Andhra Pradesh presently fund IKP. There are 1,06,75,321 exclusive women members who are organised into SHGs, SHGs into village level federation called VO, VOs into cluster level Mandal Samakyas (MS) and these in turn into

Distrcit Samakyas (ZS). Though initially the bank loans to SHGs were to be the primary source of loans; presently the VOs and Mandala Samakhyas rotate the Community Investment Fund as revolving fund for lending to SHGs. A few of the well-functioning of VOs have received bulk loans from banks. Plans are afoot to grade and link Mandala Samakhyas to the banks for bulk loans.

IKP implements livelihood initiatives, marketing and several social security schemes of the government for insurance, pension, etc., through the Mandal Samakyas.

Facilitator's Note:
Once the technical session is over, an additional session of 10 minutes has to be allotted for providing participants an opportunity to speak about (a) the criteria for SHG gradation in their particular state, (b) who is authorised to grade SHGs and (c) the process of obtaining CIF and other funds.

Activity Three:
DAY-NRLM and our Federations – 40 minutes

Participants have to be divided into two groups for the discussion

After the topic discussion, the groups have to present their ideas in an artistic form

It can be in a musical form/folk dance/street play/or any other suitable form

Group Discussion – 10 minutes

Presentation – 10 minutes per group

Q&A – 10 minutes

Group 1

- Why do we need federations?

Group 2

- Different components of NRLM
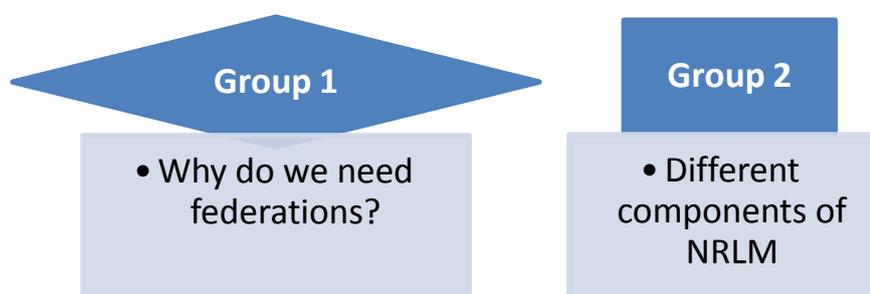
Activity Four:
Case Analysis - SHG Movement as Collective Opportunities – 60 minutes

Given below are two cases for the participants to brainstorm, analyse and understand. Points for discussion follow each case; the facilitator has to orient discussions along these lines.

Case 1

Bringing back the Light to Harlor

The only transformer in the village of Harlor in Jharkhand caught fire, throwing the entire village into darkness. Traditional Gram Sabhas met regularly in the village. Restoring electricity was a regular agenda in these meetings, but no action was taken.

The women in the community took it up for discussions in their SHG meeting. They included the matter for discussion in the Executive Committee Meeting of their VO.

 The President and Secretary of the VO along with the 'Sakriya Mahila' (active women) wrote an application for submission in next Gram Sabha.

In January 2015, the matter was discussed in the Gram Sabha, signatures of villagers were collected in the requisite application and submitted to the MLA. The SHG members went to meet the MLA who got in touch with the Sub-Divisional Officer (SDO). They were informed that an electricity bill of Rs. 1,718 was pending, and that the transformer could not be replaced until the dues are cleared. A VO meeting was called to discuss about the outstanding electricity bill amount.

It was decided that the women will meet the SDO directly at the 'Vidyut Karyalay' (Electricity Office) in Chakradharpur. An amount of Rs. 20 was collected from every SHG member towards meeting travel expenses. A chronology of activities/efforts taken is listed below:

May 2015 - VO leaders and SHG members went to Chakradharpur but the SDO was out of station.

June 2015 - Women went to Chakradharpur Sub Divisional Office, met the SDO and submitted the application. SDO agreed to get back to them. Two months passed, but no information was given.

August 2015 - In Gram Sabha, a Vidyut Samiti comprising members of the community was formed. They collected the outstanding bill amount from the community. They decided that the Vidyut Samiti would continue to take care of future issues that may arise.

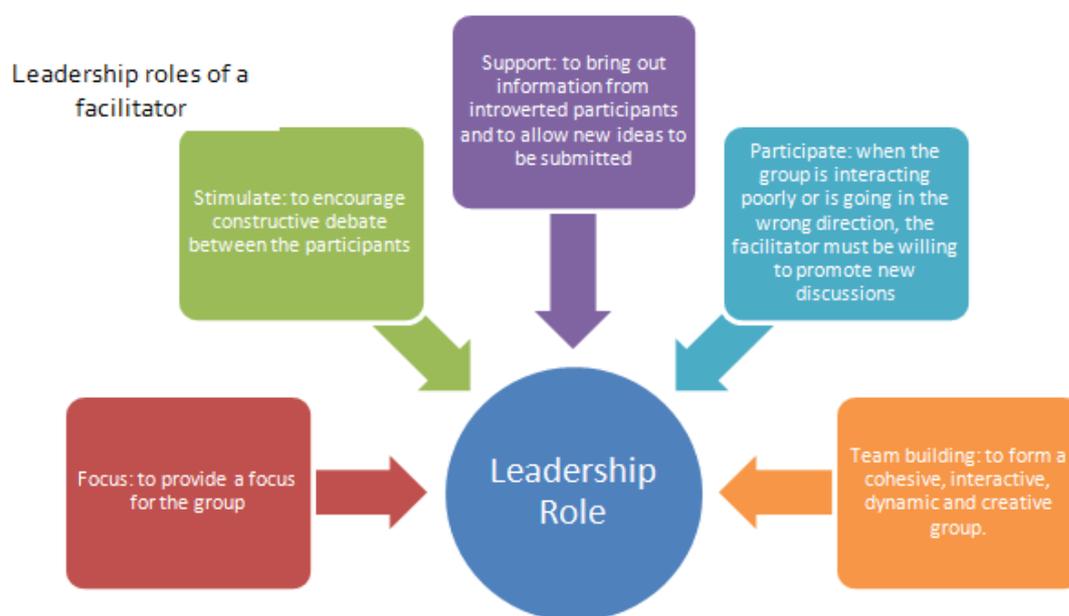September 2015 - Gram Mukhya, Panchayat Samiti members, and Vidyut Samiti members went to Vidyut Karyalay to meet SDO. SDO agreed to sanction new transformer on submission of consumer list and clearance of previous bills.

December 2015 - Vidyut Samiti member received a call from Vidyut Karyalay informing them about the sanction of a new transformer. The continuous effort of VO paid off and Harlor was rescued from darkness.

Points for Discussion

- ¤ What is the role of the SHG /VO in addressing the electricity crisis?
- ¤ How do the GP and VO work together?
- ¤ Do you think the effort of the SHG collective paid off?
- ¤ Can you suggest any alternative method to overcome issues like these in your GP?
- ¤ What is your response to the case presented? What is the role of SHG and their federations in village development?

This is not a part of the training manual; for facilitator's reference only

Leadership roles of a facilitator

Support: to bring out information from introverted participants and to allow new ideas to be submitted

Stimulate: to encourage constructive debate between the participants

Participate: when the group is interacting poorly or is going in the wrong direction, the facilitator must be willing to promote new discussions

Focus: to provide a focus for the group

Leadership Role

Team building: to form a cohesive, interactive, dynamic and creative group.

Source http://www.imm.dtu.dk/~rvvv/CPPS/3CHAPTER3theartoffacilitation.pdf

Case 2

Women fight for jobs in Maridasanahalli

Getting a job in MGNREGS was a difficult task in Maridasanahalli GP in Karnataka.

Families there were unsure about the existence of their job card as their cards rested with the Panchayat. Machines were employed to carry out work that came through MGNREGS.

This came to the notice of the LRGs and federation representatives of Maridasanahalli Panchayat.

Once the federation learnt more about MGNREGS through a process called GP2RP, they also identified that many women are interested to work. The WLF decided to create two labour groups and apply for work under MGNREGS.

After the formation of two labour groups, the LRRs and the federation representatives gave the list of the two labour groups to Panchayat and demanded for jobs. They also told the Panchayat that machine work cannot be done under MGNREGS.

The Panchayat challenged the women saying that they cannot do the heavy work, which would require men and machines. Still, the women demanded for work.

The Panchayat had to give in to the pressure and gave them the job of constructing a small pond in the private land. A total of 24 people got work, of which 15 were women.

Women are very happy about what they have done and the Panchayat recognised the LRGs and federation representatives. They have submitted more demands for jobs and went on to identify many works for MGNREGS too!

Mankamma, WLF President said, *"It is after GP2RP we went to the Panchayat and strongly demanded for work. The Panchayat challenged us saying that women can't do the work. Nevertheless, we are doing the work. Many more women would like to join us. We demanded that in our WLF meeting to the ward member and the Panchayat assured us next work too. I am feeling very proud and happy"*

Points for Discussion

- ¤ What is the role of WLF in identifying livelihood opportunities?
- ¤ How did the WLF become strong to fight ?
- ¤ Do you think the effort of the SHG collective paid off?
- ¤ Can you suggest any alternative method to overcome issues like these in your GP?
- ¤ What is your response to the case study presented? What is the role of SHG and their federations in village development?

Key learning

» Relevance of SHGs and the benefits of collective action
» Institutional mechanism of women's collectives has great strength and potential
» Women groups can partner with Gram Panchayats and Line departments to implement centrally sponsored and state sponsored schemes

Evaluation Activity – 30 minutes

The participants will have to list down the names of the sub committees of the VO or CLF they know of, and write down one function of each of the sub committees.   An indicative format is given below:

Village Organisation		Cluster Level Federation	
Name	Function	Name	Function

This is not a part of the training manual; for facilitator's reference only

Roles of a Facilitator

Source http://www.imm.dtu.dk/~rvvv/CPPS/3CHAPTER3theartoffacilitation.pdf
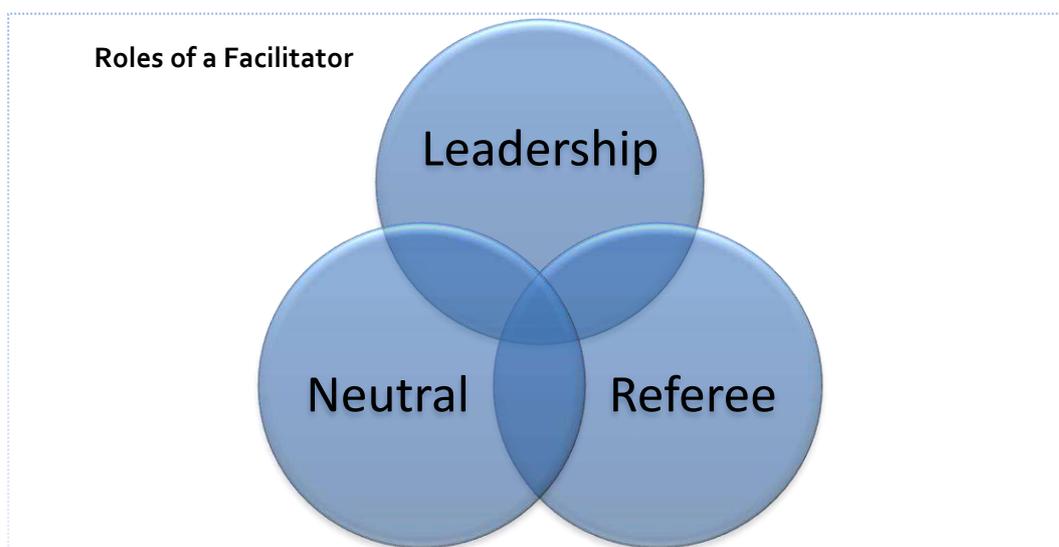
Post Training Activity

Once the participants are back in the field, they will have to visit a SHG, VO and a CLF and try to understand the structure and functions of SHG in their respective block/GP. They can visit SHG and federations and have a discussion with office bearers on the following points

The purpose of conducting this post training activity is to make the CPCs internalise the concepts of SHG and federations in the field, and help support the office bearers of SHG or federations in clarifying any doubts.

Institution	Points for discussion
SHG	☑ Membership ☑ Structure ☑ Office bearers
Village Organisation and Cluster Level Federation	• Membership • Structure • Office bearers • Elections • MF related functions • Livelihood related activities

Community Professionals for Convergence will have to prepare a field-visit report. The report should include their observations and experiences of the SHG-VO-CLF structure.

Session Takeaways

✓ Importance of SHGs and its federations

✓ How the introduction of various schemes and programmes by Government of India and the state Governments have given a bigger role for the CBO network to play active role in the roll-out of these schemes.

In the next part we will have a detailed overview of the various types of schemes that are available and the role/s CBO can play in increasing its access and reach for the community.

Chapter Three

LOCAL GOVERNANCE

Activity 3
Case Analysis
60 minutes

Technical
Session 2
Gram
Panchayat
60 minutes

Activity 2
Functions of
GP
60 minutes

Technical
Session 1
Local
Governance
and its
Relevance
30 minutes

Activity 1
Issues in Gram
Panchayat
60 minutes

Day One

PostTraining
Activity

Evaluation
Activity
Case Analysis
90 minutes

Activity 5
Powers &
Functions of
Gram Sabha
90 minutes

Activity 4
Case Analysis
90 minutes

Technical
Session 3
Gram Sabha
45 minutes

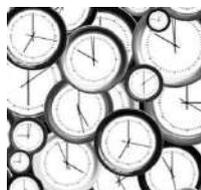Day Two

Chapter Three: LOCAL GOVERNANCE

Chapter Storyboard:

DURATION
Two Days

OBJECTIVE/S
≈ To sensitise CPCs about the relevance of local governance/Gram Sabha ≈ To understand the rights and responsibilities of citizens towards local development

METHODOLOGY
Technical Sessions | Group Discussions | Case Analysis

MATERIALS REQUIRED
Laptop | Projector | Whiteboard | Markers | Chart Paper | Sketch Pens | Copies of 11th Schedule of State | IEC materials on functions of GP/GS

TRAINING SESSIONS
Activity-led interactive sessions

EVALUATION ACTIVITY
Case Analysis

POST TRAINING ACTIVITY
Interactions with members and officials of GP; line department officials; CBO leaders and local community members

Facilitator's Topic Brief

The PRIs enjoy various legal and statutory provisions that empower them to improve the quality of life of the people. They are responsible for identifying and mobilising the poorest and most vulnerable. They strive to improve their efficiency by incorporating the demands of the SHG network and ensuring active participation, which will increase the reach of the development interventions and facilitate necessary financial allocations.

PRIs are expected to coordinate with different departments and agencies to work towards addressing poverty in a GP.

Preparatory activities

- ≈ Translated copies of PESA
- ≈ Familiar with the objectives of each session
- ≈ Internalise the activities

√√ Check your preparedness		
Understanding of the topic	Yes	No
Clarity on methodology	Yes	No
Required materials ready	Yes	No
Internalisation of activities	Yes	No
Presentations ready	Yes	No

Space for Margin Notes

★ ★ ★

At the end of this chapter, participants should be able to understand -

- Local Governance and their role in addressing poverty
- Improving public service delivery
- Ensuring citizen participation

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 Training Sessions

DAY ONE

The activities included in this part of the training session will help the facilitator gain an insight into the participants' level of understanding and perception about the relevance of local governance and its various facets.

Activity One:
Issues in Gram Panchayat – 60 minutes

Activity Brief
The activity here is to enable the participants understand the various issues faced in Gram Panchayats, ways and means to address them and the role of the GP in addressing these issues.

Group Discussion – 30 minutes
Presentation – 3 minutes per group
Wrap Up – 10 minutes

Group Discussion

- The participants have to form groups of 5-6 members.

- Each group has to be given sufficient chart paper, and sketch pens to record their discussion points for subsequent presentation.

Once the groups have made their presentations, the facilitator can wrap-up the activity by

- Discussing about the issues that persist in the village

- Introducing the role of GP and their responsibility towards addressing matters relating to poverty and local development

- Using situations from the group presentations to make the session more relatable and interesting

Dear Facilitator, do you need some more thought points to pep up the activity? ... Page 9 is where you can find them ☞

Technical Session One

Local Governance and its Relevance
Facilitator's Presentation – 20 minutes
Q & A – 10 minutes

The idea of Panchayati Raj is based on community participation and collective decision making i.e. self-governance at the local level. The objective behind establishing this system was to take democracy to the village level, by delegating powers to the people at the grassroots. Democracy is characterised by the extent and ability of people to participate in the governance process and control the decisions impacting their lives.

For the realisation of this ideal, there was a general consensus that the Government should be as close to the people as possible. Keeping this view in mind, the Government passed the 73rd Constitutional Amendment for strengthening the Panchayati Raj Institutions (PRIs). The 73rd amendment introduced Part IX into the Constitution making the State Legislatures responsible for endowing power and authority to the Panchayats.

Article 243G provides PRIs the authority to function as units of self-government, and empowers them to work on matters pertaining to economic development and social justice. To achieve these objectives, the Panchayats have been assigned 29 subjects listed in the 11th Schedule of the Indian Constitution.

The 11th Schedule mandates Panchayats to work for poverty eradication and welfare of the people. The 73rd Constitutional Amendment or Panchayati Raj Act of the Indian Constitution as provided in the Part IX of the Constitution did not however cover the Scheduled Areas.

"The Provisions of the Panchayats (Extension to the Scheduled Areas) Act, 1996" or PESA, in short, was enacted on 24 December 1996 to extend the provisions of Part IX of the Constitution to Scheduled Areas.

PESA extends Part IX of the Constitution with certain modifications and exceptions, for ensuring self governance through traditional Gram Sabhas for people living in the Scheduled Areas of India. Scheduled Areas are areas identified by the Fifth Schedule of the Constitution of India.

As a result of the devolution of power, democracy is being practised at the grassroots in addition to it being realised at the State and National levels. Local Government aims at providing services to

their local community and act as platforms for the practice of democracy. These institutions provide an opportunity for citizens to participate actively and freely in the various processes of local development, and play a vital role in bringing governance closer to citizens by including them in the decision-making process. Local Governments can ensure that all sections of the society are included in the conduct of its affairs, thereby creating political consciousness and providing citizens an opportunity to work for the development of their own community.

The Gram Panchayat (GP) is a democratically elected local government, which is situated in the village and is easily approachable to its citizens. The GP plays a crucial role in shaping the development processes in the village while addressing the diverse needs of the community. The GP is involved in implementing schemes such as MGNREGS and ensuring 100 days of employment to providing basic civic services such as drinking water, health education etc. Hence, the GP directly impacts the lives of the people in the community making it important than ever.

The citizens can depict a clear picture of their village i.e. the issues they face, their needs and aspirations. Using this local knowledge and the interests of the citizens, solutions to address needs and aspirations can be drafted in an effective and efficient manner with the joint efforts of the elected representatives and citizens. Therefore, it becomes crucial that the functionaries of the GP ensure that it achieves its goals and function effectively.

- ✓ The Gram Panchayat (GP) is a democratically elected local government
- ✓ It is situated in the village and is easily approachable to its citizens.
- ✓ GPs are the implementing agencies of several poverty reduction and social justice programmes

The difference between PESA and the PRI structure established under the 73rd Constitutional amendment is that while the 73rd Amendment states that the States "may" transfer the 29 subjects enlisted in the Eleventh Schedule, PESA makes this transfer mandatory at least for those powers, which are outlined in Section 4 of PESA. This includes, Minor Forest Produce, Social Forestry, Land Management, Fisheries, Village Markets, Tribal Development, Social Justice, Food and Civil Supplies, and subjects related to local institutions.

The facilitator may customise this note to the respective state's context. Portions on PESA can be highlighted if it is applicable to the State.

The remaining 10 minutes can be used for open discussions through Q&A. The facilitator may use this space to jot down some initial questions to encourage discussions.

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Activity Two:
Functions of GP – 11th Schedule of the Constitution - 60 minutes

Activity Brief
The activity here is to enable the participants compare and contrast the constitutional provisions with the activities in your Gram Panchayat.

Group Discussion

- The participants have to form groups of 5-6 members.

- Each group has to be given sufficient chart paper, and sketch pens to record their discussion points for subsequent presentation.

- Each group has to be given a copy of the constitutional mandate and the 11th Schedule

- The groups have to read and analyse the document and can compare the 11th schedule with what is actually happening in their GPs.

Constitutional backing to the Local Governance System
The Vision of the Constitution

Constitution of Panchayats:

"There shall be constituted in every State, Panchayats at the village, intermediate and district levels in accordance with the provisions of this Part" - Article. 243B. (1), PART IV, The Panchayats, Constitution of India, Ins. by the Constitution (Seventy-third Amendment) Act, 1992

Organisation of Village Panchayats:

"The State shall take steps to organise village panchayats and endow them with such powers and authority as may be necessary to enable them to function as units of self-government" - Article 40, Directive Principles of State Policy, PART IV, Constitution of India

The facilitator can have a brief discussion about the constitutionally mandated roles of the GP. They can draw situations from the group presentations to make the session more relatable and interesting.

This table below shows an adapted version of the constitutional mandate and 11ᵗʰ Schedule for this particular activity. Facilitators should include sections of PESA in applicable states and should keep translated materials ready.

Functions of GP according to the 11ᵗʰ schedule of the Constitution

11ᵗʰ Schedule	Assam	Jharkhand	Rajasthan	Karnataka
		Natural Resource Management		
● Land improvement, implementation of land reforms, land consolidation and soil conservation ● Minor irrigation, water management and watershed development ● Maintenance of community assets ● Social forestry and farm forestry	● Development of wastelands ● Planning and preservation of trees on the sides of roads and other public land under its control ● Promotion and development of non-conventional energy sources	● Promoting and extending soil conservation activities ● Management of water sources ● Promotion and development of non-conventional energy sources ● Maintenance of community non-conventional energy sources including bio-gas plants	● Planning and management of minor water bodies ● Formulating and approving development plans for *Abadi* land	● Protect the biodiversity ● Penalty for misusing drinking water and polluting water bodies ● Maintenance of all community assets

11th Schedule	Assam	Jharkhand	Rajasthan	Karnataka
		Livelihood		
• Agriculture, including agricultural extension • Animal husbandry, dairying and poultry • Fisheries • Minor forest produce • Small scale industries, including food processing industries • *Khadi*, village and cottage industries • Markets and fairs	• Maintenance of Veterinary and animal husbandry services • Improvement of breed of cattle, poultry and other livestock • Development of fisheries and promotion of dairy farming, poultry and piggery • Prevention of epidemics and contagious disease due to the cattle stock or the poultry • Protection and conservation of minor forest produce, fuel and fodder • Promotion of rural *khadi*, village and cottage industries • Organisation of conference, seminars and training programmes for the farmers • Regulation of markets, fairs and festivals for the farm products	• Animal husbandry, dairy farming and poultry • Preparation of an integrated plan for improvement in breed of domestic cattle, poultry and other livestock and executing the same • Promotion of fisheries • Conservation and protection of minor forest produce • Promotion of *khadi*, Village and cottage industries • Execution of plans for development of agriculture and horticulture	• Management of minor forest produce • Promotion of livelihood activities	• Maintenance of crop census, Cattle census etc • Promotion of livelihood activities

11th Schedule	Assam	Jharkhand	Rajasthan	Karnataka
Infrastructure Development				
• Rural housing • Drinking water • Fuel and fodder • Roads, culverts, bridges, ferries, waterways and other means of communication • Rural electrification, including distribution of electricity • Non-conventional energy sources	• Distribution of house sites within its jurisdiction • Construction, repairs and maintenance of drinking water facilities • Construction of public streets, ponds, wells and roads • Prevention of water pollution • Maintenance of rural water supply scheme • Rural Electrification • Maintenance of community assets	• Implementation of Rural housing schemes • Construction, repair and maintenance of drinking water facilities • Roads, buildings, bridges, culverts and other means of communication	• Approve the plans, programmes and projects for social and economic development and for infrastructural development • Control over institutions and functionaries in all social sectors	• Construct, repair and maintain tanks or wells and clear streams or water courses • Purchase or acquire by gift or otherwise any tank, well, stream or water course, or any right to take or convey water within or without the area under its control • Construction, repair and maintenance of public streets • Provide adequate number of street lights and paying electricity charges regularly •
Welfare				
• Poverty alleviation programme • Family welfare • Women and child development • Social welfare, including welfare of the handicapped	• Planning and supervision of implementation of poverty alleviation schemes and provide guidance • Implementation of family welfare programme • Promotion of programmes	• Implementation of specific programmes for SCs, STs and weaker sections of the society • Programmes against exploitation and injustice to weaker sections of the	• Mobilisation of voluntary labour and contribution in kind or cash or both for the community welfare programmes • Control over local plans and resources for plans including	• Identification of child labourers if any, present within the limits of the Gram Panchayat and to take action to rehabilitate them and to assist in implementation of the legal action specified by

11th Schedule	Assam	Jharkhand	Rajasthan	Karnataka
and mentally retarded • Welfare of the weaker sections, and in particular, of the Scheduled Castes and the Scheduled Tribes • Public distribution system	relating to development of women and children, handicapped, mentally retarded and destitute • Promotion of school health and nutrition programme • Promotion of welfare of Scheduled Castes, Scheduled Tribes and other weaker sections • Promotion of participation of voluntary organisations in women and child development • Monitoring the old age, handicapped and widow pension • Promotion of public awareness with regard to the distribution of essential commodities	society • Distribution of essential commodities under PDS	tribal sub-plan • Exercise social audit in respect of plots allotted to the weaker sections	the Central and State Governments • Provide sanitary latrines to not less than ten per cent of the households every year and achieve full coverage as early as possible

11th Schedule	Assam	Jharkhand	Rajasthan	Karnataka
		Education		
• Education, including primary and secondary schools • Technical training and vocational education • Adult and non-formal education • Libraries • Cultural activities	• Promotion of public awareness and participation in primary and secondary education • Ensuring full enrolment and attendance in primary schools and its engagements • Adult and non-formal education- Promotion of Adult literacy programme	• Education including primary and secondary schools • Ensuring full attendance in primary schools and their management • Adult non-formal education – Promotion of Adult Literacy Programme • Technical training and professional education	• Promoting education and literacy	• Promote the programme of adult education within the Panchayat area • Ensure universal enrolment of children in primary school
		Health and Sanitation		
• Health and sanitation, including hospitals, primary health centres and dispensaries	• Maintenance of general sanitation cremation and burial grounds • Construction and maintenance of public latrines • Clearing of public roads,	• Promotion of village sanitation • Prevention and remedial measures against epidemics • Construction and maintenance of public latrines	• Promoting health and nutrition awareness	• Sanitation arrangements in the Panchayat area to render voluntary service in the removal of garbage • Assist the activities of public health centres in the Panchayat area, especially in

11ᵗʰ Schedule	Assam	Jharkhand	Rajasthan	Karnataka
	drains, tanks,, ponds, well and other public places ● Destruction of stray dogs	● Management and control of bathing and washing ghats		disease prevention and family welfare population control and control of cattle diseases and create arrangement to quickly report the incidence of epidemics and natural calamities ● Impart awareness on matters of public interest such as cleanliness, preservation of environment and prevention of pollution ● Construct adequate number of community latrines for the use of men and women and maintaining them ● Earmark places away from the dwelling houses for dumping refuse and manure ● Achieve universal immunisation of children

Technical Session Two

Gram Panchayat: Institution of Local Governance
Facilitator's Presentation – 45 minutes
Q & A – 15 minutes

Gram Panchayats (GP) work for the holistic development of villages in their jurisdiction and are easily approachable because of their geographical proximity to its citizens. However, for the GP to be effective, it has to be aware of people's needs and ensure that all the sections of the society (i.e. the poor, marginalised and vulnerable) are included in the process of decision-making. The GP has to execute schemes and projects effectively while maintaining transparency and are accountable to their citizens. If the elected representatives and other functionaries of the GP fail to do so, it can never achieve its goal of inclusive local development.

GPs can reach where the bureaucracy cannot. Each village has its own set of issues, which only a person from that locality can understand. The members of the GP are more cognizant of the problems specific to the region and are capable of making better-informed decisions in favour of the people of the village. The local self-government also acts as a force to counter dominance of certain groups in the village and works towards social equity and justice in the GP.
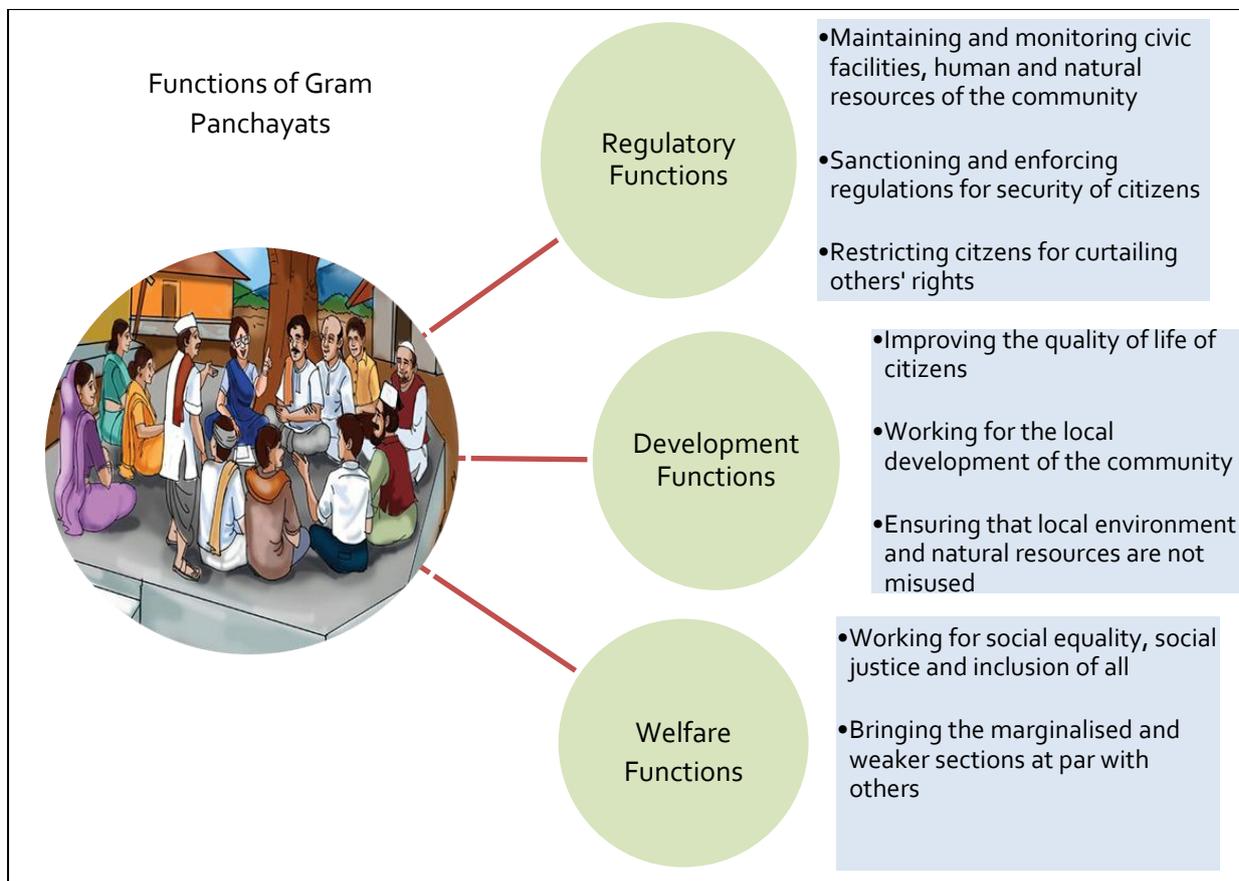
- o Holistic development of the village
- o Impacts the lives of people and community's development

GPs are the implementing agencies of several poverty reduction and social justice programmes. In addition to this, they also provide clean drinking water, electricity, roads etc to its citizens. A GP directly impacts the lives of people and the development of the community. Hence, it becomes critical to understand the roles of a GP to ensure its effective functioning.

At a village level there can be two types of Institutions – State Institutions (GP) and community led institutions (Self Help Group federations, Community based Organisations). To monitor the effective functioning of a GP and ensure participation, an interface between the GP and the community must be created. The community led institutions can play a crucial role in achieving this. They can mobilise the people and encourage them to participate in matters of public interest, while ensuring that their voice is being heard in the GP.

Functions

The following section describes the functions of GP in accordance to Kerala's Panchayat Raj Act 1994. Functions of GP may be revised in line with respective state Acts.

Functions of Gram Panchayats

Regulatory Functions
- Maintaining and monitoring civic facilities, human and natural resources of the community
- Sanctioning and enforcing regulations for security of citizens
- Restricting citzens for curtailing others' rights

Development Functions
- Improving the quality of life of citizens
- Working for the local development of the community
- Ensuring that local environment and natural resources are not misused

Welfare Functions
- Working for social equality, social justice and inclusion of all
- Bringing the marginalised and weaker sections at par with others

This is not a part of the training manual; for facilitator's reference only

Some examples of functions are listed below:

Regulatory Functions	Development Functions	Welfare Functions

• Regulation on construction of building
 	
• Regulation on slaughtering of animals and sale of meat, fish and other easily perishable food stuffs etc.
 	
