



Training Report

Orientation Training of RSPs BRDCE Programme Staff and Government of Balochistan Key Staff on Programme Implementation Manual

Under EU-funded Balochistan Rural Development and Community Empowerment Programme (BRDCEP) being implemented in collaboration with the Local Government and Rural Development (LG&RD) Department, Government of Balochistan

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Abbreviations and Acronyms

ALNS	Adult Literacy and Numeracy Skills
BCDP	Balochistan Community Development Programme
BLGA	Balochistan Local Government Act
BRDCEP	Balochistan Rural Development and Community Empowerment Programme
BRSP	Balochistan Rural Support Programme
CAT	Community Awareness Toolkit
CBK	Community Book Keeper
CDD	Community Driven Development
CI	Community Institution
CIF	Community Investment Fund
CO	Community Organisation
CPI	Community Physical Infrastructure
CMST	Community Management Skills Training
CRP	Community Resource Person
DRR	Disaster Risk Reduction
EU	European Union
GAD	Gender and Development
GB	General Body
GoB	Government of Balochistan
HID	Human and Institutional Development (Section)
HO	Head Office
JDC	Joint Development Committee
JDDC	Joint District Development Committee
IGG	Income Generating Grant
LAs	Local Authorities
LG&RDD	Local Government and Rural Development Department
LMST	Leadership and Management Skills Training

LSO	Local Support Organisation
LSON	Local Support Organisation Network
MALT	Management, Advocacy and Leadership Training
M&E	Monitoring & Evaluation
MHI	Micro Health Insurance
MIP	Micro Investment Plan
MIS	Management Information System
MLST	Management and Leadership Skills Training
NRSP	National Rural Support Programme
PIU	Programme Implementation Unit
PIM	Programme Implementation annual
PSC	Poverty ScoreCard
PWDs	Person with Disabilities
RPM	Resource Mobilisation Plan
RSP	Rural Support Programme
RSPN	Rural Support Programmes Network
SM	Social Mobilisation
SMT	Social Mobilisation Team
TNA	Training Need Assessment
TOR	Terms of Reference
TVET	Technical, Vocational & Education Training
VDP	Village Development Plan
VO	Village Organisation
UC	Union Council
UCDP	Union Council Development Plan

1. Balochistan Rural Development and Community Empowerment Programme

Balochistan Rural Development and Community Empowerment Programme (BRDCEP) is supported by the European Union (EU) and being implemented in close collaboration with the Local Government and Rural Development (LG&RDD) Department of the Government of Balochistan (GoB). Grant component of the programme is being implemented by Rural Support Programme Network (RSPN), National Rural Support Programme (NRSP) and Balochistan Rural Support Programme (BRSP) in eight districts of Balochistan. The programme is being technically supported by Human Dynamics, an Austrian company.

The overall objective of the programme is to support the Government of Balochistan in its efforts to reduce the negative impact of economic deprivation, poverty and social inequality, environmental degradation and climate change, and instead to develop opportunities by building and empowering resilient communities to participate actively in identifying and implementing socio-economic development activities on a sustainable basis in partnership with local authorities.

Under BRDCEP, 1.9 million Pakistani citizens of 300,000 poor rural households in 249 union councils (UCs) will be mobilised and organised into a network of people's own institutions: 19,129 Community Organisations (COs); 3,103 Village Organisations (VOs); 249 Local Support Organisations (LSOs) and 31 LSO Networks at tehsil level and eight LSO Networks at district level. Rural Support Programmes (RSPs) then will provide support to improve the lives and livelihoods of the organised households, as well as to foster linkages between the community institutions and local authorities to improve local basic service delivery. The programme will also promote civic engagement by encouraging the households to become aware of and involved in political processes and the issues that affect them and their community collectively.

2. Orientation Training of RSPs BRDCEP Staff on Programme Implementation Manual (PIM)

For the BRDCEP staff and relevant GoB Officials, it is of utmost importance to have a common and an undeviating level of understanding regarding BRDCEP's implementation approaches. This can support in adopting the standardised approach as well as quality assurance as regards the programme implementation. For this, a five days "Orientation Training of RSPs BRDCE Programme Staff on Programme Implementation Manual (PIM)" was held in Quetta from 26th January- 30th January, 2018.

The overarching objective of the orientation training was that the participants are able to understand the importance and implementation mechanisms of the social mobilisation approach and programme activities in a standardised manner. The specific objectives of the training included:

To enhance the understanding and technical knowledge of the participants about;

1. The importance of the standardised social mobilisation approach and effective use of PIM;
2. Implementation of Three Tiered Social Mobilisation;
3. Capacity building of communities to assert their rights and hold local authorities accountable;
4. Implementation and management of TVET and Adult Literacy & Numeracy intervention;
5. Implementation and management of Income Generating Grant (IGG) and Community Investment Fund (CIF); Implementation and management of Micro Health Insurance (MHI) scheme;
6. Implementation and management of Community Physical Infrastructure (CPI) projects;
7. How to generate and disseminate policy recommendations to support the Local Development Policy Framework for Balochistan;

8. Gender Mainstreaming;
9. Implementation and management of the improving the quality of life of Persons with Disabilities (PWDs) activities;
10. Implementation and management of capacity building programmes for elected members, staff of LG Authorities and Line Agencies to involve communities in planning, co-resourcing and managing local development activities; and
11. Implementation and management of capacity building programmes for elected members, staff of LG Authorities and Line Agencies to involve communities in planning, co-resourcing and managing local development activities.



The implementing RSPs' key staff dedicated for the BRDCEP, including the thematic heads (Social Mobilisation, CPIs, Monitoring and Evaluation, Social Sector, and Human Resource Development), District Managers and Training Officers of the RSPs attended this training. Relevant government officials from provincial departments i.e. Planning & Development Department, Balochistan Rural Development Academy, Local Government & Rural Development Department, Women Development Department and Social Welfare Department also attended the orientation training. After this, BRSP and NRSP, in turn, will train their BRDCEP field staff, and who in turn will train community leaders using PIM and training materials developed by RSPN.

3. Training Proceedings

3.1. Proceedings of Day 1 (January 26, 2018)

Prior to the formal commencement of the training sessions, an opening ceremony was held. Mr. Naimat Ullah Babar, Director General BRDA; Mr. Mohammad Hanif, former Director General LG&RDD; Mr. Zahoor Ahmed, Assistant Chief foreign aid, P&D department; Ms. Rukshana Baloch, Assistant Director Women and Development Department, Mr. Mohammad Azeem Baloch, Chief Metropolitan Officer, Municipal Corporation Quetta, participated in the opening ceremony. The ceremony formally started with the recitation of the Holy Quran by Mr. Qutab Khan, followed by a short round of introduction of the participants and facilitators of the training. Mr. Ahmed Ullah (Programme Manager, BRDCEP-RSPN) welcomed the participants and distinguished guests from GoB and expressed his gratitude for their participation. He said that keeping in view the strategic importance of the BRDCE programme, it was highly important that standardized approaches and quality control are ensured throughout the planning, implementation, monitoring and evaluation phases of the programme. To ensure quality control and standardisation, RSPN developed PIM in close consultation with relevant government departments and partner RSPs. He further said that the five-day orientation training on PIM is meant to capacitate master trainers from RSPs and relevant government departments so that they are able to roll-out the training in their districts. He said that understanding of the PIM will help us in developing the common understanding of the programme. He also gave a brief introduction of BRDCEP. He shared who the implementing partners are and what their roles are. He also informed about the roles of Human Dynamics and Oxford Policy Management as programme technical assistants throughout the implementation of the programme. He categorically emphasized that BRDCEP is based on the basic approach of RSPs that is social mobilisation. Under this programme, the social pillar will be fostered to complement the political and administrative pillars which will help in reduction of poverty, socio economic disparities and ill effects of environmental degradation in Balochistan in more effective and efficient manner.

Introduction to BRDCEP PIM

Mr. Mohammad Ali Azizi (Social Mobilisation Specialist, RSPN) explained that PIM was developed by employing consultative approach, and is developed in close consultation with key stakeholders of the programme, including Planning and Development Department, Local Government and Rural Development Department, Social Welfare Department and Balochistan Rural Development Academy, Government of Balochistan. He also shared key objectives of PIM and the procedures related to the extent, commencement; implementation and revisions of the PIM.

Remarks from Representatives of GoB and BRSP

Mr. Mohammad Hanif (former Director General LG&RDD) underscored the overall objective of BRDCEP and its expected contributions for reduction in poverty and socioeconomic issues in Balochistan. He told that LG&RDD is the focal department for this programme and will extend every possible support to partners of the programme.

