



**MEMO  
BRACE**

Technical Assistance (TA)

TA District Coordination (DC) Training/Capacity-building Course  
**TOPIC-3 Integrating Community Institutions with the Local  
Government Systems**

**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** 19/01/22 ~~22/12/2021~~

**Re (A) CLOSURE REPORT: TA DC COURSE TOPIC 3 “INTEGRATING COMMUNITY  
INSTITUTIONS WITH THE LOCAL GOVERNMENT SYSTEMS” DECEMBER 15 - 17, 2021  
(B) FOLLOW UP ACTION FOR TOPIC-4**

This Memo on the TA District Coordination (DC) Capacity-building and Training Course, presents (a) the Closure Report of the DC TOPIC 3 Course on “Integrating Community Institutions with the Local Government Systems” and (b) the follow up actions, for preparation and delivery of TA DC Topic 4.

**Section 1** presents the DO-LIST for the DC TOPIC 4 Course, which is scheduled to be held in April 2022, also at the BRDA in Quetta.

**Section 2** presents the DC TOPIC 3 Closure Report with details of the TECHNICAL, LOGISTICS and FINANCIAL information on THE TOPIC 3 Course.

The TA/DDSP-Lead Consultant jointly prepared and implemented the DC TOPIC-3 Course with TA/DDC and TA/IDCB. The TA/DDC and TA/IDCB prepared this Memo and will coordinate the DC TOPIC 4 Course.

The DC TOPIC 4 Course will be on “Mainstreaming GoB CLLG Policy beyond the 9 BTACE Districts”. The Topic 4 Course templates/procedures will be based on the previous DC Courses, and adjusted where needed.

**The memo is structured as follows:**

- Section 1) DO-LIST DC TOPIC 4 Course
- Section 2) Closure Report DC Course TOPIC 3

**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 3 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

## SECTION 1) DO LIST DC TOPIC 4 Course “Mainstreaming GoB CLLG policy beyond nine BRACE Districts”

Based on the previous experiences, the do-list below, specifies the actions to be taken, by who & when, to develop and deliver the TA – DC TOPIC 4 COURSE”, scheduled for April 2022,

Topic 4 will be based on a final draft of the CLLG Policy, which it is expected by the end of March 2022. The final draft CLLG Policy will be submitted to the GoB for adoption.

In addition, since the Topic 4 would focus on mainstreaming the CLLG policy beyond the current nine BRACE districts, there may be a need for participants for the Topic 4 training, from districts other than the current nine/ten BRACE districts. This will require that the Topic 4 Course will be provided in batches of Districts, covering a period April to May 2022.

The Community-Empowerment Learning Centre at the BRDA is now firmly established/capacitated and ready to receive these District trainees, in batches of around 40 each.

### Do-list/Timetable TOPIC 4 (to be updated by TA/DTL-DDC-IDCB)

A#	Action	By Who	When	Remarks
A1	Finalize TOPIC 4 Participants and DSA/TA Budget, Eligible participants are those who participated in Induction/Topic 1 Course	TA-OM	01/04/22	DSA/TA Budget Rates as approved by EUD. Pay on basis actual attendance
A2	Issue Invite Letter to Participants See Annex 13	IDCB/DDC	01/04/22	Make sure they receive: IT/MIS to dispatch emails; follow through with TA-DC.ADC
A3	Brief Secretary LGRDD on DC TOPIC-4 - use Memo	IDCB/DDC	07/04/22	Book Secy LGRDD for opening/closing Ceremonies
A4	Visit BRDA, Book BRDA, start logistics preparations dedicated BRACE DC Training Room See Annex 8	IDCB/DDC	07/04/22 onward	TA to Issue formal letter to BRDA - Annex 13
A5	Make Master Copy Policy & Procedures Folder/Manual Annex 12 List of contents	IDCB/DDC and IT-MIS	07/04/22	Hand out Topic 4 Course Prepare IE Budget
A6	Identify / Book External Lecturers/ Trainers/Resource Persons, Annex 10/11	TL/IDCB/DDC	15/04/22	Include total in IE Budget Annex 7
A7	Issue Invite/Contract Letter to Lectures	IDCB/DDC	15/04/22	Not all Lecturers on contract
A8	Create TOPIC 4 Masterfile – to be maintained by IDCB/DDC	IDCB/DDC/ with MIS/IT	15/04/22	Hard and Soft copy
A9	Finalize TOPIC 4 Training Programme and specify subjects and time budget, Annex =	IDCB/DDC/	15/04/22	Keep up to date file changes in Master file
A10	Review Training Course Budget, Annex 7	IDCB/OM	15/04/22	OM to maintain separate TOPIC 4 Budget/hard copy
A11	Review/Quality Control PPT Presentations. Hand-outs etc. TOPIC 4 Course - Annex 9	IDCB/DDC	17/04/22	TA/ME to make sure to use required Templates
A12	Prepare /Copy all hard copy hand-outs etc.	DDC/OM/ and IT-MIS	17/04/22	
A13	Check all items stored at BRDA and prepare dedicated training Room	IDCB/DDC and OM	15/04/22	
A14	Finalize Budget and Issue Contract Caterer	TL/OM	17/04/22	
A15	Issue Contract Video/Photographer, Issue. instructions/script: e.g. capture GoB Officials	IDCB/DDC/M&E	17/04/22	IT-MIS takes photos/video with TA Equipment
A16	CONDUCT COURSE(s) TOPIC 4	All	Apr/May 22	
A17	Design Closure Memo: Financial + Technical	DTL/DDC+IT/MIS	01/05/22	

