

**MEMO**  
**BRACE**  
Technical Assistance (TA)

TA District Coordination (DC)  
Training/Capacity-building Course  
**TOPIC-1 BOTTOM-UP APPROACH**  
CLOSURE REPORT & FOLLOW-UP ACTION

**To** Secretary LGRDD, DG BRDA, EUD/DA and TA/PD  
**From** TA-DTL/DDC/IDCB  
**Thru'** BRACE TA TL  
**Date** 27/08/2021

**Re CLOSURE REPORT - TA DC COURSE – TOPIC 1 BOTTOM-UP APPROACH**

This Memo on the TA District Coordination Capacity-building and Training Course, presents the Closure Report of the DC TOPIC 1 Course on Bottom-up Approaches, held on 8 and 9 July 2021 at BRDA in Quetta.

**Section 2** of this Memo presents the DC TOPIC 1 Closure Report with details of the TECHNICAL, LOGISTICS and FINANCIAL issues of the TOPIC 1 Course.

Based on the TOPIC-1 Closure Report, we present in **Section 1** the DO-LIST for the DC TOPIC 2 Course, which is scheduled to be held in October 2021, also at the BRDA in Quetta.

The TA-DTL/DDC/IDCB jointly lead in preparing and implementing the DC Courses, and will update the TOPIC 2 DO LIST, when required. The templates/procedures for the DC TOPIC 2 Course on “Top-Down GoB LG Systems” are based on templates/procedures of previous DC Courses, to be adjusted when needed.

**Lessons-learned after TOPIC-1**

- Ensure more participation of relevant senior staff from LGRDD/BRDA/District-Administration and RSPs
- Make presentation/lessons/subject-discussion more interactive, use different group/table-set up
- Give more time and detail for each subject, consider 3 days course.
- Interaction between DC, LG, RSP TA-DC/ADC of a District has increased/improved; to develop further.
- At some stage Include additional Exposure visits for participants/key District Stakeholders
- Develop the DC Procedures Manual and populate Manual with required Guidelines/Notifications

**The memo is structured as follows:**

- 1) DO-LIST DC TOPIC 2 Course
- 2) Closure Report DC Course TOPIC 1

**Detailed information is presented in the following Annexes**

- A1 BACKGROUND INFORMATION.
- A2 TRAINING COURSE PROGRAMME.
- A3 LOGISTICS INFORMATION.
- A4 BASIC LIST OF PARTICIPANTS.
- A5 DETAILED LIST OF PARTICIPANTS
- A6 PARTICIPANTS DSA BUDGET
- A7 DC TRAINING TOPIC 1 COURSE BUDGET.
- A8 DC TRAINING CALENDAR.
- A9 DC TRAINING BASIC POINTERS, PPT FORMAT, WA/GOOGLE GROUP
- A10 DC TRAINING COURSE – DETAILS TRAINING MODULES
- A11 DC TRAINING COURSE – LECTURER/TRAINER/RESOURCE PERSON /CONTRACT.
- A12 POLICY AND PROCEDURES MANUAL.
- A13 TEMPLATES OF LETTERS
- A14 LOGOS BANNERS

## 1) DO LIST DC TOPIC 2 Training on: “Top-Down GoB LG System”

This do-list specifies actions to be taken, by who & when, to develop and deliver the TA – DC TOPIC 2 COURSE”, scheduled for 2 days, on Thursday 7 & Friday 8 October 2021, at the BRDA in Quetta

**This is a draft Do-list/Timetable which is to be finalized by DTL/DDC/IDCB**

#	Action	By Who	When	Remarks
<b>A1</b>	Finalize the TOPIC 2 Participants DSA/TA Budget, as included in annex == Eligible participants are those who participated in Induction/Topic 1 Course	TA-OM	02/09/21	DSA/TA Budget Rates have been approved by EUD. Payment on basis of actual attendance
<b>A2</b>	Issue Invite Letter to Participants See Annex =	IDCB/DDC	02/09/21	Make sure they receive: IT/MIS to dispatch emails; follow through with TA-DC.ADC in Districts
<b>A3</b>	Brief Secretary LGRDD on DC TOPIC-1 and TOPIC 2 Courses – use Memo	IDCB/DDC	03/09/21	Book Secy LGRDD for opening/closing Ceremonies
<b>A4</b>	Visit BRDA, Book BRDA, and start logistics preparations – Create Dedicated BRACE DC Conference/Training Room see Annex 8	IDCB/DDC	04/09/21 onward	TA to Issue formal letter to BRDA - Annex =
<b>A5</b>	Make Master Copy of Policy and Procedures Manual –Annex =	IDCB/DDC and IT.MIS	Week 06/09	Include in Training Course Budget Annex 3
<b>A6</b>	Identify External Lecturers/ Trainers/Resource Persons, Annex =.	TL/IDCB/DDC	Week 06/09	Inform EUD by email
<b>A7</b>	Issue Invite/Contract Letter to Lectures	IDCB/DDC	Week 06/09	Not all Lecturer on contract
<b>A8</b>	Create TOPIC 2 Masterfile – to be maintained by IDCB/DDC	IDCB/DDC/ with MIS/IT	Week 06/09	Hard and Soft copy
<b>A9</b>	Finalize TOPIC 2 Training Programme and specify subjects and time budget = Annex =	IDCB/DDC/	Week 06/09	Keep up to date when changes are made and file in Master file
<b>A10</b>	Review Training Course Budget, Annex =	IDCB/OM	Week 20/09	OM to maintain separate TOPIC 1 Budget/hard copy
<b>A11</b>	Review/Quality Control all PPT Presentations. Hand-outs etc of TOPIC 2 Course - Annex =	IDCB/DDC	Week 20/09	Make sure to use required Templates
<b>A12</b>	Prepare /Copy all hard copy hand-outs etc	DDC/OM/ and IT-MIS	Week 20/09	
<b>A13</b>	Check all items stored at BRDA	IDCB/DDC and OM	Week 20/09	
<b>A14</b>	Finalize Budget and Issue Contract Caterer	TL/OM	Week 27/09	
<b>A15</b>	Issue Contract Video/Photographer. Provide instructions/script: capture Sr. GoB Officials	IDCB/DDC	Week 11/10	IT-MIS to take photos/video with TA Equipment
<b>A16</b>	Design Closure Memo: Financial + Technical	DTL/DDC+IT/MIS	Week 18/10	

## 2) Closure Report of the DC Course TOPIC 1: Bottom-up Approach

### District Coordination (DC) Course Topic-1 Bottom Up Approach at BRDA organized by BRACE TA

The BRACE TA organized a second Training course on “Bottom Up Approach” for district stakeholders at Balochistan Rural Development Academy, Western Bypass, Quetta from 8<sup>th</sup> to 9<sup>th</sup> July 2021. The DC Topic-1 Training Course was inaugurated by the Director General, Balochistan Rural Development Academy (BRDA), Local Government Balochistan.

The Director General, BRDA, LGRD apprised the participants that the salient feature of the Bottom-Up Approach under BRACE Programme is to ensure the involvement of local communities in the local development processes through identification of their needs, prioritization of needs and implementation of the schemes identified/prioritized thereof.

The aim is to ensure the involvement of local masses through establishing the networks of Community Institutions (CIs) /Community Based Organisations (CBOs) with the support of Local Government in order to improve public service delivery at grass root level.



He elaborated that the Local Government Departments will ensure how the BRACE Programme Activities, Outputs and Outcomes are kept fully aligned with the GoB local development policies, development plans and district Financial Regulations. He further highlighted that the District/Tehsil/UC / Village Development Plans are being prepared under BRACE TA activities which will also be made part of overall provincial development plans. He briefed the participants on the working of BRACE TA & LGRDD on Community Driven Local Governance (CDLG) Policy Framework and amendments proposed for making changes in the LGA 2010 to accommodate the Community Lead Local Development through partnership approach by involving local Community Based Organizations



The DG BRDA also shared the activities being undertaken by BRDA staff for the current financial year and promised to incorporate the BRACE Capacity Building activities in the training plan of BRDA with the aim to create synergies in capacity building programme based on “Bottom Up Approach”.

**56 participants** of the targeted 57, attended the training and resource persons from TA-BRACE as well as external lecturers from BRSP/NRSP were engaged during this two days Topic-1 Training Course.

This training was to synergize the efforts at district, Tehsil and district level. The district stakeholders were briefed and trained on the Demand Drivers (Community Institutions including Community Organizations, Village Organizations and Local Support Organizations) at Community, Village and Union Council level as well as at Tehsil and District levels involved in the processes of identification, prioritization and implementation. The processes of Capacity Building, Community level identification and prioritization of schemes, village level planning and Union Council level planning were also shared with the participants and enhanced their understanding about bringing these into District Development plans and to align them with the provincial level plans.



They were informed about the processes of Community Organization to Village Organization, Local Support Organization at Union Council Level, LSO Networking at Tehsil/District Level, Village Development Plan, UC Development Plan, District Development Plans and to link DDP with Public Sector Development Plan at Provincial level.

**The Deputy Secretary (Focal Person BRACE) LGRDD** addressed the participants and highlighted the processes involved in the local development. He also briefed on the status of the CDLG policy while going through the detailed activities of SCC and Working Groups involved in the activities of policy framework for LG&RDD. He also highlighted the proposed amendments for LGA 2010 Reforms and existing policies of Government of Balochistan, for Local Government & Rural Development Department.

The training course material including Policy & Procedure Files, PPTs, handouts etc. were provided to all the participants for the sake of providing debriefing session to all JDDC members, and all stakeholders of district.

On the successful completion of Training Course, the **training certificates** were distributed amongst the participants.

**The participants evaluated each presentation on quality & relevance on a scale of 1 (= poor) to 5 (=very good) and the topics were rated from 3.7 to 4.5 as being on average “Good” – See Annex 14.**

Summary Evaluation Scores of DC Training Course TOPIC 1				
S/No	Date	Module No.	No. of Evaluating Participants	Average Score
1	08/07/2021	1.2 The RSP approach: from community mobilization to empowerment	47	3.8
2	08/07/2021	1.3 Tools of Community Mobilization: PSC, CAT, CRP	36	3.7
3	08/07/2021	1.4 Tools of Community Mobilization: CPI, CIF, &CBK, IGG, MIP	44	4.1
4	08/07/2021	1.5 Tools of Community Mobilization: ALNS, MHI, GMS, PWD	40	4.0
5	09/07/2021	1.7 From community Mobilization to Community Institutions (CI): CBO>VO>LSO	39	4.5
6	09/07/2021	1.8 Community Institutions LSO at UC, Tehsil, District Levels	42	4.0

## Lessons-learned

The lessons-learned from the TOPIC-1 Course are:

- Ensure participation of relevant senior staff from LGRDD/BRDA/district Administration and RSPs
- Make presentation/lessons/subject-discussion more interactive, and possibly a different table-set up is required, creating seven groups of 6 to 8 persons.
- Spend more time and detail on each subject. It is important that in next DC Training events for TOPICs: 2, 3, and 4, adequate time is allocated to explain a subject.
- It was observed during training course that the interaction between the DC, the LG, the RSPs staff, and the TA DC/ADC in a District has increased, and improved.
- We pitched the TOPIC-2 course for 2 days, because days may result in senior LG or DC staff NOT being able to join the course. With travel on Wednesday, and Thursday and Friday being the course days, and travel back on Saturday, max 3 days are missed by a participant.
- The Exposure visits may add more to understand the bottom Up and Top Down approaches involved in Community Mobilization to Community Empowerment and Tool Kits of Community Mobilization.
- There is no need for Bus drop/delivery transport to be arranged.