Mr. Zahoor Ahmed (Assistant Chief foreign Aid, P&D GoB) stated that the purpose behind involving stakeholders and specifically LG&RDD is to foster a long-lasting impact in the development of the rural population of Balochistan. He said that P&D Department is open for all and is willing to support all the stakeholders.

Ms. Rukshana Baloch (Assistant Director Women and development Department GoB) expressed her happiness over making this programme so gender sensitive. She also shared her experiences from Pishin, Washuk and Loralai and said that the women in Balochistan are marginalized. She proposed to form beneficiary feedback desk mechanism. This should be organized at the CO level, particularly for adult females; as this will assist in identifying and highlighting their plights and finding ways and means for their timely solutions.



Mr. Mohammad Azeem Baloch (Chief Metropolitan Officer, Municipal Corporation Quetta) put forward that this programme has been designed keeping in view the socioeconomic and poverty dynamics of the Balochistan. He stated that he is hopeful that BRDCEP will help in reducing the poverty.

Mr. Siraj ul Haq Ghouri (Senior Manager PMER, BRSP) said that since long, poverty and poverty deduction has been debated in Balochistan. He believed that the main reason why there has not been a major dent on poverty so far is due lack of strategies and framework. Referring to BRDCEP, he said that it is our moral responsibility to leverage the funds programmatically and translate the results into real change. The planning and implementation of Village Development Plan and Union Council Development Plan will play a causative role in this regard. He too said that BRDCEP is very much aligned to Sustainable Development Goals indicators.

Remarks by Director General Balochistan Rural Development Academy

Opening ceremony of the training ended with the remarks by Mr. Naimat Ullah Babar (DG BRDA), who said that SDGs and vision 2025 have commonalities. BRDCEP is particularly vital for achievements of SDGs in the targeted districts. Local Government is a source of community empowerment and if all stakeholders pool their available resources and put them in use in consultation with the local communities, meaningful and

sustainable development can take place in a short span of time. After opening ceremony, training session formally started.



Session on the Three-Tiered Model of Social Mobilisation and Elements of an Organisation

Mr. Mohammad Ali Azizi briefly shed light on the history of social mobilisation. He then shared that RSPs offer social guidance in addition to technical and financial support to the rural poor households anchored on a standard three-tiered social mobilisation approach to Community Driven Development. He further mentioned that COs are the foundation of the peoples' own institutional network. Each CO is a neighbourhood level institution that comprises of 15 to 20 member households. COs are federated into VOs for planning and coordination at the village level. At the third tier, representatives from all VOs in a Union Council (UC) form a LSO. Mr. Mohammad Ali Azizi then talked about the rationale behind these CIs and what major functions they perform. He also explained the core functions of the CIs in case of BRDCEP. Then Mr. Mohammad Ali Azizi explained the key elements that are the foundation of an organization. He then also discussed these elements with respect to CO/VO/LSO.

Session on Programme Introduction

In this session, Mr. Mohammad Ali Azizi exemplified how to introduce the programme to the community members. The trained Social Organisers in the SMT should undertake programme introduction with the community at the Revenue Village/Killi level, intoned Mr. Mohammad Ali Azizi. He highlighted that it is essential to introduce the RSP and its philosophy to the community members and seek out their approval for accepting and espousing the core principles of RSP's social mobilisation approach. It was also highlighted

during the session that to avoid any muddle and speckled explanation of the programme a standard programme introduction format is provided to be used by SMTs and other programme staff. For better understanding this procedure, he also showcased the video documentary of the first dialogue that Shoab Sultan Khan conducted in the SUCCESS programme.



Session on CO Formation and Record Keeping

The facilitators of this session were Mr. Mohammad Ali Azizi and Mr. Naimatullah Jan Meryani (Senior Programme Manager (North) BRSP). They described the steps involved in the CO formation process along with the CO membership and leadership guidelines. CO savings and its record keeping procedures were also conversed. It was mentioned that bookkeeping is critical in order to keep track and transparency.

Session on Community Management Skills Training (CMST)

Mr. Mohammad Ali Azizi said that RSPN is developing a new module of CMST based on adult learning techniques that includes group work, games, soul-searching, pictures and short videos, etc. All the Presidents and Managers of the COs will be trained in the management of the CO and functioning of development activities with a participatory and democratic approach shared Mr. Mohammad Ali Azizi. The four-day training will be held at the Field Unit Office or at the UC level and the training contents will include topics on social mobilisation, managerial skills, planning, etc. Mr. Mohammad Ali Azizi in particular mentioned that a separate CMST will be conducted for the women CO leaders.

Session on VO Formation and Recordkeeping

A VO is federation of the COs for planning and coordination at the village level. Mr. Mohammad Ali Azizi and Mr. Naiymatullah Jan facilitated the session on the VO formation and record keeping. They explained the

procedure of VO formation step by step to the training participants. It was underscored that the minimum defined criteria for VO formation under BRDCEP is that at least 50 percent households are organised into COs in the Revenue Village/settlement or Village earmarked for VO formation with minimum 50 percent women COs. The remaining households will be organised into COs by the Community Resources Persons. How should the VO ensure and manage the record keeping was also explained in the session along with its importance.

Session on Community Resource Person(CRP)

Community Resource Persons (CRPs) are women and men activists from the community who are both active and committed to the development of their area. Precisely, they believe in bringing about betterment through their own initiatives and hard work. Mr. Naimat Ullah delivered the session on CRP's hiring and training. He described the role of CRPs along with required qualification and competencies. He also explained the significance of hiring CRPs and informed that in each of the UCs, no less than three CRPs will be hired. It was emphasised that CRPs will play a role of catalyst in expanding the coverage of COs in case of BRDCEP. The procedure of selecting CRP was also explained in the session. He stated that CRPs will be identified by the community intuitions and trained by the programme staff. Where community institutions are not yet formed, RSPs will identify potential men and women from the Union Council and will give them proper training and exposure visits to the field before giving them practical assignments. Also, the key roles and responsibilities of CRPs were spelled out. Besides, it was pinned down that the Social Mobilisation Team (SMT) will be providing technical backstopping to the CRPs regarding the planning and executing their work. In addition, the SMT will monitor their work in order to ensure quality.



3.2. Proceedings of Day 2 (January 27, 2018)

The proceedings of Day 2 started with recap of the day one sessions.

Session on LSO Formation

LSO is the third tier of community institutions and formed by federating all men and women VOs formed in a UC. The key function of LSO is coordination and implementation of development activities at UC level, formation of linkages with government, donors and other development organisations, and providing guidance and support to VOs and COs. Mr. Mohammad Ali Azizi explained that LSO will have a general and well as executive bodies. He shared that under BRDCEP if the following conditions are met, then a LSO will be formed: (i.) At least 40% households are organised into COs in the UC with around 50% women COs; (ii.) Each of the VOs is functional and ready to federate into LSO; and (iii.) The VO leaders have received the Management and Leadership Skill Training (MLST). He then discussed the steps involved in the LSO formation. He also mentioned that all LSOs must have a bank account on behalf of the LSO with the joint signatory of its office-bearers. Referring to the mix LSOs, Mr. Mohammad Ali Aziz, said that where possible one of the bank signatories would be a woman. In this session, how to make entries in the forms and formats regarding LSO formation was also explained. Moreover, the processes and requirements for LSO office establishment were also set forth.

Session on Community Book Keeper (CBK)

This session was facilitated by Mr. Mohammad Ali Azizi. He informed that each LSO will hire a CBK and the RSPs will training them in financial record keeping of the LSO. The training processes for CBKs in financial book keeping was discussed at length. CBKs will also maintain financial records of IGG and CIF.

Session on Management and Leadership Training (MLST)

Mr. Mohammad Ali Azizi conducted this session. He shared that the VO leaders (Presidents and General Secretaries), will be given Management and Leadership Skills Training (MLST). It will be a five-day long training event organised at the Field Unit level. In this session, how to plan and organize the training along with its content was discussed. The content of the training will include the three tier model of social mobilization VO formation; VO meetings; Management of Income Generating Grant (IGG), Community Investment Fund (CIF), MicroHealth Insurance (MHI), etc. He also explained the monitoring and reporting procedures of MLST events.

Session on Management, Advocacy and Leadership Training (MALT)

In this session, Mr. Mohammad Ali said that to enable the LSO to work as per its maximum potential, the SMT should provide training in different aspects of LSO Management. He further mentioned that once the LSOs are formed, two members from each LSO will be provided five-day management, advocacy and leadership training (MALT) by the Human Resource Development Officer/Capacity Building Officer based at the district level. Then Mr. Mohammad Ali Azizi explained the contents of the training in detail. Also, he informed about the steps involved in conducting MALT and its reporting procedures.