• Issue of licenses to dangerous and offensive trades
 	
• Registration of births and deaths
 	
• Maintaining environmental hygiene
	• Soil protection, optimum and sustainable utilisation of land
	• Ensuring effective functioning of Primary Health Centre (PHC) and Sub centres
	• Identification and provision of housing for the homeless
	• Construction and maintenance of roads
	• Cattle, poultry and dairy development programmes
	• Maintenance and implementation of minor irrigation projects
	• Afforestation of waste land
	• Promoting handicrafts and cottage industries
	• Management of basic services:
	  - Rural Housing
	  - Clean Drinking Water
	  - Health and Sanitation
	  - Electricity
	  - Public Distribution System
	  - Maintaining common property
	  - Transport facilities/connectivity
		• Working for the Schedules Caste (SC) and Scheduled Tribe (ST) communities
		
		• Working for women and child development
		
		• Working with widows
		
		• Working with the disabled persons
		
		• Working with the senior citizens
		
		• Implementation of poverty alleviation and social development schemes

Standing Committee

The following Standing Committee is according to the Assam PRI Act 1994. The States that use this module must revise the details of the Standing Committee based on their State PRI Act.

The Standing Committee shall be formed by election from amongst the elected members of the GP. There are three standing committees in a GP in Assam

Functions of Standing Committee as per Assam PRI Act 1994

Development Committee	Social Justice Committee	Social Welfare Committee
- Agriculture production - Animal husbandry - Rural industries - Poverty alleviation programme	- Promotion of educational, economics, social, cultural and other interest of Schedules Castes and Schedules Tribes and Backward classes - Protection of such castes and classes form social injustice and any form of exploitation - Welfare of women and children	- Education - Public Health - Public Works - Any other functions of GP

Activity Three:
Case Analysis – 60 minutes

Activity Brief
Given below is a case for the participants to brainstorm, analyse and understand. Points for discussion follow the case; the facilitator has to orient discussions along these lines.

Group Discussion

- The participants have to be divided in groups and the case given to each group

- The groups are to read and answer the questions mentioned

- Each group will be given an opportunity to present

> **Reading the Case – 20 minutes**
>
> **Discussion – 10 minutes**
>
> **Presentation – 5 minutes per group**
>
> **Concluding remarks – 5 minutes**

Finding a solution for water scarcity

Nallur Village Panchayat in Alangulam Block of Tirunelveli District of Tamil Nadu faced a severe water crisis. Nallur consists of a number of thickly populated hamlets. Apart from unavailability of water, the water contamination levels had risen substantially in the past few years. This had an impact on the health conditions of the families in the region.

Groundwater tables had dropped dramatically and farmers were forced to dig deeper to get the water needed to keep their activities going. Excessive dependence on monsoon and varying levels of rainfall worsened the situation. This issue could not be overlooked. The GP decided that efforts to address this issue must be taken at the earliest.

The Panchayat Committee decided to launch a drinking water project to ensure drinking water supply. Decision was taken to construct a well and an overhead tank with a capacity of 3000 litres. The expenditure for the project was met from the untied funds of the GP. The beneficiary selection was conducted at the Gram Sabha and 200 beneficiaries were selected.

Pipe connections were provided to all the beneficiary households and an uninterrupted supply of water was ensured to the households. A water tank, pump house and pipe connections were established as part of this scheme. The next financial year, the GP granted additional funds for the construction of a cover for the well. The water tank is cleaned twice a month and is frequently chlorinated.

Points for Discussion

- ¤ What were the issues existing in the GP that led them to take up a water supply project?
- ¤ What are the steps taken by the GP to implement the water supply project?
- ¤ Looking at the case, what more can the GP do for the sustenance of the project?
- ¤ If there was a water supply project in your GP, what would be the role of the community, the GP and the department in its implementation?

Concluding remarks for Day One

At the close of day one, the facilitator will have to reiterate the role of GP and the importance of various functions to achieve accountability. Drawing from field experiences, the facilitator can discuss about the benefits of working in alignment with GP.

DAY TWO

Technical Session Three

Gram Sabha
Facilitator's Presentation – 30 minutes
Q & A – 15 minutes

Since time immemorial, people have come together in village assemblies to find solutions to their problems. These assemblies have today become a constitutionally mandated space known as the Gram Sabha. This space ensures that members of the community who have been registered in the electoral rolls of the Panchayat can participate in the process of governance and decision making without any biases.

Good governance can be realised only when Gram Sabha (GS) functions effectively. Through GS, the functions of the Gram Panchayat can be made more transparent and accountable.

From the Indian Constitution

Article 243 (*b*) - "Gram Sabha" means a body consisting of persons registered in the electoral rolls relating to a village comprised within the area of Panchayat at the village level

243 A - A Gram Sabha may exercise such powers and perform such functions at the village level as the Legislature of a State may, by law, provide. (Part IX, Panchayats, Constitution of India)

All the programmes and schemes pertaining to a village should be finalised only after placing them in the Gram Sabha. Suggestions that emerge from this platform should be incorporated in planning, thereby improving efficiency and reducing leakages.

Hence, the functioning of Gram Sabha, which is considered the base of decentralised democracy, becomes crucial to facilitate the representation of the people from the village.

Gram Sabha, thus, becomes a space where the rights of the citizens can be realised and asserted, and the opportunities that enable individuals to live freely as equal members of society can be created.

Roles of Gram Sabha

- Providing a space for people to participate in the decision-making process at a local level

- Facilitating discussions on the various issues that plague the community and arriving at solutions

- Prioritising discussed work, activities and responsibilities for intervention to solve these problems

- Collecting documents and information required for the Plan Preparation

- Identifying beneficiaries and the benefitting areas for the various schemes and programmes

- Discussing information regarding various public issues and programmes

- Helping in the process of resource mobilisation to improve revenue earnings of the Panchayat

- Monitoring developmental activities, concerns and issues of the village

- Any problems, disputes and complaints can be brought to the Gram Sabha and decisions can be taken on the matter collectively. A mechanism for grievance redressal should be in place

- Discussing the Gram Panchayat audit report along with its financial statement during Gram Sabhas to maintain accountability and transparency

- Granting permission for any expenditure incurred by the Panchayat on the development schemes

- Reviewing the eligibility of beneficiaries for various schemes and programmes

- Reviewing the progress of the schemes and programmes being implemented

- Protecting the rights of the marginalised community and addressing their problems

- Planning programmes to create awareness on various issues

- Gram Sabhas can be used as a space for campaign mobilisation

- Promoting art and cultural events, honouring citizens who have talents or skills in various fields and providing a space to showcase these talents and skills

- Promoting unity among all the sections of the society in the village irrespective of their caste, class, gender and political affiliations

Responsibilities of the Gram Sabha

- Providing necessary feedback on the performance of development programmes
- Supervising development activities as volunteer teams
- Approval authority for all plans that are discussed in these meetings

Quorum of Gram Sabha
This section will vary based on the respective State PRI Act

Details of Quorum based on Jharkhand State PRI Act 2001

- The quorum for a meeting shall be 1/10th of the total members of the Gram Sabha, out of which at least 1/3rd shall be women. Provided that in a scheduled area, the quorum for a meeting shall be 1/3rd of the total members of the Gram Sabha, out of which at least 1/3rd shall be women.

> Quorum refers to the minimum number of members of a village that must be present at any of its meetings to make the proceedings of that meeting valid.

- If at the time appointed for the meeting, members are not present to fulfill the required quorum, the person presiding the meeting shall adjourn the meeting to such a future date and time as he may appoint and a fresh notice shall be given in the prescribed manner and no quorum shall be required for such an adjourned meeting; Provided that no new subject shall be taken up for consideration in such a meeting.

Why do Gram Sabhas fail?
Gram Sabhas are constitutionally mandated and people from all walks of life are entitled to participate in it. However, in reality this is not the case. Social realities like power imbalances and poor representation of weaker sections of society is still a concern. There is lack of awareness about Gram Sabhas amongst the people of the village, especially in the marginalised communities.

Due to poor participation in these meetings, vested interests influence the meetings and the truly needy never receive any benefits. Notice for Gram Sabhas is not given on time or circulated amongst the community. Even if they participate, the community feels that their opinion does not matter and the decisions taken during the Gram Sabha are never executed.

These meetings often become sites of monologue by the powerful few instead of a dialogue between the people and the Panchayat. In reality, men mostly dominate these spaces and the opinions of women are never heard.

Why should women participate?

✧ Women are citizens of the community and equal members of the society. It is their constitutional right to attend the Gram Sabha

✧ Women can be the agents of change, having a voice and participating in the local development

✧ Women are more sensitive to the needs of their environment, community and development issues.

✧ Women should overcome the patriarchal biases of the system and strive towards a gender equal society

✧ Women should be encouraged to participate in a platform where they can place their issues and concerns

Why are women not participating in Gram Sabha?

- Patriarchal beliefs, social ideology and practices many a times over power the rule of law
- Lack of awareness and information about Gram Sabha
- Decisions made by women are not taken seriously
- Inconvenient timing for the Gram Sabha meetings

How can we increase the participation of women?

- Confidence building through CBO network
- Gender sensitisation
- Discussing the importance of Gram Sabha in their SHG meetings
- Discussing the importance of making collective decisions

How can we improve the quality of Gram Sabha?

✧ Planning for the Gram Sabha prior to the Gram Sabha meeting itself

✧ Timely information dissemination about the details of Gram Sabha

✧ Fixing on a date, time and venue

✧ Making necessary arrangements for the Gram Sabha, for instance, the seating arrangement, sound system etc

✧ Impression that everyone's opinion is heard

✧ Community ownership

How should a Gram Sabha be conducted?

- The agenda for the Gram Sabha must be discussed and the GS should be conducted according to the agenda
- The citizens must be given the opportunity to speak
- Appropriate arrangements, for instance, seating arrangements and sound systems should be done beforehand
- Presentations should not be lengthy and the citizens should be given ample time to voice their opinions

- The decisions taken should be recorded and at the end of Gram Sabha, they should be read out for all citizens to hear

What are the roles of Community Based Organisation in Gram Sabha?
- Ensuring participation
- Deciding the main speakers for Gram Sabha
- Creating a community consciousness from collective consciousness
- Information about the Gram Sabha should be circulated and its importance must be discussed
- Mobilisation of the community
- Agenda should be circulated amongst the people before the Gram Sabha and discussions on the same should be done.
- Following up on the decisions taken during Gram Sabha

The above section can be modified based on the respective States PRI Act, PESA provisions should be included if applicable.

Activity Four:
Case Analysis – 90 minutes

Activity Brief
Given below is a case for the participants to brainstorm, analyse and understand. Points for discussion follow the case; the facilitator has to orient discussions along these lines.

> **Reading the Case – 30 minutes**
>
> **Discussion – 20 minutes**
>
> **Presentation – 5 minutes per group**
>
> **Concluding remarks – 5 minutes**

Group Discussion

- The participants have to be divided in groups and the case given to each group
- The groups are to read and answer the questions mentioned
- Each group will be given an opportunity to present

Markaz Village Organisation

Markaz VO in Bowalguri Gaon Panchayat in Morigaon District, Assam has 16 SHGs and 160 SHG members. Earlier, social norms and religion did not allow the women of the village to step out of their houses and actively take part in the various public affairs. They felt that there was no one to aid them and did not know how to deal with their issues.

After various interventions and sensitisation programmes the women started to share their experiences and issues, possible ways forward.

Over time, they understood about the different schemes, how to collect the necessary data for these and make demands to the Panchayat. As women who never ventured out of their homes alone, being able to approach the Panchayat and discuss their issues with them was a huge achievement, which came with an increased sense of self-confidence.

In this process, they also realised the importance of having the support of all its members, working collectively and putting forth their demands as a group in the various platforms like Gram Sabha.

Now, the Panchayat members give respect to the women in VO because they acknowledge and realise the powers the women yield. They know that they can rely on the VO network for information dissemination and provide them with accurate data on the situation of the Panchayat. With beneficiary lists being made in the VOs for all major schemes, the work of the Panchayat is becoming easier.

The women have learned how to manage the Panchayat strategically and how to extract support from them without letting the Panchayat getting intimidated. From being confrontational, they have come a long way to negotiate and claim their rights. Women in the VO feel that there are huge differences in all their lives. While on the one hand, they are on good terms with their family, the decisions that they

VO makes priority-based beneficiary lists and gives it to the Panchayat. The Panchayat gives the list to the VOs and then the list is handed over to the SHGs. The SHGs then sit and decide on the priority list based on the discussion they have within their group. This priority list from the SHGs is consolidated further at the VO level and handed over to the Panchayat.

There are intricate ways in which work is done and decisions are made in the VO. Since everyone has different capabilities, the work has been divided based on schemes, with each major scheme looked after by a sub committee.

Four sub committees were formed, namely, the subcommittee for MGNREGS, NSAP (National Social Assistance Programme), NBA (Nirmal Bharat Abhiyan / Swachh Bharat Abhiyan) and ICDS (Integrated Child Development Scheme). Two to three members each from the VO were made members of each subcommittee based on their involvement and interest area. All the other members of the VO were subsequently put into the four committees and so were other active and experienced SHG members.

Each of these sub committees was responsible for the follow up, verification, progress and evaluation of the respective schemes and related activities. In this regard, they were also tasked with the responsibility of visiting various institutions like the Panchayat, block office, PHC (Primary Health Centre), PHE (Public Health Engineering) and agriculture office among others, seek information and submit their demands and reports. It is during this exercise that the VO developed formats based on the needs of the PHE office for prioritisation of beneficiaries and ensuring that there is no duplication.

For the construction of SBM (Swachh Bharat Mission) toilets, the VO made these formats for SHGs as well as formats for consolidated lists at the VO level. This

make in their respective SHGs and VO is their own and not of their families or of the other influential sections in the community.

ensured that the latrine demands of all SHGs were recorded and also consolidated at the level of the VO.

Points for Discussion

- ¤   What was the role played by women in mobilisation of Gram Sabha?
- ¤   What was the role of the VO in beneficiary selection process?
- ¤   Identify a development issue in a village and design an intervention involving the SHG network of your community?

The facilitator can use the case analysis, ensuing presentations and discussions as an opportunity to reinforce the relevance of Gram Sabha.

Activity Five:
Powers and Functions of Gram Sabha – 90 minutes

Activity Brief

This activity aims to help the participants understand the powers and functions of the Gram Sabha. Given in this activity are powers and functions of Gram Sabha, drawn from Jharkhand and Maharashtra PRI Act. *This section must be modified based on the respective State PRI Act, including PESA provisions if applicable.-*

> **Reading the Case – 30 minutes**
>
> **Discussion - 20 minutes**
>
> **Presentation – 5 minutes per group**
>
> **Concluding remarks – 5 minutes**

Group Discussion

- The participants have to be divided into state-specific groups

- Each group will be given a copy of the powers and functions of GS based on their State PRI Act. The participants will receive copies of the document in their native language

- The groups are to read the provided material, compare and contrast happenings in their respective Gram Panchayat

- Each group will be given an opportunity to present the differences and what can be done to improve the conditions

Welfare	Annual Budget and Fund Allocation	Natural Resource Management	Health and Sanitation	Infrastructure development and maintenance	Regulatory Powers	Maintaining Public Records
i. Identification of economic developmental schemes for the village and formulation of criteria for fixing their priorities.	i. Discussions on annual budget of the Gram Panchayat and making recommendations thereto;	i. Managing natural resources such as land, water, forest falling within the limits of the village area according to the constitution and other relevant laws then in force;	i. Sanitation and conservancy as well as prevention and solution of nuisance;	i. Construction and maintenance of rural roads, culverts, bridges, embankments and other works and buildings of public utility.	i. Regulating and controlling recreations, games-shows, shops, eating houses and vendors of beverage, sweets, fruits, milk and similar other articles;	i. Maintaining records of births, deaths and marriages;
ii. Approving of schemes for social and economic development including all the annual schemes pertaining to the Gram Panchayat, before implementation of programmes and projects	ii. Deliberations on audit report and annual accounts of the Gram Panchayat;	ii. Giving advice to the Gram Panchayat as to regularisation and utilisation of small reservoirs;	ii. Construction, repair and maintenance of public wells and ponds as well as making available drinking water for domestic use;	ii. Construction, maintenance and conservancy and cleanliness of public roads, cesspits, drains and other public places;	ii. Regulating construction of houses, cesspits urinals, drains and flush latrines;	ii. Assisting in census or other surveys done by the centre, state or other Organisations constituted lawfully
iii. Activating people towards community welfare programmes and	iii. Determination and confirmation of appropriate utilisation of funds for the schemes, programmes and projects	iii. Management	iii. Making available and maintaining water sources for bathing, washing and for drinking purposes of domestic	iii. Filling up of wells not in use in sanitary ponds, ditches and holes; iv. Providing light on village paths and other public places;	iii. Responsibility for sale and test of meat; iv. Taking care of the Gram Sabha-properties;	

receiving contributions in cash or kind or in both and participation of voluntary workers; iv. Enhancing general consciousness, unity and amity among people in general; v. Keeping control through Gram Panchayat over such Organisations and such functionaries in social sectors, as have been transferred to the Gram Panchayat or appointed by the Gram Panchayat; vi. Abolition of social evils like dowry; vii. Implementation of orders of the State Government or other competent	specified under section 10(1)(a)(2) (mentioned in the PRI Act) by the Gram Panchayat; iv. Identification and selection of persons as beneficiaries under poverty alleviation and other programmes; v. Ensuring distribution of funds or resources among beneficiaries and their proper use;	of public land, extension and development of village site; iv. An afforestation and conservation of village forestry	animals; iv. Disposal of corpses, carcasses (including those unclaimed) and other obnoxious articles in such a way that the same may not be injurious to health; v. Providing places separately for dumping rubbish; vi. Helping the disabled and destitute (including women and children); vii. Giving assistance in control of contagious	v. Removal of hindrances and projections to public streets and places as well as the spaces which are not private properties or which are open for public use whither such places are vested in the Panchayat or belong to the State Government; vi. Taking care of ancient and historical monuments other than those which have been declared to be of national importance and maintaining grazing grounds and other lands lying within the control of the Gram Sabha;	v. Establishment and management of cattle ponds and maintenance of records regarding cattle; vi. Execution of work assigned by Panchayat Samiti and Zilla Parishad; vii. Exercise and discharge of powers and functions assigned by the State Government under this Act or any other law in force in the State for the time being.

		vii. Execution and supervision of construction work as per specified schemes within the Gram Sabha area;
		diseases, vaccination work etc.;
		officers to improve the condition of Scheduled Castes, Scheduled Tribes, Backward Classes and to prevent untouchability; viii.Preparing schemes for basic amenities and making arrangements therefore; ix.Helping disabled women/children; x.Keeping watch over local schemes and over sources and expenditure of the said schemes; xi.Expansion of youth welfare, family welfare and sports;

Power and duties of Gram Sabha: Maharashtra

I. Approving the social and economic development plans, programme and projects to be implemented by the Panchayat before such plans, programmes and projects are taken up for implementation by such Panchayat.

II. Granting permission for incurring any expenditure by the Panchayat on development schemes

III. Conveying the views of Gram Sabha to the Panchayat before any decision by the latter regarding any proposal for any land acquisition falling within the jurisdiction of such Panchayat for the government purpose by the Land Authority Concerned.

"The Gram Sabha is responsible in (for) selecting beneficiaries for individual schemes of the state as well as the central government schemes. They are also responsible to fix the time, date and place for the next Gram Sabha meeting. The Gram Sabha shall carry out any other functions as the state government may be general or special order requires."

Evaluation Activity – 90 minutes

Given below is a case for the participants to brainstorm, analyse and understand. Points for discussion follow each case; the facilitator has to orient discussions along these lines.

Group Discussion

- The participants have to be divided in groups and the case given to each group

- The groups are to read and answer the questions mentioned

- Each group will be given an opportunity to present

Gangadevipally's journey to becoming a model village

Gangadevipally, a recipient of several awards and considered a 'Model Village' is located in Warangal district of Telangana state. A village with cement roads, toilets and clean drinking water in every household and access to all the necessities of life, Gangadevipally paints an image, which is not typically associated with a rural area. However, this was not the case always.

Gangadevipally was a small hamlet of the Machapoor GP. Located remotely and cut off from the Gram Panchayat, no development activity or benefits used to reach the village. Over two decades ago, the community members along with its leaders decided to take the matter into their own hands and collectively work towards local development.

In 1994, Gangadevipally became a Gram Panchayat where the members of the community ensured that women participate in matters of public affairs and collectively solve their problems. As of April 2014, every house had access to basic amenities like regular power and water supply. The village also has a strict family planning system, where all families are encouraged to have not more than two children.

The village has a literacy rate of 100% where all the children of the community attend schools and colleges. Gangadevipally came into the spotlight when they succeeded in banning-brewing, sale and consumption of alcohol. Every household has access to safe drinking water, which costs Rs 1 per 20 litres can. The members of the community are part of several committees that manage areas such as healthcare, hygiene, education and drinking water. Gangadevipally is also applauded for being a 100% child labour free and tax-collecting village.

The community realises that to achieve their desired goals they must remain united and work in harmony. Gangadevipally has set itself as an ideal example of good governance, and how the community and its elected representatives can collectively work towards local development and avail benefits of government schemes.

Clean Drinking Water

Before 1993, Gangadevipally faced a severe water crisis. BalaVikasa, an NGO offered assistance to address the issue of water scarcity. The NGO proposed to construct two overhead tanks in the village, with the condition that the village would have to bear 15% of the cost. Initially, the community was suspicious about the proposal and was reluctant to extend their help or support for the cause. The then Sarpanch, a youth leader, called for a meeting and discussed the proposal with the community.

After the meeting, 18 groups were formed. Each group elected one member from the group. These elected leaders formed a water committee. The village President was the ex-officio chairman of the Water Committee. In the next two months, they were able to raise funds for the construction of the tanks. Villagers also provided support in the form of labour and time.

Once the tanks were constructed, villagers started getting tap water in their houses. To manage future conflicts regarding usage of water, the Committee formulated a set of rules and regulations for water supply from the overhead tanks. This ensured that every pipeline was symmetrical and those villagers who misused water were charged a fine.

Citizens Participation for Good Governance

Transparency and Accountability cannot be achieved unless the citizens participate in the process of governance. In Gangadevipally, the community took the responsibility and ownership for local development. Citizens participate freely and actively in the matters of public interest.

To achieve the goal of sustainable local development, they have constituted around 24 committees covering various areas such as health, sanitation, environment protection, women development and alcohol prohibition, among others. Each of these committees includes members from the community along with functionaries. The committees discuss issues pertaining to a particular area and work on finding solutions to address them. The GP overlooks the functioning of each committee while the committee is responsible for running the initiatives smoothly.

The community has come forward to provide support in the form of money, labour and time to make each of the projects successful. Every success has boosted the confidence and aspirations of the community towards their village. Soon, the village was declared a model village. Now, every citizen in the Gangadevipally takes pride and ownership in their collective achievement. They try their best to ensure that their village is maintained. Gangadevipally has become an inspiration for citizens of other villages, and others are adopting similar concepts.

Points for Discussion

- ¤ What are the unique features of Gangadevippally?
- ¤ Compare Gangadevippally to your village and list out the differences.
- ¤ Discuss and create a process followed by Gangadevippally to become a model Panchayat
- ¤ How did Gangadevippally ensure citizen participation?
- ¤ How did the citizen participate in the governance process?

The facilitator can use the case analysis, ensuing presentations and discussions to reinforce the importance of well-functioning Gram Panchayat

Key learning

» Various institutions can work together under the leadership of GP for the development of village|

» The essentiality of citizens participation for good governance

» Community must remain united and work in harmony to achieve their desired goals

This is not a part of the training manual; for facilitator's reference only

Sustainable Development Goals and Gram Panchayats

Post Training Activity
Duration: Two days

The CPCs have to meet and interact with members and officials of GP; line department officials; CBO leaders and local community members, as per details in the table below:

Interactions	Key areas for query	Supporting Materials	Deliverables
• GP members • Officials of GP • Officials of line departments • CBO leaders • Local community members	• Basic structure, function and functionaries of GP • Roles and responsibilities of various office bearers and officials • Function and administrative structure of departments • Process and procedures of GP, allied committees and Gram Sabha • Planning process • Resource mobilisation and management • Involvement of community in GP affairs • Challenges faced by the GP and areas that need improvement	• Relevant portions of the State PR Act	• Stakeholder Map of the functioning of an ideal GP

Session Takeaways

✓ To make the PRI more accountable and effective, citizen participation is essential

✓ Convergence of the community and PRI could significantly help in addressing poverty

In the next session, we will understand more about Centrally Sponsored Schemes that have been initiated to alleviate poverty.

Hooray Facilitator!

You have reached the half-way mark in creating well-rounded Community Professionals for Convergence

Good luck with the remaining sessions

Chapter Four

SCHEMES FOR POVERTY REDUCTION

Activity 8
Let's Quiz
30 minutes

Activity 4
Memory Game
30 minutes

Technical
Session 5
SBM
20 minutes

Technical
Session 2 -
Detailing Food
Security
Schemes
60 minutes

Technical
Session 4
RSBY
20 minutes

Activity 11
Get to know
other schemes
20 minutes

Activity 3
Food for
Thought
30 minutes

Technical
Session 3
NHM
40 minutes

Technical
Session 7
SSA
20 minutes

Technical
Session 1 -
Developing
Conceptual on
Food Security
10 minutes

Activity 7
Health
scenario in
your village
40 minutes

Activity 10
Understanding
Education
Schemes
5 minutes

Activity 2
Let's Get
Involved
60 minutes

Activity 6
Understanding
Health
Schemes
10 minutes

Technical
Session 6
RTE
20 minutes

Activity 1
Match the
Schemes
45 minutes

Activity 5
MILLY
10 minutes

Activity 9
Skit/Street
Play
50 minutes

Day One

Day Two

Day Two
Contd.

Day Three

Activity 12 - Understanding Education Programmes - 20 minutes

Technical Session 8 - MGNREGS 10 minutes

 Activity 13 - Understanding Livelihood Schemes - 60 minutes

Technical Session 9 - Process and Implementation of MGNREGS – 30 minutes

Activity 14 - IEC material preparation on MGNREGS – 60 minutes

Technical Session 10 - Deen Dayal Antyodaya Yojana – 30 minutes

Activity 15 - Building Knowledge on Livelihood Schemes – 40 minutes

Activity 16 - Understanding Social Security Schemes – 20 minutes

Day Four

Technical Session 11 - National Social Assistance Programme – 30 minutes

Activity 17 - The story of a social worker – 60 minutes

Technical Session 12 - Pradhan Mantri Awas Yojana – 30 minutes

Activity 18 - Find the PMAY beneficiary from the group – 60 minutes

Activity 19 - Understanding Schemes of Natural Resource Management and Infrastructure Development –
20 minutes

Technical Session 13 - Integrated Watershed Management Programme & Pradhan Mantri Gram Sadak Yojana – 25 minutes

Technical Session 14 – Financial Inclusion –
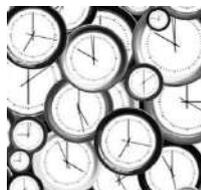25 minutes

Activity 20 - Identification of the roles of PRI, line departments, CBO and CCP – 50 minutes

Day Five

Evaluation Activity – One day
Post Training Activity

Chapter Four: SCHEMES FOR POVERTY REDUCTION

Chapter Storyboard:

DURATION
Five Days

OBJECTIVE/S
≈To familiarise the features and implementation mechanism of different centrally sponsored schemes/state sponsored schemes ≈ To create a realisation among the participants about the reach of flagship Government programmes and the reasons for low coverage of schemes ≈ To introduce the scope of Line departments, Panchayat and SHG federations in planning and implementation of different centrally sponsored schemes

METHODOLOGY
Technical Sessions | Group Discussion & Presentations | Experience Sharing |
Case Analysis | Interactive Activities

MATERIALS REQUIRED
Laptop | Projector | Whiteboard |
Markers | Chart Paper | Sketch Pens |
Post-It | Scoring Sheets

TRAINING SESSIONS
Activity-led interactive sessions

EVALUATION ACTIVITY
Workbook Practice

POST TRAINING ACTIVITY
To interact with various stakeholders and complete a Scheme Workbook

Facilitator's Topic Brief

In its effort to wipe out absolute poverty from the rural villages of India, Government of India has been successful in devising a basket of centrally sponsored schemes from time to time. These schemes were to create income-generating assets, generate employment opportunities, provide support to acquire basic amenities, and improve quality of life.

Centrally sponsored schemes aim at improving quality of life through creating income-generating assets, employment opportunities and support to acquire basic amenities

Even though the schemes have been around for a while, the impact of the schemes was not as expected. The availability of schemes under various departments and the reach or access to these entitlements has always been a cause for concern. Apart from political reasons, what also prevents the target community from accessing these entitlements are the limited awareness and the knowledge gap persistent within them. In addition to these, democratic platforms and institutional mechanisms that the poor have access to are limited and is not always enough to account for the real needs of the poor.

Schemes do not reach beneficiaries because of lack of access, lack of knowledge and lack of awareness among the targeted groups

Implementation of schemes became bureaucratic with community having no role or say

Approach of centrally sponsored schemes reoriented to make it people driven and participatory

As per the 73rd Constitutional Amendment, the States were mandated to endow power and authority to the Panchayats and it was envisaged that Panchayati Raj Institutions would oversee the implementation of poverty alleviation programmes. However, the beneficiaries selected under the schemes were not all poor, implementation of schemes was highly bureaucratic in nature, the GP and other Community Based Organisations played no role in the implementation of these schemes. Thus, it lacked social intermediation.

To address these, the nature of implementation of Centrally Sponsored Schemes has changed over a course of time. The approach has now become more participatory in nature and it largely depends on generating demands from the grassroots level.

The reach or coverage of a particular scheme can be raised only when the target community has increased knowledge and awareness, the potential democratic capability is achieved, the proper institutional mechanism is defined for service delivery, along with a proper localised and accessible platform.

In order to address the issue of low awareness about schemes and limited demand from the community, it is important to ensure that the Community Professionals for Convergence, who are the agents of change, have the necessary know-how regarding both central and state-sponsored schemes.

Preparatory activities

≈ Handbook on schemes

≈ Detailed and comprehensive IEC material on each of the schemes

≈ Presentation detailing about the reach of different flagship programmes of Government of India

≈ Activity specific materials

≈ Customisation of this module to your state's context

Space for Margin Notes

√√ Check your preparedness		
Understanding of the topic	Yes	No
Clarity on methodology	Yes	No
Required materials ready	Yes	No
Knowledge of Government schemes	Yes	No
Handbook on schemes ready	Yes	No
IEC material prepared and ready	Yes	No
Presentations ready	Yes	No
Module customised to your state's context	Yes	No

★ ★ ★

At the end of this chapter, participants should be able to understand -

- Centrally sponsored schemes
- State sponsored schemes
- Role of CPCs in the effective implementation of these schemes

★ ★ ★

Training Sessions

DAY ONE

Activity One:
Match the Schemes – 45 minutes
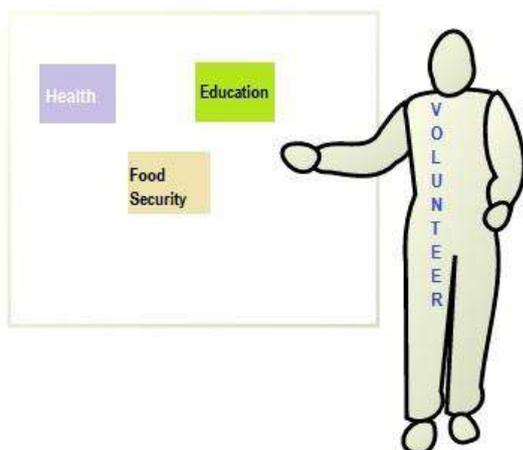
Activity Brief

This activity is to familiarise the CPCs with the schemes and their features.

The facilitator has to ask the participants to name the centrally sponsored schemes they are aware of.

Open Discussion – 10 minutes

Classification – 5 minutes
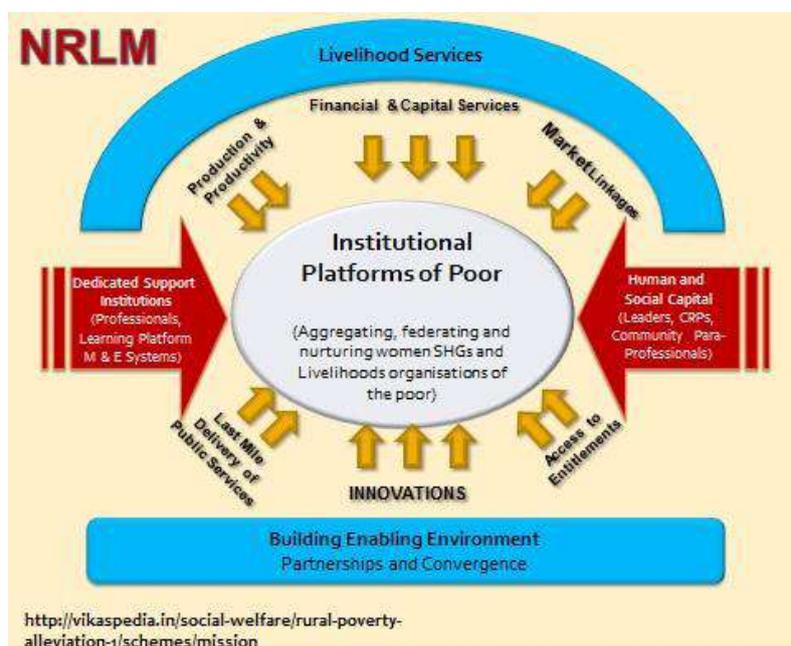
Group Discussion – 30 minutes

A volunteer has to be invited from the group of participants for facilitating the session further.