## Annexes with Templates & Procedures

Based on the TOPIC 1 Course, the Annexes provide procedures and templates, that can be used for TOPIC 2 Course, as follows:

- A1 **BACKGROUND INFORMATION**. This information is to be used, to understand and design the training Course Modules/Subjects
- A2 **TRAINING COURSE PROGRAMME**. This table is to be used to prepare the programs for each DC training Course
- A3 **LOGISTICS INFORMATION**. To be used /followed by DTL/DDC who are in charge of DC TOPIC-2
- A4 **BASIC LIST OF PARTICIPANTS**. Deliberately formatted to fit on one-page A4. To be used as input for other checklists
- A5 **DETAILED LIST OF PARTICIPANTS**. Should be aligned with Annex 4 List and include email addresses, to be maintained and kept up to date by TA IT/MIS
- A6 **PARTICIPANTS DSA BUDGET**. This table is to be updated and include the actual list of participants for TOPIC-2, and the yellow highlighted amounts are to be filled out on the basis of the 2-day course with some (far away districts) participants requiring an extra day travel. DDC to finalize the names of the participants (see annex 4) and OM to calculate applicable DSA Budget per person and to aggregate to district sub totals and to grand total DSA
- A7 **DC TRAINING TOPIC 1 COURSE BUDGET**. This budget is to be worked out by OM on the basis of the 2 days' programme, and using the same approach we had for the INDUCTION/Topic-1 Course. OM to calculate the amounts using the budget table and submit to TA TL for approval.
- A8 **DC TRAINING CALENDAR**. This general DC Training Calendar explains the bigger picture, how the DC Training Events would fit with the CDLG Policy & Fiscal Framework that the TA is trying to put in place.
- A9 **DC TRAINING BASIC POINTERS, PPT FORMAT, WA/GOOGLE GROUP**. Use these pointers and PPT formats. The TA IT./MIS is in charge of WA Group and Google Group.
- A10 **DC TRAINING COURSE – DETAILS TRAINING MODULES**. Work out TOPIC-2 Course Modules using the same template as the Topic-1 Training Course.
- A11 **DC TRAINING COURSE – LECTURERS, TRAINERS, RESOURCE PERSONS, CONTRACTS**. Table with Contact Details of Lecturers and Template Lecturer Contract Award Letter.
- A12 **POLICY AND PROCEDURES MANUAL**. Hard copy file issued to Participants.
- A13 **TEMPLATES OF LETTERS**. Templates of Letters to be issued
- A14 **LOGOS BANNERS**. Templates of Logos and Banners

### (1) Title: TA District-Coordination (DC) Topic 1: Bottom-Up Approach

The TA Component (DAI / Human Dynamics) of the BRACE programme will conduct the District Coordination (DC) Training in Topic 1: Bottom-Up Approach, being the second part of a capacity-building and training programme that targets a “critical mass” of District and Provincial level officials and selected RSP representatives. The first part of the program was the DC Induction Course which was held in November 2019.

The course will have training events of 2 days, in a series of “**District Coordination**” **training/capacity-building events**. The DC Capacity-building/Training Courses are expected to be conducted over a period of one year however due to unforeseen circumstances, especially the situation that arose after the Covid-19 Pandemic, the Topic 1 training was postponed and then rescheduled many times. However, the new plan to conduct the remaining three training courses is below: See Training Calendar

### (2) Objectives

The “District Coordination” Training Courses have as primary objective: to **build the capacity of selected District Staff, to enable them to play a lead role in integrating the bottom-up developed Community Institutions (CI) with the (sub-) District Local Government systems**.

This integration is required to develop the synergy between the community-led socio-economic development led by the Community Institutions (CI) and the GoB-led Local Government systems for development interventions and investment. The synergy between the CIs and the GoB systems will improve and strengthen the fiscal base, the quality, and the sustainability of the local-level rural-development initiatives.

### (3) Capacity-building & Training Methodology

The training and capacity building **targets selected trainees, or a “critical mass”** of District and Provincial Level Officials, selected RSP representatives from the BRACE target Districts and the 5 TA District Coordinators and the 7 TA Assistant District Coordinators.

The most effective way to increase the understanding and technical (on-the-job) skills of a trainee, is to **apply an on-the-job training modality**. The DC-Course is based on an on-the-job capacity-building training approach that will be scheduled over a period of one year. The DC training topics will be closely aligned with the actual reform process steps, which the BRACE-TA is to pursue, in close cooperation with the GoB.

The intermittent delivery of the DC training (modules) will allow the trainees to “return to their desks” and then apply and promote these reforms, and disseminate what has been explained during the training event, to seek further involvement or buy-in from a wider group of District Officials.

Another key feature of the DC Training will be the **TA District Coordination “Policy & Procedures Manual”** (TA-DC-PM). This Policy & Procedures Manual will consist of a hard copy loose-leave binder and a USB stick with the soft-copies. The PM will contain

- (a) the DC training modules, which can then be used by the participant, to explain in their district, to a wider group of officials, what was presented in the TA-DC-Course.
- (b) Relevant background materials, that can be shared (soft copies) with the wider group of District level officials, to further enhance the understanding and rationale behind the reforms being proposed.
- (c) “Home-work”/tasks to be performed by a trainee upon return to office, including feedback from trainees, to ensure that proposed tasks and reforms are indeed practical and realistic and can be implemented at (sub-)district level, to work towards a GoB Community-Led Local-Development (CDLD) sector policy
- (d) District Development Plan (DDP) templates, formats and procedures. The DDP is the key instrument, to guide and validate, how the bottom-up CI Development Plans, are integrated with the GoB LG systems and recurrent/development budgets

### (4) Trainees: a critical mass of change-agents in the Districts

The District Coordination Induction & Training Courses targets in the 9 BRACE Districts: 5 TA-DCs, 7 TA-ADC, 2 Representative from each District Deputy Commissioners Office (18 pp), 2 representatives from each

District Local Government Department (18 pp), 1 representative from the BRSP/NRSP (9 pp), or a **total 57 District Trainees** and BRDA and Provincial level stakeholders. **This group is to become a “critical mass of change agents”** to promote at (sub-)District level the design and operationalization of the GoB LG Strategic Policy & Fiscal Framework that enables CDLG.

The selection of representatives from the Deputy Commissioners Offices, the Local Government Department District Offices, the BRDA, and Provincial Stakeholders and the RSPs, will be made in consultation with Secretary Local Government, the Deputy Commissioners, the DG BRDA, Provincial Line Departments, and the Managers of the RSPs.

The criteria for selection, is to identify a representative who (a) will be able to continue to participate in TA DC Training Course which will be delivered as on-the-job training over the course of a year, and (b) have the right aptitude and formal position to act as change agent, to promote the reforms of the BRACE Programme and contribute at (sub-)District level to the design and operationalization of the GoB LG Strategic Policy & Fiscal Framework that enables CDLG.

In addition, the TA-DC-Course will mobilize Lecturers, selected Provincial Government officials, selected Development Partner Representatives and other support staff, to implement a training course. On average an additional 10 persons are expected to participate in each training event, thus a **total of 70 participants** per training event is to be used for budgeting purposes.

## (5) Invitations

Invitations for the selected representatives from the Deputy Commissioners Offices, and the Local Government Department District Offices be made through Secretary Local Government and then the TA Project and LGRDD will issue a joint invitation (letter).

Invitations of the selected representatives of the RSPs, will be made by the TA to CEO/Managers of the BRSP and NRSP, if they wish to send a representative.

## (6) BRDA Training Venue Location and Logistics

The TA Project is to develop the BRDA (Result Area 3) as a platform for Capacity-building for Local Governance Capacity building. The DC Indication & Training Events will be therefore held at the BRDA. Thus, the secondary objective of the DC Course is to strengthen the BRDA.

## (7) DC Training Course Calendar and Training Events

The frequency of the DC Course On-the-job Training Events (each event lasting 2 or 3 days), is a 3-months schedule. The original training calendar below was made pre-Covid Closures of 2020., and has been adjusted. The time-table below present the updated scheduling of DC Training Events in 2021. Topic O the INDUCTION Course took place in December 2019 and TOPIC was held in July 2021.

Original Revised	Nov 2019 Dec 2019	Jan 2020 July 2021	Feb 2020 October 2021	April 2020 Nov 2021	June 2020 Dec 2021	Other training
DC Training Topics	0	1	2	3	4	5

This interval between Training Events will allow the participant to return to his District and share with the relevant District Officials, the new insights, tools and instruments, that were explained and provided in the training event, and obtain their feed-back, and then share this feed-back in the next training event with the Provincial policy-makers and the TA. Budget and resources will be made available to the TA-DC/ADC to disseminate and discuss the insights gained at the training course.

## (8) DC Training Courses – CB Areas/Topics, Training Modules and Subjects

The DC Training Programme covers an Induction course, and **four (4) Capacity-Building (CB) Areas**

### 0) TOPIC: INDUCTION

The DC Training starts with a three days Induction Course. The TA-DC/ADC are to participate in all three days (D1, D2 and D3), while the other trainees are to participate on two days (D2 and D3).

The Induction Course will explain the on-the-job training methodology and how the four Capacity-Building areas relate to each other, and what role is expected from the participants.

### **1) TOPIC: BOTTOM-UP Approach**

The first Capacity-Building area covers the Bottom-up Community Institutions (CI) which are the result of activating the demand drivers for socio-economic development at Community, Village and (sub-)District level. The RSPs are activating the formation of these CIs.

The DC Training will first explain how mature and sustainable CIs are formed, and then what role they (can) play in sustained, and all-inclusive Rural Development. Based on a thorough understanding of the potential of the CIs, the DC Trainees can then to contribute to the development of a system that builds on Community-Driven Local Government (CDLG)

### **2) TOPIC: TOP DOWN GoB LG SYSTEMS**

The second training event covers the Capacity-Building area on the Top-down GoB Local Government Systems at Provincial and at (Sub)District Level where the GoB LG system provide the policy, fiscal, budgetary and development context within which rural development is to take place.

The DC Training will explain the GoB LG policy, fiscal, and budgetary systems that are in place and how effective these are to stimulate sustainable and all-inclusive Rural Development. Based on this understanding, the potential of the CIs and the LG systems can be discussed, and the Trainees will be exposed to the design features and possible operationalization steps of the GoB LG Strategic Policy & Fiscal Framework that enables CDLG, and they will be able to provide district-level feed-back.

### **3) TOPIC: INTEGRATE THE CIs WITH LG SYSTEMS UNDER A GoB CDLG FRAMEWORK**

The third training event covers the Capacity-building Area aims to integrate the bottom-up CI and the top-down LG systems to create synergy between the CI and the LG systems under a CDLG framework, at provincial and at (Sub-)District Level. The selected District Staff are expected to play an important role in integrating the bottom-up developed Community Institutions (CI) with the (sub-) District Local Government systems at Sub-District level.

The DC Trainees will be invited to contribute to the design and development of a GoB Community-Driven Local Government (CDLG) by (a) providing feed-back how to operationalize the system at (Sub)District level, and (b) providing inputs for the Provincial LG Sector Policy, that will builds on District Profiles, District Development Plans, and the realities of Community & Rural Development at local level.

### **4) TOPIC: MAINSTREAMING GoB CDLG BEYOND THE 9 BRACE DISTRICTS**

The integration and synergy between the rural socio-economic development driven by the Community Institutions (CI) and the GoB-led CDLG systems for rural development interventions and investment, will improve and strengthen the fiscal base, the quality, and the sustainability of the local-level rural-development initiatives.

The final fourth training event covers the capacity-building area that seeks answers, how to mainstream the GoB CDLG system beyond the 9 BRACE target Districts. This requires a significant increase of funds and resources to be allocated to CDLG. Options will be investigated for increased Development Partner (DP) Budget Support (BS) and the development of a GoB Poverty Alleviation Strategy/Programme, to rally more funds for a GoB CDLG policy.