Session on Village Development Planning

Village Development Plan (VDP) is an indispensable mechanism for achieving the purpose of VOs becoming self-regulated and sustainable organisations of the communities. Mr. Mohammad Ali Azizi facilitated an

interactive session on how to conduct village development planning. He said that concisely the VDP is a plan which includes development initiatives at the village level, as identified by the VO and its member COs. It consists of activities (large and small, cash and cash-less) which the VO aims to achieve through self-help as well as through linkages with government and other agencies.



Mr. Mohammad Ali Aziz explained that the VDP comprises of two parts; need assessment and five years' action document. He said that separate VDPs will be developed by men and women VOs. Then he described the process of developing the VDP under BRDCEP; the importance of cashless activities, activities related to vulnerable groups and women gender strategic needs. Besides this, the steps involved in annual review of VDP were also shared with the training participants.

Session on UC Development Planning

The Union Council Development Plan (UCDP) is a vital mechanism for achieving the purpose of LSOs becoming self-regulated and sustainable organisations of the communities. The session on UCDP planning was facilitated by Mr. Mohammad Ali Azizi. He stated that the UCDP process will be instrumental in identifying the development priorities in the UC, improving the capacity of LSO in development planning and management of its activities in the UC. He described that UCDP is a plan which includes development initiatives at the UC level, as decided by the LSO and its member VOs in their VDPs. It consists of activities (large and small, cash and cash-less) which the LSO aims to achieve. Social mobilisation outreach, the inclusion of poor, women, PWDs, youth, minorities and gender mainstreaming will be the common themes in the UCDP. He also informed about the development process of the UCDP under BRDCEP; the prominence of cashless activities in UCDP and ensure activities related to gender strategic needs in UCDP. Also, the steps

involved in annual review of UCDP were discussed in this session. He also explained that the UCDPs will later be consolidated into Tehsil and District level.

Session on Resource Mobilisation Planning

Mr. Mohammad Ali Azizi conducted a participatory session on resource mobilization planning. He also shared relevant instances from his previous experiences on resource mobilisation planning. He said that after the development of VDP and UCDP, the subsequent step will be to plan how to raise the resources by the VO/LSO from internal and external sources to undertake the activities mentioned in their VDP/UCDP. He then described the steps for developing a Resource Mobilisation Plan (RMP) by VO/LSO. Mr. Mohammad Ali Azizi also shared that where there are separate men and women VOs/LSOs, each VO/LSO can prepare RMP both for the common activities as well as their own prioritized activities.

Session on Quarterly Activists Workshops/Conferences for LSO/VO/CO

This session was conducted by Mr. Mohammad Ali Azizi. In this session, the significance of having these workshops/conferences along with the process of conducting these workshops/conferences was shared with the training participants. Mr. Mohammad Ali Azizi told that the SMT will organise quarterly Activists Workshop/conferences at the Field Unit level once sufficient number of CIs are formed at the SMT level. He also mentioned that the workshops will be organized with other stakeholders to ensure that communication between the communities, the programme and other stakeholders is smooth and to provide opportunities to government functionaries, in particular, to learn from and share their feedback and experiences with communities. He briefed the training participants that the activists' workshops will be held on a quarterly basis in each field unit.

Session on Manager Conferences

In this session, the rationale behind arranging the Manager Conference, its significance and related procedure were outlined by Mr. Mohammad Ali Aziz. He further said that these workshops will provide an opportunity for the women and men CIs' office bearers and activists, including CRPs to interact and learn from each other's experiences. In addition, he highlighted that this will serve as a platform where RSPs will invite Government officials so that they are also informed about the community level initiatives, and are aware of their needs and plans. This will help establish a link between the local government and community institutions.

Session on Exposure Visits for Community Activists, LAs and LSO Representatives

In this session, Mr. Mohammad Ali Azizi discussed the significance and process for conducting the exposure visits for community activists, local authorities (LA) and LSO representatives. He stated that the inter and intra UC/district/province exposure visits will be arranged for community activists, LAs and LG&RDD officials to encourage learning from a diverse range of experiences, new development models, diversity of grassroots institutions, understanding various contexts and diversity of cultures. He stated that it is essential to document the visit both pictorially and in composition.

Session on LSO Network

Dr. Shahnawaz Khan (Senior Programme Manager and Team Lead BRDCEP BRSP) conducted this session. The topics covered under this session included the objectives, structure and functions of LSO Network; the purpose and processes of programme introduction about LSON formation with LSOs; process of LSON

formation and how to prepare the Terms of reference (ToR) of LSON. It was highlighted that the LSON will provide opportunities for better coordination with the Tehsil and District government and other government line departments. Moreover, it was discussed that LSON will encourage women and men member LSOs to interact, exchange information and lessons learnt among themselves and with other civil society organisations working in the tehsil and district. When the JDDCs at the Tehsil and District level are formed the LSON will represent the LSOs in the JDDC.



It was shared that the LSON does not need a formal structure as the LSOs have, like written bylaws, registered with authorities and bank accounts, etc. Thus, the Network structure may be formed as an informal body consisting of a General Body mainly for communication and coordination among member LSOs and government departments. Upon formation of LSOs in around 50 percent of the UCs, the SMT should initiate the LSO Network formation process at the Tehsil and District level following the guidelines prescribed for formation of LSO Network at Tehsil level. The LSO Networks will become members of the Joint Tehsil and District Development Committees.

Session on Engagement of Youth in the Development Process

Through a power point presentation, Mr. Ahmed Ullah explained how youth will be engaged in BRDCEP. Explaining the importance of engaging youth, he said that Pakistan currently has the largest cohort of young people in its history and subsequent cohorts are projected to be even larger. He said that youth have a strong sense of self-esteem, solid connections to their own community, a sense of empowerment, improve

leadership, communication. Youth are also the most enthusiastic age group of any population. He said that youth bulge can either be demographic dividend or population bomb. Youth in Pakistan has limited resources and opportunities and can easily be diverted to destructive activities. Highlighting the enthusiasm that youth have, Mr. Ahmed said that without their involvement, the true essence of development cannot be achieved. Keeping this in view, BRDC EP has focused on engaging youth in the process of development to make it inclusive. In case of Balochistan, the lack of opportunities has hampered the youth's progress. Thus, to cater



this under BRDCEP, the sports events (for both young boys and girls) will be arranged by the community at different levels. This will not only help in offering a conducive environment for growth and development, but also would decrease the strain caused by conflict and protection matters.

Session on Training on Participatory Development Planning

Mr. Ahmed Ullah highlighted that one of the key focus of the BRDCEP is to promote creative interactions and partnerships between organised communities and relevant government line departments and lower tiers of the local government system. Strengthening the capacities of senior officials and elected local bodies representatives through learning exposures to plan and supervise inclusive development with the involvement of organised communities at local levels is also one of key focus of BRDCEP. Mr. Ahmed stated that to achieve this, it is also important to develop the capacity, knowledge and skills of field staff and officials of relevant line departments. This will be achieved through training, knowledge exchange and learning exposures. Further, in the session, Mr. Ahmed described the underlying principle behind arranging such trainings for Government officials and informed the participants about the process of planning and organizing such training as well as how to report these trainings.

Session on Capacity Building of Communities to Assert their Rights and Hold Local Authorities Accountable

In this session, Dr. Shahnawaz Khan highlighted the rationale and objectives of this activity under BRDCEP. He underlined that BRDCEP will support and facilitate the target communities and local authorities to jointly undertake spatial development planning through a participatory needs identification and prioritisation process to establish VDPs and UCDPs, to be consolidated at district level to apprise the GoB's Annual District Development Planning, and for resource mobilisation advocacy, and effective service delivery, and to serve as a joint social- accountability framework. He said that maximum efforts will be made to leverage and mobilise at least 10 percent of the development plans' resources from other sources. Then Dr. Shahnawaz explained thoroughly the formation process of Joint Development Committees at Tehsil and District levels. In addition, the processes for adoption and notification of District Development Plans by the JDDCs was also clearly stated.