The volunteer is supposed to write down the schemes in sticky notes and ask the participants to classify the schemes under different themes such as Food Security, Education, Health and so on.

On a white board, the volunteer has to stick the notes according to the classification.

*This is not a part of the training manual; for facilitator's reference only*

http://vikaspedia.in/social-welfare/rural-poverty-alleviation-1/schemes/mission

A model classification is shown below:

1. Food Security	a. Integrated Child Development Services b. Public Distribution System c. Antyodaya Anna Yojana d. Mid-day Meal Programme e. State specific schemes (if any)	

2. Health Schemes	a. National Health Mission
	   i. Janani Shishu Suraksha Karyakaram
	   ii. Rashtriya Bal Swastya Karyakram
	   iii. Rashtriya Kishor Swasthya Karyakram
	   iv. National Disease Control Programmes
		a. Rashtriya Swasthya Bima Yojana
		
		b. Swacch Bharath Mission
		
		c. State specific schemes (if any)

3. Education	a. Sarva Siksha Abhiyan b. State specific schemes (if any)	
4. Livelihood	a. MGNREGS b. Deen Dayal Antyodya Yojana | DAY-NRLM c. Start-up Village Entrepreneurship Program (SVEP) d. Pradhan Mantri Kaushal Vikas Yojana (PMKVY) e. Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) f. State specific schemes (if any)	

5. Social Security	a. National Social Assistance Programme
	   i. Indira Gandhi National Old Age Pension Scheme (IGNOAPS)
	   ii. Indira Gandhi National Widow Pension Scheme (IGNWPS)
	   iii. Indira Gandhi National Disability Pension Scheme (IGNDPS)
	   iv. National Family Benefit Scheme (NFBS)
	   v. Annapurna Scheme
	b. State specific schemes (if any)	

6. Natural Resource Management & Infrastructure Development	a. Pradhan Manthri Awas Yojana (PMAY) b. Pradhan Mantri Gram Sadak Yojana (PMGSY) c. Watershed Development Programmes d. Saubhagya – Sahaj Bijli Har Ghar Yojana e. Deen Dayal Upadhyay Gram Jyoti Yojana f. Ujjwala g. State specific schemes (if any)	
7. Financial Inclusion	a. Aadhaar Card b. Ration Card/ Family Card c. Pradhan Mantri Jan Dhan Yojana	

Group Discussion

- The participants have to form seven groups according to the classification above.

- Groups should be formed as per the number of schemes listed under each category. For example, the category of Food Security has four centrally sponsored schemes. So the number of participants in this group should be greater than the number of participants in the group for Health, which has three central schemes.

- Each group has to prepare placards of the corresponding schemes coming under their category (please refer image below)

- Groups can also make sub-groups to discuss each of the identified schemes listed under the respective category

- The groups have to discuss the features of the scheme, its implementation in their particular area, its reach/coverage in their locality etc.

- The group presentations will be before the technical session on the schemes.

Sample Placard – Food Security Group
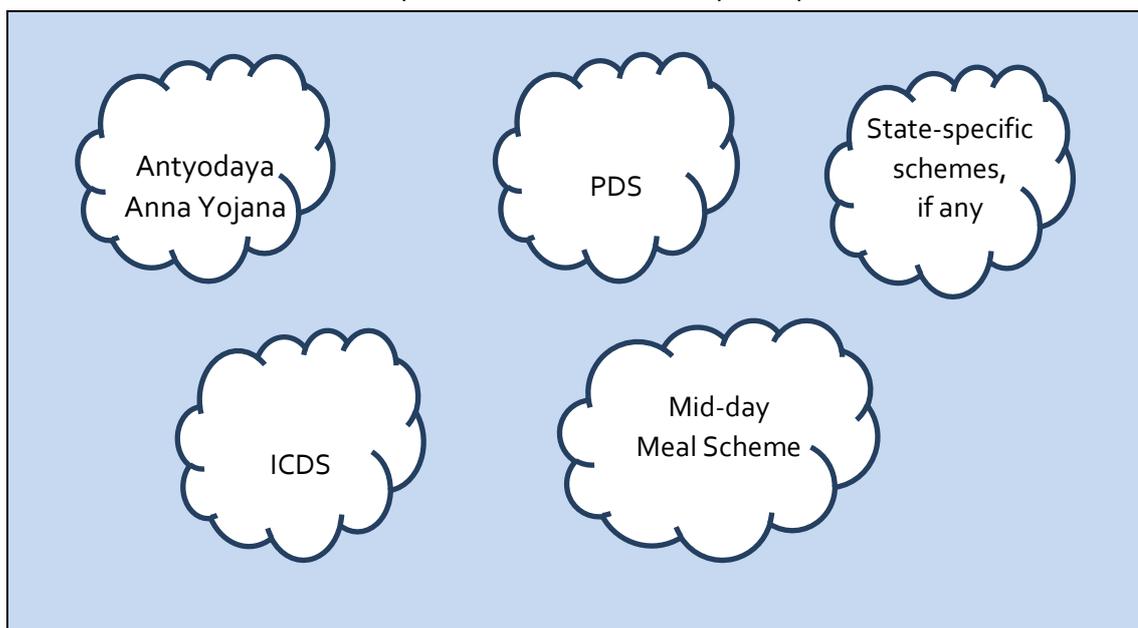
Hello Facilitator ... Page 9 ⇗ is where you can go back to if you wish to bring more energy to the activity ☺

Activity Two:
Let's Get Involved – 60 minutes

Activity Brief

This activity aims at making the Community Professionals for Convergence realise their opportunities and responsibilities as change makers. This will also help them identify their roles in the society.

✧ A power point presentation detailing the reach of different flagship programmes of Government of India has to be shown to the participants.

✧ The presentation shall contain Government data on the targets to be achieved under different CSS such as MGNREGS, ICDS, NSAP, RSBY and SBM. State-specific data on the coverage of the scheme shall also be included in the presentation.

✧ These schemes are entitlements of each citizen, but equal distribution of resources is a problem that persists. The facilitator has to open a discussion on the low coverage of schemes.

✧ The facilitator has to probe the participants about the opportunities that SHGs and their federations have in addressing this gap and the larger role of each CPCs in achieving this common goal.

Group Discussion

🔲 The participants have to form groups of 7-8 members

🔲 Groups shall discuss the reasons for low coverage of schemes in their respective districts. Some possible reasons here ☞

🔲 After identifying the reasons, participants have to arrive at measures to increase the coverage of schemes in their locality

🔲 Following discussions, each group should be called to make a presentation

✓ Limited knowledge and awareness about various schemes and its process of implementation
✓ Lack of democratic capabilities in the community for demanding and accessing their rights and entitlements
✓ Limited access to public institutions and democratic participation
✓ Absence/limited participatory planning process at the local level
✓ Corruption
✓ Limited access to service delivery

The facilitator can conclude the activity by re-emphasising the reasons for less coverage of schemes and the responsibilities of CPCs to bring about change in the society.

Technical Session One

Developing Conceptual Clarity on Focused Area of Food Security
Facilitator's Presentation – 10 minutes

The facilitator has to begin the session by asking theoretical questions such as:

? **What is Food Security?**

The availability and accessibility of food by each individual through Government sponsored schemes is termed as Food Security.

The state has to ensure that all its citizens are living without hunger, starvation and malnutrition, which is rampant among small children and women living in the rural and tribal areas.

The state has to ensure that people have access to adequate food and that individuals or enterprises do not deprive anyone of their access to food. It has to proactively engage in strengthening people and their utilisation of resources for their livelihood including Food Security.

? **What is Right to Food?**

According to the Article 47 of the Indian Constitution, it is the duty of the State to raise the level of nutrition, the standard of living and improve public health.

In 2013, the Indian Parliament passed the National Food Security Act, 2013. The Act guarantees subsidised food to 50% of the urban population and 75% of the rural population. Currently, the Union Government ensures this through the judicious delivery of major Centrally Sponsored Schemes such as Antyodaya Anna Yojana, Integrated Child Development Scheme and Mid-day Meal Scheme. Public Distribution System remains the largest institutional mechanism for service delivery.

? **What are the schemes under the National Food Security Act, 2013?**

The centrally sponsored schemes such as ICDS, Antyodaya Anna Yojana, Public Distribution System, Mid-Day Meal Scheme and schemes devised by states under the Food Security Act come under this Act.

Activity Three:
Food for Thought – 30 minutes

Activity Brief
This activity intends to give CPCs a detailed understanding of schemes under Food Security.

The activity comes as a sequel to Activity One earlier, wherein groups were formed based on categorisation of schemes.

Group Discussion

- Members of Group 1 – dealing with schemes under Food Security – have to be invited to come forward with their placards listing the names of schemes.

- Sub-groups discussing specific schemes such as ICDS have to make a presentation on how these schemes are implemented in their locality/Panchayat/Block, coverage of the scheme and the like.

Q & A

- The sub-group with support from the facilitator could anchor the Q&A session

- The facilitator can encourage the sub-group members to interact with the other participants and invite questions

Some opening questions, which the facilitator may use to initiate discussions, are indicated below:

- Is the community represented in the implementation of ICDS, the flagship programme for the welfare of children in India?

- Is there a scope for greater community participation to improve access and delivery among the beneficiaries?

The facilitator may use this space to jot down any more initial questions to encourage discussions.

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Technical Session Two

Detailing Food Security Schemes
Facilitator's Presentation – 60 minutes

The facilitator has to detail the provisions of each of the schemes under Food Security. They can add on to what has already been discussed by the Group 1 members on the coverage and implementation of Food Security.
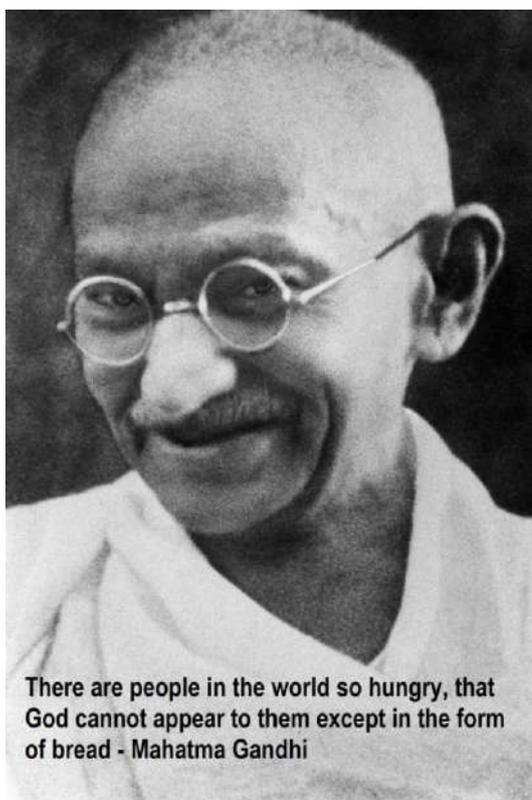
≈ **Integrated Child Related Services (ICDS)**

Implementing Agency Department of Women and Child Welfare, Government of India
Beneficiaries Children in the age group of 0-6 years, pregnant women and lactating mothers
Objectives of the Scheme • To improve the nutritional and health status of children in the age-group 0-6 years, thereby helping their psychological, physical and social development • To reduce the incidence of mortality, morbidity, malnutrition and school dropouts • To achieve effective co-ordination of policy and implementation amongst various departments to promote child development • To enhance the capability of the mother to look after the normal health and nutritional needs of the child through proper nutrition and health education
Services • Supplementary Nutrition • Pre-school non-formal education • Nutrition & health education • Immunisation • Health check-up • Referral services *The services of immunisation, health checkup and referral fall under the domain of Health, and are being provided by ASHA workers and primary health centers.*

Delivery of Services

Services	Target Group	Service provided by
Supplementary nutrition	▪ Children below 6 years ▪ Pregnant and Lactating mothers	▨ Anganwadi worker ▨ Anganwadi helper
Immunisation	▪ Children below 6 years ▪ Pregnant and Lactating mothers	▨ ANM/Medical Officer ▨ Health system
Health check ups	▪ Children below 6 years ▪ Pregnant and Lactating mothers	▨ ANM/Medical Officer ▨ Health system
Referral services	▪ Children below 6 years ▪ Pregnant and Lactating mothers	▨ Anganwadi worker ▨ ANM/MO/Health system
Pre-school education	▪ Children (3 to 6 years)	▨ Anganwadi worker
Nutrition and health education	▪ Women (15-45 years)	▨ Anganwadi worker ▨ ANM/MO/ Health system

This is not a part of the training manual; for facilitator's reference only

There are people in the world so hungry, that God cannot appear to them except in the form of bread - Mahatma Gandhi

Mid-day Meal Scheme

Entitlements of children
- Every child within the age group of six to fourteen years studying in classes I to VIII who enroll and attend the school
- Hot cooked meal having nutritional standards of 450 calories and 12 gms of protein for primary and 700 calories and 20 gm protein for upper primary free of charge on all days except school holidays
- Children would be served meals in the school

Implementation of the Scheme
- Every school should have the facility for cooking meal in a hygienic manner
- Schools in urban areas may use the facility of centralised kitchens for cooking meals wherever required in accordance with the guidelines issued by the Central Government

Responsibility of School Management Committee
- The School Management Committee mandated under the Right to Free and Compulsory Education Act, 2009 shall monitor the implementation of the Mid-day meal scheme
- It shall oversee quality of meals provided to the children, cleanliness of the place of cooking and maintenance of hygiene

Utilisation of School Funds
- In case of temporary unavailability of food grains, cooking cost etc. in the school, the Headmaster or Headmistress of the school is authorised to utilise any fund available in the school for the purpose of continuation of the Mid-day meal scheme in the school
- The school will be reimbursed the spent amount immediately on receipt of mid-day meal funds

Testing of the meals by Accredited Labs to ensure nutritional standards
- Hot cooked meal provided to children is to be evaluated and certified by the Government Food Research Laboratory or any laboratory accredited or recognised by law, to ensure that the meal meets with the nutritional standards and quality
- The Food and Drugs Administration Department of the State may collect samples to ensure the nutritive value and quality of the meals
- The samples are to be collected at least once a month from randomly selected schools or centralised kitchens and sent for examination to the accredited laboratories

≈ **Public Distribution System (PDS)**

The Public Distribution System (PDS) in the country facilitates the supply of food grains and distribution of essential commodities at a subsidised price, on a recurring basis to a large number of poor people through a network of Fair Price Shops.

Ration Card/ Family Card

The beneficiaries should have a ration card for availing different schemes. The family card is distributed by the Civil Supplies Department.

Eligibility to get a new and separate family card
- The applicant and his/her family must be Indian citizens
- The applicant and his/her family must be living and cooking separately
- The applicant and his/her family must be ordinarily resident of the state
- The applicant or any of his/her family members must not be a member in any other family card in the state
- The applicant or his family members must not possess any family card in any other State in India
- The applicant and members of the family must be close relatives

Documents that must be attached with new family card applications
Application (in the prescribed format) should be filled up completely with signature or thumb-impression and submitted along with other documents below:

- Proof of applicant's current residence in
  o Election Photo Identity Card (EPIC), or
  o Property tax payment receipt in case of own house (current year) or
  o Electricity Bill (last month) or
  o Telephone Bill (last month) or
  o Front Page of Bank Pass Book
- Name Deletion Certificate from the parent or guardian family card or Non-inclusion of name Certificate issued by the card issuing authority in the previous address or
- No card certificate issued by the card issuing authority, if there is no family card in the previous address and
- Particulars regarding earlier application for family card, including registration number and details of rejection, if any and
- Details of LPG connection, if any, with details of name of consumer in whose name it is registered, consumer number, LPG agency and Oil Company name and
- A self-addressed and stamped postal cover or postcard to enable the office to communicate the results to the applicant

Functioning of PDS at village/ Panchayat level
- For facilitating the supply of food grains and essential commodities, fair price shops (ration shops) are set up at Panchayat level

- BPL/APL cards are distributed to the beneficiaries according to the guidelines specified

APL/BPL category and its criteria
- The criteria for APL/BPL classification is determined by the state government with the guidelines shared by the Central Government
- Once the periodic survey is completed, the list has to be approved in the Gram Sabha before finalising the beneficiaries under APL/BPL category. The process is as follows:
  - Preparation of BPL list through survey (state government)
  - Approval of list in the Gram Sabha
  - Appeal to Block Development Officer/ District Collector if the list doesn't contain actual beneficiaries according to the state government guidelines
  - Display of final list

Services available through fair price shops

- Fair price shops distribute major commodities such as wheat, rice, sugar, kerosene etc
- Under the PDS, every family below the poverty line is eligible for 35 kgs of rice or wheat every month, while a household above the poverty line is entitled to 15 kgs of food grains on a monthly basis

≈ **Antyodaya Anna Yojana**

- The Antyodaya Anna Yojana (AAY), an important milestone in providing foodgrains to the poor
- It mandates provision of 25 kg of food grains every month at highly subsidised rates - Rs. 2 per kg of wheat and Rs. 3 per kg of rice to every Antyodaya family

Criteria for getting AAY card
- Landless agriculture labourers, marginal farmers, rural artisans/craftsmen such as potters, tanners, weavers, blacksmiths, carpenters, slum dwellers, and persons earning their livelihood on a daily basis in the informal sector like porters, coolies, rickshaw pullers, hand cart pullers, fruit and flower sellers, snake charmers, rag pickers, cobblers, destitute and other similar categories in both rural and urban areas.
- Households headed by widows or terminally ill persons/disabled persons/ persons aged 60 years or more with no assured means of subsistence or societal support.
- Widows or terminally ill persons or disabled persons or persons aged 60 years or more or single women or single men with no family or societal support or assured means of subsistence
- All primitive tribal households

The facilitator has to conclude the session by reiterating the importance of Food Security and the various schemes available under the Act. Doubts regarding these schemes may be also clarified.

Activity Four:
Memory Game – 30 minutes

Activity Brief

✧ This activity is to help renew the various topic learnt during the day

✧ All the participants are to sit in a large circle.

✧ The facilitator has to advise Group 1 members to facilitate the game, and so all the group members may sit together

✧ Group 1 members have to select a particular scheme and give hints (it can be features or objectives of particular scheme)

✧ One of the members from the group has to share a hint on any of the scheme coming under Food Security

✧ Hints could be: This particular scheme ensures convergence between ASHA worker and PHC or One of the objectives of this scheme is to reduce incidence of mortality and morbidity etc.)

✧ The participant sitting beside to him/her will give one more hint on the same scheme and the process will be continue until one of the participants from other groups come out with the answer

✧ The score given for the particular answer will reduce with the increase in number of hints shared.

This is not a part of the training manual; for facilitator's reference only

Mid-day meal scheme is intended to improve the attendance in schools providing supplementary nutritious food to children is another objective.
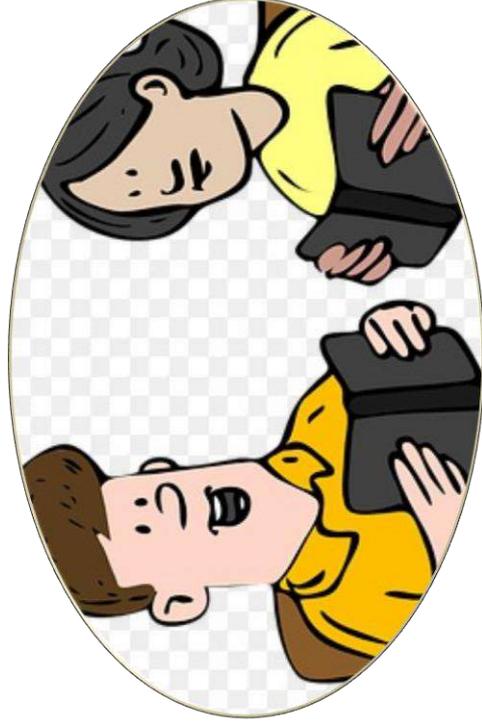
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The facilitator can conclude the sessions of the day by re-emphasising the various schemes learnt through the day. The table below can help the facilitator in this

Scheme	Role of Line Departments	Role of PRI	Role of CBOs	Role of CPCs
AAY	• Identifying eligible families through various processes • Issuing Antodaya ration card (yellow card) • Ensuring quality of the ration • Ensuring on-time delivery of ration (food items) on time • Issuing license to vendors • Regular monitoring of the scheme	• Coordinating with line departments in identifying the eligible candidates • Supporting eligible candidates in getting Antodaya ration card • Taking up issues of mal-practices with higher authorities if any • Taking up steps for information dissemination about surveys, meetings etc. • Regular monitoring of the quality of ration and its proper distribution	• Supporting Panchayat in identifying the right eligible candidates • Taking up awareness campaigns on rights and entitlements given under AAY • Supporting eligible members in getting Antodaya ration card • Taking up steps to ensure active participation in the surveys, meetings • Taking steps in mobilising SHG members to take part in decision-making platforms (Gram Sabha, special meetings etc.)	• Motivating SHGs, VOs to take such schemes in their regular meetings • Supporting Panchayat, Line department in reaching to last person for survey and such other purposes • Supporting eligible families in getting ration card with the help of panchayat, line department
PDS	• Identifying the beneficiaries (BPL families) • Issuing of Ration card • Issuing of license to PDS vendors • Ensuring the on-time delivery of food items to vendors • Regular monitoring of the scheme	• Monitoring of vendors • Supporting its citizens in getting Ration Card • Ensuring proper identification of beneficiaries • Ensuring that beneficiaries get their full entitlement • Monitoring the quality of ration distributed under PDS	• Awareness creation among the villagers on their entitlement under PDS • Supporting PRIs and Line department in identifying the beneficiaries • Helping the most needy to get the entitlement under PDS • Raising the issue of wrong doing with Panchayat	• Awareness creation among VOs, PRIs about PDS • Information dissemination on PDS and about entitlement under the scheme • Coordinating with PRIs, CBOs and line department

ICDS	• Providing infrastructure and other facilities to Anganwadi Centre • Facilitating convergence with ASHAs, ANMs, and other relevant service providers at the village level • Ensuring delivery of envisaged benefits to each beneficiary • Reviewing village-level child-related indicators and outcomes • Monitoring and supervising activities of the AWC and other projects / personnel involved with ICDS Mission	• Preparing Village Women & Child Development Plan under Annual Panchayat Development Plan • Incorporating felt-needs of the children and women into the Annual Plan of Gram Panchayat • Constituting Village Health Sanitation & Nutrition Committee • Monitoring the functioning of Anganwadis	• Supporting Gram Panchayat in preparing the project plan for all Anganwadi centres in a village. • Identifying the beneficiaries for each component of ICDS and enrol them to Anganwadi • Creating a positive environment for ICDS through CBO network providing local support • Contributing to the better functioning of Mother's Committee of each Anganwadi in their locality • Engaging with various functionaries of NHM for effective delivery of services • Conducting local festivals and celebrates special days in collaboration with Anganwadi • Ensuring that each beneficiary from the CBO network accesses the benefits of ICDS	• Capacity building of PRI and CBO • Awareness generation and support • Supporting SHGs in enrolment and monitoring • Acting as a bridge between line departments, PRI and CBO and support in coordination
Mid Day Meal	• Ensuring the HR, Infrastructure, delivery of food items • Monitoring of the quality	• Ensuring formation of the School management committee (SMC) • Monitoring the quality of food	• Encouraging parents to send their children to school regularly • Attending regular meetings of the SMC	• Taking up awareness campaigns targeting various stakeholders (PRIs, VOs, Youth etc.)

of food given under MDM • Ensuring on time delivery of food items/payment to schools • Regular evaluation of the scheme	• Ensuring the sanitation and cleanliness in the kitchen • Ensuring that regular meetings of SMC happens • Taking steps to promote education in the village	
	• Regular monitoring the food quality given in MDM • Ensuring the cleanliness in the kitchen • Providing support to schools in carrying out their different task	• Capacity building of PRIs and CBOs on their role in the scheme • Creating of IEC material • Supporting system to school

Reading hour: Participants have to be given time to refer to the centrally and state sponsored schemes under Food Security

DAY TWO

Activity Five:
Most Important Lessons Learnt Yesterday (MILLY) – 10 minutes

The first 10 minutes of the day have to spent rewinding lessons learnt during the previous day

Activity Six:
Understanding Health Schemes – 10 minutes

Activity Brief
This activity intends to give CPCs a detailed understanding of Health Schemes under Food Security. The activity comes as a sequel of Activity One earlier, wherein groups were formed based on categorisation of schemes.

Group Presentation

- Members of Group 2 – dealing with schemes under Health – have to be invited to come forward with their placards listing the names of schemes.

- Group 2 members could be advised to summarise the major points discussed on different schemes such as NHM, RSBY, SBM etc

- The major activities conducted under these schemes and the reach/coverage of the particular schemes in their Panchayat/Block can be presented before the participants.

Activity Seven:
Health Scenario in your village – 40 minutes

Activity Brief
The participants will be given a case study to discuss.

It is a portion of 'Minutes of the SHG meeting' at Bhoya Panchayat in Khuntpani, Jharkhand.

Case Presentation – 5 minutes

Group Discussion – 10 minutes

Group Presentation – 5 minutes per group

Wrap Up – 5 minutes

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Minutes of the meeting- Kalyani SHG

Date: 28/09/2016   Place: Bhoya Anganwadi
Meeting Number: 68   Chair: Gita
Participants: 8   Time: 6.00 to 7.00 am

After the prayer, SHG President Gita welcomed the members to the meeting. The Secretary Vaishali presented the report and later conducted a discussion on it. The thrift collected for the last week is Rs. 80 only. Padmini and Lalitha failed to pool their share in the last week. In the discussion, Padmini's neighbour Veena informed that Padmini's child is hospitalised due to diarrhoea. Lalitha had a non-institutional delivery and has serious health issues. The President intervened saying that these two cases will be added to the agenda of the meeting. Later, the president presented the agenda of the meeting.

Agenda
1. Follow up of the SBM applications submitted in the panchayat
2. Preparations needed for the October 2 Gram Sabha
3. Extending the SHG support to Padmini and Lalitha

Discussion
1. ....
2. ....
3. ....

Decisions taken
- The president of the SHG will communicate the concerns of the members in the VO meeting and in the VOCC meeting too. The members will consult the ward member to know the status of the applications submitted.

- The SHG will inform the Gram Sabha in their neighbourhood and will get the agenda from the ward member or from the VO

- Since *diarrhoea* is rampant nowadays, the SHG will communicate the same to ASHA worker and will mobilise people to use the community toilets. Members of School Management Committee/PTA will raise the issue in the upcoming PTA meeting to ensure that sufficient toilets will be constructed under SBM. The SHG decided to help Padmini for meeting the hospital expenses. The financial assistance will be given from the savings of the SHG. SHG members will visit Lalitha and provide immediate assistance for her recovery.

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Group Discussion and Presentation

- Once the case study is presented, the participants will be asked to find out the various schemes applicable to the case

- The participants may be divided into groups according to the identified schemes.

- The groups can be asked to discuss these schemes, their features, the implementation etc.

Specifically, they can discuss:

- Whether the decisions taken by Kalyani SHG is right in connection with the schemes available to support Padmini and Lalitha?

- What does the SHG lack?

- What is an ASHA worker supposed to do for Lalitha? What are the efforts that the SHG should take to prevent non-institutional delivery?

The groups have to present their findings, summarise the observation of the group towards the decision taken by the Kalyani SHG, what more the SHG can do in this regard etc.

Once the group presentations are over, the facilitator has to sum up the components of the Health Schemes.

Under health schemes, only the RSBY, SBM and Janani Shishu Suraksha Karyakram are discussed in the training. There are other schemes under NHM; facilitator may encourage participants to go through them during reading hours.

Technical Session Three

National Health Mission
Facilitator's Presentation – 40 minutes
Q & A – 10 minutes

What is NHM?
National Health Mission set up by the Union Cabinet, seeks to provide equitable, affordable and quality healthcare to the rural population, especially the vulnerable groups

Major goals of the NHM

- Reduce MMR to 1/1000 live births
- Reduce IMR to 25/1000 live births
- Reduce Total Fertility Rate to 2.1
- Prevent and reduce anaemia in women aged 15–49 years
- Prevent and reduce mortality & morbidity from communicable, non- communicable; injuries and emerging diseases
- Reduce household out-of-pocket expenditure on total healthcare expenditure
- Reduce annual incidence and mortality from Tuberculosis by half
- Reduce prevalence of Leprosy to <1/10000 population and incidence to zero in all districts
- Bring down annual Malaria Incidence to be <1/1000
- Reduce microfilaria prevalence to less than 1 per cent in all districts
- Kala-azar elimination by 2015, <1 case per 10000 population in all blocks

What are the schemes under NHM?

- Janani Shishu Suraksha Karyakaram
- Rashtriya Bal Swastya Karyakram
- Rashtriya Kishor Swasthya Karyakram and
- National Disease Control Programmes

What is Village Health Sanitation & Nutrition Committee?

One of the key elements of the National Rural Health Mission is the Village Health, Sanitation & Nutrition committee (VHSNC). Formed at the revenue village level, the committee has to

- take collective actions on issues related to health and its social determinants at the village level.
- to take the leadership in providing a platform to improve health awareness and access to the community for health services, address specific local needs, serve as a mechanism for community based planning and monitoring besides acting as a sub-committee of the Gram Panchayat
- have a minimum of 15 members including ASHA worker, elected representatives, community members, beneficiaries and representation from all community sub-groups, especially the vulnerable sections and hamlets/ habitations etc.

What is Rogi Kalyan Samiti/ Hospital Management Society?

- Rogi Kalyan Samiti (Patient Welfare Committee)/ Hospital Management Society acts as a group of trustees for the hospitals to manage the affairs of the hospital
- It consists of members from local PRIs, NGOs, local elected representatives and officials from Government sector who are responsible for proper functioning and management of the hospital/Community Health Centre.
- RKS / HMS is free to prescribe, generate and use funds according to its best judgement for the smooth functioning of the hospital and maintenance of quality services

What is Janani Shishu Suraksha Scheme for?

- Janani Shishu Suraksha Karyakram is a scheme under NHM aimed to bring down the MMR and IMR by promoting institutional delivery.
- The initiative entitles all pregnant women delivering in public health institutions to free and no-expense delivery.
- All expenses relating to delivery in a public institution are borne by the Government.
- Under this initiative, a pregnant woman is entitled to free transport from home to the Government health facility
- Entitlement includes free drugs and consumables, free diagnostic, free blood and free diet for the duration of a woman's stay in the facility
- Similar entitlements have been put in place for all sick newborns accessing public health institutions for healthcare until 30 days after birth. They are entitled to free treatment besides free up and down transport, and between facilities in case of a referral

Technical Session Four

Rashtriya Swasthya Bima Yojana
Facilitator's Presentation – 15 minutes
Q & A – 5 minutes

- Rashtriya Swasthya Bima Yojana (RSBY) is a health insurance scheme for the Below Poverty Line families with the objectives to reduce out of pocket expenditure on health and increase access to health care.

- The beneficiaries under RSBY are entitled to hospitalisation coverage of up to Rs. 30,000/- per annum on family floater basis, for most of the diseases that require hospitalisation. The benefit will be available under the defined diseases in the package list.

- The Government has framed indicative package rates for the hospitals for a large number of interventions. Pre-existing conditions are covered from day one and there is no age limit.

- The coverage extends to maximum five members of the family, which includes the head of household, spouse and up to three dependents. Additionally, transport expenses of Rs. 100/- per hospitalisation will also be paid to the beneficiary subject to a maximum of Rs. 1000/- per year per family.

- The beneficiaries need to pay only Rs. 30/- as registration fee for a year while Central and State Government pays the premium as per their sharing ratio to the insurer selected by the State Government on the basis of a competitive bidding.

- In every state, the State Government sets up a State Nodal Agency (SNA) that is responsible for implementing, monitoring supervision and part-financing of the scheme by coordinating with the Insurance Company, Hospital, District Authorities and other local stakeholders.