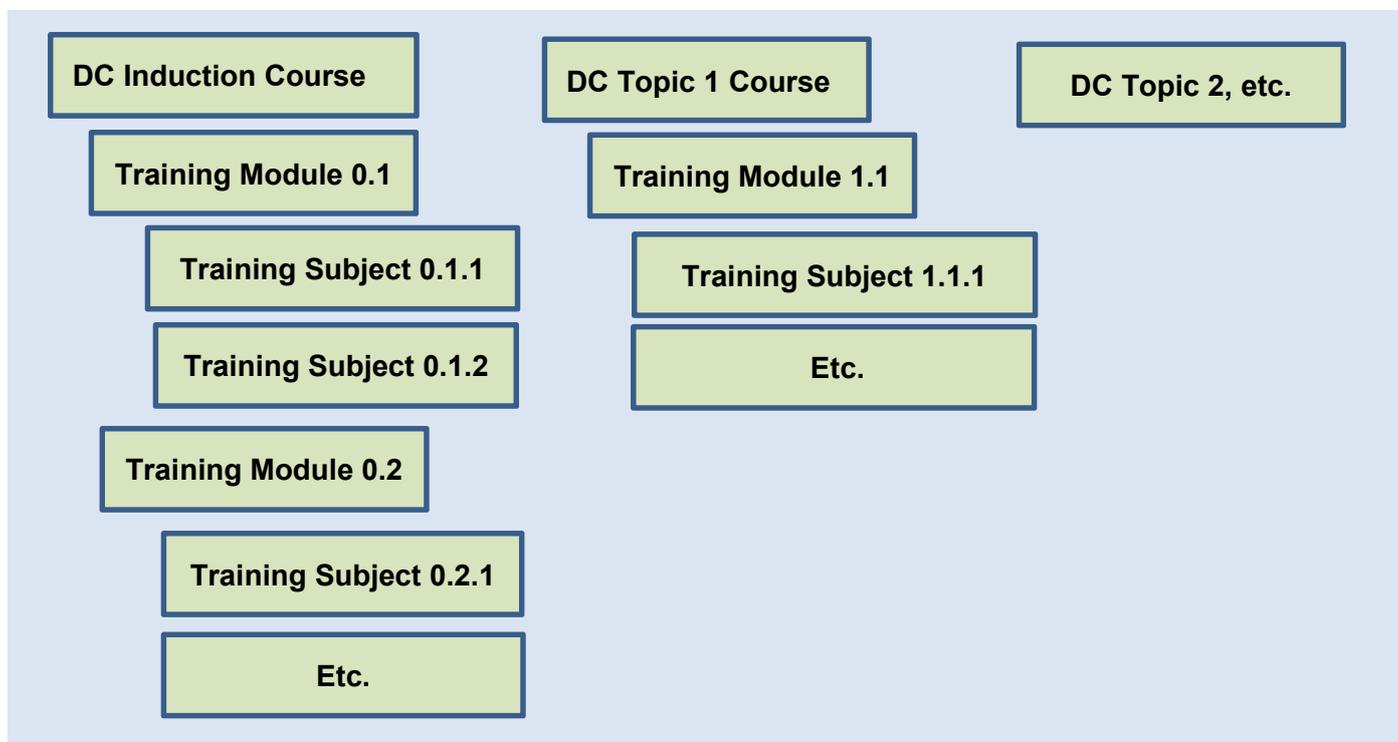
An increased quantum of funds for CDLG and Rural Development would require across the board in all districts, enhanced Local Level Development Planning and PFM capacity. The feedback of the DC trainees will be sought to address the requirement to ensure the required level of development planning and fiduciary control at (sub-)District level, in all Districts of Balochistan.

The four Capacity Building areas will be covered in a series of training events, and it could be that one CB area may require more than one training event, in which case the Training Calendar will be accordingly adjusted.

## (11) Topics and Training Modules

Each CB Area, will have a selected number of Training Modules. Each Training Module will cover a series of specific Training Subjects; e.g. The Training Module;” Public Financial Management (PFM)”, will be covered by a range of PFM-Subjects like: Financial Regulations, Recurrent Budget, Development Budget, PC-1 Preparation, PEFA etc.

The **Structure of the DC Training Course** is as follows:



Each Training Module will consist of (at least) the following items (in English and Urdu)

- Subject PPT slides (English and Urdu)
- Subject Background Materials, Reading-list, and sources/internet-links
- Subject Hand-outs (In English and as much as possible in Urdu)
- Other: to be specified per Module
- Module - Participants Evaluation Form

## (10) Trainers and Lecturers

The DC Course will make use of the internal (TA Consultants) as Lecturers and External Lecturers/Trainers/Resource persons.

The DC Course will also mobilize as much as possible senior Govt Officials, to make presentations, and participate in group discussions, thereby ensuring that the GoB is involved and co-owns the training and capacity building effort, in [particular the involvement of Secretary LGRDD, to take lead on the DC Training Course.

ToR will be drawn up when an external Trainer, Lecturer or Resource person is to be engaged, specifying:

- Training Module/Topic Design and Contents: In English and Urdu, PPT slides, required Background Materials, including reading list source/internet links, Hand-outs, Other: to be specified per Topic and expected Learning Outcomes, validated through the Course Topic Participants Evaluation Form
- Training Module Delivery Modality: Venue, Timings, Delivery-times

- Contract Terms of the External Trainer/Lecturer/Resource Person

The TA DDC will quality control the design/content and the training delivery, and the trainees will carry out A group evaluation of the Training Topic content and delivery.

## **(12) DC Topic-2 Training Course Policy and Procedures Manual (PPM)**

The Policy and Procedures Manual, will consist of a hard copy loose-leave binder and a USB stick, that will contain:

- (a) DC training course modules/topics
- (b) relevant background materials,
- (c) homework/tasks to be performed by a trainee upon return to office, and
- (d) District/Provincial Development Plan (DDP) templates, formats, and SOPs.

## **(8) DC Training Course Budget**

The DC Training Budget consist of two main components;

- (a) costs of the DSA/Travel Allowances for the Trainees, who are to attend the training at the BRDA in Quetta. The DSA/Travel Allowances will be issued according to an EUD agreed DSA/TA Rates schedule.
- (b) cost of training delivery, being cost of training materials, training venue, computer lab, audio/visual equipment, consumables, external lecturers/trainers/resource persons' fees, related cost for field visits, surveys, or District based Workshops/dissemination meetings etc.

The training budget for each training event will be prepared separately and proposed to EUD for (prior) approval. The cost will then be charged against the TA IE Budget.

## Annex 2 TRAINING COURSE PROGRAMME - SUMMARY

The Table below is to be prepared and is then to be shared with the Invite/Introduction Letters and in the Correspondence. The Programme below is for the DC Training Topic-1 held on 08-09 July 2021. Same has to be prepared for DC Training Course Topics 2, 3, and 4.

### DISTRICT COORDINATION (DC) TRAINING TOPIC-1 BOTTOM-UP APPROACH ( 8-9/07/2021)

Day 1, Thursday 08/07/21		Responsible Lecturer / Resource Person
08.30	Bus leaves from designated pick-up points in Quetta	
09.00 – 10.00	<b>1.0 Registration of Participants &amp; Formal Opening by Secretary LGRDD</b>	
10.00 – 10.45	<b>1.1. Introduction of Participants and Training Programme</b>	DDC, TA
10.45 – 11.00	Tea-break	
11.00 – 12.10	<b>1.2 The RSP approach: from community mobilization to empowerment</b>	Dr. Shahnawaz (BRSP)
12.10 – 01.40	Lunch	
01.40 – 15.00	<b>1.3 Tools of Community Mobilization: PSC, CAT, CRP</b>	Dr. Arif (BRDA)
15.00 – 15.15	Tea break	
15.15 – 04.35	<b>1.4 Tools of Community Mobilization: CPI, CIF, &amp;CBK, IGG, MIP</b>	Mr. Munir Rana, Mr. Imtiaz Hussain and Mr. Ghulam Murtaza (BRSP)
04.35 – 05.55	<b>1.5 Tools of Community Mobilization: ALNS, MHI, GMS, PWD</b>	Ms. Fatima Khan and Mr. Wazir Khilji (BRSP)
18.00	Bus drop to Quetta Centre	
Day 2, Friday 09/07/21		
8.30	Bus leaves from designated pick-up points in Quetta	
09.00 -09.30	<b>Recap of Day 1 Activities</b>	DDC, TA
09.30 – 10.45	<b>1.6 Feedback / discussion with DC and LG staff on RSP SM Tools</b>	DDC and STA, TA
10.45 – 11.00	Tea-break	
11.00 – 12.20	<b>1.7 From community Mobilization to Community Institutions (CI): CBO&gt;VO&gt;LSO</b>	Mr. Akbar Achakzai (BRSP)
12.20 – 01.50	Lunch	
01.50 – 02.50	<b>1.8 Community Institutions LSO at UC, Tehsil, District Levels</b>	Mr. Masood (BRSP)
02.50 – 03.15	Tea break	
03.15 – 04.15	<b>1.9 Feedback from DC and LG staff on CIs (UC/Tehsil/ District)</b>	DDC
04.15 – 05.30	<b>Submission of Evaluation forms – Follow up Actions. Formal Closure by STA and Secretary LGRDD</b>	DDC and STA, TA
06.00	Bus drop to Quetta Centre	

## Annex 3 LOGISTICS INFORMATION

- The dates of the DC TOPIC-1 Course are set for 08 and 09 July 2021
- Venue is the BRDA Complex, Western Bypass, near Jabal-e-Noor Quetta.
- The TA-Director District Coordinators (DDC), Nazar Muhammad Khetran, is the DC Topic-1 Training Course Coordinator. His contact details are: EM [nazarkhetran@yahoo.com](mailto:nazarkhetran@yahoo.com) Mobile 0333 7829845
- The TA Office-Manager (OM), Rahil Peter, is responsible for the logistic and administration during the Topic 1 Training course, and this covers: transport to/from BRDA, issuance of computer equipment to TA-DC/ADC, Trainees DSA/Travel Allowances Payment, and the Catering arrangements. His contact details are: EM [rahilpeterf@yahoo.com](mailto:rahilpeterf@yahoo.com) Mobile: 0334 2429952
- The TA IT/MIS Specialists, Mr Bilal Ahmed EM [bilal69ahmed@gmail.com](mailto:bilal69ahmed@gmail.com) will support the DC Course Coordinator in (a) preparing and filing the PPT Presentations using the PPT template (b) despatch of emails to all relevant persons, (c) filing and calculating the evaluations scores on the Evaluation template..
- External Lecturers/Trainers/Resource will be managed by the TA-DDC.
- Secretary, Additional Secretary, Deputy Secretary LGRDD and Director General BRDA will be the Chief Guest and due to other competing travel arrangements, the they are to formally open/close the TOPIC-2 Course.
- Certificates of Attendance will be issued at the end of the Training Event – IDCB:/DDC are charged with design of certificate and OM is charged with printing.
- Banner to be used in all 5 Training Events etc.
- Course bag was issued in the INDUCTION Course. However, due to new training participants from GoB, bags have been purchased and will be issued.
- Stationary for Training Course/Sessions, to be part of the Policy and Procedures Manual
- Professional Videographer / Photographer for selected sessions (DTL/DDC to instruct)
- Participants are to sign attendance register at the start of each day, when they enter the Hall.
- Lunch/drinks should be set up quietly, completely and quickly during the last/pre-lunch morning session, on the designated tables at the rear of the hall, waiters should not talk, and then as soon as that session ends, all participants move to rear of the hall, and serve themselves and eat in a relaxed manner.
- Same applies to Morn/Aft tea, but participants are to take the tea/coffee back to their table if they need more tea-time, so next session starts on time.