3.3. Proceedings of Day 3 (January 28, 2018)

Session on Technical, Vocational and Educational Training (TVET)

In order to enhance income generating skills and contribute in reducing poverty, one of the key activities under the BRDCEP is to provide Technical, Vocational and Education Training (TVET) to poor community members, especially women. In this session, Mr. Mohammad Ali Azizi oriented the training participants on the objectives, expected impacts, sub-granting procedures to training institute, operational procedures of TVET, record keeping, monitoring and reporting of TVET events and trainees. He said that the main objective of TVET under BRDCEP is to provide employable skills to the communities. He also informed that the trainings will be done by fully accredited structures in line with the current EU-funded TVET programme. He further explained the operational formalities and record keeping along with its monitoring in details. In addition, he described the screening and assessment procedures of TVET participants by training institute as well as the roles and responsibilities of CO/VO and RSPs during TVET training.

Session on Adult Literacy and Numeracy Skills (ALNS) Training

In this session, Mr. Mohammad Ali Azizi explained the purpose, general procedures, implementation processes, monitoring and reporting of Adult Literacy and Numeracy Skills (ALNS) Training under BRDCEP. He highlighted that the purpose of the ALNS programme is to provide basic literacy and numeracy skill to women community members to engage them in systematic and sustained self-educating activities in order to gain new forms of knowledge, skills, attitudes, or values. He further mentioned that to support women population in the area, it is anticipated that economic empowerment elements through CIs coupled with a strong literacy and numeracy skills component will help them influence gender roles positively and facilitate them in mainstreaming their role for social and economic empowerment. He informed that a total of 10,720 (BRSP 8440 & NRSP 2,280) women will participate in ALNS trainings under BRDCEP.



Session on Income Generating Grant (IGG) and Training of IGG beneficiaries on Enterprise Development and Marketing

Mr. Mohammad Ali Azizi facilitated this session. IGG to community institutions is an integral part of the RSPs social mobilisation approach. After the formation of community institutions, (CO/VOs/LSOs), and their recognition by the RSPs and government authorities, community members with PSC score range 0 -18 will be given IGGs so that they are able to start and/or improve economic activity and their incomes. These community institutions will then provide a platform for planning and implementation of household level interventions to improve the lives of the people especially the poor women. He described the objectives, expected impacts and sub-granting to CIs and implementation and management by CIs and record keeping, monitoring and reporting of IGG. He further informed that IGG grant will also improve the effectiveness, managerial capacities and relevance of the community institutions (COs/VOs/LSOs) on a sustainable basis and keep the community institutions functional and active. Mr. Mohammad Ali Azizi also shared that the size of each sub-grant to the Community Institution will vary according to the number of eligible members and their investment plans. However, it will not exceed EUR 60,000 per community institution. The IGG beneficiaries will be identified by COs/VOs according to the set criteria. RSPs will provide enterprise development training to the beneficiaries and help them develop their micro investment plans. A procurement committee will procure the required assets and hand over to the beneficiaries. He stated that the IGG size for each eligible beneficiary will be determined by the community institutions (CO/VOs/LSOs) depending on local situation. However, for the purpose of budgeting, an average IGG size of PKR. 47,000 has been allocated.

Moreover, Mr. Mohammad Ali Azizi explained that prior to the provision of IGGs, a three-day training will be held for the beneficiaries IGGs to provide enterprise development and marketing skills to the IGG beneficiaries. Mr. Azizi mentioned that it will enable the IGG beneficiaries to prepare a sound business plan

for utilisation of the grant fund in a sustainable and profitable manner. For this, RSPs will be responsible to prepare training module and arrange training. It was also informed that the women trainees will be allowed to bring their family member/infants with them to cater to their special needs.

Session on Community Investment (CIF)

This session was conducted by Mr. Mohammad Ali Azizi. Topics discussed in the session included; objectives, expected impacts and sub-granting procedures to community institutions and implementation and management and record keeping by CIs, monitoring and reporting of CIF. The training participants were informed that CIF entails the provision of a capital grant by the Rural Support Programmes (RSPs) to community institutions (CO/VOs/LSOs) to be used as revolving fund. It was also shared that under BRDCEP CIF will be given only to the women from poor and poorest households. Mr. Mohammad Ali Azizi further mentioned that the eligible households are identified through poverty score card census to ensure that only the poorest of the poor households access CIF capital. It was also informed that the exact amount of each sub-grant to the CIs and CIF to each eligible beneficiary will be determined through establishing the MIP/IGP followed by CIF appraisal and assessment of the PSC by the technical staff of RSPs in light of the community institutions' resolution and VDPs.

3.4. Proceedings of Day 4 (January 29, 2018)

Session on Gender Mainstreaming in BRDCEP Activities

Ms. Naseema Salam (Gender Coordinator BRSP) conducted a quite interactive session on Gender Mainstreaming with respect to activities under BRDCEP. She explained the difference between the frequently confused terms gender and sex; the gender roles at household and community level and the key gender issues in the context of Balochistan. Then Ms. Naseema Salam described the meaning and rationale of gender mainstreaming and sensitization with regards to BRDCEP. She also underscored the important steps that must be followed to ensure gender mainstreaming over the project cycle. In this session, specific gender mainstreaming measures incorporated in social mobilisation processes and BRDCEP interventions were also discoursed. The discussion also focused on the ways and means for gender disaggregated data collection, monitoring and reporting of programme activities.



Session on Micro Health Insurance

Facilitating the session, Mohammad Ali Azizi said that Micro Health Insurance (MHI) is a social protection measure for the most destitute and vulnerable households. The objective of the MHI is to protect these families from health shocks. This component of the programme will be implemented by NRSP in district Kech. In this session, the objectives and expected impacts of MHI under BRDCEP were specified. The discussion also hovered around the processes of sub-granting of MHI component to an Insurance Company; how to present MHI component at CO/VO level and the process of identification of MHI beneficiaries; development of MHI form and its approval by the competent authority; operational procedures; record keeping; monitoring and reporting of MHI. Mr. Mohammad Ali Azizi said that under BRDCEP, NRSP will provide 4,560 poorest households falling in PSC range of 0-23 with MHI to cover their basic health needs and increase their resilience to health shocks. In addition, the procedures of submitting the completed MHI forms to the Insurance Company and hospitalization procedures at Panel Hospitals were discussed at length. Nevertheless, the claim processes and reimbursement procedures in case of hospitalisation outside the Panel Hospitals as well as accidental death and disability were clearly defined. Likewise, the procedures of record keeping of MHI by CO/VO and RSP along with monitoring responsibilities of CO/VO and RSP in MHI were explained.

Session on Community Physical Infrastructure (CPI)

This was quite comprehensive session and was facilitated by Mr. Munir Rana (Manager, BRSP). The objectives and expected impacts of CPI under BRDCEP Programme and the criteria for sub-granting of CPI in conjunction with the processes of sub-granting of CPI to CO/VO were explained in this session. Also, the programme introduction method of CPI with COs/VOs; the process of identification of CPI by COs/VOs; steps involved in the approval of CPI at CO/VO and RSP level and procedures of transfer of CPI fund to CO/VO were shared

along with the significance of following all the steps. Also, the implication and procedures of CPI implementation and completion by CO/VO in addition to the mechanisms of operation and maintenance of completed CPIs were explicated.



Mr. Munir Rana highlighted that the nature and number of CPI projects will evolve during programme implementation and will be determined by the communities as part of the social mobilisation process including needs identification, assessment, and prioritisation. In addition, he said that the type of CPI will be determined by the communities themselves based on the felt need and priority of the project in their Village Development Plan (VDP). Also, it was shared that RSP Field Engineers and Social Organisers will visit the community institution and proposed project site and do a pre-feasibility assessment.

Session on Record Keeping, Monitoring and Reporting of CPI

In this session, procedures of record keeping of CPI at CO/VO level and RSP level were explained step by step by Mr. M. Rahim Kakar. (Coordinator CPI BRSP). He said that the RSPs will maintain separate records for the CPI interventions, and record funds disbursed to each community institution (CO/VO/LSO) as appropriate. He also explained that the records maintained by RSPs should provide them with the past and current status of CPI amount disbursed and number of beneficiaries reached.



For this purpose, the MIS should have a module for the CPI. Also, the discussion on monitoring responsibilities of RSP in CPI component and the process of sharing CPI information at Joint Development Committee meetings were key highlights of this session.

3.5. Proceedings of Day 5 (January 30, 2018)

Session on Policy Recommendations Generated and Disseminated to Support the Local Development Framework for Balochistan

Before starting this session, Mr. Mohammad Ali Azizi highlighted the importance in conjunction with the role and responsibilities of the three sectors namely Government; Business and Citizen. He then emphasized on the social mobilisation theory. Moving to the session proceedings, he said that evidence-based learning is critical to provide solid inputs for policy advocacy and improved programming, and also to promote a joint learning process among communities, the local government/authorities, the implementing partners (RSPN, BRSP, NRSP and programme TA) and the EU. He further stated that RSPs will disseminate widely the key results from the thematic and sectoral study reports amongst the GoB, policy makers and development stakeholders. This will be done through various channels of communication such as reports, events, workshops, policy debates, etc. He also explained the key guidelines for disseminating events and workshops. He said that these recommendations will provide the basis for Local Development Framework, to be developed by programme TA, for oBG.