## Section 2: Closure Report DC Course TOPIC 3

### “Integrating Community Institutions with the Local Government Systems”

The TA in partnership with the LGRDD and the BRDA conducted the 3-day District Coordination Training Course titled “Integrating Community Institutions with the Local Government Systems” , in Quetta from December 15 - 17, 2021, at the BRDA main campus.

Topic 3 Course is part of the continuing series of capacity building activities conducted at the BRDA for a group of 57 district-based participants among which are 36 GoB officials. These include 2 officers from each DC office and 2 officers from each LGRDD office from the 9-BRACE districts. In addition to the GoB officials, the 12 TA0DC.ADC, and 8 BRSP and 1 NRSP district staff also attended the training as primary trainees.

The DC Course is conducted at the BRDA, in close cooperation with the BRDA Faculty. In this way, the TA DC Course provides “on-the-job” capacity building support to the BRDA. The secondary trainees are therefore the four (04) lecturers drawn from a pool of BRDA Master Trainers

More importantly, the DC Courses provide capacity building and training that targets a “critical mass” of district and provincial level officials and selected Rural Support Programmes (RSPs) representatives, who are to play a key role as “Training of Trainers (ToT)/Change Agents” in the anticipated reforms that promote Provincial Community Led Local Governance (CLLG) Policy and the District JDDC ToR.

The objective of the DC training Topic 3 was to

- a. Explain and elaborate on the institutional platform to integrate Top-Down and Bottom-Up development activities and investments
- b. Use the findings, and apply the formats and procedures as developed by the District Development Strategy and Plan Assignment to improve the Joint District Development Committee (JDDC) operations and its expected outputs.
- c. Understand the procedure to identify areas of synergies between the Government and Community Development Plans
- d. Explain how the Community Institutions and their VDPs, UCDCs and DDCs will become part of the Local Government systems
- e. Create a sense of ownership and understanding with the trainees to become the agents of change in their respective BRACE districts.



*The lead lecturer for the DC training Topic 3 was the DDSP assignment lead consultant Mr. Syed Ishfaq ur Rehman, as the DDSP assignment outputs formed the key input for the DC Topic 3 Training Course.*

TA also engaged 04 lecturers from the BRDA staff to be co-lecturers and resource persons to support the lead lecturer in imparting the Topic 3 trainings.

The 04 BRDA lecturers were provided with the training material, module and presentations to prepare for their role and task during the training.

These BRDA Co-lecturers will be mobilized as full-lecturers in future CLLG Policy and JDDC Training courses.

The DC training Topic 3 was scheduled for 03 days.

On Day-1, the participants included only the TA District Coordinators and Assistant District Coordinators from the Nine BRACE districts and the 04 BRDA lecturers. DAY-1 focused on preparing the TA staff for the coming two days of the training when the TA DC/ADCs will be leading their district teams comprising of participants from LG department, DC office and BRSP / NRSP staff. The TA-DC/ADC were briefed in detail on the TA DDSP assignment that was carried out in the three pilot districts (Kech, Loralai and Pishin).



*TA Assistant District Coordinator Pishin Mr. Israr Ahmad Bazai and BRSP District Program Manager Pishin Mr. Akbar Tareen presenting their group work on the potential synergy components between the GoB Line Departments, JDDC and the Community Institutions*

The TA DC/ADCs from the three DDSP Assignment pilot districts briefed their counterparts from other 06 districts on the learnings, experience sharing and the support they rendered to the DDSP assignment. The participants of the 1<sup>st</sup> day were also provided briefing and understanding on the ways to conduct streamlined JDDCs in their districts. The guidelines, procedures, formats and tools developed by the DDSP consultant to streamline the JDDC were shared with the participants. The preparatory exercise / group work was held on understanding and identifying synergies between the GoB and the community institutions at the district and grass root level. The exercise aimed to help TA DC/ADCs to better understand the objectives of the synergy so that they can lead their district teams in these exercises, starting on Day-2 and Day-3 of the Topic 3 Course. The role of TA DC/ADC as Change-agents was discussed and elaborated on Day-1.