## Annex 4 LIST OF PARTICIPANTS of TOPIC 1 COURSE

The DC Training Course aims to develop the capacity of a critical mass from 9 BRACE District of 57 Stakeholders from LG Department, Deputy Commissioner Office, and our TA-DC/ADC. For the DC induction course, 57 participants were selected, 18 LF Officials, 18 DC Officials, 9 RSP representatives and 12 TA-DC/ADC district offices. Our aim is to keep this group “constant” For the DC Topic 1 Course, due to GoB transfers/administrative measures, not all of the original group could attend the DC Topic 1 Course. Half, or a total of 24 participants who attended Topic 1 did not attend the DC induction course. From the 24 new participants, 03 were from RSPs, 05 from DC office, 15 were from LGRDD and 01 TA DC. To ensure Institutional Memory and Quality Control, the TA will take the following measures

- The DDC instructed the TA DC/ADCs to conduct a refresher training on the DC induction course for all new participants, in their relevant districts before the Topic 1 training took place. The refresher training on DC induction was attended by the 24 new participants as well as by staff of RSPs, DC office and LGRDD who had already attended the DC induction course.
- TA will update the DC Policy & Procedures Manual with all relevant training materials, hand-outs, policy papers and notifications. The Manual is also to serve as the reference document for all (new) District staff involved in the implementation of a CLLG Policy

# District	##	District	Name	Designation	Organisation
1	1	Duki	Atta Ullah Kakar	DPM	BRSP
2	2	Loralai	Qutab Khan	DPM	BRSP
3	3	Zhob	Jabbar Khan	DPM	BRSP
4	4	Killa Abdullah	Ibrahim Agha	DPM	BRSP
5	5	Pishin	Akbar Tareen	DMP	BRSP
6	6	Jhal Magsi	Munir Mengal	DPM	BRSP
7	7	Khuzdar	Bilal Gighki	DPM	BRSP
8	8	Washuk	Hamza Qambrani	DPM	BRSP
9	9	Kech	Saeed Ahmed	Senior Programme Officer	NRSP
# District	##	District	Name	Designation	Organisation
1	1	Duki	Muhammad Jahanzaib	Asst Computer operator DC Office	DC Office
1	2	Duki	Nizam ud din	Asst Computer operator DC Office	DC Office
2	3	Loralai	Taiyab Ur Rehman	Acting superintendent	DC Office
2	4	Loralai	Masoom Khan	Junior Clark	DC Office
3	5	Zhob	Imran Khan	Tehsildar Kakar Khurasan	DC Office
3	6	Zhob	Rehmat ullah Shah	Suptt:Admin	DC Office
4	7	Killa Abdullah	Matee ullah	In charge DO	DC Office
4	8	Killa Abdullah	Kaleem ullah	Data entry Operator	DC Office
5	9	Pishin	Amin Ullah Nasar	ADC-G	DC office
5	10	Pishin	Sami Ullah	Superintendent	DC office
6	11	Jhal Magsi	Atta Muhammad	Superintendent	DC Office
6	12	Jhal Magsi	Mir Gull	Senior Clerk	DC Office
7	13	Khuzdar	Muhammad Murad	Asst Private Secretary	DC office
7	14	Khuzdar	Nasrullah	Junior Clark	DC office
8	15	Washuk	Haji Shaukat Ali	Office Assistant	DC Office
8	16	Washuk	Syed Zubair Ahmed	Senior Clark	DC Office
9	17	Kech	Ejaz Ahmed	Assistant DB	DC Office
9	18	Kech	Hamal Khan	IT Officer	DC Office
# District	##	District	Name	Designation	Organisation
1	1	Duki	Wazir Khan Siyal	Assistant Director	LG Dept
1	2	Duki	Haji .M Azam	Chief Officer	LG Dept
2	3	Loralai	Muhammad Kaleem	Asst Director	LG Dept
2	4	Loralai	Naseer Khan	Chief Officer	LG Dept
3	5	Zhob	Fazarl Qader	Asst Director	LG Dept
3	6	Zhob	Bostan	Chief Officer	LG Dept
4	7	Killa Abdullah	Asmatullah Bazai	Asst Director	LG Dept
4	8	Killa Abdullah	Rozina Wardag	Senior Development Officer	LG Dept
5	9	Pishin	Haji Khurshid	Asst Director	LG Dept
5	10	Pishin	Zeeshan	Chief Officer	LG Dept
6	11	Jhal Magsi	Addullah Magsi	UC Secretary	LG Dept
6	12	Jhal Magsi	Misri Khan	UC Secretary	LG Dept
7	13	Khuzdar	Mir Abdul Razaq Zehri	Senior Asst Director	LG Dept
7	14	Khuzdar	Kashif Amar	Assistant Engineer	LG Dept
8	15	Washuk	Jan Muhammad	Asst Director	LG Dept
8	16	Washuk	Izzat Ullah	Chief Officer	LG Dept
9	17	Kech	Shoab Nasir	Asst Director	LG Dept
9	18	Kech	Abdullah	Development Officer	LG Dept
# District	##	District	Name	Designation	Organisation

1	1	Duki	Syed Rehman	TA-ADC	BRACE TA Project
2	2	Loralai	Qudrat Ullah	TA-DC	BRACE TA Project
2	3	Loralai	Sami Ullah	TA-ADC	BRACE TA Project
3	4	Zhob	Samad Harfal	TA-ADC	BRACE TA Project
4	5	Killa Abdullah	Khalid Umar	TA-ADC	BRACE TA Project
5	6	Pishin	Israr Ahmad	TA-ADC	BRACE TA Project
5	7	Pishin	Aziz Ullah	TA-DC	BRACE TA Project
6	8	Jhal Magsi	Asim Haider	TA-ADC	BRACE TA Project
7	9	Khuzdar	Samee Ullah	TA-DC	BRACE TA Project
7	10	Khuzdar	Sana Ullah	TA-ADC	BRACE TA Project
8	11	Washuk	Agha Muhammad	TA-DC	BRACE TA Project
9	12	Kech	Niaz Ahmed	TA-DC	BRACE TA Project

## Annex 5 DETAILED LIST OF PARTICIPANTS

Annex 5.1 Participants RSPs: **BRSP and NRSP**

Annex 5.2 Participants Deputy Commissioners Offices – **District staff**

Annex 5.3 Participants Local Government Department – District Staff

Annex 5.4 Participants **National & Provincial Level Stakeholders: BRDA/LGRDD**

### ANNEX 5.1 PARTICIPANTS RSPs

# District	##	District	Name	Designation	Organisation	Contact/Cell	Email / Remarks
1	1	Duki	Atta Ullah Kakar	DPM	BRSP	0335 4505095	
2	2	Loralai	Qutab Khan	DPM	BRSP		
3	3	Zhob	Jabbar Khan	DPM	BRSP	0334 2402505	
4	4	Killa Abdullah	Ibrahim Agha	DPM	BRSP	0303 3313474	
5	5	Pishin	Akbar Tareen	DMP	BRSP	0333 7792346	
6	6	Jhal Magsi	Munir Mengal	DPM	BRSP		
7	7	Khuzdar	Bilal Gighki	DPM	BRSP	0333 7989949	
8	8	Washuk	Hamza Qambrani	DPM	BRSP	0332 7922355	
9	9	Kech	Saeed Ahmed	Senior Programme Officer	NRSP	0323 8905937	

## ANNEX 5.2 PARTICIPANTS DEPUTY COMMISSIONER'S OFFICES

# District	##	District	Name	Designation	Organisation	Contact/Cell	E,mail / Remarks
1	1	Duki	Muhammad Jahanzaib	Asst: Computer operator DC Office	DC Office		
1	2	Duki	Mr Nizam ud din	Asst Computer operator DC Office	DC Office	0313 8286795	
2	3	Loralai	Taiyab Ur Rehman	Acting superintendent	DC Office	0334 2321622	
2	4	Loralai	Masoom Khan	Junior Clark	DC Office	0334 2323401	
3	5	Zhob	Mr. Imran Khan	Tehsildar Kakar Khurasan	DC Office		
3	6	Zhob	Rehmat ullah Shah	Suptt:Admin	DC Office	0310 85786302	
4	7	Killa Abdullah	Matee ullah	In charge DC Office	DC Office	0311 8871692	
4	8	Killa Abdullah	Kaleem ullah	Data entry Operator	DC Office	0333 7754663	
5	9	Pishin	Amin Ullah Nasar	ADC-G	DC office	0313 7919218	
5	10	Pishin	Sami Ullah	Superintendent	DC office	0306 3886253	
6	11	Jhal Magsi	Atta Muhammad	Superintendent	DC Office		
6	12	Jhal Magsi	Mir Gull	Senior Junior Clark	DC Office	0333 7154916	
7	13	Khuzdar	Muhammad Murad	Asst Private Secretary	DC office	0333 7983349	
7	14	Khuzdar	Nasrullah	Junior Clark	DC office	0333 7986571	
8	15	Washuk	Haji Shaukat Ali	Office Assistant	DC Office	0337 7118808	
8	16	Washuk	Syed Zubair Ahmed	Senior Clark	DC Office	0333 9993329	
9	17	Kech	Ejaz Ahmed	Assistant DB	DC Office		
9	18	Kech	Hamal Khan	IT Officer	DC Office		

## ANNEX 5.3 PARTICIPANTS LOCAL GOVERNMENT DEPARTMENT – DISTRICT STAFF

# District	##	District	Name	Designation	Organisation	Contact/Cell	Email / Remarks
1	1	Duki	Wazir Khan Siyal	Assistant Director	LG Dept		
1	2	Duki	Mr. Haji Muhammad Azam	Chief Officer	LG Dept		
2	3	Loralai	Muhammad Kaleem	Asst Director	LG Dept	0312-2932691	
2	4	Loralai	Naseer Khan	Chief Officer	LG Dept		
3	5	Zhob	Fazarl Qader	Asst Director	LG Dept		
3	6	Zhob	Bostan	Chief Officer	LG Dept		
4	7	Killa Abdullah	Asmatullah Bazai	Asst Director	LG Dept		
4	8	Killa Abdullah	Rozina Wardag	Senior Development Officer	LG Dept		
5	9	Pishin	Haji Khurshid	Asst Director	LG Dept		
5	10	Pishin	Zeeshan	Chief Officer	LG Dept		
6	11	Jhal Magsi	Addullah Magsi	UC Secretary	LG Dept		
6	12	Jhal Magsi	Misri Khan	UC Secretary	LG Dept		
7	13	Khuzdar	Mir Abdul Razaq Zehri	Senior Asst Director	LG Dept		
7	14	Khuzdar	Kashif Amar	Assistant Engineer	LG Dept		
8	15	Washuk	Jan Muhammad	Asst Director	LG Dept	03337777496	
8	16	Washuk	Izzat Ullah	Chief Officer	LG Dept	03333917489	
9	17	Kech	Shoaib Nasir	Asst. Director	LG Dept	03337943456	
9	18	Kech	Abdullah	Development Officer	LG Dept	03333279023	

## ANNEX 5.4 PARTICIPANTS NATIONAL AND PROVINCIAL STAKEHOLDERS

# District	##	Federal/Prov.	Name	Designation	Organisation	Contact/Cell	Email / Remarks
0	1	Province	Ahmad Raza Khan	Secretary	LGRDD		Chief Guest/Official Opening
0	2	Province	Gul M Mengal	Sep Secretary	LGRDD		Chief Guest/Official Opening
0	3	Province	Khadim Hussain	Secretary	Bal. LG Board		Chief Guest/Official Closing
0	4	Province	Niamat Babar	Director General	BRDA		Chief Guest/Official Closing

## Annex 6 PARTICIPANTS DSA BUDGET

- The TWO/THREE DAYS will be allocate depending on Distanced of District. The Training course will be held in Quetta at the BRDA. Participants are
  - 5 TA-DCs, and 7 TA-ADC 12 pp
  - 2 Representative from each District Deputy Commissioners Office 18 pp
  - 2 representatives from each District Local Government Department 18 pp
  - 1 representative from the BRSP/NRSP 9 pp
- The participants will be entitled to the DSA/Transport Allowances of the TA Project. Payment will take place on the last day, after verification of attendance to the course. TA-QTA-OM will support the participants to fill out the TA Project DSA/TA Requisition Form
- DSA/TA Allowances are charged against the TA IE against the approved DSA/TA Rates Schedule and EUD approval has been obtained for this Induction DSA/TA Budget
- DSA/TA claim estimates presented below are indicative and may differ if actual travel times and possible night stay change. The actual entitlements will be recorded in the final DSA/TA Requisition Form used for IE Budget Claiming.
- The table below specifies the targeted participants. The actual list may be less due to last minute non-attendance. The actual participants list will be used to make the Claim from the IE Budget. Participants from far away district require an extra day DSA
- The table on the next page specifies by participant, his/her DSA/TA Claim and is to be used for administrative purposes as well.