Session on Cross-cutting Themes Envisaged in BRDCEP

In this session, Mr. Mohammad Ali Azizi explained the need for mainstreaming critical themes in BRDCEP. He emphasized that cross-cutting themes inclusion in a programme ensures inclusive development, with a focus on women, children, minorities and people with special needs. He further added that under the BRDCEP, cross-cutting and other themes will include gender, mother and child health, routine immunisation, birth spacing/family planning, nutrition, HIV & AIDS, sanitation, clean drinking water, education, disaster risk reduction (DRR), human/constitutional rights, basic registration (birth, death nikah), environmental sustainability and climate change, improved local governance, etc. In this regard, RSPN has developed Community Awareness Toolkit (CAT) and the associated training manual. The programme RSPs and relevant Government staff will be oriented on it in coming weeks. Mr. Mohammad Ali Azizi also showcased the content list of CAT to the training participants.

Session on Improve the Quality of Life of Persons with Disabilities (PWDs)

Mr. Siraj Ul Haq Ghouri started off by enlightening the participants regarding why it is important to work for PWDs and what challenges they face particularly in the context of Balochistan.



The discussions in the sessions were around the process of assessment survey of PWDs; procedures of providing assistive devices to PWDs and organising Assessment Camps in case of BRDCEP. Also, the procedures of filling in Rehabilitation Forms and record keeping of the activity at RSP level was discussed in addition to the procedures of monitoring and reporting procedures of the component.

Session on Improved Capacity of Government Staff to Involve Communities in Planning, Co-Resourcing and Managing Local Development

Dr. Shahnawaz facilitated the session. The key discussion points in this session were the guidelines for the capacity building of various Government representatives and departments' staff to include communities in planning, co-resourcing and managing local development in case of BRDCEP. These capacity building activities will also facilitate in apprising the GoB's Annual District Development Planning, and for resource mobilisation advocacy, relevant and effective service delivery mechanism, and to serve as a joint social- accountability framework.

4. Closing Ceremony and Conclusion

At end of the training, closing ceremony was held. The ceremony was chaired by Mr. Attaullah Baloch, the Secretary, Local Government Board. After the recitation from the Holy Quran, Mr. Ahmed Ullah explained the strategic importance of BRDCEP in the context of Balochistan and highlighted the objectives of the training and its contribution in the overall objectives of the training.

Mr. Attaullah Baloch, in his closing remarks, congratulated the RSPs on successful completion of the five-day training and said that BRDCEP is a great opportunity to benefit from and strength the development of Balochistan.



At the end of the closing ceremony, certificates were distributed among the training participants. Overall, the training provided an opportunity for the participants to be acquainted with the BRDCEP operational Manual and its significance. It also helped the participants to understand the various components of the programme and its strategic importance.



5. Participants Feedback and Evaluation of Training

Towards the end of the training workshop, feedback forms were distributed to participants to collect their assessments on the objectives, content, design, facilitation and concepts communicated and covered in the training. Responses were gathered from training participants of the BRSP, NRSP and key GoB staff (35 in total), where the average responses ranged between a score of 3.27-4.56 (on a scale of 1 to 5; 1 lowest, 5 highest), showing that the response was largely positive.

Training Workshop Feedback Evaluation Sheet	Average Scores	Min	Max	Total # of Responses
a. Training Objectives	3.98	1.00	5.00	
1. Prior to the training workshop, I was well informed about the objectives.	3.65	1.00	5.00	34
2. At the beginning of the training workshop, the objectives were clearly described.	4.15	2.00	5.00	34
3. The training objectives were achieved during the training workshop.	4.14	2.00	5.00	35
b. Training Content	4.40	1.00	5.00	
1. The content of the training workshop was relevant to my work.	4.41	2.00	5.00	35
2. The training was an important opportunity for the exchange of	4.37	1.00	5.00	35

experience, information and networking with colleagues from other different organisations.				
3. What I take from this training workshop will have a positive impact on my work in the future.	4.41	2.00	5.00	34
c. Training Design	4.22	2.00	5.00	
1. The training workshop structure was logical.	4.26	2.00	5.00	35
2. The activities in this training workshop gave me sufficient practice and feedback.	3.63	2.00	5.00	35
3. The pace of the training workshop was appropriate.	4.10	2.00	5.00	35
4. The duration of the training workshop was appropriate.	4.31	3.00	5.00	35
5. The physical setting of the training workshop (i.e. temperature, lighting, etc. of the room) was comfortable.	4.31	2.00	5.00	35
6. The logistical support (training hall, food, and travel arrangements/transport) was appropriate.	4.47	2.00	5.00	34
7. The materials/resources distributed were useful and relevant.	4.50	2.00	5.00	34
d. Training Facilitation				
Muhammad Ali Azizi, Specialist SM - RSPN	4.43	1.00	5.00	
1. The facilitators were well-versed in the contents of the training.	4.72	2.00	5.00	34
2. The facilitators were effective in delivering the training.	4.49	2.00	5.00	34
3. The facilitators encouraged everyone to participate.	4.09	1.00	5.00	34
Ahmed Ullah, Programme Manager BRDCEP - RSPN	4.03	1.00	5.00	
1. The facilitators were well-versed in the contents of the training.	4.11	2.50	5.00	32
2. The facilitators were effective in delivering the training.	3.98	2.00	5.00	32
3. The facilitators encouraged everyone to participate.	4.00	1.00	5.00	32
Naimatullah Jan Miryani, Senior Programme Manager (North) – BRSP	4.29	1.00	5.00	
1. The facilitators were well-versed in the contents of the training.	4.43	2.00	5.00	34
2. The facilitators were effective in delivering the training.	4.22	2.00	5.00	34

3. The facilitators encouraged everyone to participate.	4.24	1.00	5.00	34
Dr. Shahnawaz Khan, Senior Programme Manager (South) - RSPN	4.56	1.00	5.00	
1. The facilitators were well-versed in the contents of the training.	4.70	3.00	5.00	33
2. The facilitators were effective in delivering the training.	4.55	3.00	5.00	33
3. The facilitators encouraged everyone to participate.	4.42	1.00	5.00	33
M. Munir Rana, BRSP	4.27	1.00	5.00	
1. The facilitators were well-versed in the contents of the training.	4.35	3.00	5.00	34
2. The facilitators were effective in delivering the training.	4.29	3.00	5.00	34
3. The facilitators encouraged everyone to participate.	4.18	1.00	5.00	34
M. Rahim Kakar, BRSP	3.58	1.00	5.00	
1. The facilitators were well-versed in the contents of the training.	3.73	2.00	5.00	31
2. The facilitators were effective in delivering the training.	3.56	1.00	5.00	31
3. The facilitators encouraged everyone to participate.	3.45	1.00	5.00	31
M. Siraj ul Haq Ghouri, Senior Programme Manager, MER & MIS – BRSP	3.68	1.00	5.00	
1. The facilitators were well-versed in the contents of the training.	3.88	1.00	5.00	34
2. The facilitators were effective in delivering the training.	3.62	1.00	5.00	34
3. The facilitators encouraged everyone to participate.	3.53	1.00	5.00	34
Nasema Salaam, Gender Coordinator – BRSP	4.03	1.00	5.00	
1. The facilitators were well-versed in the contents of the training.	4.12	3.00	5.00	34
2. The facilitators were effective in delivering the training.	3.97	2.00	5.00	34
3. The facilitators encouraged everyone to participate.	4.01	1.00	5.00	34
e. Training Concepts/Modules (Codes: Confusing=1; Can understand=2; Can implement with some assistance=3; Can implement independently=4; Not Applicable=5)	3.27	1.00	5.00	
PIM Importance and effective use of PIM	3.51	2.00	5.00	35

Implementation of 3-tiered SM	3.46	2.00	5.00	35
Capacity building of communities	3.12	1.00	5.00	34
Technical & vocational training	3.24	2.00	5.00	34
IGG and CIF implementation	3.17	2.00	5.00	35
Micro-health insurance	3.46	2.00	5.00	35
Implementation of CPI	3.26	2.00	5.00	34
Support local development policy framework	3.03	1.00	5.00	34
Gender mainstreaming	3.20	2.00	5.00	35
PWDs mainstreaming in main development	3.20	1.00	5.00	35
Capacity building of local authorities and elected representatives	3.36	2.00	5.00	33

The data analysis informs that most of the participants indicated that they could implement the modules with some assistance followed by the response that could implement the modules independently. A negligible number of participants reported that they were confused about a couple of training modules.