Technical Session Five

Swachh Bharat Mission
Facilitator's Presentation – 15 minutes
Q & A – 5 minutes

Objectives of Swachh Bharat Mission (SBM)

- Bring about an improvement in the general quality of life in the rural areas, by promoting cleanliness, hygiene and eliminating open defecation
- Accelerate sanitation coverage in rural areas to achieve the vision of Swachh Bharat by 2nd October 2019
- Motivate Communities and Panchayati Raj Institutions to adopt sustainable sanitation practices and facilities through awareness creation and health education

- Encourage cost-effective and appropriate technologies for ecologically safe and sustainable sanitation
- Develop wherever required, Community managed sanitation systems focusing on scientific Solid & Liquid Waste Management systems for overall cleanliness in the rural areas

Major phases of SBM

Planning Phase

- It is suggested that the planning for implementation should be at the District level
- The startup activities would include updating the baseline survey, orientation of key personnel at the district/GP level and the preparation of district and state plan
- All States are to ensure entry of Baseline data on the MIS as households, and those who are not entered on the MIS will not be entitled to funds under SBM
- States will update the Baseline survey data in April of every year to take into account changes in the GP during the preceding year. This is not a resurvey GPs, but only entry of incremental changes that may have happened in the GP in the preceding year

- An army of foot soldiers or Swachhata Doots for sanitation could be developed and activated. These would be through using existing arrangements like Panchayati Raj Institutions, Co-operatives, ASHAs, Anganwadi workers, Women Groups, Community Based Organisations, Self Help Groups, Water linemen/ pump operator etc. who are already working in the GPs, or through Swachhata Doots engaged specially for the purpose

Implementation Phase:

- The District Collectors/Magistrates/CEOs of Zilla Panchayats are expected to lead the Mission themselves, so as to facilitate district-wide planning of the Mission and optimum utilisation of resources

- Preliminary IEC works including for triggering behaviour change is envisaged first. This will attempt to reach every household in every community and shall disseminate information regarding the need for safe sanitation, the ill effects of open defecation, and get the population oriented towards satisfying their felt-needs

- The participation of local community-oriented organisations has to be obtained to garner belief in the community and develop their confidence in the programme

- IEC, triggering behavioural change, capacity building, monitoring activities can be done through the Gram Panchayats or through other agencies like administrative departments, CSOs, NGOs, SHGs etc. as decided by the State

- Ideally, the construction activities should be taken up by the individual beneficiaries themselves with support from/ or through agencies in the village. States may decide to provide incentives to households in two phases, one at the pre-construction stage and the

other on completion of construction and usage

- States may tie up with State Project Management Units of DAY-NRLM in the respective states for utilising the huge network of SHGs for effective IEC and BCC, triggering demand and promoting area specific toilet design and specification

- The SHGs can also be effectively used as a micro financing unit for sanitation infrastructure

- SHGs may also be utilised for working as Rural Sanitary Marts (RSMs) in remote areas where bulk procurement and delivery of quality hardware for toilet construction may be assured through such a system. Funding for this shall also be permitted under the SBM

- A completed household sanitary latrine shall comprise of a Toilet Unit including a sub structure, which is sanitary, a super structure, with water facility and hand wash unit for cleaning and hand washing

- Incentive, as provided under the Mission for the construction of Individual Household Latrines (IHHL), shall be available for all Below Poverty Line (BPL) Households and Above Poverty Line (APL) households restricted to SCs/STs, small and marginal farmers, landless labourers with homestead, physically handicapped and women-headed households.

- The Incentive amount provided under SBM to Below Poverty Line (BPL) /identified APLs households shall be up to Rs.12,000 for construction of one unit of IHHL and provide for water availability, including for storing for hand-washing and cleaning of the toilet.

- APL families not covered by the above incentives will be motivated and triggered to take up construction of the household latrines on their own

Under the Programme, priority shall be accorded to cover households having:

- Old Age Pensioners/Widow Pensioners/Disability Pensioners (National Social Assistance Programme {NSAP} beneficiaries)
- Pregnant and lactating mothers covered by Maternal Health Programmes of Central and State Governments, including Janani Suraksha Yojana under National Rural Health Mission; and
- Girl children covered by any Scheme benefiting the girl child
- Old Age Pensioners/Widow Pensioners/Disability Pensioners (National Social Assistance Programme {NSAP} beneficiaries)
- Pregnant and lactating mothers covered by Maternal Health Programmes of Central and State Governments, including Janani Suraksha Yojana under National Rural Health Mission; and
- Girl children covered by any Scheme benefiting the girl child

Sustainability Phase:

Regular monitoring and evaluation to ensure ODF status

Activity Eight:
Let's Quiz – 30 minutes

- The participants are to be divided into two groups
- The groups have to prepare questions based on the schemes discussed during the day
- Group 1 will prepare questions based on schemes relating to Food Security and Group 2 will prepare questions on Health Schemes
- Subsequently, they will quiz one other
- The facilitator has to ensure that the participants cover all the detailed schemes and that the answers are correct
- The facilitator also has to record the scores of the quiz

This is not a part of the training manual; for facilitator's reference only

This poster 'SHARE FOOD - SPREAD SMILES' by Govind Maheshwari (age category 5 - 8) received Special Mention in the World Food Day Poster Contest 2014 entitled 'Family farming' conducted by the FAO http://www.fao.org/world-food-day/2017/contest/2014/winners-2014/en/

The facilitator can conclude the sessions by mentioning the various health schemes learnt and revising the role of line departments, Panchayat, CBO and CPC in each of the schemes learnt.

Scheme	Role of Line Departments	Role of PRI	Role of CBOs	Role of CPCs
NHM	• Promoting link between community and health system through ASHA workers • Regular capacity building of staff (Doctors, ANMs, ASHAs etc.) • Forming Village Health Sanitation and Nutrition Committee (VHSNC) • Ensuring availability of ambulance in case of emergencies • Involving CSOs, PRIs, VHSNC and other such community based institutions in the implementation of the mission • Taking steps to ensure that staff is available in health centres (PHCs, CHCs) • Creating IEC material in local language	• Coordinating with the line department in forming Village Health Sanitation and Health Nutrition (VHSNC) • Regular visit to health centres and reporting to concerned authorities in case of non-availability of medicines, doctors • Regular coordination with the ASHA workers, ANMs to get update on the health status of the GP • Taking steps to ensure that all child birth are registered and are institutional delivery • Taking up campaigns for awareness creation on health issues, specific diseases • Organising regular health camps in coordination with health department • Identifying the most critical patient, families and supporting them to aces the medical	• Taking up campaign on awareness creation on health issues and season-based diseases • Supporting ASHA workers to ensure that all child birth are registered • Identifying the most critical patient, families and supporting them to aces the medical facility • Taking active part in meetings of ASHA workers, VHSNC, Health Camps etc • Mobilising members to take part in awareness campaigns, health camps etc. • Taking up discussions on health issues in regular meetings of SHGs and VOs	• Developing IEC material for awareness creation on health issues • Regular dissemination of information related to health • Motivating SHGs, VOs in taking up health issues in their regular meetings • Supporting PRIs, Departments in organising health camps, campaigns etc.

		facility • Ensuring regular meetings of VHSNC and proper utilisation of its grants	
RSBY	• Prompting the Gram Panchayats for renewing the RSBY card of the beneficiaries • Coordinating with the Gram Panchayats for organising RSBY camps • Organising awareness generation activities for information dissemination on the schemes • Creating IEC materials • Coordinating with Gram Panchayats to display names of hospitals at public places in the Panchayats about the list of hospitals from where the benefits can be availed	• Making necessary forms available for applicants • Supporting the community for enrolment and accessing benefits through Panchayat staff as well as elected representatives • Devising a strategy to Utilise RSBY benefit for a comprehensive rehabilitation of the poor • Ensuring needy people are getting benefits from empanelled hospitals • Facilitating grievance redressal when needed	• Awareness is done through CBO network • The registration drive is done by federations of CBO at Ward level and they are paid a fixed amount of commission • Annual renewal of the beneficiaries is done by CBO federations • Supporting the needy applicants to get benefits from concerned hospitals • Grievances are forwarded to the concerned officials by CBO federations	• Capacity building of PRI and CBO • Awareness generation • Supporting in organising enrolment camps • Acting as a bridge between line departments, PRI and CBO and support in coordination
SBM	• Planning for implementation • Orienting personnel at district and GP level • Ensuring the entry of baseline data into MIS • Regular monitoring and	• Conducting Baseline survey and update it at regular intervals • Mobilising construction of toilets • Promoting regular use of toilet • Maintaining and repairing of toilets	• Sensitisating against open defecation and related health issues • Supporting PRIs in survey and identification of eligible households	• Capacity building of PRI and CBO • Awareness generation and support in creating IEC • Assisting SHGs in

evaluation	• Promoting interpersonal communication for hygiene education • Taking initiative to construct Community Toilets if needed • Constituting Village Water and Sanitation Committee for providing support in terms of motivation, mobilisation, implementation and supervision of the programme.	• Ensuring that each SHG family has IHHL • Providing credits for SHG members to construct toilets • CBO can be given training to be part of sanitation campaign • Supporting PRI by enrolling as Swachhata Doots • SHGs can work as Rural Sanitary Marts • Managing Community Toilets • Ensuring availability of toilets in public buildings like school and Anganwadi through CBO network • The Prize Money (Nirmal Gram Puraskar) is shared with CBO and also used in follow up activities	accessing benefits and plan • Acting as a bridge between line departments, PRI and CBO and support in coordination • Following up on activities

Activity Nine:
Skit/Street Play on Education – 50 minutes

≈ The participants have to be divided into three to perform a skit/short play on the existing educational scenario

≈ The issues and challenges faced by the children in rural villages, the provisions/features of schemes in the education sector, rights are to be communicated in the presentation.

Technical Session Six

Right to Education
Facilitator's Presentation – 15 minutes
Q & A – 5 minutes

What is RTE?

As per the Constitution Amendment Act, all children in the age group of six to fourteen years are entitled to get free and compulsory education.

The Right of Children to Free and Compulsory Education (RTE) Act, 2009 directs that every child has a right to full time elementary education of satisfactory and equitable quality in a formal school which satisfies certain essential norms and standards.

What are the features of this Act?

- Right of children to free and compulsory education till completion of elementary education in a neighbourhood school

- It clarifies that compulsory education means obligation of the appropriate government to provide free elementary education and ensure compulsory admission, attendance and completion of elementary education to every child in the age group of six to fourteen. Free means that no child shall be liable to pay any kind of fee or charges or expenses that may prevent him or her from pursuing and completing elementary education.

- It makes provisions for a non-admitted child to be admitted to an age appropriate class

- It specifies the duties and responsibilities of appropriate Governments, local authority and parents in providing free and compulsory education, and sharing of financial and other responsibilities between the Central and State Governments.

- It lays down the norms and standards relating to Pupil Teacher Ratios (PTRs), buildings and

infrastructure, school-working days, teacher-working hours etc.

- It provides for rational deployment of teachers by ensuring that the specified pupil teacher ratio is maintained for each school, rather than just as an average for the State or District or Block, thus ensuring that there is no urban-rural imbalance in teacher postings. It also provides for prohibition of deployment of teachers for non-educational work, other than decennial census, elections to local authority, state legislatures and parliament, and disaster relief.

- It provides for appointment of appropriately trained teachers, i.e. teachers with the requisite entry and academic qualifications.

- It prohibits (a) physical punishment and mental harassment; (b) screening procedures for admission of children; (c) capitation fee; (d) private tuition by teachers and (e) running of schools without recognition.

- It provides for development of curriculum in consonance with the values enshrined in the Constitution, and which would ensure the all-round development of the child, building on the child's knowledge, potentiality and talent and making the child free of fear, trauma and anxiety through a system of child friendly and child-centred learning.

Activity Ten:
Understanding Education Schemes – 5 minutes

- Members of Group 3 dealing with Education Schemes have to come forward with their placards.

- Based on the group's discussions, they can summarise the major points discussed about SSA.

- The major activities conducted under the schemes and the reach/coverage of the particular scheme in their Panchayat/Block can be presented before the participants.

This is not a part of the training manual; for facilitator's reference only

Facilitator has to "support motivation, commitment and loyalty of the participants."

Technical Session Seven

Sarva Shiksha Abhiyan
Facilitator's Presentation – 15 minutes
Q & A – 5 minutes

What is Sarva Shiksha Abhiyan (SSA)?

Sarva Shiksha Abhiyan provides for a variety of interventions for universal access and retention, bridging of gender and social category gaps in elementary education and improving the quality of learning.

It includes the opening of new schools and alternate schooling facilities, construction of schools and additional classrooms, toilets and drinking water, provisioning for teachers, regular teacher in service training and academic resource support, free textbooks & uniforms and support for improving learning achievement levels/outcomes.

Main Features of SSA

- Holistic view of education, as interpreted in the National Curriculum Framework 2005, with implications for a systemic revamp of the entire content and process of education with significant implications for curriculum, teacher education, educational planning and management.
- Equity, to mean not only equal opportunity, but also creation of conditions in which the disadvantaged sections of the society – children of SC, ST, Muslim minority, landless agricultural workers and children with special needs, etc. – can avail of the opportunity.
- Access, not to be confined to ensuring that a school becomes accessible to all children within specified distance but implies an understanding of the educational needs and predicament of the traditionally excluded categories – the SC, ST and others sections of the most disadvantaged groups, the Muslim minority, girls in general, and children with special needs.
- Gender concern, implying not only an effort to enable girls to keep pace with boys but to view education in the perspective spelt out in the National Policy on Education 1986/1992; i.e. a decisive intervention to bring about a basic change in the status of women.
- Centrality of teacher, to motivate them to innovate and create a culture in the classroom, and beyond the classroom, that might produce an inclusive environment for children, especially for girls from oppressed and marginalised backgrounds.
- Moral compulsion is imposed through the RTE Act on parents, teachers, educational administrators and other stakeholders, rather than shifting emphasis on punitive processes.
- Convergent and integrated system of educational management is pre-requisite for implementation of the RTE law. All states must move in that direction as speedily as feasible.

What is Beti Bachao, Beti Padhao?

- The Census (2011) data showed a significant declining trend in the Child Sex Ratio (CSR), calculated as number of girls for every 1,000 boys between the age group of 0-6 years, with an all-time low of 918 in 2011 from 976 in 1961. This is an alarming indicator of women disempowerment.
- It reflects pre-birth discrimination manifested through gender biased sex selection, as well as post birth discrimination against girls. The decline is widespread across the country; seen in rural and tribal areas also.
- Alarmed by the sharp decline, the Government of India has introduced Beti Bachao, Beti Padhao (BBBP) programme to address the issue of decline in CSR in 100 gender critical districts.
- Coordinated and convergent efforts are needed to ensure survival, protection and education of the girl child.
- The Overall Goal of the Beti Bachao, Beti Padhao (BBBP) Scheme is to celebrate the girl child and enable her education.

What are the objectives of the Scheme?

- Prevent gender biased sex selective elimination
- Ensure survival & protection of the girl child
- Ensure education of the girl child

What are the major components of the scheme?

The two major components of the scheme include the massive campaigning and multi-sectoral action in selected 100 districts.

Which ministry/department implements this scheme?

- The Ministry of Women and Child Development promotes registration of pregnancies in first trimester in Anganwadi Centres (AWCs), undertakes training of stakeholders, community mobilisation and sensitisation, involvement of gender champions, reward and recognition of institutions & frontline workers.
- The Ministry of Health and Family Welfare monitors the implementation of pre-conception and pre-natal diagnostic techniques (PNDT), increased institutional deliveries, registration of births, strengthening PNDT Cells, setting up monitoring committees.
- The Ministry of Human Resource Development looks into universal enrolment of girls, decreased drop-out rate, girl child-friendly standards in schools, strict implementation of Right to Education (RTE) and construction of functional toilets for girls.

Activity Eleven:
Get to Know Other Schemes – 20 minutes

≈   The facilitator will have a discussion on the other existing schemes

≈   The participants can contribute on the other schemes related to Education

≈   The facilitator can also initiate discussions on the Mahila Samakhya Programme for girl child empowerment, Adult Literacy Campaign and schemes provided to SC/ST children among others.

≈   The convergence of other available education schemes has also to be discussed. For example, the participants should be able to identify that Mid-day Meal Scheme and Swachh Vidyalaya under SBM - an initiative of the Ministry of Human Resource Development to ensure that all Government schools in the country have separate toilets for boys and girls under SBM - are also working in convergence with the SSA.

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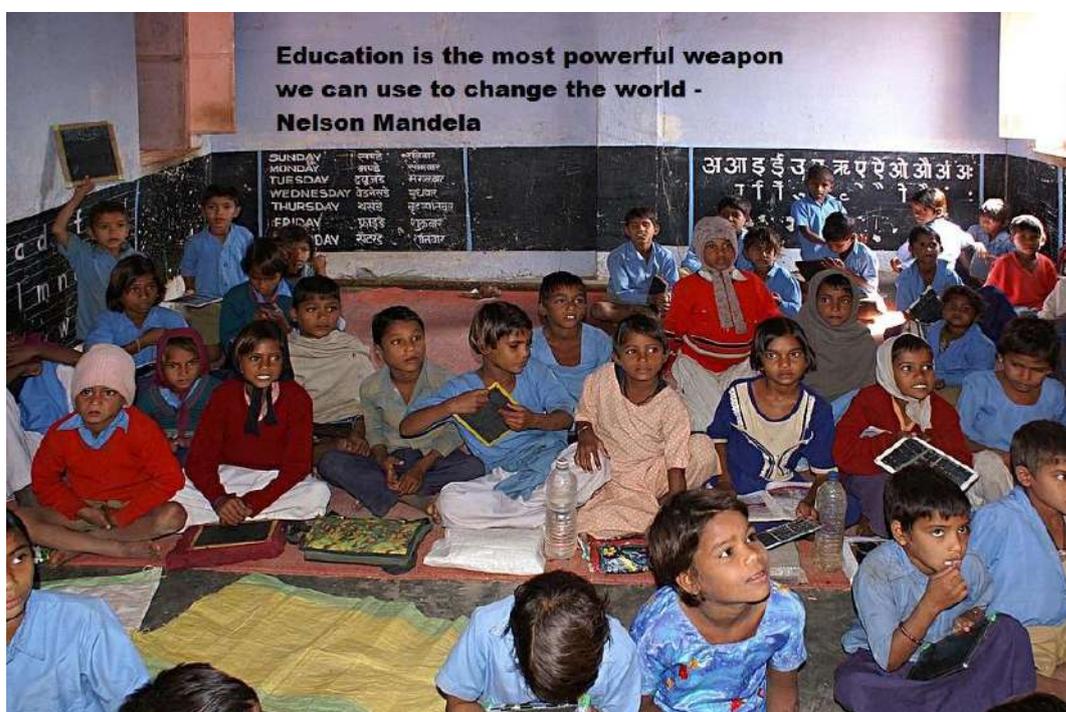
The facilitator can conclude the sessions by highlighting the various schemes learnt and revising the role of line departments, Panchayat, CBO and CPC in each of the schemes relating to education.

Scheme	Role of Line Departments	Role of PRI	Role of CBOs	Role of CPCs
Sarva Siksha Abhiyan	• Ensuring proper infrastructure in existing school (Classrooms, toilets, play ground, drinking water etc.) • Taking up the need analysis for new schools • Ensuring availability of teachers in schools • Ensuring on-time delivery of books, uniform to students • Taking steps to ensure quality of education • Taking up regular capacity building of teachers in order to equip them with modern technology and methodology	• Ensuring proper infrastructure at schools • Monitoring the availability of teachers • Taking steps to minimise number of schools drop outs • Regular monitoring of the schools in order to ensure quality of education • Taking up focused campaigns for girl's education • Taking special initiatives to promote education	• Taking up campaigns to bring all children in schools • Using SHG network, VOs as a platform to ensure there are no drop outs children in Panchayat • Regular visits to schools to ensure quality of education, availability of teachers • Taking up the wrong doings with the Panchayats	• Developing IEC material on scheme and importance of education • Coordination with school teachers, PRIs and CBOs for effective functioning of schools • Supporting school teachers in conducting household visits, counselling camps

Reading hour: Participants have to be given time to refer to the other centrally and state sponsored Health & Education Schemes

DAY THREE

Activity Twelve:
Understanding Livelihood Programmes
– 20 minutes

> Group Presentation – 10 minutes
>
> Q&A – 10 minutes

✧ The Group 4 members dealing with Livelihood Programmes have to come forward for presenting their basic ideas and knowledge about the existing schemes available in the state.

✧ Features of the schemes, its implementation, challenges and coverage of the scheme in their particular GP/Block etc. have to be discussed.

✧ They can use the placards made on the first day of the workshop to begin with.

✧ Facilitator has to ensure that all the possible schemes are mentioned in the presentation.

Technical Session Eight

Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS)
Facilitator's Presentation – 10 minutes
Q & A – 5 minutes

The facilitator has to introduce the MGNREGS. Since participants have first-hand knowledge of the Act, only the most important details have to be highlighted.

Objectives of MGNREGS:

- Enhancement of livelihood security in rural areas by guaranteeing 100 days of wage employment in a financial year to every registered household
- Creating productive assets
- Protecting the environment
- Reducing migration
- Empowering rural women and the poor through the provision of a rights-based law
- Fostering social equity
- To create a strong social safety net for the vulnerable groups by providing employment sources, when other alternatives are inadequate

Activity Thirteen:
Understanding Livelihood Programmes
– 60 minutes

The participants will be divided into smaller groups and the case handouts have to be given to them

Reading the case – 20 minutes
Discussion – 10 minutes
Presentation – 5 minutes per group
Concluding remarks – 5 minutes

A tale of four friends

Four friends Seema, Rupa, Mary, Rani and Ramadevi are members of Bisarhalli Gram Panchayat Level Federation (GPLF), Bisarhalli GP; Koppal Taluka, Karnataka.

One day, a team from DAY-NRLM conducted an exposure visit to their GPLF to see their SHG activities.

Suma opened the discussions by saying that Koppal Taluka receives low annual rainfall. A few years back, the situation was such that there were no sustainable job opportunities in the village. No self-owned land was available for farming. Most men migrated to the city to look for livelihood opportunities.

Women used to work as agricultural labourers with an average pay of Rs. 80/- per day. This scenario changed with the advent of MGNREGS, under which households became entitled to 100 days of work per year. Initially, information on MGNREGS was given in the Gram Sabha but the participation of people in the Gram Sabha was very low.

Suma spoke of Leela, an elected representative and an SHG member who told her fellow SHG members about MGNREGS. Her SHG members slowly started coming for the Gram Sabhas. She also took the initiative to talk to other SHG members about MGNREGS work and later to the GPLF.

With the mounting pressure from the GPLF, Gram Panchayat decided to place MGNREGS as an item of discussion in the Gram Sabha's agenda. Various things discussed in the Gram Sabha were that the people should register their households for job cards. The names of all adult members of the family (above 18 years) would be included on the job card. And asked our SHG-Federations to identify the works in respective wards.

After this, the people could demand work and the Gram Panchayat/Programme Officer would send letters to the applicants informing them where and when to report for work. A public notice displayed at the Gram Panchayat and at the Programme Officer's block office provides information on the date, place of employment and the names of those provided with employment, said Suma.

Mary spoke about how she benefitted through this Gram Sabha. She came to know that in the worksite if there were more than 5 kids below 3 years of age, she could take care of the kids at the worksite. She would also receive the same wages as any other unskilled worker.

Rani got inspired by this and started sharing her views on it. She had seen a notice in the Gram Panchayat that new work can be taken up under MGNREGS.

This led Rani and her SHG members to think about digging a well in the neighbourhood to address the village's water woes. The proposal was submitted to the Panchayat and all the SHG members applied for the job.

Work began after the necessary technical and financial sanctions. Since the worksite was less than 5 km away from where the SHG women resided, they were asked to report to the worksite. At the worksite, Rani was the MGNREGS mate and she ensured that the muster roll, drinking water and first aid kit was available. Also, a Citizen Information Board was put up with details of Works, Person days and Funds.

Remadevi took over the discussion and started sharing her experience. She, being an active SHG member, mobilised her SHG members working on the MGNREGS site to approach the Panchayat. They found out that they were being paid only Rs.90 a day instead of the mandatory 167 rupees, which were being paid to the men working on the site. They complained about this to the Sarpanch, and then again in the Gram Sabha. When this was unsuccessful a large contingent of MGNREGS workers marched to the Block Development Office. Here they made their demands again and were finally given the correct wage. Remadevi and her fellow SHG members have recently submitted a proposal to the GP about building toilets in their households through MGNREGS. Now their aim is to make their village a Nirmal Gram Panchayat.

The groups have to discuss the following three questions:
- What is your understanding of MGNREGS?
- What are the processes and steps involved in MGNREGS?
- What is the role of the following stakeholders
    - Elected Representatives
    - SHG members
    - Gram Sabha

Once the case study is discussed in the groups, they have to present their findings based on the following contents:

- Rights based Perspective of MGNREGS
- Demand of work
- Worksite facilities
- Identifying work
- Availing work within 5 kms from where one resides.
- Equal wages
- Convergence with other schemes
- Mobilising women
- Awareness Generation about MGNREGS
- Job card registration
- SHG collectiveness as labour group
- Ensuring entitlements
- Monitoring process
- Panchayat as the implementing agency
- Working with SHGs

Technical Session Nine

Process and Implementation of MGNREGS
Facilitator's Presentation – 20 minutes
Q & A – 10 minutes

Job card registration
All adult members of a rural household, resident in the area, willing to do unskilled manual work can apply for the job card. Even if a person is already employed/ engaged in some other work, the person has the right to demand employment under MGNREGS.

Priority shall be given to women. At least one-third of the beneficiaries shall be women who have registered and requested for work under the scheme.

A household interested in availing MGNREGS benefits has to make an application for registration through the prescribed written form or orally. The registration form and process are free of cost.

The application for registration has to be made to the Gram Panchayat. In order to authenticate the registration, the Panchayat verifies whether the applicant resides in that village and is an adult. The unit of registration is the household. After verification, the Gram Panchayat will issue a Job Card to the household.

- Job Card is a basic legal document valid for five years.
- Issued to a registered household as a whole within 15 days of application
- Enables registered household to demand guaranteed employment
- Household Job Card will have photograph, name and details of every registered adult member of the household on it
- Cost of Job Card including photograph will be borne by the programme
- Job Cards issued will be entered in a Job Card register in the Gram Panchayat
- Custody of Job Cards is with the registered household

Format of Job card	It must include the following details: • Unique registration number • Date of registration • Days of employment demanded • Days worked • Amount paid • Bank/ Post Office Account Number
Work Demand • Household with Job Card have the right to submit a written application for employment to the Gram Panchayat.	• Applicant may chose and state the time and duration when employment is sought. • Application must be for a minimum of 15

- Any member may apply: More than one member of a family may apply at the same time (subject to 100 day family entitlement).

- days of employment.
- Another way is for the workers to show their need for work and demand it in the Gram Sabha itself.

Issue of Dated Receipt
- Employment application will be entered in an Employment Register in the Gram Panchayat
- The Gram Panchayat has to issue a Dated Receipt of the written application for employment

Employment and Wage Payment
- Work provided within 5 km radius of the village or else extra wages of 10% are payable
- Wages are to be paid according to minimum wages
- Payment of wage through Bank and Post Office Accounts
- Disbursement of wages has to be done on weekly basis and not beyond a fortnight
- Equal wages are to be paid to men and women under the provisions of the Equal Remuneration Act, 1976 – an important measure given prevailing gender wage disparities

Unemployment Allowance
- If employment is not provided within 15 days, daily unemployment allowance, in cash has to be paid.
- States will pay the Unemployment Allowance at their own cost
- If applicant does not report for work no unemployment allowance payable

Worksite facilities
Mandatory worksite facilities to be provided by the implementing agency include:
- Drinking water, Shade, Medical aid, Creche
- If more than five children below age 3 are present, then one of the workers (aged workers) will take care of the children and will be paid the same wage rate as the other workers for doing so.

At the worksite
- Citizen Information Boards with details of works, person days, funds
- Only job card holders allowed to work
- Minors should not be employed
- Muster Roll to be available at the worksite
- No machinery allowed
- Supervision of the worksite: By Mate or Gram Rozgar Sahayak/Sevak

Works that can be undertaken under MGNREGS
Works selected from the list of permissible works under Schedule I of the Act include:
- Water Conservation
- Drought Proofing (including plantation and afforestation)
- Flood Protection
- Land Development
- Minor Irrigation, horticulture and land development on the land of SC/ST/ BPL/IAY and Land

reform beneficiaries
- Rural connectivity
- Labour Intensive Works 60:40 ratio between wages and materials to be maintained

Social Audit
- Scrutinising & verifying authenticity of all records and procedures of a programme & expenditure incurred
- The Implementing agency /Gram Panchayat must provide all necessary documents
- Monitoring should be both concurrent (of live works) and post completion of work as well
- Social Audit by Gram Sabha of all works in a Gram Panchayat
- PO and DPC to facilitate through resource support: planning, training, and ensuring access to records and follow up of the same

Activity Fourteen:
IEC material Preparation on MGNREGS – 60 minutes

| Preparation – 30 minutes |
| Presentation – 7 minutes per group |

- The participants will be divided into groups with 7 to 8 members in it to conduct the particular activity.

- The groups have to prepare IEC materials on MGNREGS.

- The IEC materials are to be prepared in such a way that all the features, processes and entitlements discussed during the day is divided among the groups and these materials can be used in the field by the CPCs in the future.

- The CPCs have to prepare a presentation of the IEC Material and present it to all participants.

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http://govyojana.in/mgnrega-nrega-job-guarantee)

Technical Session Ten

Deen Dayal Antyodaya Yojana (DAY) | DAY-NRLM
Facilitator's Presentation – 20 minutes
Q & A – 10 minutes

- The participants will be asked to identify the programmes of DAY.

- The facilitator has to initiate a discussion on what are the different provisions/features specified under DAY for livelihood enhancement.

- Since the participants are already aware about the SHG network and its importance, facilitate a discussion on how successful these SHG networks are in exploring the livelihood programmes/schemes they are entitled to.

- Volunteers can prepare a mind-map/collage on the board enlisting the different livelihood schemes available.
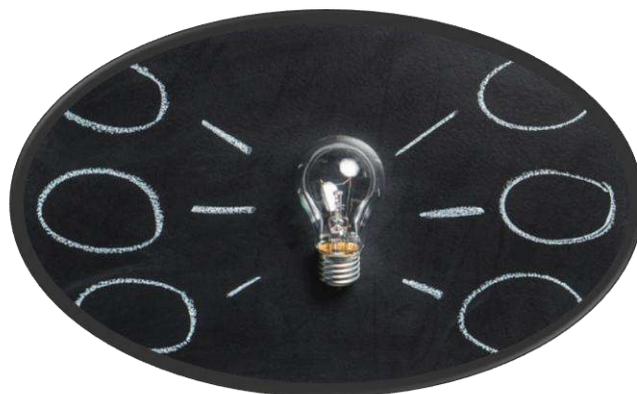
What is Mahila Kisan Sasaktikaran Pariyojana?
- ≈ It is a special programme for livelihood enhancement under DAY-NRLM

- ≈ It is a concerted effort to recognise the role of women in agriculture, to enhance their capacities and increase their income in agriculture and allied activities

- ≈ Its primary focus is on promoting and facilitating the scale-up of successful small-scale projects with the help of NGOs, CBOs and other government agencies across the country

What are the other schemes under DAY-NRLM?
The other schemes under DAY-NRLM include DDU-GKY, which is a skill development programme and promotion of self-employment through RSETIs and RUDSETIs. SVEP, MKSP and PMKVY are some other noteworthy schemes.

What is DDU-GKY?
- ≈ The Government of India has set an ambitious target for providing skill training to 500 million youth by 2022, which is in line with the estimated demand for skilled manpower over the next decade.
- ≈ As per the 2011 Census, India has 55 million potential workers between the ages of 15 and 35 years in rural areas.

≈ Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) aims to provide skills to rural youth who are poor and provide them with jobs having regular monthly wages at or above the minimum wages.

≈ It emphasises sustainable employment through the prominence and incentives given to post-placement tracking, retention and career progression.

What is skilling and placement?
Skilling and placement under DDU-GKY involves eight distinct steps:
≈ Awareness building within the community on the opportunities
≈ Identifying rural youth who are poor
≈ Mobilising rural youth who are interested
≈ Counselling of youth and parents
≈ Selection based on aptitude
≈ Imparting knowledge, industry linked skills and attitude that enhance employability
≈ Providing jobs that can be verified through methods that can stand up to independent scrutiny, and which pays above minimum wages
≈ Supporting the person so employed for sustainability after placement

What is the eligibility criterion for getting skilled?
Anyone who is from BPL category and aged 15 to 35 is eligible for the free training.

Who provides training to the aspiring youths?
There are Programme Implementing Agencies (PIA) identified by the Ministry of Rural Development to identify, mobilise, train and provide placements to the trainees

What are the features of the scheme?
≈ The aspiring youths are entitled to get free skill training, lodging and food (for residential programmes) and placements. All these will be provided by the PIA.

≈ Post placement tracking is also to be ensured by the PIA. The full payment towards the training and skilling will be given as a central aid to the PIA so that the beneficiary can avail the training free of cost.

What is SVEP?
≈ Start-up Village Entrepreneurship Program (SVEP) has been launched by DAY-NRLM for the promotion of entrepreneurship in rural areas by providing training and credit support to small enterprises and skill-based workers for starting enterprises.

What is PMKVY?
≈ Pradhan Mantri Kaushal Vikas Yojana (PMKVY) is a skill certification scheme by the Ministry of Skill Development and Entrepreneurship (MSDE).
≈ The major objective of this scheme is to enable a large number of Indian youth to take up industry-relevant skill training that will help them in securing a better livelihood.
≈ Individuals with prior learning experience or skills will be assessed and certified under this scheme.