## Annex 7 DC TRAINING TOPIC 1 COURSE BUDGET

- (a) Budget Costing is based on the course program and on the indicative costs/rates and quantities. The amounts calculated are to be used as indicative ceiling amounts to seek EUD approval. The costs are expected to be within the indicated ceiling amounts presented below.
- (b) **The final IE Claim will be based on competitive cost quotations, and based on actuals rates & quantities.**
- (c) Budget by Expenditure Item: Approved & Actual.

Total Actual Expenditure remained within approved ceiling

## Annex 8 DC TRAINING CALENDAR

The DC Training Course starts with an Induction Course and then provides training in four Capacity Building Areas in four training events. It could be that one CB area may require more than one training event, in which case the Training Calendar will be accordingly adjusted.

Scheduled date	Nov 2019	January 2020	February 2020	April 2020	June 2020	August 2020
Actual date	Dec 2019	July 2021	October 2021	November 2021		December 2021
0) INDUCTION COURSE						
	1) BOTTOM-UP COMMUNITY APPROACH					
		2) TOP DOWN GoB LG SYSTEMS				
			3) INTEGRATE THE CIs WITH LG SYSTEMS UNDER A GoB CDLG FRAMEWORK			
					ADDITIONAL TRAINING??	
						4) MAINSTREAM GoB CDLG BEYOND THE 9 BRACE DISTRICTS

The scheduled timings of the Training Events were made pre-Covid Lockdowns. The actual timings of the Training Events will be finalized a few weeks prior to each training event, also on the basis of the feed-back received from the trainees in the earlier training events. The schedule is flexible and will allow the insertion of Additional Training Events (still to be decided what and when)

The sequencing of these DC Training Events is aligned with the PROVINCIAL SUPPLY-DRIVER TOP-DOWN Policy Reforms which the TA Project is pursuing the GoB. These TOP-DOWN SUPPLY DRIVERS aim at a GoB Community-Driven Local Government (CDLG) Policy that is triggered by:

	2019 >>	2020 >>	2021 >>	From July 2022
Provincial level Top-Down LG Policy Reforms	Launch GoB SCC LGRD	Develop JDDC ToR GoB CLLG Policy	JDDC Notification + implement in 9 BRACE Districts Finalize GoB CLLG Policy	Adopt GoB CLLG Policy Mainstream CLLG in all Districts of Balochistan

### Recurring Training Activities

- ❖ **Registration:** Takes place at the start of the course and every morning of a training day. Payment of DSA and TA is proportional to presence as validated by the registration sheet.
- ❖ **Recap:** takes place at the start of each next day, The Moderator/DC Course Coordinator is to make the Recap an interactive/participatory exercise,
  - using quiz techniques
  - inviting quick comments from the participants
  - reflection on day before
- ❖ **Formation /Update of BRACE DC WhatsApp Group.** At the start a “TA-DC-Training Course” Group App will be activated, to facilitate communications amongst the group members and with the TA-DC Course Coordinator. App Manager will be the TA-IT/MIS Specialist, Bilal Ahmed.
- ❖ **Formation of Google Drive Group:** A shared Google Group link will be created, to store file documents and exchange information. A simple FOLDERS structure will be created. Google Group Manager will be the TA-IT/MIS Specialist, Bilal Ahmed

### Rule of Thumb on Structuring PPT and Time-Budget of a Lecture

- ❖ One clear PPT slide will have max 5 to 8 bullets points and it may take 5/10 minutes to discuss properly each slide, this means that for one hour, we should plan for around 10 PTT slides
- ❖ Each PPT Slide has Presentation Notes
- ❖ Training Materials are discussed with the Trainee during the training session and are then issued as “home-work” or as relevant background reading materials to be stored in the PDC Procedures Manual or n the DC USB stick.
- ❖ A limited number of Hard copies of Training Materials will be issued. These will contain summary or reference tables, and/or clarifying charts or graphs which the trainees can use in their work environment or use to discuss the DC topics with other District Stakeholders
- ❖ Soft copies will be shared with the Trainees through the DC-Google-Group-Drive/Dropbox facility, allowing the trainee to download this material on the USB Stick issued with the DC Policy & Procedures Manual



## Balochistan Rural Development & Community Empowerment Programme **BRACE Technical Assistance Project**

### **BRACE DISTRICT COORDINATION WHATSAPP GROUP – USER PROTOCOL**

- At the start of the DC Course a “DC Whats-App Group Account will be activated.
- This WA Group is to facilitate communications amongst the group members and with the TA-DC Course Coordinator,
- With the WA we can quickly share short messages, pictures etc., with the whole group, and to some extent we can also share documents through WhatsApp, but for document sharing we will use Google Drive
- The Google Drive Group Manager is TA-IT/MIS Specialist, Bilal Ahmed:  
EM: [bilal69ahmed@gmail.com](mailto:bilal69ahmed@gmail.com) Mobile: 0300-3835532
- You can also contact the DDC BRACE TA Nazar Kehtran for support.  
EM: [nazarkhetran@yahoo.com](mailto:nazarkhetran@yahoo.com) Mobile :0333-7829845

#### **WA GROUP user-protocol:**

- WhatsApp group name: **DCBRACETA**
- Kindly share your WhatsApp (Phone) Number so we can add you to group, or
- Group members can also send a request to Gmail Account [DCBRACETA@gmail.com](mailto:DCBRACETA@gmail.com) requesting to be added to the in WhatsApp group.
- Share only relevant short training messages with the WA group as a whole.
- Don't get into in-depth conversations or repetitive arguments
- Do not spam the group, avoid personal comments to each other, avoid sharing religious and unethical texts, pictures, videos and political messages in this group.
- Don't leave the group without informing the reason to group administrator



## Balochistan Rural Development & Community Empowerment Programme BRACE Technical Assistance Project

### **BRACE DISTRICT COORDINATION GOOGLE-DRIVE GROUP – USER PROTOCOL**

- At the start of the DC Course a “DC-Google-Drive Group “[DCBRACETA@gmail.com](mailto:DCBRACETA@gmail.com)” will be activated.
- This Google-Drive Group is to facilitate communications amongst the group members and with the TA-DC Course Coordinator.
- The shared Google Drive Group will allow us to store and share soft copies of documents and exchange information.
- The Google Drive Group Manager is TA-IT/MIS Specialist, Bilal Ahmed:  
EM: [bilal69ahmed@gmail.com](mailto:bilal69ahmed@gmail.com) Mobile: 0300-3835532
- You can also contact the DDC BRACE TA Nazar Kehtran for support.  
EM: [nazarkhetran@yahoo.com](mailto:nazarkhetran@yahoo.com) Mobile :0333-7829845

#### **Google-Drive-Group User Protocol**

- The group members will receive an email with the link of the [DCBRACETA@gmail.com](mailto:DCBRACETA@gmail.com) Google Drive Group, please send feed-back by email that you have received this invitation.
- You cannot edit uploaded documents or upload documents,
- But you can inform the Google Drive Group manager, by emailing that you want to add or edit any document and then share that document with the Google Drive Manager. Only share documents relevant to the BRACE Programme.
- Google Drive Group uses the participants’ email addresses.
- If something is wrong, and you need assistance, then you can use WhatsApp to report it to the Google Drive Administrator
- A simple Folder structure in Google Drive Group will be used for you to quickly find the right document in the Google Group Drive
  - Folder 000 – DC ADMINISTRATIVE FORMS/DOCUMENTS
  - Folder 00: - DC GENERAL ISSUES issues
  - Folder “0 – INDUCTION COURSE DOCUMENTS (DECEMBER 2019)”
  - Folder “1 - BOTTOM-UP APPROACH (CI)”
  - Folder “2 - TOP DOWN GoB LG SYSTEMS”
  - Folder “3 - INTEGRATE CIs WITH LG SYSTEMS UNDER CDLG”
  - Folder “4 - MAINSTREAM GoB CDLG BEYOND 9 DISTRICTS”
  - Folder “5 – TECHNICAL BACKGROUND DOCUMENTS”
  - Folder “6 – OTHER TRAINING COURSES”
- If you want to edit Documents then you can use your USB Stick, which you can use also to pass on documents to other non-trainee staff

# POWERPOINT (PPT) TEMPLATE - BRACE TA DC TRAINING COURSE

- All training Modules/Topics presentations will use the TA DC Training Course PPT Template
- PPT files have a simple file naming structure

Module	Description	Version
99-	Any description the creator wants to use	V1/2/etc

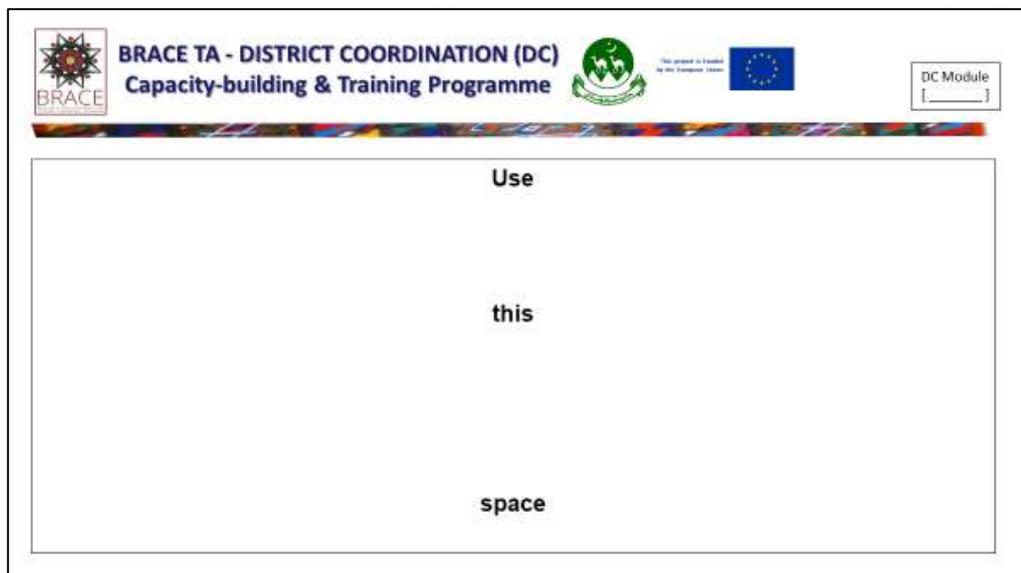
For example

- 02-BRACE Programme Description and Objectives-V4
- 02-EU Communication & Visibility-V1
- 13-Project Monitoring and Evaluation in CM/CE processes-V1
- 13-Differences in M&E Tools/Approaches between CM and LG-V3

- The PPT Files are maintained by TA-IT/MIS Specialist, Bilal Ahmed: EM: \_\_\_\_\_, Mobile: \_\_\_\_\_. Guidance can be provided to the Lecturer.Trainer
- The template presented below is provided in a separate PowerPoint TEMPLATE File and the two opening slides of each presentation remain the same:



See below Template to be used and use PPT Application and enter Module ## in top-right box



## Annex 10 DC TRAINING COURSE – DETAILS TRAINING MODULES

The TOPIC-1 Course Capacity-Building area covers the Bottom-up Approach which are the result of the activating the demand drivers for socio-economic development at Community, Village and (sub-)District level. The RSPs are activating the formation of these CIs.