The participants were asked whether they would like to participate in future trainings, almost everyone provided a positive response; except four out of 36 participants.

The participants said that after this orientation training on PIM it will be more easy to understand PIM and implement the activities under BRDCEP. A few of the participants suggested that training of PIM should be of seven days in order to have more comprehensive orientation on each of the activities/components under BRDCEP and conduct group work. Some of the participants recommended to review the training methodology to ensure it is more interactive and participatory. One of the participants said that such training should be conducted in Islamabad as it could also serve as exposure for districts' staff. More expert staff on other sectors other than social mobilisation should also be engage in such training in future suggested some of the participants.

Annex 1 Training Agenda

Orientation Training of RSPs BRDCE Programme Staff on Programme Implementation Manual (PIM)

Dates: January 26 to 30, 2018, Venue: Quetta Serena Hotel

S. #	Topic	Session Objectives	Time	Methods	Facilitator (s)
Day 1 (26 Jan) – Opening Session					
	Registration	Registration of the training participants		Signature of registration sheet	Mawish
1.	Opening Session: 1. Recitation from Holy Quran 2. Introduction of participants 3. Introduction to BRDCEP 4. Introduction to BRDCEP PIM 5. Remarks from representative of GoB 6. Remarks from CEO BRSP 7.	<ul style="list-style-type: none"> Formal inauguration of the training event Update the Senior officials of GoS and EU on the Implementation of BRDCEP 	0830-1030	Plenary discussions and feedback	AU
Hi Tea and Networking					
Day 1					
2.	2.1 Introduction to Three Tier Social Mobilisation 2.2 Elements of Organisation	Pax are able to: <ul style="list-style-type: none"> describe what is Three Tier Model illustrate functions of each Tier explain relative importance of Three Tier in the BRDCEP describe the Elements of Organisations 	1030-1130	Presentation and plenary discussion	MAA
3.	Programme Introduction, CO formation and CO record keeping	Pax are able to: <ul style="list-style-type: none"> describe the purpose and processes of Programme Introduction for Social Mobilisation Screen Prog. Introduction video of SSK illustrate the process and practices of CO formation in BRDCEP explain minimum criteria for proper CO formation 	1130-1300	Presentation, mock exercise and plenary discussion	MAA/NJM

S. #	Topic	Session Objectives	Time	Methods	Facilitator (s)
		<ul style="list-style-type: none"> illustrate how to fill in the forms and formats regarding CO formation illustrate how to fill in forms and formats in CO records register 			
4.	Break for Lunch and Prayers		1300-1400		
5.	CMST for CO President and Manager	Pax are able to: <ul style="list-style-type: none"> describe the contents of revised CMST module describe the process of developing Master Trainers illustrate how to plan and facilitate CMST illustrate how to develop CMST report 	1400-1500	Presentation, plenary discussion and group work	MAA
6.	Tea Break		1500-1515		
7.	VO formation and record keeping	Pax are able to: <ul style="list-style-type: none"> describe the purpose and processes of programme introduction about VO formation with COs illustrate the process of organising VO formation meeting describe minimum criteria for proper VO formation illustrate how to make entries in the forms and formats regarding VO formation explain record keeping requirements of VOs under BRDCEP illustrate VO record keeping formats, making entries in them, sharing them with members/other stakeholders and their safekeeping 	1515-1615	Presentation, brain storming and plenary discussion	MAA/ NJM
8.	Hiring and training of CRP	Pax <ul style="list-style-type: none"> describe importance and strategic role of CRP in BRDCEP explain how to select suitable women and men CRPs illustrate how to develop CRP contract, work plan and monitoring tool describe training contents and training (inclusion and its importance) arrangement processes for CRPs women CRPs and related issues 	1615-1700	Presentation, brain storming and plenary discussion	NJM
Day 2 (27 Jan)					
9.	9.1 LSO formation	Pax are able to:	0900-1000	Presentation, brain storming	MAA

S. #	Topic	Session Objectives	Time	Methods	Facilitator (s)
	9.2 Hiring and training of Community Book Keeper	<ul style="list-style-type: none"> describe the purpose and processes of programme introduction about LSO formation with VOs explain the process and practices of LSO formation through a UC level meeting describe minimum criteria for proper LSO formation illustrate how to make entries in the forms and formats regarding LSO formation describe the processes and requirements for LSO office establishment describe the role and responsibilities of CBK describe how to select suitable CBKs illustrate the forms and formats regarding CBK contract, work plan and monitoring describe the training contents and explain training processes for CBKs in financial record keeping 		and plenary discussion	
10.	10.1 Management and Leadership Training (MLST) for VO leaders 10.2 Management, Advocacy and Leadership Training (MALT) for LSO leaders	<p>Pax are able to</p> <ul style="list-style-type: none"> describe the contents of MLST and MALT illustrate how to plan and facilitate these trainings illustrate how to develop training report 	1000-1100	Presentation, plenary discussion and group work	MAA
11.	Tea Break		1100-1115		
12.	12.1 Village Development Planning (VDP) 12.2 UC Development Planning (UCDP) 12.3 Resource Mobilisation Planning	<p>Pax are able to:</p> <ul style="list-style-type: none"> describe the need and importance of VDP/UCDP in general and particularly in BRDCEP describe the importance of cashless activities in VDP/UCDP ensure activities related to vulnerable groups and women gender strategic needs in VDP/UCDP illustrate how to develop VDP/UCDP explain how to do annual review of VDP/UCDP and develop the next year VDP/UCDP 	1115-1215	Presentation, discussion and Group Work	MAA/NJM
13.	13.1 Arrange Quarterly Activists	<p>Pax are able to:</p> <ul style="list-style-type: none"> describe the purpose of holding the activities 	1215-1300	Presentation and plenary discussion	MAA

S. #	Topic	Session Objectives	Time	Methods	Facilitator (s)
	workshops/ conferences for LSO/VO/CO 13.2 Arrange Manager Conferences 13.3 Arrange Exposure Visits for community activists, LAs and LSO representatives	<ul style="list-style-type: none"> illustrate how to conduct the workshops/ conferences Illustrate how to arrange exposure visits illustrate how to develop workshop/conference/exposure visit reports 			
14.	Lunch and Prayer Break		1300-1400		
15.	Formation of LSO Network	<p>Pax are able to:</p> <ul style="list-style-type: none"> describe the objectives, structure and functions of LSO Network explain the purpose and processes of programme introduction about LSON formation with LSOs illustrate the process of LSON formation illustrate how prepare the TOR of LSON 	1300-1400	Presentation and plenary discussion	MAA
16.	Engage Youth in the Development Process	<p>Pax are able to:</p> <ul style="list-style-type: none"> describe the rationale and objectives of engaging Youth in Development process Illustrate how to develop list of youth engagement activities Illustrate how to plan and execute youth engagement activities Illustrate how to maintain record and prepare reports of events and activities 	1400-1430	Presentation and plenary discussion	AU
17.	Training of local government, district department officials and LSO representatives on participatory development planning	<p>Pax are able to:</p> <ul style="list-style-type: none"> describe the rationale and objectives of training programmes Illustrate how to plan and implement the training programme Illustrate how to maintain record and prepare reports of training events activities 	1430-1500	Presentation and plenary discussion	AU
18.	Capacity building of communities to asserts their rights and hold local authorities accountable	<p>Pax are able to:</p> <ul style="list-style-type: none"> describe the rationale and objectives of activity Illustrate how to form Joint Development Committees at Tehsil and District levels Illustrate how to incorporate the development needs identified at 	1500-1700	Presentation and plenary discussion	MAA/ Dr. SK