Activity Fifteen:
Building Knowledge on Livelihood Schemes – 40 minutes

Discussion – 20 minutes

Activity – 20 minutes

✧ Participants are to be divided into three groups

✧ Each group will be given different schemes discussed during the day

✧ Groups are to make a tree with the available materials. The features of the schemes, its implementation, stakeholders, beneficiaries etc. are to be made the parts of the tree using the available materials given

✧ The facilitator has to ensure that the groups discuss all the schemes
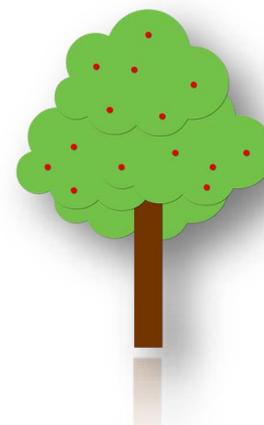
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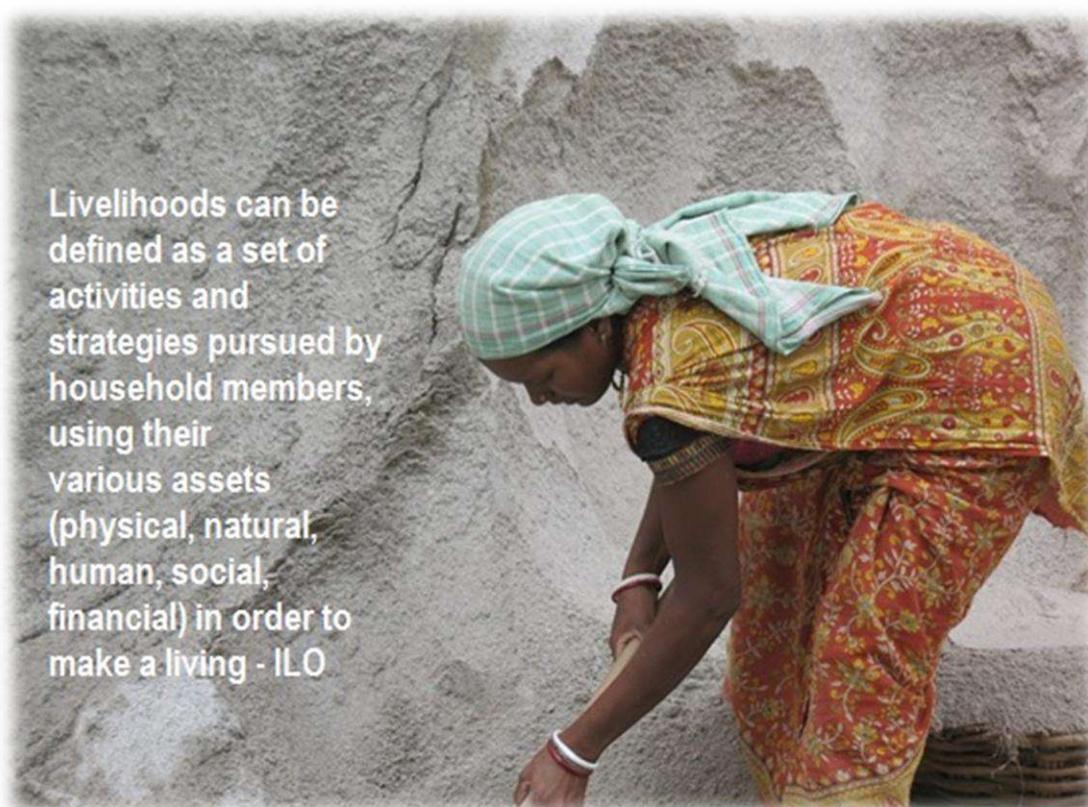
Livelihoods can be defined as a set of activities and strategies pursued by household members, using their various assets (physical, natural, human, social, financial) in order to make a living - ILO

The facilitator can conclude the sessions by re-emphasising the various schemes learnt through the day

Scheme	Role of Line Departments	Role of PRI	Role of CBOs	Role of CPCs
MGNREGS	• Timely sanction to shelf of project • Providing worksite facilities • Supplying muster roll and verify it • Ensuring prompt and fair payment of wages to all labourers and payment of unemployment allowance when applicable • Ensuring timely release and utilisation of funds • Addressing grievances • Ensuring social audits are conducted once in six months and ensure follow up on social audit reports	• Distributing and verifying job card application form • Registering households for Job card • Issuing job cards • Receiving applications for work and issue dated receipts for applications • Identifying and planning of works, developing shelf of projects • Awareness generation and social mobilisation • Convening Gram Sabha for planning and social audit • Monitoring implementation at the village level • Providing employment as per demand • Providing necessary facilities at work site • Exploring possible convergence with other departments and projects • Organising Rozgar Diwas at every ward and GP level at	• Conducting awareness and publicity campaigns • Facilitating registration of workers and distributing of job cards • Demanding that work is generated at the SHG level first and then taken to the Gram Sabha • Mapping demand for employment from each ward from CBO maps and managing implementation • Identifying works and sites for MGNREGS under supervision of Engineers • Mapping the possible integration of MGNREGS works identified with CBO action plan • Participating in labour budget preparation • CBO members' participation in Social Audit mandated for MGNREGS • Field monitoring facilitated by CBO members	• Capacity building of PRI and CBO • Organising awareness camps and assisting in job card registration • Assisting SHGs in demand generation • Acting as a bridge between line departments, PRI and CBO and support in coordination • Following up on demand

Scheme				
		least once a month		
MKSP	• Identifying the community cadre at GP level to promote sustainable agriculture • Providing the benefits to farmer under scheme • Promoting best practices • Capacity building of farmers on farming, best practices, modern technology, use of equipment etc. • Providing support in linking producers with the market • Regular monitoring and preparation of progress report	• Taking steps to promote sustainable agriculture • Using various government schemes (Like MGNREGS) in developing barren land into fertile land • Facilitating the process in getting benefits under MKSP • Promoting use of organic fertilisers • Promoting organic farming • Taking up steps in organising regular weekly, monthly markets to promote local economic development	• Taking up the such schemes in SHG discussion • Identifying the women interested in farming • Promoting Organic farming • Coordination with line departments, Panchayat • Giving information to its members on entitlement available under various related government schemes	• Developing IEC material for awareness creation • Capacity building of SHGs and PRIs on farming, latest technology, use of modern equipment, organic fertilisers etc.
Deen Dayal Upadhyay Gramin Kaushalya Yojana	• Organising camps to identify the eligible and interested youth for skills development • Creating IEC material in local languages to maximise the reach • Conducting counselling	• Taking up steps to mobilise youth for skills development • Supporting line departments in carrying out various campaign, identification of candidates • Conducting special	• Awareness creation on the scheme through meetings, campaigns • Coordinating with the Panchayat and Line departments in identifying the eligible and interested candidates • Playing an active role in	• Creating IEC Material in local language • Supporting VOs, SHGs in identifying eligible candidates for skills development • Motivating SHGs to discuss about such

	sessions • Coordinating with various industries/corporates • Coordinating with trainings institutes • Organising Job Melas to bring together job seekers and industries	meetings, Gram Sabhas for information dissemination • Facilitating the process of connecting candidates with the concerned department	facilitating the process of connecting candidates with the concerned department	schemes in their meeting

Reading hour: Participants to be given enough time to refer to the CSS and SSS falling in the fourth category.

Activity Sixteen:
Understanding Social Security Schemes – 20 minutes

✧ Group 5 may be requested to share their discussed points about Social Security Schemes

✧ Features of Social Security Schemes, their coverage/reach in their respective GPs/Blocks have to be discussed.

✧ They can use the placards made on the first day of the workshop to begin with.

✧ Facilitator has to ensure that all the possible schemes are mentioned in the presentation.

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DAY FOUR
Technical Session Eleven

National Social Assistance Programme
Facilitator's Presentation – 20 minutes
Q & A – 10 minutes

NSAP

Article 41 of the Constitution of India directs the State to provide public assistance to its citizens in the case of unemployment, old age, sickness and disablement as well as in other cases of undeserved want, within the limit of the State's economic capacity and development.

National Social Assistance Programme (NSAP) is a fully-funded Centrally Sponsored Scheme targeting the destitute, defined as any person who has little or no regular means of subsistence from his/her own source of income or through financial support from family members or other sources, to be identified by the States and UTs, with the objective of providing a basic level of financial support.

The NSAP at present includes five sub-schemes as its components:
- Indira Gandhi National Old Age Pension Scheme (IGNOAPS)
- Indira Gandhi National Widow Pension Scheme (IGNWPS)
- Indira Gandhi National Disability Pension Scheme (IGNDPS)
- National Family Benefit Scheme (NFBS)
- Annapurna Scheme

Process of implementation of NSAP schemes

1. Selection of Beneficiaries

One of the main tasks for attaining the objective of the schemes of NSAP is awareness generation among the people about eligibility, scale of assistance and the procedure to be followed for obtaining benefits. District, Block/Intermediate and Village level Panchayats and urban local government institutions play a vital role in creating awareness among the people. Self-Help Groups (SHGs) and its federations have a critical role in supporting these institutions in awareness creation.

2. Confirmation of the existing beneficiaries

Special Verification Teams constituted by the State Government conduct annual verification of the existing beneficiaries. The teams should include representatives of Non-Government Organisations of repute that are active in the locality. Details of members of the team and the process may be given wide publicity.

After the verification, the lists of persons proposed to be confirmed or deleted should be published separately. The list proposed for deletion should also give the reasons for deletion. It may be indicated that any interested person may file claims and objections within 15 days to the Head of the Special Verification Team whose details should be clearly indicated. If there is any second appeal, it should be made before the Revision Authority.

3.   Identification of new beneficiaries

For the identification of new beneficiaries, Gram Panchayats/Municipalities should be given the central role. Elected heads and representatives should be sensitised on the criteria and processes of NSAP. Based on the available BPL list, a proactive identification of the beneficiaries by reaching out to their households is recommended. Applications are available with the Panchayat. The various certificates needed are

Proof of age- Birth Certificate/School Certificate/Age Certificate from a medical officer of any Government hospital can be used as proof of age.

In case of persons with disability, the State should mandatorily organise camps at convenient localities to which the potential beneficiaries are given free vehicular transport. Disability Certificates should be issued on the spot.

4.   Verification of applications

The States may designate a Verification Officer or Verification Team under an authorised officer to verify the applications with reference to facts related to eligibility. This should be completed within two weeks from the date of receipt of the application. The Verification Officer should make the necessary recommendation for sanction or rejection with reasons.

5.   Discussion in the Gram Sabha/Ward Sabha/Area Sabha

The list of applicants with the recommendations of the Verifying Authority should be discussed in the Gram Sabha in rural areas or Ward Sabha/Area Sabha, as designated by the State Government. Suggestions of these forums should be considered and reported by the Verification Officer. If the time limits are not adhered to by Gram Sabha/Ward Sabhas, Gram Panchayats/Municipalities, the Verification Officers could submit his recommendations to the Sanctioning Authority under intimation to the Gram Panchayat.

6.   Sanction

Every State shall designate Sanctioning Authority at the appropriate level. After receipt of applications, which are verified and recommended by the Gram Sabha/Ward Committee/Area Sabha, the Sanctioning Authority will convey approval to the applicant in the form of a Sanction Order with a copy to Gram Panchayat concerned.

The time for processing of application from the time of receipt until sanction or rejection should not exceed sixty days.

Role of Panchayat/ local self-government institutions
  i.   Disseminate information about NSAP regarding the procedure for obtaining benefits. In this task, voluntary organisations, SHGs, ASHA workers, Anganwadi workers etc. can be involved actively.
  ii.   Periodic reviews, discussions should be held in Gram Sabha/Ward level meetings.
  iii. Wherever SHGs of DAY-NRLM are in existence, they should be actively involved in identification of beneficiaries.
  iv.   The Gram Panchayats/Municipalities should play an active role in the identification of the beneficiaries under all the schemes of NSAP.

v.   The identification could be based on (a) application by the candidate or (b) own volition of Gram Panchayat or (c) report of any other competent authority. In all cases, the application form has to be filled up. However, due care should be taken, to ensure minimum load on beneficiary, considering their vulnerability.

vi.   Monitoring and necessary follow-up in sanctions and disbursement

vii.   The Gram Panchayats shall report every case of death of pensioner to the designated Sanctioning Authority. Cases of mistaken/false identity should also be reported immediately for corrective action.

Scope of Convergence of NSAP

In order to ensure wider social security, it is necessary to converge different anti- poverty programmes with NSAP. The following convergence should be automatic:

- All the NSAP beneficiaries should be enrolled for benefits under RSBY or State level health insurance schemes.
- All the NSAP beneficiaries should be covered under Aam Admi Bima Yojana.
- Special efforts should be made to provide housing under Pradhan Mantri Awas Yojna and urban housing schemes to eligible beneficiaries under NSAP.
- The State Livelihood Missions should proactively enrol all the women beneficiaries of NSAP in the SHGs of DAY-NRLM.
- It should be ensured that all NSAP beneficiaries automatically get the benefit of Food Security.
- Job cards should be given to NSAP beneficiaries of rural areas and/or their family members and proactively provided employment under MGNREGS
- NSAP beneficiaries and/or their children should be given preference for training under DDU-GKY.

Activity Seventeen:
The story of a social worker – 60 minutes

| Facilitator's Presentation – 5 minutes each |
| Discussion – 20 minutes |
| Group Presentation – 7 minutes per group |

- The facilitator can start by telling a story of one social worker. The facilitator need only share the beginning of the story.

- Groups have to finish the story using their imagination and creativity.

- This story should reflect on the various provisions available with NSAP programmes and its implementation processes and has to be filled in by adding more schemes and their features by the groups.

- While one group presents their story, other groups can find out how many features/provisions of schemes are added in the story.

- Groups will be scored depending on the number of provisions and features added. The group that comes up with the maximum number of provisions and features will get the highest scores. For wrong points, other groups can deduct scores too.

The beginning of the story may be thus:

Lakmi Devi is an active member of SHG at Banki village and she finds her livelihood by assisting her husband in agricultural works.

Since Lakmi Devi got married at a very young age, she had to discontinue her education. Lakmi Devi however is quite ambitious and she enjoyed being part of the SHG movement. She enjoyed when she got opportunities to teach the elderly women at her SHG to write their name and put signatures instead of thumb impressions.

Since she was a good people person, she was selected as a Local Resource Group member of her Panchayat in a project called PRI-CBO Convergence. After doing the PAE exercise, she came to know that she could help in getting a widow pension for her grandmother. Her grandmother who is 80 years is drawing a pension of Rs.500/month. Her 'chachi' (aunt) who lives in the other Panchayat came to know about it and asked her how she got it done.

Then she explained the process ...

This is not a part of the training manual; for facilitator's reference only
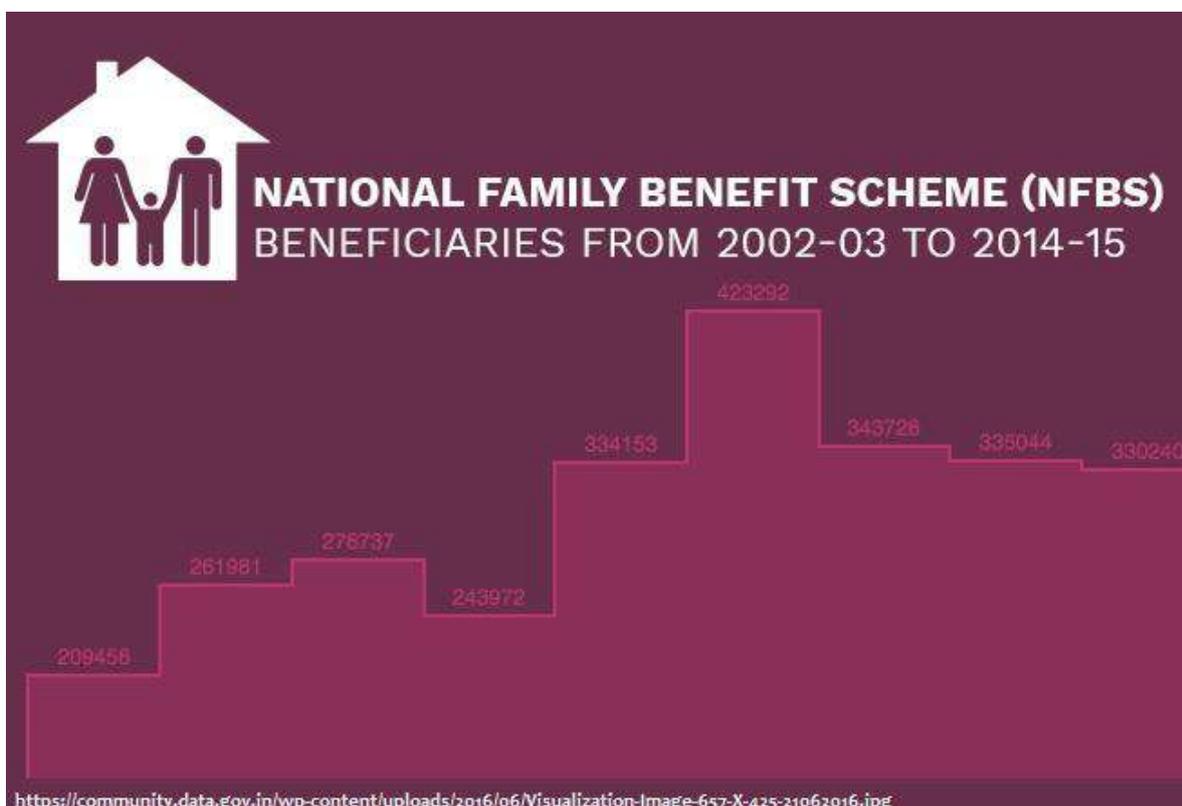
Technical Session Twelve

Pradhan Mantri Awas Yojana
Facilitator's Presentation – 20 minutes
Q & A – 10 minutes

What is PMAY?
Pradhan Mantri Awas Yojana aims to provide a *pucca* house with basic amenities by 2022 to all houseless and households living in *kutcha* and dilapidated house.

To address the gap in rural housing and in view of Governments' commitment to providing Housing for All by 2022, IAY was re-structured as Pradhan Mantri Awaas Yojana – Gramin (PMAY-G) from 1 April 2016.

What are the criteria for beneficiary identification?
The community through the Gram Sabha shall identify and select the beneficiaries from the SECC 2011 list, based on the housing deficiency and other social deprivation parameters.

Moving away from the BPL list, the universe of eligible beneficiaries under PMAY-G will include all the houseless and households living in zero, one or two room *kutcha* houses as per SECC data. There will be multilayered prioritisation within the universe of eligible PMAY-G beneficiaries. Priority will be given on the basis of parameters reflecting housing deprivation in each category viz., SC/ST, Minorities and Others.

The Gram Sabha may also record its opinion in the minutes of the resolution

- about households to be added to the priority list, which are not included in SECC list
- about households though included in SECC list have not been included in the priority list

Thereafter, these lists, prepared as per the Gram Sabha resolution, are to be forwarded to the BDO or any block level official, as entrusted by the State/UT, for further action.

Criteria for automatic inclusion
- Households without shelter
- Destitute/living on alms
- Manual scavengers
- Primitive Tribal Groups
- Legally released bonded labourer

Exclusion process
- All households living in houses with *pucca* roof and/or *pucca* wall and households living in houses with more than 2 rooms are filtered out.
- From the remaining set of households, all households fulfilling any one of the 13 parameters listed below are automatically excluded:
    - Motorised two/three/four wheeler/fishing boat
    - Mechanised three/four wheeler agricultural equipment
    - Kisan Credit Card with credit limit of Rs.50,000 or above

- o Household with any member as a Government employee
- o Households with non-agricultural enterprises registered with the Government
- o Any member of the family earning more than Rs.10,000 per month
- o Paying income tax
- o Paying professional tax
- o Own a refrigerator
- o Own landline phone
- o Own 2.5 acres or more of irrigated land with at least one irrigation equipment 12.5 acres or more of irrigated land for two or more crop seasons
- o Owning at least 7.5 acres of land or more with atleast one irrigation equipment

Activity Eighteen:
Find the PMAY beneficiary from the group –
60 minutes

Discussion – 10 minutes

Group Presentation – 5 minutes per group

Open Discussion – 10 minutes

≈ Participants will be divided into four groups, and three groups have to identify a potential beneficiary in their group.

≈ Using the current inclusion and exclusion criteria, groups will have to find out the members in their group eligible to get a house under the PMAY.

≈ During the presentation, the three groups will have to substantiate their selection according to the criteria.

≈ The fourth group has to determine whether the beneficiary selection by the other three groups is correct and have to point out any anomalies.

Facilitator may please convey to the participants that this is an activity to learn and internalise the provisions of PMAY and not an actual beneficiary identification exercise

The facilitator can conclude the sessions by mentioning the various social security related schemes learnt and revising the role of line departments, Panchayat, CBO and CPC in each of the schemes learnt.

Scheme	Role of Line Departments	Role of PRI	Role of CBOs	Role of CPCs
NSAP	• Organising camps at local level for issuing disability certificates to beneficiaries • Verifying and approving applications • Speedy disbursal of funds	• Awareness generation about NSAP and procedure for obtaining benefits under it. • Encouraging involvement/ cooperation of voluntary organisation • Organising identification and prioritisation process for beneficiaries through Gram Sabha • Issuing death certificate • Monitoring and follow up in addressing delays in sanctions and disbursement • Periodic reviews and discussions in Gram Sabha	• Identifying the eligible beneficiaries and distributing/collecting applications at SHG/federation meetings • Supporting applicants in completing formalities and procedures. • Supporting Panchayat in scrutinising and finalising the beneficiary list • Ensuring the dispersion of the benefits to the beneficiaries and share complaints if any, to Panchayat	• Capacity building of PRI and CBO • Awareness generation • Supporting SHGs in application • Acting as a bridge between line departments, PRI and CBO and support in coordination • Following up on status of applications
Pradhan Mantri Awaas Yojana	• Consolidating the list of beneficiaries • Providing application forms • On-time disbursal of instalments • Ensuring the quality	• Identifying the eligible beneficiaries through a fair process • Facilitate the process of applying under PMAY • Sharing of beneficiary list with Gram Sabha	• Supporting in identifying and prioritisating eligible beneficiaries • Supporting members of CBOs in the process of collecting and filling up the application forms • Conducting mobilisation drives with participation of Gram Sabhas	• Motivating SHGs to take such up schemes in their meetings • Supporting SHGs, VOs in preparing the list of eligible beneficiaries • Being a support system

	of construction by visiting construction sites	• Informing the beneficiaries on their selection or non-selection • Coordinating with line departments for timely disbursal of instalments	to Panchayats for purposes of information dissemination in Gram Sabha, special meetings etc.

Reading hour: Participants to be given enough time to refer to the CSS and SSS falling in the fifth category.

Understanding Schemes of Natural Resource Management and Infrastructure Development – 20 minutes

> **Presentation – 15 minutes**
>
> **Q&A – 10 minutes**

- Members of Group 6 may be invited to present their experiences on the schemes in this category, along with their placards

- The coverage of the scheme, process and challenges faced etc. have to be presented.

Technical Session Thirteen

Integrated Watershed Management Programme & Pradhan Mantri Gram Sadak Yojana

Facilitator's Presentation – 15 minutes
Q & A – 10 minutes

What is Integrated Watershed Management Programme?
It is a Centrally Sponsored Scheme under the Ministry of Rural Development to improve the rural livelihood through participatory watershed development with focus on integrated farming systems for enhancing income, productivity and livelihood security in a sustainable manner.

What is PMGSY?
Pradhan Mantri Gram Sadak Yojana aims to provide connectivity, by way of an all-weather road (with necessary culverts and cross-drainage structures operable throughout the year), to eligible unconnected habitations in rural areas

The scheme was launched in 2000 and is aimed at providing connectivity to all the unconnected habitations with a population of 1,000 persons or above by 2003 and those unconnected habitations with a population of 500 persons or above by 2007.

In respect of hilly states (North-East, Sikkim, Himachal Pradesh, Jammu & Kashmir and Uttaranchal); desert areas (as identified in the Desert Development Programme) as well as the Tribal (Schedule V) areas, the objective would be to connect habitations with a population of 250 persons and above.

The PMGSY will permit the upgradation (to prescribed standards) of the existing roads in those districts where all the eligible habitations of the designated population size have been provided all-weather road connectivity.

Technical Session Fourteen

Financial Inclusion
Facilitator's Presentation – 15 minutes
Q & A – 10 minutes

What is Financial Inclusion?

It is the process of ensuring access to financial services through provision of timely and adequate credit to vulnerable groups, such as weaker sections and low-income groups at an affordable cost.

Which are the various elements under Financial Inclusion?
- Aadhaar Card
- Pradhan Mantri Jan Dhan Yojana for banking needs

Aadhaar Card

- The Aadhaar enrolment process includes visiting the Enrolment Centre, filling the enrolment form, getting demographic and biometric data captured, submitting proof of Identity and Address documents and collecting acknowledgement slip containing Enrolment ID.
- Aadhaar enrolment is free of cost. A citizen can go to any authorised Aadhaar enrolment centre anywhere in India with proof of identity and proof of address documents. UIDAI process accepts wide range of Proof of Identity (PoI) and Proof of Address (PoA) documents. Common proofs of identity and address are election photo ID card, ration card, passport and driving license.
- Photo ID cards like PAN card and Government ID cards are permissible for identity proof. Address proof documents also include water, electricity, landline telephone bills for the last three months. In case one does not have these, Certificate of Identity bearing a photo issued by Gazetted Officer/Tahsildar on letterhead is also accepted as PoI. Certificate of Address having a photo issued by MP or MLA/Gazetted Officer/Tahsildar on letterhead or by Village Panchayat head or its equivalent authority (for rural areas) is accepted as valid PoA.
- Even if someone in a family does not have individual valid documents, the resident can still enrol if his/ her name exists in family entitlement document. In this case, the Head of Family in the Entitlement Document needs to be enrolled first with valid PoI and PoA document. The head of the family can then introduce other members in the family while they are enrolling. UIDAI accepts many document types as Proof of Relationship.
- Where there are no documents available, the resident may also take the help of Introducers available at the enrolment centre. The Registrar notifies the Introducers.

Pradhan Mantri Jan Dhan Yojana

It aims to provide universal access to banking facilities starting with basic banking accounts with overdraft facility of Rs.5000 after six months and RuPay Debit card with inbuilt accident insurance cover of Rs.1 lakh. The account can be opened in any bank branch or Business Correspondent (Bank

Mitr) outlet. PMJDY accounts are being opened with Zero balance.

Documents required to open an account under PMJDY

- If Aadhaar Card/Aadhaar Number is available, then no other documents are required. If address has changed, then a self-certification of current address is sufficient.
- If Aadhaar Card is not available, then any one of the following Officially Valid Documents (OVD) is required:
  - o Voter ID Card, Driving License, PAN Card, Passport and MGNREGS Card. If these documents also contain an address, it can serve both as Proof of Identity/Address.
- If a person does not have any of the officially valid documents mentioned above, but it is categorised as low risk' by the banks, then he/she can open a bank account by submitting any one of the following documents:
  - o Identity Card with applicant's photograph issued by Central/State Government Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks and Public Financial Institutions;
  - o A letter issued by a gazetted officer, with a duly attested photograph of the person.

Reading hour: The reading hour for the final day is to be dealt as a separate assignment.

During the reading hour, participants have to get an understanding on the schemes that have been discussed and have to prepare a chart on the role of PRI, line departments, CBO and CPC in implementing all the CSS and SSS.

The activity is detailed in the next page

Activity Twenty:
Identification of the roles of PRI, line departments, CBO and CPC – 50 minutes

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Group Discussion – 10 minutes

Preparation of materials – 15 minutes per group

Gallery walk – 10 minutes

Wrap Up – 10 minutes

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≈   Participants have to be divided into groups of five to six members

≈   Each group may be asked to work on different centrally and state sponsored schemes

≈   The groups have to identify the role of PRI, line departments, CBO and CPC in the planning and implementation of these schemes.

≈   A material/chart has to be prepared by each group for display in the gallery

≈   The facilitator has to initiate a discussion on the materials developed by the groups.

≈   The participants can add or comment the content developed by each of the groups.

≈   The facilitator has to ensure that all the schemes discussed and all major points are covered in the discussion

≈   A gallery walk has to be facilitated after the discussions

Sample Chart

Scheme	Role of Line Departments	Role of PRI	Role of CBOs	Role of CPCs
MGNREGS	• Timely sanction to shelf of project • Providing worksite facilities • Supplying muster roll and verifying it • Ensuring prompt and fair payment of wages to all labourers and payment of unemployment allowance when applicable • Ensuring timely release and utilisation of funds payments • Addressing grievances • Ensuring social audits are conducted once in six months and ensure follow up on social audit reports	• Distributing and verifying job card application form • Registering households for Job card • Issuing job cards • Receiving applications for work and issuing dated receipts for applications • Identifying and planning of works, developing shelf of projects • Awareness generation and social mobilisation • Convening Gram Sabha for planning and social audit • Monitoring implementation at the village level • Providing employment as per demand • Providing necessary facilities at work site • Exploring possible convergence with other departments and projects • Organising Rozgar Diwas at every ward and GP level at least once a month	• Conducting awareness and publicity campaigns • Facilitating registration of workers and distributing of job cards • Demanding that work is generated at the SHG level first and then taken to the Gram Sabha • Map out work demands from various wards • Facilitate the consolidation of demands at ward level for submitting to the GP • Identifying works and sites for MGNREGS under supervision of Engineers • Mapping the possible integration of MGNREGS identified works with the CBO action plan • Participating in labour budget preparation • Participating in CBO members' Social Audit mandated for MGNREGS • On-field monitoring facilitated by CBO members	• Capacity building of PRI and CBO • Orienting block/GP level functionaries • Organising awareness camps and assisting in job card registration • Assisting SHGs in demand generation • Acting as a bridge between line departments, PRI and CBO and support in coordination • Following up on demand

			• Capacity building of PRI and CBO • Orienting block/GP level functionaries • Awareness generation and support in creating IEC • Assisting SHGs in accessing benefits and plan • Acting as a bridge between line departments, PRI and CBO and support in coordination • Following up on activities
SBM	• Planning for implementation • Orienting personnel at district and GP level • Ensuring the entry of baseline data into MIS • Regular monitoring and evaluation	• Conducting Baseline survey and updating it at regular intervals • Mobilising villagers for the construction of toilets • Promoting regular use of toilet • Maintaining and repairing toilets • Promoting interpersonal communication for hygiene education • Taking initiative to construct Community Toilets if needed • Constituting Village Water and Sanitation Committee for providing support in terms of motivation, mobilisation, implementation and supervision of the programme	• Sensitising against open defecation and related health issues • Supporting PRIs in survey and identification of eligible households • Ensuring that each SHG family has IHHL • Providing credits for SHG members to construct toilets • CBO can be given training to be part of sanitation campaign • Supporting PRI by enrolling as *Swachchata Doot* • SHGs can work as Rural Sanitary Marts • Managing Community Toilets • Ensuring availability of toilets in public buildings such as school and Anganwadi through SHG network • Utilising the prize money from Nirmal Gram Puraskar for follow up activities
ICDS	• Providing infrastructure and other facilities to Anganwadi Centre • Facilitating convergence with ASHAs, ANMs, and other relevant service providers at	• Preparing Village Women & Child Development Plan under Annual Panchayat Development Plan • Incorporating felt-needs of the children and women into the Annual Plan of Gram Panchayat • Constituting Village Health Sanitation & Nutrition Committee • Monitoring the functioning of	• Supporting Gram Panchayat in preparing the project plan for all Anganwadi centres in a village. • Identifying beneficiaries for each component of ICDS and enrolling them to Anganwadi • Creating positive environment for ICDS through CBO network providing local support

	- the village level - Ensuring delivery of envisaged benefits to each beneficiary - Reviewing village-level child-related indicators and outcomes - Monitoring and supervise activities of the AWC and other projects / personnel involved with ICDS Mission	Anganwadis	- Contributing to the better functioning of Mother's Committee of each Anganwadi in their locality - Engaging with various functionaries of NHM for effective delivery of services - Conducting local festivals and celebrates special days in collaboration with Anganwadi - Ensuring that each beneficiary from the CBO network accesses the benefits of ICDS	
NSAP	- Organising camps at local level for issuing disability certificates to beneficiaries - Verifying and approving applications - Speeding up disbursal of funds	- Awareness generation about NSAP and procedure for obtaining benefits under it - Encouraging involvement/ cooperation of voluntary organisation/s - Organising, identifying and prioritising the process for beneficiaries through Gram Sabha. - Issuing death certificate - Monitoring and follow up in addressing delays in sanctions and disbursement - Periodic reviews and discussions in Gram Sabha	- Identifying eligible beneficiaries and the distribute/collect applications at SHG/federation meetings - Supporting applicants for getting formalities and procedures done. - Supporting Panchayat in scrutinising and finalising the beneficiary list - Ensuring the dispersion of the benefits to the beneficiaries and share complaints if any, to Panchayat	- Capacity building of PRI and CBO - Orienting block/GP level functionaries - Awareness generation - Supporting SHGs in application - Acting as a bridge between line departments, PRI and CBO and support in coordination - Following up on status of applications
RSBY	Prompting the Gram Panchayats	Making necessary forms available for applicants	Awareness is done through SHG network	Capacity building of PRI and CBO