The DC Training will first explain how mature and sustainable CIs are formed, and then what role they (can) play in sustained, and all-inclusive Rural Development. Based on a thorough understanding of the potential of the CIs, the DC Trainees can then to contribute to the development of a system that builds on Community-Driven Local Government (CDLG).

The DC Topic 1 “Bottom-Up Approach” training course will be 2 days and all the participants will remain present on both days. The training course will explain the on-the-job training methodology and how the Community Institutions contribute to the demand Drivers and what role is expected from the participants.

Module	Training Event / Module / Topic	Lecturer/Trainer/Res. Person	Duration	Module/Topic: Materials/Details
<b>0</b>	<b>TOPIC 1 – DAY 1</b>		<b>08/07/21</b>	
<b>1.0</b>	<b>Formal Opening</b>	<b>DDC+ OM</b>	<b>1.00 - PPT</b>	
	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Prayer</li> <li>• Formal Welcome and formal Opening</li> <li>• Housekeeping: DSA/TA Req. Forms – Issue Comp. - Bus Drop</li> </ul>	<ul style="list-style-type: none"> <li>• OM</li> <li>• STA</li> <li>• STA + ER2 DS</li> <li>• LGRDD</li> <li>• OM</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Use Attendance Register also to validate their em + mob</li> <li>• Opening LGRDD FP BRACE</li> <li>• Formal opening by STA</li> </ul>
<b>1.1</b>	<b>(Self-)Introduction &amp; Intro of Training Programme</b>	<b>DDC</b>	<b>1.00 - PPT</b>	
	<ul style="list-style-type: none"> <li>• Self-Introduction Round</li> <li>• DC CB/Training Course Design/Training Calendar</li> <li>• Topic 1 – Training Course – Modules and Topics</li> <li>• Inventory Trainees expectations&gt;write 3 on sticker&gt;for use later</li> </ul>	<ul style="list-style-type: none"> <li>• DDC</li> <li>• DDC</li> <li>• DDC</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Give Mike to Participants</li> <li>• Instructions for Expectations</li> <li>• Provide Markers</li> <li>• Distribute cards / markers prior</li> </ul>
	<b>Tea-break</b>	<b>OM</b>	<b>0.15</b>	
<b>1.2</b>	<b>RSPs Approach: From Comm. Mobilization to Empowerment</b>	<b>BRSP</b>	<b>1.10 - PPT</b>	
	<ul style="list-style-type: none"> <li>• Community Mobilization / Community Empowerment Approach</li> <li>• Rationale and objectives of CM/CE</li> <li>• Procedures / Methods used in CM</li> <li>• CM/CE as a Demand Driver / Bottom Up Community</li> </ul>	<ul style="list-style-type: none"> <li>• Dr Shahnawaz</li> </ul>		

	<p>Institutions</p> <ul style="list-style-type: none"> <li>• Practical Examples / Experience sharing of CM/CE</li> <li>• Role of CM/CE&gt;IPs + GoB + Communities</li> </ul>			
	<b>Lunch-break</b>	<b>OM</b>	<b>1.30</b>	
<b>1.3</b>	<b>Tools of Comm. Mobilization: PSC, CAT, CRP</b>	<b>BRDA</b>	<b>1.20 - PPT</b>	
	<ul style="list-style-type: none"> <li>• Identification &amp; Tracking of Poverty of Beneficiary Households</li> <li>• Organization of Community to Focus Poverty</li> <li>• PSC Census of HH Beneficiaries</li> <li>• Principles involved in PSC survey / Census</li> <li>• Steps for Implementation of PSC Intervention</li> <li>• Guiding Principles for Planning / Organizing CATs</li> <li>• Identification and selection of CRPs and their orientation</li> <li>• TORs for CRPs</li> <li>• Mechanism for progress sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Arif</li> </ul>		
	<b>Tea-break</b>	<b>OM</b>	<b>0.15</b>	
<b>1.4</b>	<b>Tools of Comm. Mobilization: CPI, CIF, CBK, IGGs, MIP</b>	<b>BRSP</b>	<b>1.20 – PPT</b>	
	<ul style="list-style-type: none"> <li>• Rationale / Objectives of CPI</li> <li>• Policy / Criteria / Procedures for CPIs</li> <li>• Operational procedure for implementation of CPI by RSPs &amp; CIs</li> <li>• Main purpose and approach of CIF</li> <li>• Overall / Specific procedures for CIF grants</li> <li>• Role of community book keeper</li> <li>• TORs of community book keeper</li> <li>• Objectives of Income Generating Grants (IGGs)</li> <li>• Different approaches / Procedures involved in (IGGs)</li> <li>• Asset transfer under IGGs</li> <li>• Beneficiaries Tracking Sheet for (IGGs)</li> <li>• Rationale / Procedures involved in Micro investment plan (MIP)</li> <li>• Establishment of linkages of Comm. Members to efficient markets</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. Munir Rana</li> <li>• Mr. Imtiaz Hussain</li> <li>• Mr. Ghulam Murtaza</li> </ul>		

<b>1.5</b>	<b>Tools of Comm. Mobilization: ALNS, MHI, GMS, PWD</b>	<b>NRSP/ BRSP</b>	<b>1.20 – PPT</b>	
	<ul style="list-style-type: none"> <li>• Overall specific objectives of Adult Literacy &amp; Numeracy Skills (ALNS)</li> <li>• Main procedures involved in ALNS</li> <li>• TORs for ALNS</li> <li>• Target / monthly progress reviews</li> <li>• Main objective of Micro Health Insurance (MHI) to community members</li> <li>• General Specific Procedures / Implementation process of MHI</li> <li>• Gender analysis / sensitization</li> <li>• Gender policies and anti-sexual harassment laws</li> <li>• Gender Mainstreaming CB sessions for LSO members &amp; CRPs</li> <li>• Assessment of Persons with Disabilities (PWDs)</li> <li>• Identification / Assessment of camps for PWDs</li> <li>• Awareness Raising / Distribution of assistive devices to PWDs</li> </ul>	<ul style="list-style-type: none"> <li>• Ms. Fatima Khan</li>   <li>• Mr. Wazir Khilji</li> </ul>		
<b>0</b>	<b>TOPIC 1 – DAY 2</b>		<b>09/07/21</b>	
<b>1.6</b>	<b>RECAP of Day 1 Activities</b>	<b>DDC</b>	<b>0.30 – PPT</b>	
	<ul style="list-style-type: none"> <li>• Ask the deliverables of RSPs of day-1</li> <li>• From modules / topics covered &gt; M1 – M5</li> <li>• Redressal of the concerns from day-1</li> </ul>	<ul style="list-style-type: none"> <li>• DDC</li> <li>• DDC</li> <li>• DDC</li> </ul>		<ul style="list-style-type: none"> <li>• Involve DC / LG Staff</li> <li>• Make Interactive</li> <li>• Review Day – 1</li> <li>• Produce Cluster Cards / Markers</li> </ul>
<b>1.65</b>	<b>Feedback / Discussions with DC &amp; LG staff on RSPs CM tools</b>	<b>NRSP/BRSP/DDC</b>	<b>0.50 – PPT</b>	
	<ul style="list-style-type: none"> <li>• Response of DC Staff / LG Stakeholders towards tools of CM</li> <li>• Input Participation of RSPs tools of Comm. Mobilization</li> </ul>	<ul style="list-style-type: none"> <li>• DDC / STA</li> </ul>	•	<ul style="list-style-type: none"> <li>• 25 Min DDC</li> <li>• 25 Min STA</li> </ul>
	<b>Tea-break</b>	<b>OM</b>	<b>0.15</b>	
<b>1.7</b>	<b>From Comm. Mobilization to Community Institutions:</b>	<b>BRSP</b>	<b>1.20 – PPT</b>	

	<b>CO&gt;VO&gt;LSO</b>			
	<ul style="list-style-type: none"> <li>• Formation / Criteria of CIs: COs/VOs/LSOs</li> <li>• Constitution of LSO network at sub-district and district level</li> <li>• Various activities of comm. Institutions at sub-district level</li> <li>• Monitoring mechanisms of CIs</li> <li>• Experience sharing through managerial conferences / exposure visits</li> <li>• Contribution of CIs in VDP/UCDP/DDP</li> <li>• Main tasks of LSO to organize funds / implementation of resources</li> <li>• Sustainability of Community Institutions</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. Akbar Khan Achakzai</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• EL 1: 40 min – DDC to moderate</li> <li>• ER2: 40 min</li> <li>• 10 min joint round up</li> </ul>
	<b>Lunch break</b>	<b>OM</b>	<b>1.30</b>	
<b>1.8</b>	<b>Community Institutions LSO at UC, Tehsil, District level</b>	<b>BRSP</b>	<b>1.00 – PTT</b>	
	<ul style="list-style-type: none"> <li>• TORs for LSO network at Tehsil / District level</li> <li>• LSO Resource Mobilization Plan</li> <li>• Main Task of LSO for arrangements of resources</li> <li>• Allocative efficiency of LSOs for funds</li> <li>• Role of LSOs in Gender Mainstreaming</li> <li>• LSO Convention and its reports</li> <li>• LSO Registration process</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. Allah Dad</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• 20 min EL2 (NRSP/BRSP)</li> <li>• 40 min NRSP/BRSP</li> </ul>
	<b>Tea-break</b>	<b>OM</b>	<b>0.15</b>	
<b>1.9</b>	<b>Feedback from DC / LG Staff on CIs (US/Tehsil/District)</b>	<b>DDC</b>	<b>1.00 – PPT</b>	
	<ul style="list-style-type: none"> <li>• Mention other training needs &gt; flag</li> <li>• Ask participants to add training topics &gt; register those topics</li> <li>• Link Community Institutions with Development Plans</li> <li>• Input pf Participants for 1.7 &amp; 1.8</li> <li>• How things work at district level?</li> </ul>	<ul style="list-style-type: none"> <li>• DDC</li> <li>• DDC</li> <li>• DDC</li> <li>• DDC</li> <li>• DDC</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• DDC to check time to be given</li> <li>• Note down the topics identified by participants</li> <li>• DDC to include in next training course</li> <li>• DDC Round ups</li> </ul>
<b>1.10</b>	<b>Submission of Evaluation forms – Follow up Actions Formal Closure by STA and Secretary LGRDD</b>	<b>DDC + IT/MIS STA – Secy. LGRDD</b>	<b>1.15 – PPT</b>	

	<ul style="list-style-type: none"> <li>• Filling out evaluation form</li> <li>• Collect filled out evaluation Form – <b>Collect</b></li> <li>• Formal Closure by STA</li> <li>• Formal Closure by Secy. LGRDD</li> <li>• Distribution of Completion Certificates</li> <li>• Pay outstanding DSA / TA: &gt; Signed Att. Reg + Req. Form</li> </ul>	<ul style="list-style-type: none"> <li>• DDC</li> <li>• IT/MIS – DDC</li> <li>• STA Closure</li> <li>• ER5 Secy. LGRDD</li> <li>• OM</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• DDC</li> <li>• IT/MIS – DDC</li> <li>• STA Closure</li> <li>• Secy. LGRDD</li> <li>• OM</li> </ul>
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**The above table will be used to prepare the TOPIC-2 Modules Table**