S. #	Topic	Session Objectives	Time	Methods	Facilitator (s)
		CO/VO/LSO level in District Development Strategies and Plans <ul style="list-style-type: none"> Illustrate the processes for adoption and notification of District Development Plans by the JDDCs 			
Day 3 (28 Jan)					
19.	Technical, Vocational and Educational Training (TVET) - objectives, expected impacts and – Sub-granting to Training Institute, and operational procedures of TVET, record keeping, monitoring and reporting of TVET events and trainees	Pax are able to: <ul style="list-style-type: none"> describe the objectives and expected impacts of TVET under BRDCEP illustrate the processes of sub-granting of TVET component to a Training Institute Introduce TVET to CO/VOs explain the process of identification of TVET beneficiaries illustrate the procedures of approval of TVET participants at CO/VO and RSP level and sharing the list with the Training Institute describe screening and assessment procedures of TVET participants by Training Institute explain roles and responsibilities of CO/VO and RSP during TVET training describe post training services to TVET trainees by CO/VO, RSP and Training Institute gender issues in TVET and solutions illustrate procedures of record keeping of TVET at CO/VO level illustrate procedures of record keeping of TVET trainees at RSP level describe monitoring responsibilities of RSP in TVET component 	0900-1100	Presentation and plenary discussion	MAA/AU
20.	Tea Break		1100-1115		
21.	Adult Literacy and Numeracy Skills (ALNS) training: purpose, general procedures, implementation, monitoring and reporting	Pax are able to: <ul style="list-style-type: none"> describe the objectives of ALNS under BRDCEP explain the process of identification of ALNS beneficiaries explain the processes of hiring ALNS teachers and their salary payment describe the closing processes of ALNS centres describe monitoring responsibilities of RSP in ALNS component 	1115-1215	Presentation and plenary discussion	NJM

S. #	Topic	Session Objectives	Time	Methods	Facilitator (s)
22.	Training of IGG beneficiaries on enterprise development and marketing	<p>Pax are able to:</p> <ul style="list-style-type: none"> describe the objectives of the activity describe the planning and implementation of the activity Describe monitoring responsibilities of RSP in the activity 	1215-1300	Presentation and plenary discussion	NJM
	Lunch and Prayer Break		1300-1400		
23.	IGG: objectives, expected impacts and – Sub-granting to Community Institutions and implementation and management by CIs and record keeping, monitoring and reporting of IGG	<p>Pax are able to:</p> <ul style="list-style-type: none"> describe the objectives and expected impacts of IGG under BRDCEP social validation of poorest HH according to criteria explain the processes of sub-granting of CIF to CO/VO/LSO illustrate introduction method of IGG by RSP with CO/VO/LSO describe the process of identification of IGG beneficiaries illustrate the procedures of approval of and IGG applications at CO/VO/LSO and RSP level illustrate procedures of transfer of IGG fund to CO/VO/LSO illustrate procedures of procurements of assets and their disbursement to beneficiary members illustrate the procedures of record keeping of IGG at CO/VO/LSO level describe the procedures of record keeping of IGG at RSP level explain monitoring responsibilities of RSP in IGG 	1400-1530	Presentation and plenary discussion	MAA/NJM
24.	Tea Break		1530-1545		
25.	CIF: objectives, expected impacts and – Sub-granting to Community Institutions and implementation and management by CIs and record keeping, monitoring and reporting of CIF	<p>Pax are able to:</p> <ul style="list-style-type: none"> describe the objectives and expected impacts of CIF under BRDCEP describe the criteria of CO/VO/LSO for sub-granting of CIF social validation of poorest HH according to criteria explain the processes of sub-granting of CIF to CO/VO/LSO illustrate introduction method of CIF by RSP with CO/VO/LSO 	1545-1700	Presentation and plenary discussion	MAA/GR

S. #	Topic	Session Objectives	Time	Methods	Facilitator (s)
		<ul style="list-style-type: none"> describe the process of identification of CIF beneficiaries illustrate the procedures of approval of and CIF applications at CO/VO/LSO and RSP level illustrate procedures of transfer of CIF fund to CO/VO/LSO illustrate procedures of CIF disbursement to beneficiary members illustrate the procedure of recovery of CIF from borrowers illustrate the procedures of record keeping of CIF at CO/VO/LSO level describe the procedures of record keeping of CIF at RSP level explain monitoring responsibilities of RSP in CIF 			
Day 4 (29 Jan)					
26.	Gender Mainstreaming in BRDCEP activities	<p>Pax are able to:</p> <ul style="list-style-type: none"> describe the meaning and rationale of gender mainstreaming and sensitisation in programme activities describe important steps to follow to ensure gender mainstreaming in the project cycle describe specific gender mainstreaming measures incorporated in social mobilisation processes describe specific gender mainstreaming measures in programme interventions illustrate ways and means for gender disaggregated data collection, monitoring and reporting of programme activities 	0900-1100	Presentation and plenary discussion	NS
27.	Tea Break		1100-1115		
28.	Micro Health Insurance- objectives, expected impacts and – Sub-granting to Insurance Companies, operational procedures, record keeping, monitoring and reporting of MHI	<p>Pax are able to:</p> <ul style="list-style-type: none"> describe the objectives and expected impacts of MHI under BRDCEP illustrate the processes of sub-granting of MHI component to a Insurance Company illustrate how to introduce MHI component at CO/VO level describe the process of identification of MHI beneficiaries 	1115-1300	Presentation and plenary discussion	MAA/AU

S. #	Topic	Session Objectives	Time	Methods	Facilitator (s)
		<ul style="list-style-type: none"> illustrate procedures of developing MHI form and its approval by the competent authority explain procedures of submitting the completed MHI forms to the Insurance Company illustrate hospitalisation procedures at Panel Hospitals illustrate claim processes and reimbursement procedures in case of hospitalisation outside the Panel Hospitals illustrate claim and payment processes in case of accidental death and disability describe the procedures of record keeping of MHI by CO/VO and RSP explain monitoring responsibilities of CO/VO and RSP in MHI 			
29.	Lunch and Prayer Break		1300-1400		
30.	CPI objectives, expected impacts and – Sub-granting to Community Institutions, operational Procedures of CPI,	<ul style="list-style-type: none"> Pax are able to: describe the objectives and expected impacts of CPI under BRDCEP Programme explain the criteria for sub-granting of CPI illustrate the processes of sub-granting of CPI to CO/VO illustrate programme introduction method of CPI with COs/VOs explain the process of identification of CPI by COs/VOs illustrate the procedures of approval of CPI at CO/VO and RSP level illustrate procedures of transfer of CPI fund to CO/VO explain procedures of CPI implementation and completion by CO/VO explain mechanisms of operation and maintenance of completed CPIs 	1400-1530	Presentation and plenary discussion	MR
31.	Tea Break		1530-1545		
32.	Record keeping, monitoring and reporting of CPI	<p>Pax are able to:</p> <ul style="list-style-type: none"> explain the procedures of record keeping of CPI at CO/VO level 	1545-1700	Presentation and plenary discussion	MAA/MR

S. #	Topic	Session Objectives	Time	Methods	Facilitator (s)
		<ul style="list-style-type: none"> illustrate the procedures of record keeping of CPI at RSP level explain monitoring responsibilities of RSP in CPI component illustrate the process of sharing CPI information at Joint Development Committee meetings 			
Day 5 (30 Jan)					
33.	Policy recommendations generated and disseminated to support the Local Development Framework for Balochistan	Pax are able to: <ul style="list-style-type: none"> describe the rationale and objective of the components Illustrate dissemination process of Thematic/ Sectoral Studies' results carried out by RSPN at Provincial and District levels describe publication and dissemination of research reports, papers and policy briefs describe organisation of Advocacy Workshops/ Public Policy Debates with Government describe organisation of LSO Convention (Balochistan) for influencing Pro-poor Policies 	0900-1045	Presentation and plenary discussion	MAA/ IA
34.	Tea Break		1045-1100		
35.	Cross-cutting Themes envisaged in BRDCEP are mainstreamed, addressed and effectively reported	Pax are able to: <ul style="list-style-type: none"> describe the rationale and objective of the components describe Cross-cutting themes included in Community Awareness Tools (CATs) describe measures for mainstreaming the cross-cutting and other themes in the BRDCEP describe monitoring and reporting procedures for mainstreaming cross-cutting and other themes 	1100-1200	Presentation and plenary discussion	MAA
36.	Improve the Quality of Life of Persons with Disabilities (PWDs)	Pax are able to: <ul style="list-style-type: none"> describe the rationale and objective of the PWD component describe the process of assessment survey of PWDs describe the procedures of providing assistive devices to PWDs illustrate procedures of organising Assessment Camps illustrate procedures of filling in Rehabilitation Forms 	1200-1300	Presentation, group work and plenary discussion	MAA/SG

S. #	Topic	Session Objectives	Time	Methods	Facilitator (s)
		<ul style="list-style-type: none"> describe the procedures of record keeping of the activity at RSP level describe the procedures of monitoring and reporting procedures of the component 			
37.	Lunch and Prayer Break		1300-1400		
38.	Improved capacity of Elected Members, LG Authorities' staff and Officials of the Line Departments to involve communities in planning, co-resourcing and managing local development	<p>Pax are able to:</p> <ul style="list-style-type: none"> describe the rationale and objective of the components describe the training contents of activities listed in 8.1 to 8.6 in the BRDCEP PIM describe the guidelines for organising the training events illustrate record keeping requirements at RSP level illustrate monitoring and reporting processes of the events by RSPs 	1400-1500		Dr. SK
39.	Training Evaluation by the participants				
40.	<p>Closing Ceremony:</p> <ul style="list-style-type: none"> Recitation from the Holly Quran Introduction to the Training Programme Distribute certificates among the training participants by the Chief Guest Address of the Chief Guest (Secretary Local Government) 				AU

All reporting and monitoring formats should include gender sensitive indicators, questions and lesson learnt.