- for renewing the RSBY card of the beneficiaries
- Coordinating with the Gram Panchayats for organising RSBY camps
- Organising awareness generation activities for information dissemination on the schemes
- Creating IEC materials
- Coordinating with Gram Panchayats to display names of hospitals at public places in the Panchayats about the list of hospitals from where the benefits can be availed

- Supporting the community for enrolment and accessing benefits through Panchayat staff as well as elected representatives
- Devising a strategy to Utilise RSBY benefit for a comprehensive rehabilitation of the poor
- Ensuring that needy people are getting benefits from empanelled hospitals
- Facilitating grievance redressal when needed

- Registration drive is done by federations of SHG at Ward level
- Facilitating the annual renewal of beneficiaries done by CBO federations
- Supporting the needy applicants to get benefits from concerned hospitals
- Grievances are forwarded to the concerned officials by SHG federations

- Orienting block/GP level functionaries
- Awareness generation
- Supporting in organising enrolment camps
- Acting as a bridge between line departments, PRI and CBO and support in coordination

DAY FIVE

Evaluation Activity – One Day

≈ Facilitators should give a copy of the workbooks (given as Annexure 1 of this document) to the participants

≈ Participants have to be advised to complete the workbooks at the end of the day

≈ Facilitators have to ensure that all participants have a completed workbook for future reference

Post Training Activity

The CPCs have to meet beneficiaries of various schemes, local community members and SHG members among others and prepare a Scheme Workbook. The table below will help the CPCs in this activity

Stakeholders	Key areas for query	Supporting Materials	Deliverable
• Beneficiaries of various schemes • Local community members • SHG members • CBO leaders • PRI members • Officials of GP • Officials of line departments	• Various schemes implemented in the village • Process adopted for the implementation • Benefits/entitlements offered and eligibility for availing them • Role of GP and especially of the GP level officials • Relevance of Gram Sabha in various stages of the scheme • Issues faced by the targeted group of the schemes	• State-specific Scheme Handbook • Handouts from line departments	To develop the 'Scheme Workbook'

Session Takeaways

✓ An in-depth understanding of various state and centrally sponsored schemes

✓ PRIs play an important role in delivery of poverty reduction schemes; local development and improved governance

Chapter Five

PRI-CBO CONVERGENCE

Activity 3
Role Play
60 minutes

Technical
Session 2
Need for
Federation in
PRI-CBO
Convergence
30 minutes

Activity 2
Schematic
Convergence –
60 minutes

Technical
Session 1
PRI-CBO
Convergence
45 minutes

Activity 1
Role Mapping
of
Stakeholders
60 minutes

Day One

Post Training
Activity

Evaluation
Activity
60 minutes

Technical
Session 3
Platforms of
Convergence
60 minutes

Day Two
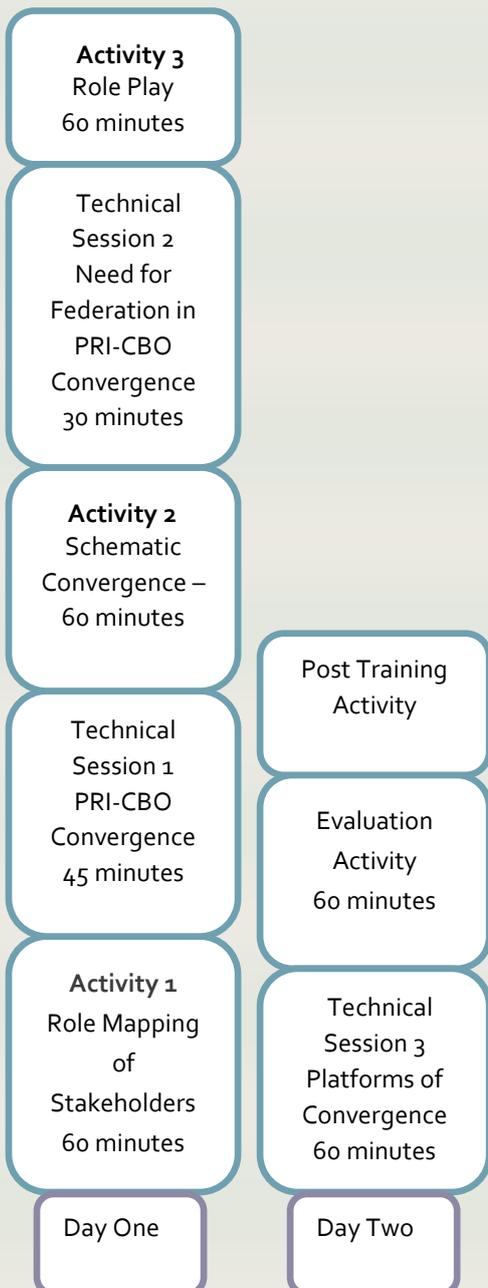
Chapter Five: PRI-CBO CONVERGENCE

Chapter Storyboard:
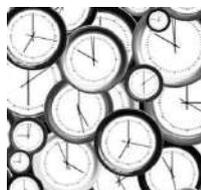
DURATION
Two Days

OBJECTIVE/S
≈ To understand the role of PRI and CBO in local development ≈ To understand the need for Platforms of Convergence and Gram Panchayat Coordination Committee

METHODOLOGY
Technical Sessions | Group Discussions | Presentations | Case Analysis | Role Play

MATERIALS REQUIRED
Laptop | Projector | Whiteboard | Chart Paper | Markers | Sketch Pens

TRAINING SESSIONS
Activity-led interactive sessions

EVALUATION ACTIVITY
Group work and presentation

POST TRAINING ACTIVITY
Develop an effective state-specific Protocol for PRI-CBO Convergence

Facilitator's Topic Brief

In the earlier chapters, we have discussed in great detail about the existing institutions in a Panchayat. Both, Panchayati Raj Institutions and Community Based Organisations strive towards improving the standard and quality of people's life in their community. Even though the institutions have the same objective, their roles often vary.

The Government of India has initiated various strategies to tackle the growing disparities in the community and addressing poverty. Poverty alleviation programmes are one such example. The Panchayat implements many schemes such as MGNREGS.

Identification of beneficiaries, planning at the grass-root level and taking control of the decisions impacting the lives of those in the community have been identified as the role of

> PRI-CBO convergence approach foresees establishing mutually beneficial relationships between the Panchayat and the community for undertaking poverty eradication measures and economic, social development of the village

Panchayat. To this effect, a strong Panchayati Raj System is necessary for strengthening decentralisation and the democracy at large.

Effective implementation of such schemes and projects however can be carried out only if the people in the community participate in the process. Hence, it becomes necessary that the Community Based Organisations are involved in the various processes of planning, implementation, monitoring and service delivery.

PRI-CBO convergence is an approach committed to the development of people's network, enabling the empowerment of the community members and building up their knowledge about the different entitlements available to them. An empowered community exercising their democratic rights through its citizens leads to the consciousness building of the Panchayat towards their constitutional roles and responsibilities.

A conscious Panchayat is empowered in the process of working along with the strong community network of the poor. Hence, PRI-CBO convergence approach foresees establishing mutually beneficial relationships between the Panchayat and the community for undertaking poverty eradication measures besides the economic and social development of the village. Such a linkage of the two could work best towards ensuring the livelihood and social security of the poor and vulnerable in the community.

This chapter will give the participants a deeper understanding about various facets of Convergence.

Preparatory activities

≈ Gathered knowledge about various schemes

≈ Researched the various platforms of convergence to be used in this session

≈ Copy of Guidelines on Partnership between Gram Panchayats and SHG Networks of DAY-NRLM developed by MoRD obtained

√√ Check your preparedness		
Understanding of the topic	Yes	No
Clarity on methodology	Yes	No
Required materials ready	Yes	No
Knowledge of Government schemes/ programmes	Yes	No
Presentations ready	Yes	No
Template for post training activity ready	Yes	No

Space for Margin Notes

★ ★ ★

At the end of this chapter, participants should be able to understand -

- PRI-CBO Convergence
- Need for federations in the context of Convergence
- About Gram Panchayat Coordination Committee

★ ★ ★

Training Sessions

DAY ONE

Group Discussion – 30 minutes

Presentation – 3 minutes per group

Wrap Up – 10 minutes

Activity One:
Role Mapping of Stakeholders – 60 minutes

⬧ The participants will be divided in two groups

⬧ The groups are to discuss the topics given, consolidate the major highlights of their discussion and present them

⬧ After each presentation, five minutes will be given to the audience to discuss the presentation and help the presenting group to make the final presentation.

Topic 1 - Role of SHG in local development, and how have SHGs benefited the Panchayat

Topic 2 – Role of PRI and CBO in local development, and how they have benefited women in SHGs

Facilitator's Topic Brief
GPs are the implementing agencies of several poverty reduction and social justice programmes. In addition to this, they also provide clean drinking water, electricity, roads etc to their citizens. A GP directly affects the lives of people and the development of the community. Hence, it becomes critical to understand the roles of a GP to ensure its effective functioning.

Facilitator's Note: The facilitator has to note down the important highlights of the session and should explain the role of the GP in an ideal situation. After the facilitator has shared about the role of the GP, they can encourage the participants to notice the differences in their GP and a model GP. *The following points may be used.*

- Discuss the opportunities available to GPs (mentioned above) and the limitations in leveraging these opportunities
- Encourage the participants to think about the implementation failures and why are they not receiving any benefits. The implementation may be categorised as below
  - Lack of knowledge or awareness of the citizens
  - Lack of confidence, skill or capability of the various stakeholders
  - Lack of access and space (eg. Gender, Institutions)

The facilitator can then introduce that for successful implementation of these schemes and programmes, the SHG network can be used. The facilitator will then connect this session to the upcoming technical session.

Technical Session One

PRI –CBO Convergence
Facilitator's Presentation – 30 minutes
Q & A – 15 minutes

One of the biggest problems that arise in the implementation of various schemes and programmes is that the true beneficiaries are not identified, and do not get the benefits they are entitled to. The reason behind this could be that the citizens do not have the capability and knowledge to access their rights or that there is no institutional mechanism in place to address the shortcomings.

There has seen a significant shift in approach to implementing these schemes and programmes. The approach has now become more participatory and operates in a mode that generates demands from the grassroots level. In line with the changing approach, the emphasis is to aspire for holistic development, thereby reduce all kinds of vulnerabilities.

The PRI-CBO Convergence project addresses the fundamental and qualitative aspect of development such as rights and participatory planning. The PRI-CBO Convergence approach is based on the premise that if institutions of the poor such as Community Based Organisations (CBO) and PRI collaborate with each other to work for the development of the village, they can significantly enhance the livelihood and social security of the vulnerable and poor. The project provides a common platform for the various stakeholders such as PRI, line departments, community etc. to engage in dialogues of participatory development, public affairs that aremutually beneficial to everyone.

To begin with, there is an effort to realise and identify the gap that

The PRI-CBO Convergence project works within the DAY-NRLM framework of SHG network of women. The emphasis of the project has always been women and as such, resources are identified and developed from within the community. One benefit of this approach is that the women have an understanding about ground realities.

The rigorous Capacity Building training sessions equip the women with adequate skills and knowledge resulting in their improved negotiation abilities. The project not only capacitates the SHG network but the capacity building training of PRIs as well. It strives to increase their understanding of the importance of the power of collectives in local participatory governance.

The process of participatory gap identification and assessment shows that development gap revolves around the most vulnerable sections of society. So also, markedly visible participation is observed from this section. This observation has motivated the project to evolve in such a way that maximum involvement is given to women from socially backward and vulnerable households.

The imminent output of the project is to fulfil the gaps of developmental needs and entitlements of socially backward and vulnerable women. However, the overall trajectory of the project is one of achieving larger goals, viz. of a socially equitable society, expressive and just for all the genders.

exists in achieving the developmental goals of individuals and the community at large. The existing platforms of participatory governance - Gram Sabha, CBO meetings, Palli Sabha, Tola Sabha, working groups – have to be leveraged and strengthened to address the identified gaps. The road to the strengthening of local governance platform is not bereft of struggles. However, these struggles result in an aware audience and functionaries, which results in a further strengthened platform.

The process is not complete until the demands of SHG network are incorporated in the larger development plan of Panchayat at regular intervals. This is ensured through the preparation of yearly demand plans that are discussed and debated in a multi-stakeholder forum.

PRI in leadership role

- Developing a vision for the Panchayat, outlining what the Panchayat could and should do
- Fitting this vision to the Panchayat's resource envelope
- Setting targets for social and economic development and prioritising these targets
- Mobilising local resources
- Mobilising action through planning
- Enabling access to various services and entitlements
- Having an effective grievance redressal mechanism in place
- Setting standards for administration
- Monitoring outputs and outcomes
- Collaborating with local partners for development
- Voicing demands of the citizens beyond the Panchayat

CBO in a partnership role

- Mobilising the community for Gram Sabha and Panchayat action
- Providing support to achieve Panchayat's vision and development goals
- Identifying beneficiaries who have not got access to programmes and schemes, and bringing them to the Panchayat's attention
- Acting as a channel of communication between the Panchayat and its people
- Monitoring the functioning of institutions like the PDS, Anganwadi etc
- Monitoring the implementation of schemes like MNREGS, SBM
- Voices of the community should be brought to public forums and committees in the Panchayat such as Village Water and Sanitation Committee This committee consists of members of the Panchayat and the community. If any issue needs immediate attention, the committee can bring it to the notice of the Panchayat for taking necessary action

Also refer, Guidelines on Partnership between Gram Panchayats and SHG Networks of DAY-NRLM developed by MoRD.

Activity Two:
Schematic Convergence – 60 minutes

This activity will help participants internalise the concept of PRI-CBO Convergence and give them an insight on how they can find avenues for convergence while working on the field.

<div>

Group Discussion – 30 minutes

Presentation – 3 minutes per group

Wrap Up – 10 minutes

</div>

Scenario: An elderly woman member of a SHG does not have a house to live, or any family to support her

The various groups have to discuss how they can extend support to her with the required provisions under their schemes.

Each group must then interact and negotiate with the GP to help the woman receive maximum benefits.

Group 1: PMAY | Group 2: SBM | Group 3: MGNREGS | Group 4: GP | Group 5: SHG

☞ The facilitator should ensure that the groups think about linking the various schemes. For example, labour for construction of the house can be taken from MGNREGS and Individual Household Latrine (IHHL) can be obtained under SBM.

☞ They should explain all possible ways in which convergence can occur

This is not a part of the training manual; for facilitator's reference only

Facilitators network and connect community members by encouraging participation, facilitating and seeding discussions, and by keeping events and community activities engaging and vibrant.

https://www.slideshare.net/mik0ton/the-importance-of-community-facilitation

Technical Session Two

Need for Federation in PRI-CBO Convergence
Facilitator's Presentation – 20 minutes
Q & A – 10 minutes

Roles of a Federation
• Providing an interface: Federations can act as an interface between the community, GP and other developmental organisations. In some cases, SHGs themselves will not be able to effect the required change. However, they are in a position to identify problems, raise awareness on issues and promote appropriate policy shift. They can pressure the government and other institutions to recognise their demands and access their rights and entitlements. A federation can provide assistance in linking individuals to existing structures as well as in establishment of alternative forms of economic and social activities.
• Enhancing leadership qualities: The expansion of leadership qualities can be seen at the federation level of the CBO. The members of the SHG can expand their leadership qualities by being a part of the federation wherein they work towards the benefit of several SHGs and the community.
• Expanding knowledge: They also work very closely with the Panchayat. Through this, they also gain knowledge of the roles, duties and responsibilities of the Panchayat. This further helps them demand their rights in the capacity of a right holder as well as a leader of the women community. Knowledge of the community is enhanced through sharing and learning from the groups.
• Promoting social justice and equity: Working towards social evils, discrimination and marginalization
• Monitoring: Federations can monitor and follow up with the demands raised by the community at various platforms like Gram Sabha, Gram Panchayat, line departments etc.

States may add or edit the above to suit their requirements

Activity Three:
Role Play – 60 minutes

This activity will help participants get an opportunity to see the field situation from perspectives other than those they might be seeing in reality. This results in their greater sensitivity towards experiences of other persons in real-life situations.

Understanding the scenario – 5 minutes

Preparation - 25 minutes

Play – 5 minutes peer group

Discussion – 5 minutes

Scenario: A leader in a Village Office has to approach the GP/block/district office to take up development issue of their village

The leader has to convince the office to provide support for addressing the issue

☞ The facilitator should encourage groups to use quantitative and qualitative data to make their case it more interesting and convincing, and highlight how the SHG can help in addressing the issue.

☞ They can also leverage the discussion time to dwell on social dynamics

☞ The facilitator can discuss the various ways in which the scenario can be approached to maximise results

☞ The need for platforms for convergence can then be elaborated

------ *Facilitator, this space may be used to record your observations about the participants* -----

DAY TWO

Technical Session Three

Platforms of Convergence
Facilitator's Presentation – 45 minutes
Q & A – 15 minutes

The PRI-CBO Convergence project aims to create a platform where multiple stakeholders can come and review the progress of the demands raised. This platform is called Gram Panchayat Coordination Committee (GPCC).

Gram Panchayat Coordination Committee
Gram Panchayat Coordination Committee is a committee constituted at the Panchayat level with members from local self-government institutions, line departments and SHG federations. The aim of all the above-mentioned stakeholders is poverty reduction and their working together would increase the efficiency of the programmes being implemented.

> Several platforms and avenues can be used to encourage PRI-CBO Convergence. Many states such as Tamil Nadu and West Bengal have explored and piloted avenues for Convergence.
>
> Hence, this section can be modified based on State's requirement.

Guidelines
i. The members of the Committee will include - Gram Panchayat President - Panchayat Development Officer -Secretary, Convenors of GP Standing Committees/ Steering Committee members -Women elected representatives (2-4) -Representatives from Panchayat front-line functionaries including ICDS supervisor -Health Department officials such as ASHA worker, Medical Officers etc. -Representatives from the Lead Bank -Representatives of educational institutions -MGNREGS department officials (Rozgar Sevak, engineer etc.) -Members of agricultural department -GPLF President -Volunteers from subcommittees of GPLF
ii. Panchayat President shall be the Chairman of GPCC and the GPLF President shall be the Convenor of GPCC.
iii. The total number of members in the GPCC should not exceed 25 in a Panchayat.
iv. GPCC meeting has to be convened at least once in three months. In these meetings, the status of programmes included in the CBO action plan has to be reviewed timely.

Functions of GPCC

i. Utilise the powers SHGs and their federations actively in the local level planning process, specifically in matters relating to poverty reduction. Their services may be Utilised for the following
   a. Social mobilisation
   b. Dissemination of information
   c. conduct of PRA exercises
   d. Incorporation of the Micro Credit Plan (MCP) and vulnerability reduction plan in the Development Report presented to Gram Sabha
   e. Active participation in the Mahila Sabhas and Ward Sabhas preceding Gram Sabha

ii. Gram Panchayats should be encouraged to prepare a poverty reduction plan as a part of their development plan and the demands of the SHGs must be prioritised. For this, the components of GP2RP related to Livelihood, Social Inclusion and Entitlement Plan etc. needs to be discussed and decisions need to be taken in the meetings.

iii. Assign specific roles to SHGs and their federations in MGNREGS such as identification of workers, demanding work, preparing labour budget etc.

iv. Community based monitoring, especially of service delivery and performance of developmental interventions with specific focus on Sustainable Development Goals (SDGs)

v. Facilitate joint meetings of the Panchayat with SHG federation for discussing the demands of the SHGs

vi. Social Mobilisation for SHG formation and identifying vulnerable sections of the community with the help of the Gram Panchayat

vii. Access information from Gram Panchayat and disseminate amongst SHG members on issues related to available government services and schemes.

This is not a part of the training manual; for facilitator's reference only

"The foundation for the progress of India is the rise of its villages; so if we all keep laying stress on the progress of the villages, we shall continue to get the desired results" - Shri Narendra Modi

Excerpts from Prime Minister's 'Mann Ki Baat' programme on All India Radio (April 24, 2016)
http://pib.nic.in/newsite/PrintRelease.aspx?relid=141140

Responsibilities of Gram Panchayat Coordination Committee
i.	To evaluate the GP2RP draft plan prepared by CBO and if necessary, propose suggestions for redrafting it. After the suggestions have been incorporated, approval for submitting the plan to the Panchayat and apex level of the federation must be given by the Committee
ii.	To oversee different poverty reduction programmes designed by the CBO, ensure its progress based on the approved plan and support the VOCC or the federation for rectifying gaps that have been identifies identified
iii.	To provide necessary support for strengthening the federations to effectively carry out the planning and implementation of poverty reduction programmes for the Local Self Government Institutions (LSGI)
iv.	To support the efforts of federations in consolidating and implementing different poverty reduction programmes of government and other institutions
v.	To support, evaluate, lead and direct the activities of federations for local economic development
vi.	To help the federation get support from different financial-technical-developmental agencies and experts
vii.	To help the federation in their efforts to nurture micro-enterprise and to explore various marketing opportunities
viii.	To encourage the independent and democratic way of decision making of federation and support the women collectives for their efforts in empowering the community
ix.	To help the federation in their efforts to nurture micro-enterprise and to explore various marketing opportunities
x.	To encourage the independent and democratic way of decision making of federation and support the women collectives for their efforts in empowering the community
xi.	The GPCC meeting has to be convened at least once in every three months, and the report has to be submitted in the LSGI (Panchayat) and VOCC/GPLF by Panchayat President and VOCC Coordinator/GPLF President respectively. This has to be discussed in these forums and necessary decisions have to be taken accordingly.

Meeting Procedure

- The meeting would start with a prayer followed by a welcome speech

- Welcome speech: The GPCC Chairman has to give a welcome note to the members. In the absence of Chairman, the Convenor or Panchayat Secretary has to address the Committee.

- Presentation of Report: The decisions taken in the last meeting has to be read out to all members. This is the responsibility of the GPCC Convenor.

- Keynote address: Agenda of the meeting has to be presented by the Chairman. The agenda has to be decided prior to the meeting in discussion with the Convenor. The members can add topics to the agenda if they have any specific subject to discuss on.

- Discussion: The topics mentioned in the agenda are to be discussed one by one. Any topic ranging from Gram Sabha meetings to GP2RP follow up that demands the cooperation of Panchayat and SHG federations can be taken up. Every member of the meeting has to ensure his or her effective participation for the success of the programme. The minutes of the meeting have to be prepared by the Coordinator. Decisions taken against each item on the agenda has to be properly recorded in the minutes. Based on the discussion, the Committee can give responsibility for the various tasks to the concerned members. After the meeting, the minutes have to be read out to all the participants, and be duly signed by each participant on the same day as the meeting.

- Vote of thanks: The GPCC Convenor or Panchayat Secretary has to propose thanks.

This is not a part of the training manual; for facilitator's reference only

Evaluation Activity – 60 minutes

Group Discussion – 30 minutes

Presentation – 3 minutes per group

Wrap Up – 10 minutes

≈ The participants will be divided into smaller groups

≈ Each group will be given the same scenario

≈ The participants' will be given a collection of logos signifying the various departments and institutions

≈ On a white board or wall, a picture of the lake will be put up. The participants are to use the logos available to them to solve the issues at hand

Scenario: Gram Panchayat 'A', situated in a drought-prone region, faces severe water scarcity. The Panchayat has a lake that is 18 feet deep and covers an area of 19 acres, which has dried up completely. What will be required to help the people of the community to renovate and rejuvenate the lake?

Some Pointers

Agriculture Department: Renovating can generate a substantial amount of silt from the lake, which the villagers can use for agricultural purposes.
Public Works Department: Building roads around the lake to provide accessibility or the stones dug out from the lake bed can be used to construct roads from the village to the farms.
Health Department: Awareness campaigns to keep the lake area clean and disease free.
GP: Planting trees around the lake, linking with MGNREGS etc

- Facilitator has to encourage the participants to broaden their scope of understanding and apply the learning received thus far
- Facilitator has to sum up the session, by highlighting about the need for Convergence to achieve larger developmental goals and connect to the importance of GPCC.

Post Training Activity

The CPCs have to meet and interact with following stakeholders and develop a State specific protocol for effective convergence of PRI and CBO

Interactions	Key areas for query	Supporting Materials	Deliverables
• GP members • Officials of GP • Officials of line departments • Women elected representatives • SHG members • CBO leaders • Local community members	• To map the roles and responsibilities of GP in delivering its development agenda • To map the roles and responsibilities of CBO in identification, consolidation and appropriately raising demands of the community • To identify any activities taken up through convergence • To map the process and systems adopted for PRI-CBO interactions • Understand institutional mechanisms such as GPCC • Study benefits for the GP, CBO and community	• PRI-CBO Manual • CBO Governance Manual	• State specific protocol for effective convergence of PRI and CBO

Session Takeaways

✓ Relevance of bringing PRI and CBO together

✓ Role of federation and various platforms of convergence

The link between the PRI and CBO can be through a set of community persons referred to as Local Resource Group (LRG). The concept behind LRG and their importance will be covered in next section in detail.

Chapter Six

COMMUNITY CADRE FOR CONVERGENCE (LOCAL RESOURCE GROUP)

Technical Session 2
Composition of Local Resource Group
60 minutes

Activity 4
Identifying the Local Resource Group
105 minutes

Activity 3
Role Play
60 minutes

Technical Session 1
Local Resource Group
60 minutes

Activity 2
Understanding LRG
40 minutes

Activity 1
Paper Bridge
40 minutes

Day One

PostTraining Activity

Evaluation Activity
60 minutes

Activity 6
Developing a module for LRG General Orientation
100 minutes

Activity 5
Creating a list of activities for selection of Local Resource Group
100 minutes

Day Two

Chapter Six: COMMUNITY CADRE FOR CONVERGENCE (LOCAL RESOURCE GROUP)

Chapter Storyboard:
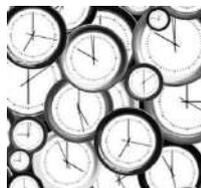
DURATION
Two Days

OBJECTIVE/S
≈ To familiarise the participants with the concept of LRG ≈ To get an understanding about identifying, selecting and orienting members of the LRG

METHODOLOGY
Technical Sessions | Group Discussions | Presentations | Case Analysis

MATERIALS REQUIRED
Laptop | Projector | Whiteboard |
Chart Paper | Markers | Sketch Pens | Newspapers | A4 Paper Sheets | Cello tape | Medium size ball | Brick

TRAINING SESSIONS
Activity-led interactive sessions

EVALUATION ACTIVITY
Case Analysis

POST TRAINING ACTIVITY
Develop role map of various
community cadres and mock selection of LRGs

Facilitator's Topic Brief

PRI and CBO strive towards a common goal of village development and improving citizen's life. To bring the two institutions of PRI and CBO to a common platform, a link is needed. Local Resource Group (LRG) is the link that helps in fostering collaboration between people and GP; deepen public participation of marginalised groups and correcting knowledge asymmetries.

This chapter will focus on equipping the Convergence Community Professionals with the skill set to mobilize the community, identify and select members for local resource group in their Gram Panchayats and give them a basic orientation about the project.

Preparatory activities

≈ Activity specific materials
≈ Thorough knowledge about the objectives of each session
≈ Presentations on Local Resource Group

Space for Margin Notes

√√ Check your preparedness		
Understanding of the topic	Yes	No
Clarity on methodology	Yes	No
Required materials ready	Yes	No
Presentations ready	Yes	No
Template for post training activity ready and printed for distribution	Yes	No

★ ★ ★

At the end of this chapter, participants should be able to understand -

- Local Resource Group: Concept, roles and responsibilities
- Identification and Selection process of LRG
- Conducting Orientation sessions for the LRG

★ ★ ★

Training Sessions

DAY ONE

Activity One:
Paper Bridge – 40 minutes

- The facilitator has to divide the participants in groups of 8 to 10 each

- Each group may be given 20 minutes to build a bridge using the materials given (newspaper, cello tape and scissors)

- No extra materials shall be given to the participants to build the bridge.
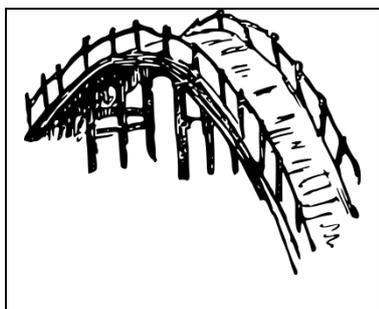
	- should be strong enough to hold a brick on its top - should be tall enough to let a plastic ball roll underneath

- After the allotted time, the facilitator has to go around with the props and determine which bridge passes the two tests

- Following this, the facilitator should encourage the participants to make their observations and learning from the activity. This should lead into a discussion of the advantages of working in groups

- At this point, the facilitator can draw in the LRG experience of working with the community and as a group.

Activity Two:
Understanding LRG – 40 minutes

The objective of this activity is to help the participants understand the participants the concept of LRG. It will help the facilitator understand what LRG members think about their work and why their presence is crucial for the project.

- The facilitator has to divide the participants into groups of four. Each group will be given few points for discussion

Group Discussion – 20 minutes **Presentation – 3 minutes per group** **Wrap Up – 5 minutes**

Discussion Points

- Does a community need a member of the LRG working for them?
- What are the roles and responsibility of a LRG member?
- What are the qualifications required to be a member of the LRG?
- From your prior experience, what are your expectations from a member of the LRG?

▣ The groups have to hold discussions on the points given above and summarise major highlights of their discussion on a chart paper and make presentations

▣ The facilitator should note down the points made by groups during presentation on a white board. These may be used as examples to make the upcoming session on LRG more relatable.

▣ After all the group presentations, the facilitator can summarise the learnings of the session

▣ The summary presentation can also highlight the need and importance of LRG, and lead into the next technical session

This is not a part of the training manual; for facilitator's reference only

PLEASURE IN THE JOB PUTS PERFECTION IN THE WORK.

Aristotle

Technical Session One

Local Resource Group
Facilitator's Presentation – 45 minutes
Q & A – 15 minutes

PRI-CBO Convergence project is undertaken in the community through a social engineering process.

Social engineering involves influencing people's attitudes, behaviour and thinking. PRI-CBO convergence project envisages transformation of attitudes, practices, behaviour and policies for well-being. For this to happen, people from the community should be able to act as change agents and foot soldiers in the mission. These foot soldiers have to come together as a group in a Panchayat and can be called as Local Resource Group.

So essentially, Local Resource Group (LRG) is a group consisting of local persons from the community with the motivation to work for the people in the community and act as change agents. The people with profound understanding about the local context, issues and concerns would be able to analyse the reality and implement the activities accordingly. There is a need for participation and organisation of the local people so that they are able to voice their grievances and are able to access their entitlements.

- *Change agents*
- *Profound understanding of local context*
- *Participation and organisation of local people*
- *Capacity building for development and growth*

Creating LRGs would lead to demand driven action, which is essential for community development and socio-economic well-being of the local people. Under the PRI-CBO convergence project, the LRG will take up effective steps for building the capacities of the different groups of stakeholders in addressing their developmental needs. Capacity building would also aim at enhancing their involvement in the decision making process with a view to orienting and guiding the overall growth of the community.

Roles and Responsibility

The LRG would be the major body responsible for ensuring conduct of all the ground-level activities of the project. They would be provided activity-based training at timely intervals to ensure effective implementation of the project

• Mobilising people to attend Gram Sabhas	o Mobilising and orienting women from SHGs and its federations o Facilitating participatory identification of the poor o Special Gram Sabhas for discussion on importance and relevance strong federated structure of community institutions of women
• Creating awareness about rights and entitlements	o Facilitating SHG and its federations for creating awareness about their rights and entitlements o Facilitating SHG level discussion on how to access welfare schemes o Planning ward-level workshops on formulation of plans by SHGs for dealing with developmental issues (health, education, sanitation, gender issues) in the community
• Skill Training to SHGs	o Training to SHG members and office bearers on their roles: book keeping, record management o Organising monthly review meeting of the office bearers on group norms and discussions on accessing entitlements o Mobilising women to form SHGs and identification of defunct and dormant SHGs
• PRI-CBO interface for Schemes	o Awareness creation of SHG leaders on entitlements of schemes o Facilitating the plan preparation and labour budget for MGNREGS through federated network o Organising Gram Sabha for approval of plans for various schemes o Facilitating the formation of labour team through federated network o Facilitating the formation of community based monitoring and evaluation systems
• Institution Building	o Formation and strengthening of federation at the GP level (VOCC) o Formation and strengthening of Platforms of Convergence, for instance, GPCC
• Livelihood Planning	o Conducting training programmes for the ward members on livelihood mapping o Conducting training programmes for the CBO leaders on livelihood mapping and planning o Organising Gram Sabha for livelihood plan discussion
• Support in participatory assessment and planning	o Conducting PAE, EAP and GP2RP

The note above can be modified based on respective SRLM requirements

Activity Three:
Role Play – 60 minutes

This activity will help participants get an opportunity to see the field situation from perspectives other than their own. This opportunity results in a greater sensitivity towards experiences of other persons in real-life situations.

Scenario: The Community Professionals for Convergence are making their first visit to the new Gram Panchayat.