## Annex 11 DC TRAINING COURSE – LECTURERS, TRAINERS, RESOURCE PERSONS AND CONTRACT FORMAT

**CONTRACT STATUS:** External Lecturer (EL) and Resource Person (ER) is entitled to TA-Contract.

<b>EXTERNAL LECTURERS (EL) and RESOURCE PERSONS – INDUCTION COURSE – DEC 2019</b>						
#	Name	Title/Designation	Organization	Contact/Cell-EM	Expertise Areas/Modules	Contract
ER1	Ms Zainab Kakar	Manager Communication and Visibility	BRSP		RSP: PSC - CO – VO – LSO – CPI – VDP – UC DP – DDP	Resource Person
ER2	Sirajul Haq Ghauri	Sr Manager Programmes	BRSP	0321 5880045	RSP: PSC - CO – VO – LSO – CPI – VDP – UC DP – DDP	Resource Person
ER3	Iqbal	DG BRDA	LGRDD		LG/Provincial-District Government/Policy/PEA	Resource Person
ER4	Khadeem Hussain	Secy BLGB	LGRDD	0321 8018034	Financial implications of LG System in Balochistan	Resource Person
ER5	Saleh Muhammad Nasar	Secy	LGRDD	333 7880735	LGO2001	Resource Person
ER6	Gul Jan	DS	LGRDD			Resource Person
EL1	Kaleem Ullah Hotak	Local Govt/NGO Expert	Consultant	0333 7893351 <a href="mailto:kalimhotaki@yahoo.com">kalimhotaki@yahoo.com</a>	NGO/ RSP/ Community Mobilization / Local govt/Social sectors: Educ/Nutrition/ Surveys/Reporting	External Lecturer
EL2	Fakhar-ud-Din	Budget Expert/OPM	Consultant	0333 7861273	District Budget	External Lecturer
EL3	Rehana Khilji	Gender Consultant	Consultant		Gender/Inclusive Community Mobilization/Empowerment	External Lecturer
EL4	Muhammad Hanif	Cons/Ret DG BRDA	Consultant	033 7856510	District Government	External Lecturer
EL5	Najeeb-Ullah Khan	Planning Expert/OPM	Consultant	0333 7849848	District Development Planning	External Lecturer
EL6	Faisal Jamal	Cons/Ex Secy BLGB	Consultant	0300 7881341	Local Government Act 2010	External Lecturer
EL7	Hamayun Sabir	Cons/Ex Dir LGRD	Consultant	0334 0003666	Political Economy LG Sector	External Lecturer
EL8	Ghulam Mustafa	PFM Specialist	Consultant		District PEFA	External Lecturer
EL9	Omar Hayat	Ex-Director LG	Consultant		Data Collection/Analysis, M&E	External Lecturer
EL10	Rafiullah Kakar	PEA Expert	Consultant		Political Economy LG Sector	External Lecturer

<b>EXTERNAL LECTURERS (EL) and RESOURCE PERSONS for DC Training Topic 1 – July 2021</b>						
#	Name	Title/Designation	Organization	Contact/Cell-EM	Expertise Areas/Modules	Contract
EL1	Dr. Shahnawaz Khan	Team Leader BRACE	BRSP	03009381938	Community Mobilization and Empowerment	External Lecturer
EL2	Mr. Munir Rana	Senior Engineer	BRSP	03342403381 EM	Community Physical Infrastructure Schemes	External Lecturer
EL3	Mr. Imtiaz Hussain	Coordinator CIF	Consultant	03159830530	Community Investment Funds	External Lecturer
EL4	Mr. Ghulam Murtaza	Manager Livelihoods	BRSP	03458213232 EM	Income Generating Grants	External Lecturer
EL5	Ms. Fatima Khan	Gender and Development Manager	BRSP	03337886677 EM	Gender/Inclusive Community Mobilization/Empowerment	External Lecturer
EL6	Mr. Wazir Khilji	Coordinator PWDs	BRSP	03458312043 EM	Persons with Disabilities	External Lecturer
EL7	Mr. Akbar Khan	Manager Social Mobilization	BRSP	03458160516 EM	Social Mobilization and Community Institutions	External Lecturer
EL8	Mr. Allah Dad	Coordinator SM	BRSP	03013772433 /03322822876	Community Institutions / Local Support Organizations, Village Organizations	External Lecturer
EL9	Dr. Arif Mengal	Deputy Director	BRDA	03337934905 EM	Community Mobilization Tools (PSC, CRP, CAT)	External Lecturer
ER10	Ms. Lala Rukh	Research Officer	BRDA	03337902696	Monitoring and Evaluation	External Resource Person
ER11	Mr. Gul Jan Mengal	Focal Person (BRACE)	LGRDD	03458169345	Local Government and Rural Dev	Ext Resource Person

Update

<b>EXTERNAL LECTURERS (EL) – TOPIC 2 – OCTOBER 2020</b>						
#	Name	Title/Designation	Organization	Contact/Cell-EM	Expertise Areas/Modules	Contract



**Balochistan Rural Development & Community Empowerment Programme**  
**BRACE Technical Assistance Project**



**Balochistan Rural Development & Community Empowerment Programme**  
**BRACE Technical Assistance Project**

Quetta, Date \_\_\_\_\_

To \_\_\_\_\_

Dear Sir/Madam

Subject: **LECTURER DISTRICT COORDINATION TRAINING - TOPIC 1 - AWARD LETTER**

I am referring to our correspondence/communication on the subject and confirm the dates of the District Coordination (DC) TOPIC 1 Training Course to be held at the Balochistan Rural Development Academy, Western Bypass, near Jabal-e-Noor Quetta, on 9 and 10 February 2020.

The BRACE Programme TA component (implemented by Human Dynamics) has scheduled the District Coordination TOPIC 1 Course, as part of a capacity-building and training programme that targets a "critical mass" of district and provincial level officials and selected RSPs representatives, who are to play a key role in the anticipated reforms that will promote Community-Driven Local Government (CDLG) in Balochistan (**annex 1 List of Participants**)

Please find attached as annex 2, the DC TOPIC 1 Course Programme. Details of the PPT format to be used are presented in annex 4 and the Evaluation Form is presented in annex 5.

Details on the Training Module contract award conditions are provided in **annex 3**, and your agreed contribution is to the TOPIC 1 Course Module

Module/Topic: \_\_\_\_\_

Delivery on \_\_\_\_\_

Payment as per agreed term & conditions at the end of the Induction training course

In Case you have any questions, please contact the TA Director District Coordinators (Mr Nazar Muhammad Khetran), who is the DC Training Course Coordinator; EM [nazarkhetran@yahoo.com](mailto:nazarkhetran@yahoo.com), or Mob: 0333 7829845.

Looking forward to your valuable contributions to the training course.

*Peter R Portier*

Team Leader  
BRACE TA Project

CC:

- i. Director District Coordinators TA Team
- ii. Office Manager BRACE TA Team

Annexes

- 1 List of Participants
- 2 DC Training Course TOPIC 1 Training Programme
- 3 External Lecturer Contract Award Conditions
- 4 DC Training Course PPT Template
- 5 DC Training Course Evaluation Formats

## ANNEX 3 CONTRACT AWARD LETTER - DC TRAINING COURSE TOPIC 1



### **Balochistan Rural Development & Community Empowerment Programme BRACE Technical Assistance Project**

Name \_\_\_\_\_ Signature/Date \_\_\_\_\_

Contact EM: \_\_\_\_\_ Mobile \_\_\_\_\_

Module: \_\_\_\_\_

Remuneration for this assignment is Rs \_\_\_\_\_ and requires the following deliverables

- PPT presentation in PPT NOTE form, and PPT update if required
- Relevant hand-outs and other training Materials
- Filled Out Course Module Evaluation Form
- Delivery of the Training Module in the DC Training Course

(a) Preparation The DC-Training Module contract provides you 3-person/days of input to prepare the PPT presentation and one copy of all hand-outs and other training materials you wish to provide to the trainees

In case of hard copy hand-outs, you only have to provide one copy, or the link reference from where we can download the required materials. The TA Project will be responsible for printing the required number of hard copy hand-outs

(b) Presentation Delivery at the BRDA Institute, requires half-a-day presence; to prepare, deliver, and complete the group evaluation forms after your delivery.

Please bring along your laptop or a USB stick with the (final) PPT presentation

The PPT will consist of 10 to 15 slides, in the PPT "NOTES" format, following the attached District Coordination Course PPT Template.

In addition to the NOTES you may prepare written talking points if required

(c) Evaluation You are allocated half-a-day input to provide to the TA project the (a) Trainer/Lecturer Module Evaluation, following the DC Course Evaluation Template, and (b) any an update to the Training Materials and/or the PPT Presentation, based on your evaluation. To be completed within 3 days after delivery of the training

Note: At the end of the presentation the Trainees will carry out a quick group evaluation, to be administered by the DC Course management, and these findings will be shared with you

(d) Contract Payment will be made after delivery of the training and receipt by the TA of the Evaluation Form and any updates you will provide on your Training Module and/or training materials.

All materials prepared will also become the property of the TA project.

(e) Follow-up If you are being called, to make another presentation/delivery on the same Module/Topic then proportional time inputs will be calculated and remuneration will be calculated accordingly.

(e) Remuneration The remuneration is based on a day-rate of Rs 12.000, or a proportional half-day. The total remuneration for a full 4-days input and the deliverables as specified is a maximum of Rs 48.000.

## Annex 12 POLICY AND PROCEDURES MANUAL

Another key feature of the DC Training will be the **TA District Coordination “Policy & Procedures Manual”** (TA-DC-PM).

This Policy & Procedures Manual will consist of a hard copy loose-leave binder and a USB stick with the soft-copies. The PM will contain

- (a) the DC training modules, which can then be used by the participant to explain in his district to a wider group of officials, what was presented in the TA-DC-Course.
- (b) Relevant background materials, that can be shared (soft copies) with the wider group of District level officials, to further enhance the understanding and rationale behind the reforms being proposed.
- (c) “Home-work”/tasks to be performed by a trainee upon return to office, including the feed back from the trainee, to ensure that proposed tasks and reforms are indeed practical and realistic and can be implemented at (sub-)district level, to work towards a GoB Community-Led Local-Development (CDLD) sector policy
- (d) District Development Plan (DDP) templates, formats and procedures. The DDP is the key instrument, to guide and validate, how the bottom-up CI Development Plans, are integrated with the GoB LG systems and recurrent/development budgets

## Annex 13 TEMPLATES OF LETTERS

### 13.1 Invitation Letter to Participants

### 13.2 Invitation Letter to Guest, to attend Course

Dated: Quetta, \_\_\_\_\_ 2020

To **DC Training Topic 1 Participant** (see annex 1 for list participants)

Subject: **Participation in the District Coordination Training Course: Topic 1**

Please refer to the recent coordination correspondence/communication on the subject and confirm the dates of the District Coordination (DC) Training Course Topic 1 (Bottom Up Approach) to be held at the Balochistan Rural Development Academy (BRDA), Western Bypass near Jabal-e-Noor Quetta, from 08<sup>th</sup> to 09<sup>th</sup> July 2021.