MAA= Mohammad Ali Azizi

AU= Ahmed Ullah

AU=Ahmed Ullah

NS= Naseema Salam

Dr.SK= Dr. Shahnawaz Khan

NJM= Naimatullah Jan Miryani

MR= Munir Rana

IA= Ibrahim Alvi

GR= Ghulam Rasool

SG= M.Siraj-UI-Haq Ghouri

Annex 2 List of Participants

Orientation Training of RSPs BRDCE Programme Staff on Programme Implementation Manual (PIM)

Dates: January 26 to 30, 2018, Venue: Quetta Serena Hotel

Sr .	Participant's Name	Designation	Org.	Location
1	Mohammad Amir Meraj	SPO-HRD	NRSP	Islamabad
2	Marzia Younus	Senior Program Officer	NRSP	Turbat/Kech
3	Gul Afroz	District Program Officer	NRSP	Turbat/Kech
4	Saeed Ahmed	PO-MER	NRSP	Turbat/Kech
5	Shar Hussain	DPC	BRSP	Zhob Office
6	Quttab Khan	CBO	BRSP	Zhob Office
7	Allah Dad Nasir	DPC	BRSP	Loralai Office
8	ZafarUllah	CBO	BRSP	Loralai Office
9	Akbar Tareen	DPC	BRSP	Pishin
10	Ibrahim Agha	CBO	BRSP	Pishin
11	Zahoor Ahmed	DPC	BRSP	K.Abdullah
12	Habibullah	CBO	BRSP	K.Abdullah
13	Ismail Mastoi	DPC	BRSP	J.Magsi
14	Altaf	CBO	BRSP	J.Magsi
15	Bilal Gichki	DPC	BRSP	Khuzdar
16	Saifullah Shahwani	CBO	BRSP	Khuzdar
17	Abdullah Badini	DPC	BRSP	Washuk
18	Amir Humza Qambrani	CBO	BRSP	Washuk
19	Dr.Sahahnawaz Khan	Sr. Programme Manager/Team Leader	BRSP	BRDCEP-HO
20	Naimatullah Jan Maryani	Sr. Programme Manager	BRSP	HIDL- HO
21	Akbar Khan Achak	Coordinator - HID	BRSP	HIDL- HO
22	Ghulam Murtaza	Coordinator - Livelihood	BRSP	HIDL- HO
23	Naseema Salam	Coordinator-Gender	BRSP	HIDL- HO
24	Maqsood Ahmed Bazai	SPO- HID	BRSP	HIDL- HO
25	Arif Rind	SPO-HID	BRSP	HIDL- HO
26	Ahmed Jan	SPO-Livelihood	BRSP	HIDL- HO
27	Sumera Jahanzaib	SPO-Livelihood	BRSP	HIDL- HO
28	Shahana Tabassum	SPO-Financial Services	BRSP	HIDL- HO
29	Imtiaz Ahmed Shah	SPO-Financial Services	BRSP	HIDL- HO
30	Sami Baloch	SPO-HRD	BRSP	HIDL- HO
31	Saeeda Faisal	Documentation & Reporting Officer	BRSP	HO
32	Rajab	M&E -Coordinator South	BRSP	PMER-HO
33	Adil Sahib	M&E -Coordinator North	BRSP	PMER-HO
34	Luluwa Rafiq	Communication & Research Officer	BRSP	HO
35	Hanif Baloch	Consultant	BRSP	HIDL- HO

Sr	Participant's Name	Designation	Org.	Location
36	Mohammad Ali Azizi	Specialist Social Mobilisation	RSPN	Islamabad
37	M. Rahim Kakar	Coordinator CPI	BRSP	Quetta
38	M. Munir Rana	Manager PITD	BRSP	Quetta
39	Ahmed Ullah	Programme Manager BRDCEP	RSPN	Islamabad
40	Asmat Kakar	M&E Officer BRDCEP	RSPN	Islamabad
41	Mawish Iqbal	Documentation & Reporting Officer BRDCEP	RSPN	Islamabad
42	Assad Abbas	Communication Officer	RSPN	Islamabad
43	Lal Rukh	Research Officer	BRDA, LG	Quetta
44	Ashfaq Ahmed	PO Engineer	BRSP	Quetta
45	M. Anwar	Instructor	LG	Quetta
46	M. Ehsan Ullah	Instructor	LG	Quetta
47	M. Siraj ul Haq Ghouri	Senior Manager	BRSP	Quetta
48	M. Azeem Baloch	Chief Metropolitan Officer	MCQ	Quetta
49	Zahoor	Assistant Chief	P&D	Quetta
50	Qadir Bux	Field Officer	SW	Quetta
51	Rukhsana Baloch	Assistant Director	WDD	Quetta
52	Amin Khilji	SPO M&E	BRSP	Quetta
53	Majid Khan	Manager ICT	BRSP	Quetta
54	Naimat Ullah	DG	BRDA	Quetta

Annex 3 Training Evaluation and Feedback Form

Feedback Evaluation Form for BRDCEP PIM Training 26-30 January 2018, Quetta

Please answer the following questions, using the scale 1-5 (1 lowest, 5 highest)

a. Training Objectives									Score
1. Prior to the training workshop, I was well informed about the objectives.									
2. At the beginning of the training workshop, the objectives were clearly described.									
3. The training objectives were achieved during the training workshop.									
b. Training Content									
1. The content of the training workshop was relevant to my work.									
2. The training was an important opportunity for the exchange of experience, information and networking with colleagues from other different organisations.									
3. What I take from this training workshop will have a positive impact on my work in the future.									
c. Training Design									
1. The training workshop structure was logical.									
2. The activities in this training workshop gave me sufficient practice and feedback.									
3. The pace of the training workshop was appropriate.									
4. The duration of the training workshop was appropriate.									
5. The physical setting of the training workshop (i.e. temperature, lighting, etc. of the room) was comfortable.									
6. The logistical support (training hall, food, and travel arrangements/transport) was appropriate.									
7. The materials/resources distributed were useful and relevant.									
d. Training Facilitation									
Name of Facilitators	M. Ali Azizi	Ahmed Ullah	Naimatullah Jan Miryani	Dr. Shahnawaz Khan	M. Munir Rana	M. Rahim Kakar	M. Siraj ul Haq Ghouri	Naseema Salam	
1. The facilitators were well-versed in the contents of the training.									
2. The facilitators were effective in delivering the training.									
3. The facilitators encouraged everyone to participate.									
Training Concepts/Modules									
Codes: Confusing=1; Can understand=2; Can implement with some assistance=3; Can implement independently=4; Not Applicable=5									
#	Concepts/Modules	Code	#	Concepts/Modules	Code				
1.	The importance of the standardised social mobilisation approach and effective use of PIM		7.	Implementation and management of Community Physical Infrastructure (CPI) projects					
2.	Implementation of Three Tiered Social Mobilisation		8.	How to generate and disseminate policy recommendations to support					

				the Local Development Policy Framework for Balochistan	
3.	Capacity building of communities to assert their rights and hold local authorities accountable		9.	Gender Mainstreaming	
4.	Implementation and management of TVET and Adult Literacy & Numeracy		10.	Implementation and management of the Improving the Quality of Life of Persons with Disabilities (PWDs) activities	
5.	Implementation and management of Income Generating Grant (IGG) and Community Investment Fund (CIF)		11.	Implementation and management of capacity building programmes for elected members, staff of LG Authorities and Line Agencies to involve communities in planning, co-resourcing and managing local development activities	
6.	Implementation and management of Micro Health Insurance (MHI) scheme				

e. Subsequent Trainings

1. Will you participate in the next training? (Circle the relevant answer)	Yes	No
2. Will you recommend this training for others? (Circle the relevant answer)	Yes	No

Please give any additional feedback on this training, and any suggestions for the next:

Name (optional)