In this interaction, they will have to

- ✧ Mobilise the community people
- ✧ Discuss about the DAY-NRLM and the Convergence project
- ✧ Inform the community about the upcoming orientation programme

☞ In the ensuing discussions, the facilitator can discuss the various ways in which the scenario can be approached to get maximum results

☞ Facilitator can also leverage the discussion time to analyse some of the social dynamics

☞ Interestingly, the session can impart objectivity to both the role player and the observer

------ *Facilitator, this space may be used to record your observations about the participants* -----

Activity Four:
Identifying the Local Resource Group – 105 minutes

This activity has three components
1. Group Work
2. Facilitator's Presentation
3. Joint Plan Development

> **Group Discussion – 30 minutes**
>
> **Presentation – 5 minutes per group**
>
> **Facilitator's Presentation – 15 minutes**
>
> **Joint Plan Development – 40 minutes**

1. Group Work

≈   The facilitator should divide the participants into five groups

≈   Each group will be given a chart paper to devise a strategic plan for identifying members of Local Resource Group

≈   The plan should contain step-by-step process of the activities that CPCs will have to carry out on the field

≈   After discussions, the groups should be invited to make presentations

≈   The facilitator has to note down the steps presented by the various groups on a white board

2. Facilitator's Presentation

Establishing linkages

≈   For this part of the activity, the facilitator has to sketch out the following three stakeholders on a chart paper

≈   The participants should be asked to connected the circles that they feel have linkages

≈ The participants are most likely to come out with lines connecting Gram Panchayat with Institutions and Entitlements

≈ The facilitator can then draw a dotted line between GP and SHG and ask the participants why this link is important.
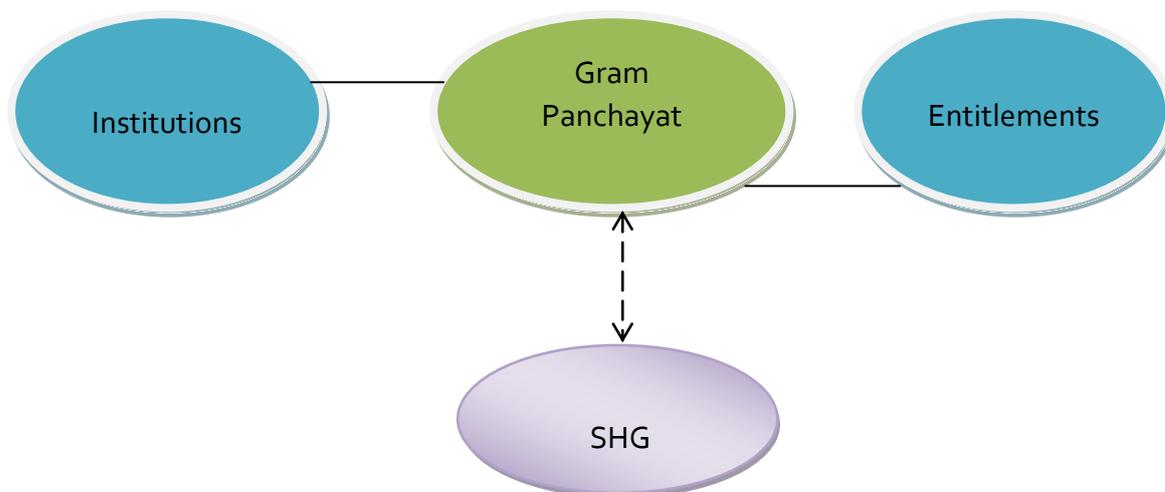
≈ The facilitator can explain that to establish this link between the Panchayat and the SHG, LRG is needed

The session can then outline the processes involved in identification of LRG

Key Considerations in LRG identification

- How to mobilise and who to target
- How to conduct discussions and the appropriate ways of getting consent
- How to identify the interested participants from these discussions
- How to mobilise the identified participants to attend the selection and orientation process

Three-phase Identification Process

For the first two phases, the CPCs will conduct meetings in their respective areas at SHG and village level. Meetings should be conducted only with the prior consent of all necessary institutions and only after the various stakeholders are informed about the meeting	The details to be discussed in these meeting are ▪ Status of the village ▪ Poverty in their panchayat ▪ What are their aspirations from the panchayat and local development ▪ Their personal aspirations ▪ How do they plan to achieve these aspirations?
After these meetings, CPCs will get a sense potentials with experience, motivation or passion to work for their community	

The short-listed women have to be called for a special meeting	The details to be discussed in this meeting are
	
	▪ Status of the Panchayat
	▪ Coverage, views and the status of
	   • MGNREGS
	   • PDS
	   • SBA
	- Details about open defecation in the village
	- Houses that have individual latrines
	- Whether the latrines are being used or not

3. Joint Plan Development

≈ With the help of the facilitator, the participants can finalise a uniform step-by-step process to identify and select a member of the Local Resource Group.

Step 1
Step 2
Step 3
Step 4
Step 5
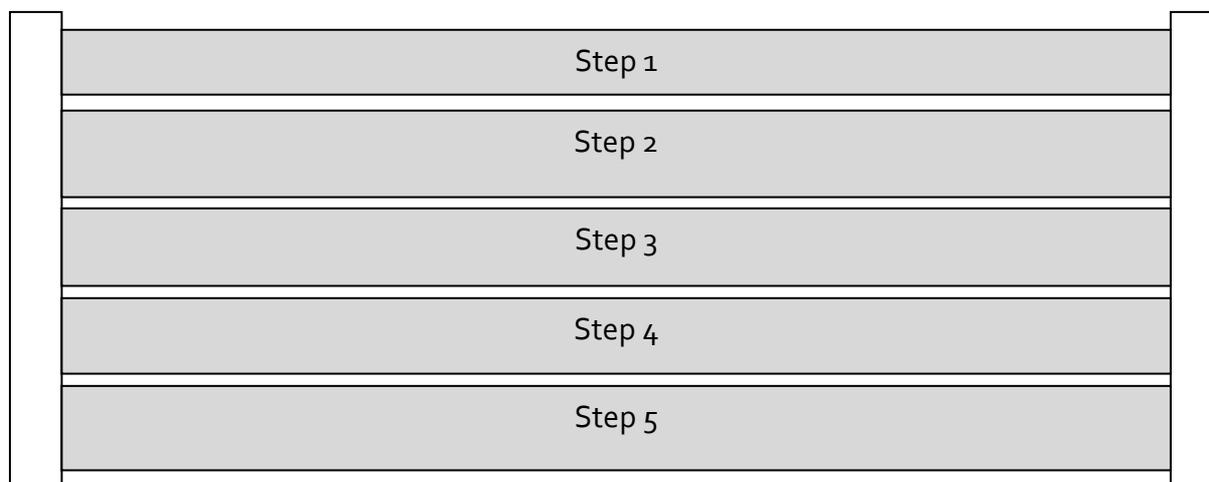
Technical Session Two

Composition of Local Resource Group
Facilitator's Presentation – 45 minutes
Q & A – 15 minutes

The composition of the LRG will differ from place-to-place, as they will be working in different contexts with a range of stakeholders in complex situations whose perceptions, cultural background and social functioning would differ. Hence there can be no single and definite selection criteria for the formation of LRG.

However, there are certain fundamental characteristics that are expected out of an individual who becomes a member of the LRG.

- ✧ The members of LRG should be motivated to work for the community. They should help the community in strengthening itself and achieve its full potential.

- ✧ Among the poorest and most at risk, women encounter an uphill struggle to realise their rights and entitlements. The LRG should strive to establish platforms for women where they would be able to articulate the problems that affect their lives. The LRG should be able to shape the leadership qualities of the women so that they are able to address the core issues faced by the community.

- ✧ The members of LRG should have such leadership qualities and should be able to inspire people. They should try to involve community people and local leadership in the developmental activities and encourage interdependent relationships.

- ✧ The community should be involved in the planning and monitoring of their developmental programmes, with the backing by a strong Panchayat.

  > The Panchayat Raj System is the third-tier of the Government; an institution closest to the people.

  Hence the LRG should have faith that Panchayati Raj Institutions are the best instruments to meet the needs of people and should work towards strengthening Panchayat Raj Institutions, and work towards forming strong administrative and developmental machinery at the village level.

Even though the formation of LRG might be contextual, certain groups can be taken into consideration while forming the LRG.

✧ High priority to women and marginalised groups in the community
✧ Experienced SHG women
✧ Experience in rights of marginalised sections like gender/ SC/ST/Minority etc.
✧ Ex-PRI representatives
✧ Community workers
✧ People with prior experience in capacity building of PRIs
✧ People involved in implementation of CSS/SSS at the grassroots especially social security programmes
✧ Volunteers residing in the boundaries of the Gram Panchayat
✧ PRI leaders
✧ Literacy activists

▪ The Community Resource Persons (CRPs) may or may not be part of the LRG. Their prior experience in the field can prove to be fruitful. However, being a part of a separate structure will bring with it different commitments towards SRLM.

▪ Choosing volunteers may help in building social capital in the society, making them more responsive and responsible to various community issues arising in the long run.

▪ The number of members that can be a part of the LRG in a particular Gram Panchayat can be decided by the SRLM.

▪ The basic premise for choosing the number should be decided according to the size of Panchayat.

According to Kudumbashree- NRO, a group of seven members should be sufficient for a population of about 5,000 – 7,000 families. However, this is just an estimate and the states are free to choose the right number per Panchayat.

This is not a part of the training manual; for facilitator's reference only

Gram Sabha provides an opportunity for the persons registered as voters in the village to directly participate on the decision making process.

http://wikieducator.org/images/thumb/c/c5/Gs1.png/350px-Gs1.png

DAY TWO

Activity Five:
Creating a list of activities for selection of Local Resource Group – 100 minutes

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Group Discussion – 60 minutes

Presentation – 5 minutes per group

Consolidation – 20 minutes

</div>

≈ The facilitator will divide the participants in smaller groups

≈ This group activity is aimed at encouraging the participants to plan the selection process of the Local Resource Group

≈ The participants have to decide the plan and flow of the day-long selection process

≈ The participants will also draft the parameters for judging the applicants

≈ This activity will help the participants internalise the entire process including the grading system that will be used for the selection process.

If the participants choose extempore as an activity, the parameters for judging could be following, and may be recorded in the template below

Participant Name	Content (10)	Clarity of thought (10)	Communication (10)	Confidence Level (10)	Time Utilisation (10)	Total (50)

≈ The facilitator has to note down the activities presented by the various groups on a white board

≈ The facilitator can encourage the participants to go through each activity identified

≈ Working together, a final list of activities to be included in the selection process can be drawn up, and the ones cannot be used separated

≈ After the activity list is shortlisted, the participants should also be guided to finalise the grading parameters for each activity based on the grading format shown in the example

≈ The facilitator will have to ensure that the activity list and grading sheet is completed and the participants have internalised them

Activity Six:
Developing a module for LRG General Orientation – 100 minutes

Once the identification and selection of the LRG are complete, it is important to orient the selected candidates towards the project and apprise them of their roles and responsibilities. An activity calendar will also have to be drawn up.

Group Discussion – 60 minutes
Presentation – 5 minutes per group
Consolidation – 20 minutes

- The task is to develop a Module and Schedule for a General Orientation of one-two days

- The facilitator has to encourage the CPCs to apply knowledge gained from their numerous trainings and field experiences for preparing the module

≈ The participants will be divided into two groups

≈ Each group has to prepare a draft module and present it

≈ After the presentations, the facilitator should bring the two groups together to finalise a module

≈ The facilitator can help the participants make a common template and prepare a realistic module

A sample template is given below

Sl.No	Time	Session	Materials Required	Facilitator

≈ The facilitator needs to ensure that the participants have clarity about each session and have made detailed notes for each session

> The Community Professionals for Convergence will use this module to orient the newly selected LRFs. The module is to be finalised, translated, and kept ready for use before the CPCs head to the field.

Evaluation Activity – 60 minutes

≈ Four member groups have to be formed

≈ Each group should be given a case from the ones given below

≈ The facilitator should guide the participants to prepare a strategy on how a LRG can intervene and the initiatives they will take to better the situation

Case 1: A SHG member's son/daughter has cleared the medical entrance examination and secured admission in a prestigious medical institution. The family cannot meet fees for the course. She shares this problem in her SHG meeting. What can the LRG do to help?

Case 2: A landslide has caused destruction in your neighbouring village. Though no harm has come to people in your surroundings, the landslide has affected members of the other SHGs. What initiatives will the LRGs take to help the other members in distress?

Case 3: An epidemic is on the rise in their GP. There are very strong concerns among the people. What will your SHG do?

Case 4: The ward has immunisation coverage of 60%. How will the SHG intervene to ensure 100% immunisation coverage?

Case 5: The village has a high school dropout rate. How will SHG ensure good retention of children in schools?

Case 6: The ward has an old aged family living alone. How can the SHG provide help and support to this family?

≈ After the group presentations, the facilitator can wind up the session by summarising the key points

Post Training Activity

CPCs are expected to meet and interact the stakeholders listed below and come out with a role map of various community cadres such as CRP and LRG Member. The facilitators can guide participants based on the table below

Interactions	Key areas for query	Supporting Materials	Deliverables
• SHG members • CBO leaders • Various Community Resource Persons • PRI members • Local community members	• Role and responsibilities of various community cadres • Need for developing a facilitator group for PRI-CBO convergence • Support requirements for PRIs • Support requirements for CBO • Organisation and governance of LRG as technical support team • Career prospective of LRG beyond the project	Various guidelines or policies developed for the community cadre by the SRLM (if any).	• Develop role map of various community cadres like CRP, Bank Mitra, Master Book Keeper, Pashu Sakhi, LRG member etc. • A mock selection activity of LRG also can be done

Session Takeaways

✓ Need and importance of LRG

✓ Processes to be followed for identification and selection of LRGs

✓ Development of an orientation module for LRG

The PRI-CBO convergence project has developed several tools to make the implementation of the project more participatory and just. These tools help in building the capability of the LRG and enable efficient implementation of the project. The next section of the book will shed light on the various tools used under the project.

Chapter Seven

TOOLS FOR CAPACITY BUILDING

Activity 3
Familiarising the Module & Mock PAE
160 minutes

Technical Session 2
PAE & EAP
70 minutes

Activity 2
Find your Hero/Heroine
45 minutes

Technical Session 1
Community based Participatory Assessment and Planning Tools
30 minutes

Activity 1
Brainstorming Scenarios
60 minutes

Day One

Activity 6
Group Discussion for Roll out Plan
120 minutes

Activity 5
Data Consolidation
90 minutes

Activity 4
Familiarising the Module & Mock EAP
130 minutes

Day Two

Activity 9
Familiarising the Module and Mock SHG-level GP2RP
115 minutes

Technical Session 3
GP2RP
60 minutes

Activity 8
Our Model Village
60 minutes

Activity 6
Own your Work
110 minutes

Day Three

Technical Session 4
Gram Panchayat Development Plan
70 minutes

Activity 11
GP2RP Follow up Plan
75 minutes

Activity 10
Mock VO-level GP2RP
70 minutes

Day Four

Post Training Activity

Evaluation Activity
90 minutes

Activity 12
Experience Narration
265 minutes

Day Five

Chapter Seven: TOOLS FOR CAPACITY BUILDING

Chapter Storyboard:

DURATION
Five Days

OBJECTIVE/S
≈ To make the CPCs internalise the various tools for capability building
≈ To develop the skills of CPCs to mobilise and plan rolling out of the various tools

METHODOLOGY
Technical Sessions | Group Discussions | Presentations | Experience Sharing

MATERIALS REQUIRED
Laptop |Projector | Chart Paper | Sketch Pens | Different coloured ribbons | A4 Paper Bundle | Translated PAE, EAP and GP2RP modules

TRAINING SESSIONS
Activity-led interactive sessions

EVALUATION ACTIVITY
Preparing a concept map of the various tools of capacity building and a process flow chart for each tool

POST TRAINING ACTIVITY
Developing a GP level plan detailing roles for PRI and CBO on addressing an identified issue

Facilitator's Topic Brief

As demonstrated in the previous chapter, Local Resource Group (LRG) members are envisaged as agents of change and are a major pillar for ensuring linkage between the two institutions of PRI and CBO.

This necessitates the capacity building of LRGs and through them the capacities of the community. This can be achieved through the development and use of certain tools. Knowledge and skillsets need to be developed and the process of developing these must be a learning experience in itself. These tools are envisioned both as instruments for participatory planning and capacity building.

Space for Margin Notes

Preparatory activities

Translation of PAE, EAP and GP2RP formats to local language and context, sourced from PRI-Convergence Toolkit

√√ Check your preparedness		
Understanding of the topic	Yes	No
Clarity on methodology	Yes	No
Required materials ready	Yes	No
Cases translated to local language and context	Yes	No
Handbook on schemes ready	Yes	No
Presentations and charts ready	Yes	No
Template for post training activity ready and printed for distribution	Yes	No

★ ★ ★

At the end of this chapter, participants should be able to understand -

- Tools for Entitlement Access
- Tools for reflecting on PRI-CBO Convergence Project
- Tools for Participatory Planning

★ ★ ★

Training Sessions

DAY ONE

Activity One:
Brainstorming Scenarios – 60 minutes

≈ The facilitator should divide the participants into two groups

≈ Each group should be given a case. The facilitator has to guide the participants to analyse the scenarios and evaluate if they are successful or not and come out with reasons for the success or failure of the intervention

≈ The facilitator can point out that the cases are designed in such a way that the group can identify a clear scenario of success or failure

---

Discussion – 20 minutes

Presentation – 5 minutes per group

Open defence – 10 minutes

Wrap Up – 10 minutes

Case 1

Malgudi is a village in Punjab with a mixed population. The majority of the population is engaged in agriculture; very few individuals have professional degrees. Being an agrarian village, none of the households faced a shortage of grains.

However, most villagers were plagued with various diseases and spent the bulk of their income on hospital visits. As the situation worsened, the villagers came together and discussed the raging health problem in their village.

They realised that rampant unhygienic practice of open defecation is the culprit. They took up the matter in their Panchayat and started applying for both household and community latrines through various schemes.

Due to these initiatives, five households in the village have already constructed toilets.

Case 2

Dangalpur is a village in Uttar Pradesh. Villagers belonging to various communities live together and engage primarily in agricultural activities.

The village has been faring low on the Human Development Index (HDI). After identifying multiple and grave health issues, the department responsible for SBM decided to make the village open defecation free. The entire village now has individual household latrines and community toilets are in the process of being built.

However, the officials have realised that the villagers continue to defecate in the open and use the latrines as storage spaces for hay!

≈ The open defence following the presentation shall provide an opportunity to the groups to defend their standpoints and brainstorm different ways of looking at the same situation

≈ After the open defence, the facilitator has to wrap up the session by bringing together the various points of discussion that came up and link the necessity of a community-led assessment and planning process for better local development.

Technical Session One

Community based Participatory Assessment and Planning Tools
Facilitator's Presentation – 25 minutes
Q & A – 5 minutes

The PRI-CBO Convergence project envisages developing local institutions and a strong community cadre to improve the reach and quality of public service delivery. To enable this, a set of participatory assessment and planning tools have been developed.

Participatory Assessment of Entitlements (PAE), Entitlement Access Plan (EAP) and Gram Panchayat Poverty Reduction Plan (GP2RP) are the tools used for

- understanding and documenting gaps in entitlement access
- planning action to access entitlements
- developing joint plans with GPs for eradicating poverty at the village level

These tools help in generating collective energies and a symbiotic environment for the PRI and CBO to work together for the development of the village. At the same time, the entire process builds the capacities of the local institutions to meet the developmental needs of the village.

Rationale and Objective of Participatory Planning Tools
PAE, EAP and GP2RP are the major activities under the Convergence Project for mobilising the SHG members, assessing their entitlements and preparing a comprehensive action plan to meet the demands of the community.

The demand generated from these exercises can be taken up with the Gram Panchayat and line departments for necessary follow up action. The processes involved in these exercises are undertaken in the SHG network. They help in sensitising and mobilising the community about their entitlements and in developing necessary capabilities and mechanisms to access them.

The data captured in PAE can be used as the baseline data for the project and regular monitoring can be based on this. At the same time, it can also be harnessed as a potential 'knowledge bank' of the community to take up collective efforts for access to entitlements, and for improvement in the public service delivery system, which is the underlying philosophy of this project.

Activity Two:
Find Your Hero/Heroine – 45 minutes

≈ Participants have to interact with one another and find out who has the maximum number of features of a Hero/Heroine.

≈ They should also understand a brief of that person and get their signature on a piece of paper

Parameters

- Having a Job Card
- Worked under MGNREGA
- Toilet in the household
- Any pension for self or any family member
- Benefits from Anganwadi for self or any family member
- Having an Aadhaar Card
- Having a Bank Account

≈ The person who meets all the listed parameters will be declared Hero/Heroine

≈ The facilitator should invite the identified person/s to describe themselves, and briefly explain why and how he or she accessed these entitlements

≈ The facilitator can use the opportunity to highlight that understanding various government schemes and ensuring their access to the community is the key facet of the Project.

Technical Session Two

**Participatory Assessment of Entitlement (PAE) &
Entitlement Action Plan (EAP)
Facilitator's Presentation – 60 minutes
Q & A – 10 minutes**

PAE is an SHG level interaction based tool that helps in generating awareness on various entitlements and local-self-governance systems.

Using PAE, the community generates a database on its access to schemes and participation in the governance process. This database is used for making demand plans by the CBO and is treated as a baseline for measuring success in achieving entitlements by the community.

The PAE exercise is facilitated by the designated community cadre, the Local Resource Group formed in each GP.

Components of PAE Module

|	
Access to local public institutions such as Gram Panchayat and Anganwadi	Engagement of SHG members in local self-governance systems, the Gram Panchayat and Gram Sabha
Household benefit schemes such as MGNREGS, SBM, NSAP, RSBY, ICDS and other state-specific schemes	Financial inclusion via access to accounts in banks or post office, ration card, Aadhaar card and other proof of identity

RIBBON EXERCISE
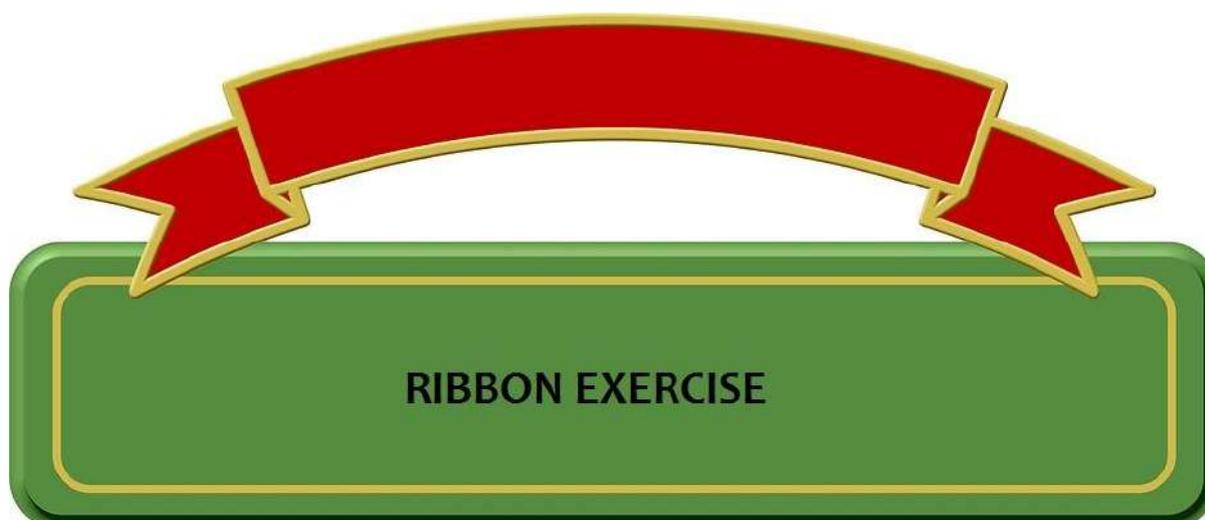
- Every Partner State prepares its own context-specific PAE module. LRG members facilitate PAE in each SHG using this module
- Discussions are held on each component of the module and SHG members respond to the questions by tying a ribbon of different colours around their wrists. Use of ribbons avoids the monotonous question and answer format and makes the process interactive as well as visually appealing.

Parameter	Status	Action
Attendance in Gram Sabha	Those who have attended Gram Sabha earlier	Tie a blue ribbon
Individual Household Latrine under SBM	Those who have toilets at home	Tie a green ribbon
	Those who also use the toilet	Tie a white ribbon

- At the end of each section, the SHG member(s) having the maximum number of ribbons on her hand is asked to explain to the others about how she got access to, and took benefit of the particular entitlement.
- Her input is supplemented by the LRG. Simultaneously, during this process, the LRG member counts the ribbons, and records in the SHG-level PAE form.
- These are later consolidated at the Village Organisation (VO) level and GP level.
- Having ribbon on one's wrist is seen as a symbol of accomplishment, knowledge and enhanced confidence.
- The discussion about individual entitlement status in the group helps a woman share her access or lack thereof in front of a larger audience.
- This exercise has proved to be an effective tool to motivate SHG members to engage with local-self governments and access their entitlements.

Entitlement Access Plan

Entitlement Access Plan (EAP) is a target plan prepared by each Village Organisation to address the gaps in the access to entitlements identified during PAE. Using PAE data as the baseline, each VO sets quarterly targets for various schemes. These targets are regularly monitored and evaluated by the VO.

Process of PAE and EAP

Step 1 Capacity Building of Local Resource Group	- The LRG members are trained on PAE and EAP - As part of the training, detailed information is given about the local-self governance processes and the schemes covered in the PAE
Step 2 SHG Meetings for PAE	- During a regular or specially convened meeting of each SHG, PAE is facilitated by LRG members who moderate the discussion and record the response of participants. - These responses comprise the database of the community's access to entitlements and schemes.
Step 3 Consolidation of PAE at VO level	- Once PAE is complete in all the SHGs, consolidation of the data generated and its presentation is done at a meeting at the VO level. - Representatives from all SHGs and GP-ward members attend this meeting, which is facilitated by LRG members and VO leaders. - This data helps the VOs understand the current status of entitlements of their SHG households.
Step 4 Preparation of EAP at VO level	- The EAP is prepared by each VO in a meeting specially convened for the purpose under the leadership of the office bearers. - A sensitisation activity on how benefits offered under various schemes can improve the quality of life is conducted. - The plan prepared under the leadership of VO office bearers sets target for each component of the scheme that needs to b achieved in a time-bound manner.
Step 5 Consolidation of PAE at GP level	The VO representatives and LRG members consolidate the PAE data at the GP level
Step 6 PRI-CBO Consultative Meeting	- The PAE data is presented to the elected representatives and officials of the Panchayat in the presence of all SHG members of the GP - The presentation of PAE data gives the Panchayat and CBO an opportunity to come together on a common platform to address the identified entitlement gaps - The EAP targets are also taken up with the Gram Panchayat and departments in this meeting.

Activity Three:
Familiarising the Module & Mock PAE – 160 minutes

- ≈ Facilitator should advise participants to work in smaller groups and discuss each listed PAE component

- ≈ The mock PAE is aimed to help the participants internalise the process of conducting a PAE on the field.

☞ Governance (Gram Panchayat, Gram Sabha, Ward Sabha)
☞MGNREGS
☞SBM
☞NSAP and RSBY
☞ICDS
☞Financial inclusion and other state specific

- ≈ Depending on the number of participants, two-three SHG groups may be formed with each group having one or two facilitators.

- ≈ Following the mock PAE, the facilitators should share their feedback on areas that need to be improved and on the gaps that exist.

- ≈ Participants should also be encouraged to raise their doubts and concerns.

This is not a part of the training manual; for facilitator's reference only

DAY TWO

Activity Four:
Familiarising the Module & Mock EAP – 130 minutes

Group Discussion – 30 minutes

Activity – 90 minutes

Feedback – 10 minutes

≈   Facilitator should advise participants to work in smaller groups and discuss each EAP component

≈   The mock EAP is aimed to help the participants internalise the process of conducting an EAP on the field

≈   Depending on the number of participants, two groups representing VOs may be formed with each group having one-two facilitators

≈   Using the PAE data, the groups will have to prepare an EAP for their group

≈   Following the mock EAP, the facilitators should share their feedback on areas that need to be improved and on the gaps that exist

≈   Participants should also be encouraged to raise their doubts and concerns.

Activity Five:
Data Consolidation – 90 minutes

Group Discussion – 40 minutes

Presentation – 10 minutes per group

Discussion – 10 minutes

≈   The participants are to be made into smaller groups

≈   Using the data generated in the two mock SHG sessions, two sets of groups are to be given the task of designing a format for consolidation of data generated out of PAE and the EAP

≈   Each group has to present their ideas using the data from the mocks, inputted in the format that they have designed

≈   The facilitator can share his or her feedback and based on these, the groups may be advised to rework their formats

≈   The facilitator has to ensure that the consolidated formats prepared by the groups are comprehensive and can be analysed

≈   The facilitator may also share pointers on how data consolidation is to be done, what needs to be captured and how can the collected data be analysed

Activity Six:
Group Discussion for Roll Out Plan – 120 minutes

≈ *The objective behind the activity is build the capacities of the CPCs to brainstorm and prepare a plan on their own for rolling out PAE and EAP in a pilot Panchayat.*

≈ The participants are to be divided into smaller groups of five members each

≈ The facilitator has to provide them with details of a Panchayat; the participants have to come out with an effective roll out plan of PAE and EAP

Panchayat 1	Panchayat 2	Panchayat 3
Name of Gram Panchayat: Badlapur Number of PRI members: 10 (with 50% reservation for women) Number of VOs: 7 Number of SHGs: 84 All community cadres in place	Name of Gram Panchayat: Ramgarh Number of PRI members: 11 (with 50% reservation for women) Number of VOs: 5 Number of SHGs: 50 Only CRP and MBK as community cadres	Name of Gram Panchayat: Donpakkam Number of PRI members: 15 (with 50% reservation for women) Number of VOs: 11 Number of SHGs: 110 All community cadres in place

≈ A detailed plan has to be prepared starting from orienting the local cadre to sharing of the data generated.

≈ The facilitator may suggest the preparation of a daily or weekly schedule

≈ Facilitators are to observe the discussions and presentations and note down the innovative ideas as well as the shortcomings

≈ After the presentation by all groups, the facilitator has to briefly share the feedback on the presentations made

The facilitator may include the following points during feedback sharing

- Orient the LRG/ available community cadre on participatory tools and process of roll out

- Meet the VO/CLF members and introduce the concept of the participatory assessment

- Orient the PRI members on the objective of PAE and expected support from them

- Do the meeting with one SHG in presence of all LRG members in the GP, so that they get an idea of how to conduct the participatory assessment

- Make a schedule for conducting the meetings with SHGs in that GP

- Things to be kept in mind while making the schedule

  o The process would be done in one SHG at a time

  o Two-three LRG members need to be present for the discussion - one person for facilitating the discussion and the other for recording the data

  o Discussion with one SHG would approximately take an hour and a half. On an average, six – eight discussions could be done per day (simultaneous discussions could be done at different places)

  o Meetings need to be organised at the convenience of SHG members, preferably to be done during their weekly meetings

  o Importantly, their livelihood activities or routine should not be disturbed for the conduct of these meetings.

  o Hence, inputs from the VO/CLF regarding SHG meetings could be taken while making the schedule.

- The SHG meetings for PAE start from Day 2.

- The number of days required for the meetings would depend on the number of SHGs in the VO/CLF/ village

- Ideally if the VO/CLF in a village has about 10 – 12 SHGs, it would take about 3 days

- LRG members can conduct the meetings simultaneously in teams of two or three members

Consolidations

- Once all the SHGs in the VO/CLF/ village are covered, there would be a consolidation meeting at the VO/CLF level. The CLF would be asked to organise the meeting – arrange the place, inform SHG members, etc.

- VO/CLF needs to be encouraged to understand that the consolidated sheet is basically a status report of the VO/CLF, as it would basically provide details of all SHGs under their CLF. Based on the information, they would be making action plans for the next Gram Sabha.

- VO/CLF General Body has to be requested to attend the meeting. In places where there are no CLFs, consolidation will be done at village level and representatives from all SHGs in the village (all SHGs covered in PAE) would be called to attend consolidation meeting. Other members are also welcome to attend.

- Ward members/ Gram Panchayat members could also be called for the consolidation meeting.

- Here, the data received from all SHGs are put together in one sheet. The consolidation need to be done on a black board, or chart papers stuck together making enough space to draw the tables. It needs to be ensured that the consolidation is visible to all members. Thus, all SHG members will be able to see and understand the status of other SHGs. Gram Panchayat members would also get an idea of various scheme beneficiaries, Gram Sabha participation etc.

- After the consolidation, a copy of the consolidated sheet has to be given to the VO/CLF. It would basically be like a status report of the VO/CLF

- In Gram Panchayats, where there are more than one VO/CLF, consolidation is first done at the VO/CLF level

- Further, a VO/ GP level consolidation is done to put together details of all SHGs in the GP together. This would be done by the mentors and LRG members in the GP

EAP Preparation

- Preparation of EAP can be done in a specially convened meeting of VO/CLF

- After the completion of consolidation of PAE and EAP, schedule needs to be prepared for a joint sitting of the VOs along with Panchayat and line department officials

- The strategy for placing the demand so generated must be planned in keeping with the local context.