The BRACE Programme TA component (implemented by DAI / Human Dynamics) has developed the District Coordination Training Course Topic 1, being an important component of a broader capacity-building and training programme that targets a “critical mass” of district and provincial level officials and selected RSPs representatives, who are to play a key role in the anticipated reforms that will promote Community-Driven Local Government (CDLG) in Balochistan

#### **Venue: Balochistan Rural Development Academy (BRDA), Quetta**

Your nomination has been cleared with the relevant authorities from your respective parent department; the Secretary LG, DG BRDA, Provincial Stakeholders, the Deputy Commissioners and the BRSP/NRSP management.

The nominees of the District LG Dept, BRDA, Provincial Stakeholders, the Deputy Commissioner's Offices, selected RSPs representatives and TA (Assistant) District Coordinators are to attend the Topic-1 Course to be held during 08<sup>th</sup> and 09<sup>th</sup> July 2021 and are to report at BRDA on 08<sup>th</sup> July 2021 at 8:00AM.

Please find attached **Annex 2** with the DC Training Course Programme for Topic 1, and report at the BRDA on the prescribed date and time. DSA and Travel Allowances will be provided in accordance with the approved Rates of the TA Project and will be paid upon attendance at the end of the course.

In Case you have any questions, please contact the TA District Coordinator in your District or the TA Director District Coordinators (Mr. Nazar Muhammad Khetran), EM [nazarkhetran@yahoo.com](mailto:nazarkhetran@yahoo.com), Mob: 0333 7829845.

Looking forward to your active participation and valuable contributions in the training course.

*Nazar Muhammad Khetran*

DC Training Course Coordinator/  
Director District Coordinators BRACE TA

#### **Copy forwarded to:**

- i. The Secretary, GoB, Local Government & Rural Development Department, Quetta.
- ii. The Secretary, Government of Balochistan, Finance Department, Quetta.
- iii. The Secretary (Planning), Government of Balochistan, P&D Department, Quetta.
- iv. The Secretary, Government of Balochistan, Social Welfare Department, Quetta.
- v. The Secretary, Government of Balochistan, Women Development Department, Quetta.
- vi. The Director General, Balochistan Rural Development Academy, Quetta.
- vii. The Deputy Commissioner Concerned \_\_\_\_\_.
- viii. The Chief Executive Officer, BRSP, Quetta.
- ix. The Chief Executive Officer, NRSP, Islamabad.
- x. The Team Leader, BRACE TA DAI-HD, Quetta.



# Balochistan Rural Development & Community Empowerment Programme

## **BRACE Technical Assistance Project**

Dated: Quetta, 28<sup>th</sup> June 2021

To The Honorable  
Director General,  
Government of Balochistan  
Balochistan Rural Development Academy, Quetta.

Subject: **Invitation as Chief Guest - District Coordination Training Topic 1: Bottom-Up Community Institutions**

Under the TA BRACE Programme, the TA component (implemented by DAI / Human Dynamics) conducted the DC Induction course at BRDA in December 2019 which is a part of the "District Coordination" Training and Capacity-building programme. The DC Training on Topic 1 is the second phase of this training program and is scheduled for 08 and 09 July 2021 at BRDA. (**Please see Annex 2**)

The DC Training programme targets a "critical mass" of around 93 district and provincial level officials and selected RSPs representatives, who are to play a key role in the anticipated reforms that will promote Community-Driven Local Government (CDLG) in Balochistan. (**Annex 1**)

The BRDA is to play a key role as the premier Balochistan training and capacity building institute, to drive these reforms, and is selected as the venue for the DC training, after discussions were held with you and the Secretary Local Government & Rural Development.

Around 93-participants in total are expected, with training scheduled for two days from 08<sup>th</sup> - 09<sup>th</sup> July 2021 (8:00 AM to 6:00 PM). The List of participants covers participants from:

- i. 2-nominees from Deputy Commissioner Offices of 9-BRACE districts.
- ii. 2-nominees from district staff of LG (AD & CO) of 9-BRACE districts
- iii. 1-nominee from BRSP/NRSP of 9-BRACE districts.
- iv. Nominees from DG BRDA office Quetta.
- v. Nominees from Provincial GoB Stakeholders.
- vi. All TA DCs/ADCs of BRACE TA programme.
- vii. Guests from the GoB and private stakeholder / development cooperation sector

I am also pleased to share with you that TA has also involved a master trainer from BRDA in the Topic 1 training. The master trainer will be delivering a session on day one of the training on Community Mobilization. A female research officer has also been engaged by TA who will be looking after the quality and control of the training and its arrangements. TA will also involve the BRACE focal person to gauge the quality and evaluation of the training.

Your participation in the DC Training Topic 1 is requested as our chief guest and also to provide closing remarks on the 09<sup>th</sup> of July at the end of the training. In case you have any further queries please contact the TA DC Course Coordinator/Director District Coordinators, Mr. Nazar Khetran (Cell: 0333-7829845)

Your participation and key remarks will be very beneficial for the training program

**(Mark Osiche)**  
Deputy Team Leader BRACE TA

Copy to:  
1. Development Advisor, European Union Delegation



# Balochistan Rural Development & Community Empowerment Programme BRACE Technical Assistance Project

## Annex 14 EVALUATION FORMS

### Dear Participant/Trainee

Please provide your feed-back on the Module/presentation/training. using the score options of 1 to 5

1	2	3	4	5
<b>Bad</b> Not Applicable Not Relevant	<b>Unsatisfactory</b> Not Good Poor/Inadequate	<b>Satisfactory</b> OK/Fair Average/Limited	<b>Good</b> Useful Relevant	<b>Very Good</b> Very Useful Very Relevant

<b>Participant/Trainee Name</b>		<b>Date</b>	
<b>Designation</b>		<b>Module #</b>	
<b>Organization</b>			
<b>Training Module</b>			

Module(s)	Evaluation Question	Give one score				
#		1	2	3	4	5
1	Did this presentation (further) increase your understanding of the <b>objectives of CIs and how CIs try to achieve those?</b>					
2	Did this presentation increase your understanding of <b>the Institutional set-up of CIs</b> , is it clearer how CIs and government organizations are to coordinate work with each other?					
3	Did this presentation address <b>the Mandate, of CIs in public service delivery?</b>					
4	Did this presentation give you oversight on the reforms in the CDLG systems?					
5	Did this presentation clarify <b>the role of Community Organizations</b> in the BRACE reform programme and the new GoB CDLG system?					
6	Do you have a <b>better technical understanding of your role in the Community Institutions</b> for BRACE Programme and the GoB CDLG System reforms?					
7	<b>Did you obtain new (technical insights?</b>					
8	<b>If so, will you apply these new insights</b> , in your day to day routines and/or official work?					
9	Was Module <b>presented clearly in terms of structure and content</b>					
10	Was Module presentation balanced in <b>terms of duration &amp; time allocation?</b>					
11	How do you rate the <b>delivery by Presenters/Trainers?</b>					
Use space below for your qualitative comments; is anything is missing, or that needs improvement?						

*Thank you for your Feed-back*



# Balochistan Rural Development & Community Empowerment Programme

## BRACE Technical Assistance Project

**Participant/Trainee Evaluation - Consolidated Feed-back - TO BE FILLED IN EXCEL SPREADSHEET – AUTO TOTALS**

Use this format to aggregate and average the feed-back scores and consolidate the participants'/trainees' qualitative feed-back statements

1	2	3	4	5
Bad, Not Applicable Not Relevant	Unsatisfactory, Not Good Poor/Inadequate	Satisfactory, OK/Fair Average/Limited	Good, Useful, Relevant	Very Good, Very Useful Very Relevant

TOPIC 1	Module	# __		Respondents #	Sum Topic Average	Module Average (Divide by 11)
	Date					

For each question enter "F" Frequency of 1, 2, 3, 4, or 5 scores > calculate "T" totals > add to "G. Total" > calculate "Topic Average" : divide by # Respondents

		Evaluation Question	enter Scores Frequency >			S	F	T	S	F	T	S	F	T	S	F	T	S	F	T	Topic Total	Topic Average
Q		<b>M 0.1 and M 0.2</b>																				
1		Did this presentation (further) increase your understanding of the <b>objectives of CIs and how CIs try to achieve those?</b>	1			2			3			4			5							
2		Did this presentation increase your understanding of <b>the Institutional set-up of CIs</b> , is it clearer how CIs and government organizations are to coordinate work with each other?	1			2			3			4			5							
3		Did this presentation address <b>the Mandate, of CIs in public service delivery?</b>	1			2			3			4			5							
4		Did this presentation give you oversight on the reforms in the CDLG systems?	1			2			3			4			5							
5		Did this presentation clarify <b>the role of Community Organizations</b> in the BRACE reform programme and the new GoB CDLG system?	1			2			3			4			5							
6		Do you have a <b>better technical understanding of your role in the Community Institutions</b> for BRACE Programme and the GoB CDLG System reforms?	1			2			3			4			5							
7		<b>Did you obtain new (technical insights?</b>	1			2			3			4			5							
8		<b>If so, will you apply these new insights</b> , in your day to day routines and/or official work?	1			2			3			4			5							
9		Was Module <b>presented clearly in terms of structure and content</b>	1			2			3			4			5							
10		Was Module presentation balanced in <b>terms of duration &amp; time allocation?</b>	1			2			3			4			5							
11		How do you rate the <b>delivery by Presenters/Trainers?</b>	1			2			3			4			5							
		<b>Trainer/Course Coordinator: Use space for qualitative comments on above evaluation question scores values, and overall average</b>																				

	<b>Trainer/Course Coordinator: Use space below for your qualitative comments and scores</b>
	Your observations on the Institutional Capacity Development achieved through this lecture: do you feel you managed to clarify issues relating to Institutional Relationships, Inter-Organization Cooperation, Mandates of the Organization/Departments.
	Your observations on Organizational Capacity Development achieved through this lecture: do you feel you managed to clarify issues relating to Organizational Capacity, Functions of Organization/Departments, Core processes, SOPs, Organizational structure
	Your observations on the Group Configuration: their Understanding/Skill levels, are they a balanced group (representing a District).
	Your observations on the Module Topics; do they need updates, elaboration, and are more, different specific topics required to cover the Module subject
	Your observations on the Group Dynamics: How well did they participate.
	Any other observations (on the group evaluation scores) and any recommendations

Standing Banner



**DISTRICT  
COORDINATION  
CAPACITY BUILDING &  
TRAINING PROGRAMME**



organized by the  
**BRACE TA Project**

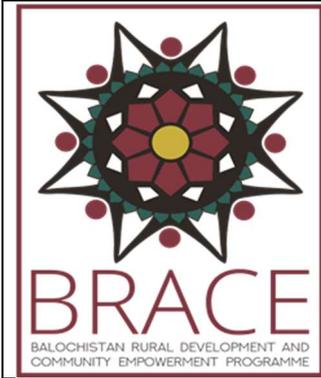


in collaboration with  
**the Government of Balochistan,  
Local Government & Rural  
Development Department and  
BRDA**

as part of the  
**Balochistan Rural Development  
& Community Empowerment  
(BRACE) Programme**



This project is funded by the European Union



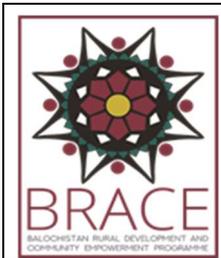
**Balochistan Rural Development &  
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BRACE Technical Assistance Project**

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**POLICY & PROCEDURES MANUAL  
DISTRICT COORDINATION TRAINING COURSE**



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# District Coordination Training Course Topic 1: Bottom-up Approach

At

**Balochistan Rural Development Academy**

On 08<sup>th</sup> - 09<sup>th</sup> July, 2021

Organized by

**BRACE Technical Assistance (TA) Project**

**Balochistan Rural Development & Community Empowerment (BRACE) Programme**

In collaboration with

**Local Government Department, Government of Balochistan**

EU-TECHNICAL ASSISTANCE PARTNER