DAY THREE

Activity Seven:
Own Your Work – 110 minutes

≈ The objective of this activity is to stimulate the CPCs on their work so far, the achievements, shortfalls and critically look at the roles LRGs have played thus far in their respective blocks.

≈ The facilitator has to prepare a presentation or charts on the progress of the project, major achievements and focus on the current status of the block

≈ The chart could specifically map the EAP targets set and achievements against it

≈ The Professionals are to be divided into block wise groups, read the charts prepared by the facilitator carefully, internalise what the facilitator has intended and work on the below mentioned points.

- Are there any changes on the chart from what is happening on the field? If so, what are they and why is it so?
- Are there any time lags, and if so what are the reasons?
- What are the areas that require improvement and focused interventions?
- How will you ensure the smooth functioning of the project once they return to their respective blocks?

≈ The groups are to present the highlights of their discussion to the facilitators and the audience

≈ They can express their dissent, substantiate with justifications and propose remedial measures

≈ The other CPCs may also give comments based on their observations. They have to validate their statements with sufficient proof and numbers

This is not a part of the training manual; for facilitator's reference only

DAY THREE

Activity Eight:
Our Model Village – 60 minutes

Discussion – 30 minutes

Presentation – 30 minutes per group

Wrap Up – 10 minutes

≈ The participants are to be divided into smaller groups of five members each

≈ The facilitator has to encourage them to visualise a model village and brainstorm about what makes it a model

≈ They are also to discuss as to how a village can be made a model one

≈ The facilitator has to point out that identifying problems, prioritising them and plan preparation are the important steps to addressing poverty reduction and achieving a model GP.

Technical Session Three

Gram Panchayat Povery Reduction Plan (GP2RP)
Facilitator's Presentation – 50 minutes
Q & A – 10 minutes

The Gram Panchayat Poverty Reduction Plan (GP2RP) is a comprehensive demand plan for local development prepared by the self-help groups and their federations in partnership with the Gram Panchayats. It is an integral aspect of the convergence efforts of the National Rural Livelihoods Mission.

GP2RP is the consolidation of the demands for livelihoods, health and sanitation, social security, natural resource development and basic infrastructure development prepared by the poor families who are members of the Self-Help Groups (SHG) formed as part of the National Rural Livelihoods Mission.

It also includes the plan to bring the left-out households into the SHG-fold for the larger integration into the activities taken up by the CBO.

The document will serve as the mission and plan around which the Gram Panchayat and the community organisations work together to address the basic needs of the poor in the village.

Objectives of GP2RP

- To prepare a comprehensive and an inclusive demand plan for local development under the leadership of the community organisation network in consultation with the local government
- To strengthen the community organisations and their leadership for active participation in poverty reduction activities
- To facilitate organic interface between the SHG federation and Panchayat Raj institutions for the socio-economic development of the village through appropriate mechanisms

Components of GP2RP

Social Inclusion Plan	• Plan for inclusion of vulnerable people/household into SHGs under NRLM
Entitlement Plan	• Demand for various entitlements based on the entitlement gap identified through PAE. • Areas covered under PAE are employment (MGNREGS), health (SBM) and social security (Pensions, RSBY, ICDS)
Livelihoods Plan	• Specific demand for enhancing livelihood through developing agriculture, animal husbandry, production and service enterprises and skilled training for placement etc.
Credit Plan	• Demand for various financial support available from NRLM scheme and bank linkages
Infrastructure Development Plan	• Demand for necessary basic infrastructure and for renovation of the existing infrastructure for better service delivery.
Resource Development Plan	• Demand for protection and development of natural resources like land, water, forest and other locally available resources.

Process

The PAE and EAP method of participatory assessment and planning can be the foundation for developing a comprehensive GP level Poverty Reduction Plan (GP2RP) envisaged under the DAY-NRLM.

Using the SECC - TIN (temporary identification number of the Social Economic Caste Census) as the identifier, demand from every family with membership in DAY-NRLM SHGs can be collected, prioritised, combined at the village and GP levels, to present a demand plan to the GP.

The process will involve the following steps:

- Access of entitlements mapped and consolidated at SHG level through PAE, which is merged with the Social Inclusion Plan, Livelihoods Plan, and Credit Plan of the SHG to form the 'SHG Livelihoods & Entitlement Plan'.

- SHG level plans consolidated at the VO level, merged with village level resource and infrastructure development plans to form the 'Village Livelihoods & Social Security Plan.'
- Plans prepared by the VO or group of VOs form the 'Gram Panchayat Poverty Reduction Plan'.
- Scheme based demands are integrated into the allocation from GP, Line Departments and DAY-NRLM.

Activity Nine:
Familiarising the Module &
Mock SHG-level GP2RP – 115 minutes

Group discussion – 45 minutes
Activity – 60 minutes
Feedback – 10 minutes

≈ The mock GP2RP is aimed at helping the participants internalise the process before carrying it out on the field

≈ Depending on the number of participants, two groups representing SHGs may be formed with a facilitator for each group

≈ Following the mock, the facilitators have to share their feedback on areas that need to be improved and on the gaps that exist

≈ Participants should also be encouraged to raise their doubts and concerns

This is not a part of the training manual; for facilitator's reference only

http://www.kudumbashree.org/program-gallery

DAY FOUR

Activity Ten:
Mock VO-level GP2RP – 70 minutes

<table>
<tr><td>Activity – 60 minutes

Feedback – 10 minutes</td></tr>
</table>

≈ The mock GP2RP is aimed at helping the participants internalise the process before carrying it out on the field

≈ Depending on the number of participants, two groups may be formed

≈ One group is to act as a VO and consolidate the data generated from the SHG level mock. The other group has to prepare the resource and infrastructure maps for their village.

≈ After the mock, the facilitators have to share their feedback on areas that need to be improved and on the gaps that exist

≈ Participants should also be encouraged to raise their doubts and concerns

Activity Eleven:
GP2RP Follow up Plan – 75 minutes

<table>
<tr><td>Discussion – 45 minutes

Presentation – 5 minutes per group</td></tr>
</table>

≈ The facilitator can divide the participants into groups of six groups and each group assigned one of the following six GP2RP components

  - Social Inclusion Plan
  - Entitlement Plan
  - Livelihoods Plan
  - Credit Plan
  - Infrastructure Development Plan
  - Resource Development Plan

≈ Each group has to be guided on how different stakeholders can successfully implement the component of GP2RP given to them, and what institutional mechanisms need to be put in place for it.

≈ They have to address the following minimum points in their plan:

  - Role of PRI
  - Role of CBO
  - Role of community cadre
  - Role of line departments
  - Role of BMMU
  - Involvement of other stakeholders
  - Institutional mechanisms

≈   Each group will have to come up with a detailed plan for their Panchayat including all
    components of GP2RP along with the time limit and support required from various stakeholders

≈   The facilitators are to share their inputs on the plans prepared and give their suggestions and
    guidance. The following format may be used for clarity.

Component	Role of PRI	Role of CBO	Role of Community Cadre	Role of Line Departments	Role of BMMU	Involvement of other stakeholders	Institutional mechanisms

Technical Session Four

Gram Panchayat Development Plan
Facilitator's Presentation – 60 minutes
Q & A – 10 minutes

The 14th Finance Commission has presented a never-before opportunity to Gram Panchayats for responsive local governance

The massive transfer of resources to Gram Panchayats requires urgent empowerment of the Panchayats to be able to deliver their mandate of delivery of basic services responsibly and efficiently.

The 14th Finance Commission has awarded a grant directly to the Panchayats, thereby giving an opportunity to address local development issues, especially relating to the provision of basic civic services mainly health, education, nutrition, drinking water, sanitation, hygiene. For the first time, the fund flow for development activities will directly come to the Panchayat.

There are many schemes addressing poverty alleviation, employment and livelihood, infrastructure development, health, education, nutrition, etc. Some of these services are provided free of cost by the Government as public services. Yet the progress has not been satisfactory.

Improving public health including access to water and sanitation; access to food and nutrition and elementary education etc. will require not only efficient delivery of services but also demand-driven push through mobilisation and participation of the people.

The Panchayats, particularly the Gram Panchayats (GPs) being closest to the community can play an important role in reaching out these services and can be instrumental in ensuring the well-being of the society and overall development of the state.

Effective planning, people's participation, convergence policy and joint monitoring are essential for strengthening the implementation of basic services and developmental schemes in rural areas.

While the Panchayat is the crucial body for ensuring local development, Local Resource Groups have a major role to play in this process. Being part of the community, LRGs have exposure to the local context and its development needs. Moreover, they work closely with the SHGs and VOs, which serve as platforms for identifying the poorest of the poor and ensuring the overall development of everyone in the ward/ Panchayat.

Management of the fund flow to Panchayats is vital. As such, a comprehensive development plan factoring in the context, issues and strengths of each Panchayat is important. The Constitution mandates that this plan has to be participatory involving every segment of the community through focussed group discussions for situation analysis. The Gram Sabha has a critical role in the formulation of priorities, selection of projects and approvals.

The GP Development Plan should have a clear component to address the vulnerabilities of poor and marginalised people and their livelihood opportunities. The plan should ideally converge poverty reduction with labour budgeting and projectisation exercise under MGNREGS, NSAP, ICDS and IAY schemes.

This is not a part of the training manual; for facilitator's reference only

GPDP Steps

Step 1 Gram Panchayat Committee sitting to initiate the GPDP process	A major activity of the Panchayat Committee is the formation of a campaign committee and a working group. The final responsibility of GPDP rests with the Panchayat; LRGs and VOs are to play a crucial supporting role. Therefore, it is important to not only maintain good relations with the Panchayat but also ensure that active SHG/VO members and LRGs are part of the campaign committee and working groups. The numbers of campaign committees shall be according to the numbers of the wards of each Gram Panchayat. The respective ward member will head the campaign committees with the support of resource persons from the ward such as SHG members, Anganwadi workers, teachers, doctors etc. Similarly, the working groups can also support the GP in the planning process. According to the State Guidelines on GPDP, there have to be four working groups in each Panchayat.
Step 2 Initial Gram Sabha	This Gram Sabha is the first in the whole process. The agenda will be introducing GPDP and getting approval for all the decisions taken in the Panchayat Committee meeting Since Gram Sabha is the only forum where rural people can participate in formulating the plan to fulfil their needs, it must be ensured that all SHGs and VOs are prepared beforehand for the Gram Sabha The campaign committee and work group members will be finalised in this Gram Sabha and this would be a platform for the people to ensure that the best and most active members from all communities are part of these committees/groups
Step 3 Training to stakeholders	Training will be provided to committee members and working group members on the State Guidelines and the State Panchayati Raj Act.

Step 4 Situation Analysis	The four working groups are responsible for identifying the present situation of the ward/Panchayat with respect to each of their specific areas. They have to identify the quality of services, infrastructure and amenities available in the village. This analysis is a document, which collates information from primary data, secondary data, and mostly the existing issues in the area are documented. It acts as a critical part of the GPDP document as the planning for the Panchayat development is aligned with the critical areas of intervention identified. The PAE data and other information collected by VOs and the knowledge of LRGs will be crucial in this process. Once compiled, the draft status report has to address concerns and issues of all wards and this can be ensured only if all our VOs and LRGs are active. Ensuring participation of all stakeholders in all Gram Sabhas is a priority for the process
Step 5 Gram Panchayat Meeting to prepare Development Status Report	The report of each of the committees need to be discussed, suggestions incorporated and finally made into a development status report. Once approved by the Panchayat Committee, it needs to go to the Gram Sabha for recommendation and approval.
Step 6 Gram Sabha for Approval of Draft Status Report	This is the second Gram Sabha of the GPDP process, which is to be conducted after the preparation of the draft status report and its approval by the GP meeting. The agenda would be to discuss the draft status report, prioritise issues and get the approval.
Step 7 Draft Plan Preparation	The working group and Panchayat committee will sit together to prepare the Gram Panchayat Development Plan and formulate projects based on the inputs from the Gram Sabha and the funds they have with them. As mentioned earlier, participation of all SHGs and members from all communities need to be ensured. GPDP is their plan and participation and quality discussion needs to be ensured.

Step 8 Project Preparation	The Gram Panchayat should endorse the project document and funds should be allocated as per the need of the project document. Each project document shall be the part of Gram Panchayat Development Plan Document. This GP Development Plan document shall be validated at the Gram Sabha.
Step 9 Plan approval by Gram Sabha	The GP Development Plan document prepared by the working group and approved by Panchayat Committee shall be placed before the final Gram Sabha. The projects that can be taken up in the respective Panchayat have to be finally approved by this Gram Sabha.
Step 10 Preparation of Final GP Development Plan Document	In this step, the final GP Development plan will be prepared. This is important because after getting final approval by the Gram Sabha, it is the duty of the Panchayat Committee to prepare the final GP Development Plan document for proper implementation in letter and spirit.

The steps explained above are based on GPDP guidelines of Assam and has to be customised for each state depending on their State GPDP Planning Manual

DAY FIVE

Activity Twelve:
Experience Narration – 265 minutes

≈ The objective of this session is to improve the skillsets of CPCs and help them internalise their own transformation from being an SHG member, to being LRGs and finally CPCs.

≈ The facilitator has to advise participants to sit separately, prepare a narrative of their experiences of working with the project, and capture the different activities under the project.

≈ These could include the process of

- LRG identification and selection
- Gram Sabha mobilisation (experience on participation, discussion and debates at community level)

> **Introduction by Facilitator – 15 minutes**
>
> **Preparation of Narratives – 60 minutes**
>
> **Group Discussion 1 – 60 minutes**
>
> **Presentation 1 – 10 minutes per group**
>
> **Group Discussion 2 – 30 minutes**
>
> **Presentation 2 – 10 minutes per group**

- PAE (experience and lessons learnt)
- CBO strengthening activities
- EAP (including experiences, lessons learnt, quantitative information)
- GP2RP (quantitative as well as qualitative)
- Formation of different institutional platforms such as VOCC, loose federations at non-intensive blocks, GPCC
- Innovations such as Balasabha, GSLP, Ashraya etc.

≈ The write-ups can include their experience of venturing into the public space and becoming social workers, how they found a space within their community, relations they made with people, Panchayat and SHGs, the various activities carried out, changes brought about by these activities in the SHGs and society, Panchayat and changes brought in themselves. These could be illustrated with statistics, case studies and caricatures/cartoons etc.

≈ Following this, the participants are to be divided into groups of five with one facilitator in each group.

≈ The CPCs have to read out their case/ narrative/ story/ experience in the group, and the group has to discuss and refine the content, style and language.

≈ Each group has to select one write up from amongst their group and present it. The audience can share their suggestions and inputs.

≈ Following this, the participants have to go back to their groups and rework the selected piece based on the inputs received.

≈ Subsequently, they have to present the reworked piece to a larger audience.

Evaluation Activity – 90 minutes

All Community Professionals for Convergence have to prepare an individual concept map of the various tools of capacity building and a process flow chart of each tool.

The importance of each tool should be captured in the concept map

The CPCs will be evaluated based on the accuracy of content, clarity of thought, time management and ability to creatively map out the processes chronologically

Post Training Activity

The CPCs should interact with the stakeholders listed below and develop a GP level plan for addressing a major issue/demand of the community. The Plan should detail the roles of the PRI and the CBO.

Interactions	Key areas for query	Supporting Materials	Deliverables
• SHG members (2-3 SHGs) • CBO leaders • PRI members • Line department officials • GP Officials	• Entitlement gap and demands of the SHG members • Educating the SHG members on entitlements and various components of a comprehensive poverty reduction plan • Understanding official point of view from the PRI and officials	• Tool for mock exercise	• Identify a major issue/demand of the community • Develop a GP level plan on addressing this issue with detailed role for PRI and CBO **Note:** The Plan should be elaborate and include finances, resources, tools, mobilisation techniques etc that will be used to address the issue.

Session Takeaways

✓ Tools of participatory planning also serve as a process for capacity building

✓ Capability building of LRGs and community through the development and use of certain tools

✓ Development of SHG, VO and GP level plans for poverty reduction

Annexure One - Workbook on Schemes for Poverty Reduction
An Evaluation Activity for Chapter 4

Work Book on Centrally Sponsored Scheme

This workbook on Schemes is prepared as an Evaluation Activity for the Community Professionals for Convergence on Chapter 4 of the manual. The state can make necessary additions based on the State Specific Schemes available. This is a model workbook.

Food Security

Activity 1- State True or False

1. The National Food Security Act ensures the food security of BPL category. APL category is not covered under the Act.

    True [   ]   False [   ]

2. All primitive tribal households are entitled to get AAY card.

    True [   ]   False [   ]

3. The beneficiaries of ICDS include children aged from 0 to 5 years.

    True [   ]   False [   ]

4. Every children enrolled in school are entitled for nutritious cooked hot meal including school holidays

    True [   ]   False [   ]

5. Health check-ups for children below 6 years are to be done by the ANM or Medical officer

    True [   ]   False [   ]

6. ANM has the responsibility to ensure the distribution of supplementary nutrition to the pregnant and lactating women.

    True [   ]   False [   ]

7. In the temporary unavailability of food grains the headmaster can meet the expense from the school fund and get it reimbursed on producing the actual bills.

    True [   ]   False [   ]

8. Adolescent girls and women aged from 15 to 45 are provided nutrition and health education service under ICDS.

   True ☐   False ☐

9. The Food and Drugs Administration Department of the state has the responsibility to ensure the nutritive value and quality of the meal distributed from schools under MDM scheme.

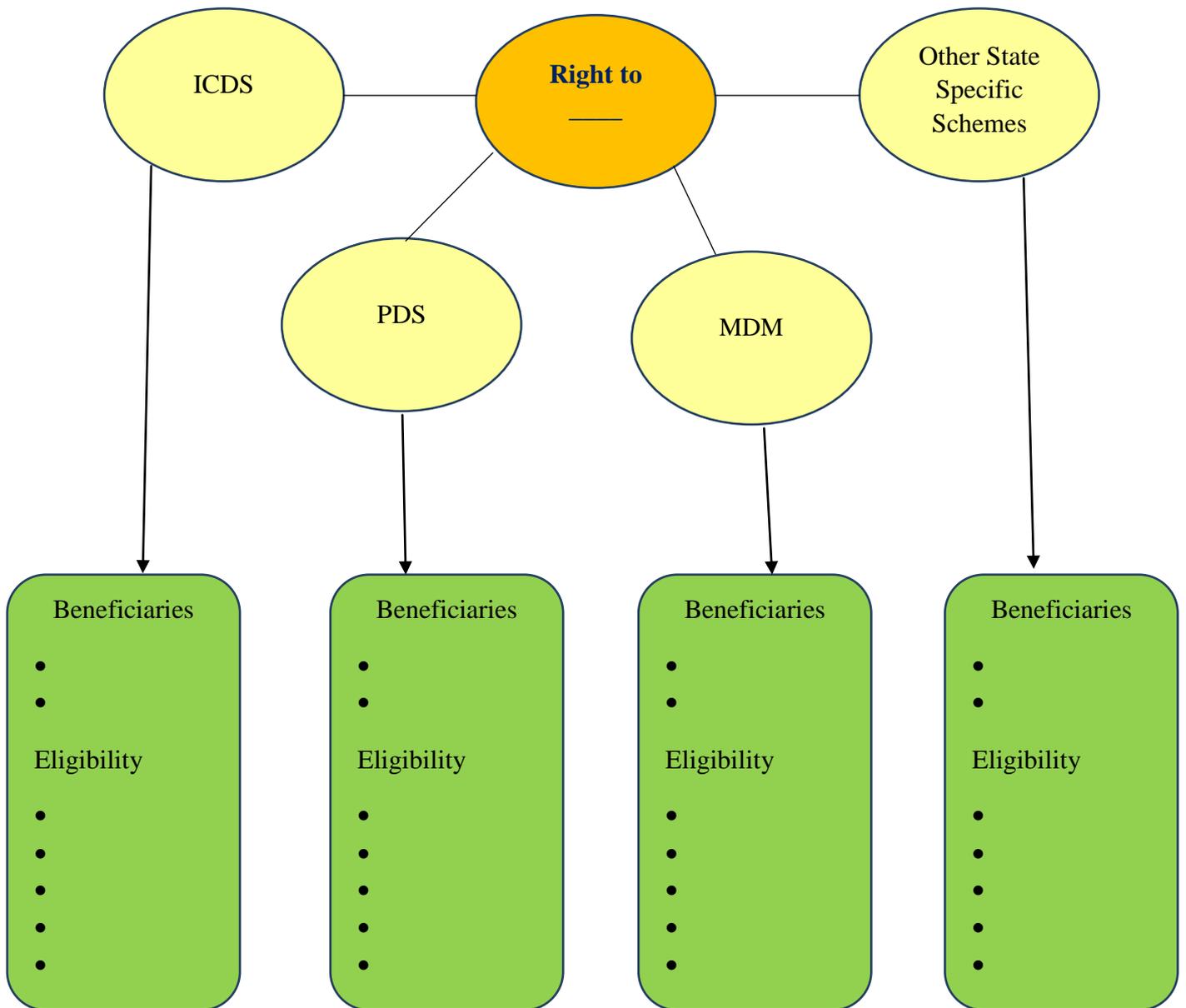   True ☐   False ☐

10. Once the identification of APL and BPL category is completed in a Panchayat, the BDO can finalize the list without producing it in the Gram Sabha.

    True ☐   False ☐

Activity 2- Fill up the diagram

Right to Food

Activity 3- Complete the Story of Ramadevi

Ramadevi is a member of Sreesakthi SHG and a beneficiary of Andyodaya Anna Yojana scheme. During her Village Organization meeting, she met an old woman from the village and they started talking about their family and their agriculture etc. In their talk, Ramadevi happened to explain how she is able to meet the ends though she does not have anyone to support her family. The old woman then came to know about the Andyodaya Anna Yojana scheme and asked Ramadevi to explain the procedures for availing the scheme.

Ramadevi started explaining the procedure one by one.

Step 1:

Step 2:

Step 3:

Step 4:

Activity 4: Identifying the opportunities of SHG

Given below is an actual scenario of Sikkim in the implementation of Mid-Day Meal scheme. Reading the case study, identify the possible ways through which SHGs can extend their engagements in the implementation of MDM in your village.

Laligurash SHG in Pakyong block of East Sikkim has a record of good performance. The SHG has organic farming and the group is engaged in other income generating activities too. They have identified the implementation of MDM in the Panchakhani High School as one of the activity they could effectively intervene. They made a contract between the school and the SHG to supply green vegetables and other essential commodities such as masala and salt etc. The commodities which are not procured by the school such as rice and pulses etc. are procured by the SHG. The SHG appointed a cook for a monthly salary of Rs.4200. The SHG is paid Rs. 6 for providing a plate of wholesome meal for High School student and Rs. 4.60 for UP student. The monitoring of the quality and supply of food is ensured by the group. From the books of accounts of the SHG, it was observed that the SHG provided nutritious food for 180 students in the previous year and each of the member (10 members) got Rs.9000 each as their profit for the previous financial year.

From the above said case study, answer the following

1. What is the role of Laligurash SHG in the implementation of MDM scheme?

_____
_____
_____

_____
_____

_____
_____

2. How did the Laligurash SHG become a major stakeholder in the MDM scheme?

_____
_____
_____
_____

3. Based on the case study, suggest a minimum of three roles the SHG can play in your village in the implementation of MDM?

_____
_____
_____
_____
_____
_____

Health Schemes

Activity 5: Help your ASHA didi

Imagine that Savitry didi, a member of your SHG works as ASHA in your village. One day, your Village Organization decided to create an awareness programme for encouraging the institutional delivery. Since Savitry is ASHA worker, she was asked to give leadership to the VO sub-committee to prepare IEC material for the same.

1. Which scheme she would focus on for promoting institutional delivery?

_____

2. Design a poster on the particular scheme detailing about different provisions the beneficiary is entitled to.

Poster on_____

Activity 6: Design an intervention plan for SBM in your village

As a Community Professionals for Convergence, you want to mobilize the villagers for building toilets under the Swatchh Bharat Scheme. You had initial talks with your Gram Panchayat elected representatives and decided to do the mobilization with the help of village organization. Design an intervention plan detailing the role of different parties such as SHG, VO, CPC and list out the proposed activities. Include the challenges you might face during the intervention and measures to overcome the same.

Activity 7: Identify who am I

The following are some certain features of a scheme, based on the features identify the particular scheme and answer the questions given below.

Features of the scheme:

- *I am able to provide insurance coverage to you and your family*
- *I am valid only with a card*
- *I have a validity period*

Identify the scheme and answer the following questions.

1. What is the above mentioned scheme and who are the target beneficiary?
2. What is the eligibility criteria to get access to this particular scheme?
3. To access this scheme, in which institution will you approach first?
4. What is the procedure to claim for insurance under this scheme?
5. As a Community Professionals for Convergence, what will you do for the increased accessibility of the particular scheme in your village?

Right to Education

Activity 7: Get to know the SSA Scheme

Imagine that you are selected as a resource person for literacy campaign at your locality. For the same you have to associate with the school principal. One day, during your campaign work you visited a village organization and they informed you that the school dropout ratio in that village is high. The VO asked you to help them in their mobilization activities and you are asked to prepare a poster based on the SSA scheme and Beti Bachao Beti Padao campaign. Design a poster for the same detailing the features of the scheme.

Activity 8: Adult Literacy Campaign

Find out more information about the Adult Literacy Campaign during your library hours. Based on the information gathered, design an intervention plan for your village to achieve 100% literacy among the SHG women. Identify the role of various stakeholders in the plan, map out the role of SHG members, saksharata prerak, anganwadi teachers etc. The plan should contain responsibility matrix and time frame for the activities.

Livelihood Schemes

Activity 9: Preparation of IEC materials

Prepare IEC material detailing the available livelihood schemes and their features. The material should contain details regarding all the schemes which are state specific too.

Social Security Schemes

Activity 10: Fill up the boxes

The different social security schemes are given in the table. The participants have to find out the eligibility criteria for the schemes, the role of SHG network in the effective implementation of the schemes and role of CPCs in their village for better coverage of the particular schemes. The participants can find out the state specific themes and fill out the boxes.

#	Scheme	Eligibility	Role of SHG network	Your Role
1	Indhira Gandhi National Old Age Pension Schemes			

2	Indhira Gandhi National Widow Pension Scheme			
3	Indhira Gandhi National Disability Pension Scheme			
4	National Family Benefit Scheme			
5	Pradhan Mantri Awas Yojana			
6				
7				
8				
9				

Natural Resource Management and Infrastructure Development

Activity 11: Convergence of MGNREGS and Watershed Development Programmes

Find out which are the watershed development programmes available in your state and list down their features. What are the possible convergence areas you will advise your Village Organization for implementing watershed development programmes through MGNREGS?

Financial Inclusion

Activity 12:

List down the features of Pradan Mantri Jan Dhan Yojana and find out whether the following statements are true or false.

1. Pradhan Mantri Jan Dhan Yojana is available only for BPL households

   True [   ]   False [   ]

2. The maximum amount one can deposit in PMJDY account is Rs. 30,000

   True [   ]   False [   ]

3. RSBY card can be used as proof of identity for opening account under PMJDY.

   True [   ]   False [   ]

4. If anyone has account under PMJDY, s/he can not open savings account in other banks.

   True [   ]   False [   ]

5. Only Nationalised Banks offer account opening under PMJDY.

   True [   ]   False [   ]

`

Annexure Two - Acronyms

AAY	Antyodaya Anna Yojana
ANM	Auxiliary Nurse Midwifery
APL	Above Poverty Line
ASHA	Accredited Social Health Activist
AWC	Anganwadi Centre
BBBP	Beti Bachao, Beti Padhao
BCC	Behaviour Change Communication
BDO	Block Development Officer
BMMU	Block Mission Management Unit
BPL	Below Poverty Line
CBO	Community Based Organisation
CCP	Community Professional/s for Convergence
CEO	Chief Executive Officer
CIF	Community Investment Fund
CLF	Cluster Level Federation
COM	Community Operation Manual
CRP	Community Resource Person
CSO	Civil Society Organisation
CSR	Child Sex Ratio
CSS	Centrally Sponsored Scheme
DAY	Deen Dayal Antyodaya Yojana
DDP	Desert Development Programme
DPAP	Drought Prone Areas Programme
DDU GKY	Deen Dayal Upadhyaya Grameen Kaushalya Yojana
DPC	District Programme Coordinator
EAP	Entitlement Access Plan

EPIC	Election Photo Identity Card
GP	Gram Panchayat
GPCC	Gram Panchayat Coordination Committee
GPDP	Gram Panchayat Development Plan
GP2RP	Gram Panchayat Poverty Reduction Plan
GS	Gram Sabha
GPLF	Gram Panchayat Level Federation
HDI	Human Development Index
HMS	Hospital Management Society
IAP	Integrated Action Plan
IAY	Indira Awaas Yojana
ICDS	Integrated Child Development Scheme
ID	Identity Document
IEC	Information, Education and Communication
IGNOAPS	Indira Gandhi National Old Age Pension Scheme
IGNDPS	Indira Gandhi National Disability Pension Scheme
IGNWPS	Indira Gandhi National Widow Pension Scheme
IHHL	Individual Household Latrines
IMR	Infant Mortality Rate
IWDP	Integrated Wastelands Development Programme
IWMP	Integrated Watershed Management Programme
LPG	Liquefied Petroleum Gas
MGNREGA	Mahatma Gandhi National Rural Employment Guarantee Scheme
MILLY	Most Important Lessons Learnt Yesterday
MIS	Management Information System
MKSP	Mahila Kisan Sasaktikaran Pariyojana
MLA	Member of Legislative Assembly

MMR	Maternal Mortality Rate
MO	Medical Officer
MP	Member of Parliament
NFBS	National Family Benefit Scheme
NGO	Non Governmental Organisation
NHM	National Health Mission
NRLM	National Rural Livelihood Mission
NSAP	National Social Assistance Programme
NTFP	Non Timber Forest Produce
ODF	Open Defecation Free
OVD	Officially Valid Document
PAE	Participatory Assessment of Entitlements
PAN	Permanent Account Number
PDS	Public Distribution System
PHC	Primary Health Centre
PIA	Program Implementing Agency
PMAY	Pradhan Mantri Awaas Yojana
PMGSY	Pradhan Mantri Gram Sadak Yojana
PMJDY	Pradhan Mantri Jan Dhan Yojana
PNDT	Pre-Natal Diagnostic Techniques
PO	Programme Officer
PoA	Proof of Address
PoI	Proof of Identity
PRI	Panchayati Raj Institution
PTA	Parent Teacher Association
PTR	Pupil Teacher Ratios
RBSK	Rashtriya Bal Swastya Karyakram

RKS	Rogi Kalyan Samiti
RSBY	Rashtriya Swasthya Bima Yojana
RSETI	Rural Self Employment Training Institute
RSM	Rural Sanitary Mart
RTE	Right To Education
RUDSETI	Rural Development and Self Employment Training Institute
SBM	Swachh Bharat Mission
SC	Scheduled Caste
SECC	Socio Economic Caste Census
SHG	Self Help Group
SNA	State Nodal Agency
SSA	Sarva Shiksha Abhiyan
SSS	State Sponsored Scheme
ST	Scheduled Tribe
TB	Tuberculosis
UIDAI	Unique Identification Authority of India
UT	Union Territory
VHSNC	Village Health, Sanitation and Nutrition Committee
VO	Village Organisation
VOCC	Village Organisation Coordination Committee
WLF	Ward Level Federation

Annexure Three – Facilitators' Self-Assessment Form

Dear Facilitator, this self-assessment form may be used to rate yourself during the training programme. You are free to decide how often you want to use; you may wish to complete it after every chapter or even after the completion of the sessions on all days.

Please note that this is for your reference and use only; it is not for external evaluation.

	Strongly Agree	Agree	Strong Disagree	Disagree
I reached the venue on time				
I had completed all the recommended preparatory activities				
I made the materials for the session readily available				
I was thorough with all the objectives of each session				
My presentations for the technical sessions were ready				
The sessions started on time				
The sessions were held for the entire scheduled time				
I explained the purpose of the activities				
I encouraged participation and sharing of differing opinions from the participants				
I adjusted the pace of the session depending on the participants understanding (went slower if they needed more time or sped things up if they understood it)				
If a/the participant(s) did not understand the topic then I tried to explain it by using an additional or different activity				
I moved around and interacted with the groups				
I was careful to include the key points made by all groups in my summary				
I encouraged timid participants to participate and contribute				
I was able to handle disruptive participants				
I was pleasant and often smiled				

On the whole, I am happy, satisfied, not satisfied, upset (choose the one which is applicable to you)

If your experience is not very satisfying, what have you planned to change the situation?

_____

Date of Assessment

Congrats Facilitator!

Job well-done. You have contributed to creating change agents - Community Professionals for Convergence

December 2017

Aajeevika
National Rural Livelihoods Mission
Government of India

Kudumbashree
Kerala State Poverty Eradication Mission
Government of Kerala

Kudumbashree-National Resource Organization