On Day-2 the DC training Topic 3 was formally inaugurated by the opening speech from the Director General BRDA. The participants for Day-2 and Day-3 included the 2 staff members from the local government department, 2 participants from the DC office, one participant from BRSP / NRSP and TA DCs and ADCs each from the 09 BRACE districts making a total of 57 participants.

Keeping in view the duration of the DC training Topics 1,2 and 3, it was important to do a recap of the DC training Topic 1 (Bottom-Up Approach) and Topic 2 (Top-Down Approach), enabling the participants to recall the systems and institutions that are the focus of integration in the Topic 3. This recap was carried out by one of the BRDA lecturers. After the recap, the DDSP assignment was explained in detail to the participants.

The DDSP assignment focused on the Joint District Development Committee (JDDC) which is the core DISTRICT institutional setup for integration of community institutions with the GoB local government systems.

The session started with the history of the JDDC, its relevance for the BRACE program, the JDDC objectives, TORs functions, and the JDDC composition.

The session further explained the DDSP 1<sup>st</sup> round, when the DDSP team monitored how the JDDC proceedings are carried out in the pilot districts. The findings of Round 1, led the DDSP team to prepare guidelines, procedures, formats and templates, that will allow the JDDC Forum to achieve the objectives and TOR functions of the JDDC.



*The DC Training Topic 3 "Integrating community institutions with the GoB local government systems" participants during the session on creating synergies between GoB line Department and community institutions and understanding the JDDC guidelines*

The Topic 3 session continued and explained to the participants the results of Round 02 of the DDSP assignment, when the DDSP team introduced the guidelines, procedures, formats and tools that were developed to conduct a streamlined JDDC meeting.

This session was highly participatory and involved a lot of discussion and the TA DC/ADCs of the three pilot districts were in a position to give the other participants, their feedback, experiences and understanding on the TA DDSP assignment outputs and how these outputs, formats, templates and guidelines can be used in a streamlined JDDC meeting.

The session was co-led by the BRDA lecturer, with the DDSP lead consultant overseeing the session proceedings. The lead consultant also moderated the session discussions.

The next session on Day-2 was on the streamlined JDDC. This session was led by the DDSP lead consultant and involved explaining to the participants, how the DDSP assignment established sectors-clusters that allowed a JDDC Forum/Chair to deal with all sectors in a systematic and time efficient manner. The guidelines, procedures and templates to be used in a JDDC meeting were shared and discussed.

Day-3 of the DC Topic 3 Course involved sharing with the participants, and applying, the DDSP developed tools, to conduct JDDC meetings and how to use the formats to ensure that the JDDC meetings are conducted in a streamlined manner to meet the JDDC objectives and TORs. In this session, the JDDC Meeting Guidelines were discussed in a practical manner, step-by-step. The main focus of this session was to ensure that all the JDDC meetings in the district can be held according to the DDSP developed guidelines and procedures. Training materials were provided to the participants and these included the JDDC guidelines and procedures as well as the formats and templates.

Reporting on the (District) localized contributions to the SDGs, was also a focus in this session. It was agreed that the JDDC would be an excellent platform to report to the provincial leadership on SDGs achievement at the district level. The DDSP assignment had prepared a format for the JDDC to report on the SDGs achievement, which was shared with the participants and it was discussed how to fill the form.

The next session of Day-3 focused on identifying and activating the possible synergies between the GoB and the Community Institutions in a JDDC meeting. This session involved a detailed explanation by the lead consultant and 02 BRDA lectures on the ways the synergies can be identified and activated at the district, and at grassroots level, between the GoB line departments and the community institutions. This was followed by group work, and the participants were divided into nine groups according to the districts, and each group was to discuss and identify examples of synergies between the GoB and the Community institutions, that can then be activated through the JDDC platform.

The last session of Day-3 focused on briefing the training participants on how they could become Change-agents in their respective districts, by applying the training materials and continue the roles they played in the group work, and lead their district counterparts, using the learning gained from the DC courses

In summary, the Topic-3 training included the following:

- Recap of Top-Down and Bottom up Approach
- Understanding the TA DDSP assignment and its Outputs
- Applying the DDSP Outputs in Streamlined JDDC meetings
- Identifying and activating Synergy and Complementarity Opportunities between Top-Down and Bottom-Up Development Activities and Investments
- Clarity on the TA-DC/ADC Activities as Change- agents in their respective Districts

The training was participatory and interactive, with structured group discussions, and the course included deliberate Q&A sessions, to seek clarifications from the lectures and resource persons. The training course materials, to be included in the DC Policy & Procedure File, consisted of PPTs, handouts etc. and were provided to all the participants, to enable them to brief upon their return, all JDDC members, and all stakeholders of their district.

Upon the successful completion of the Topic 3 Training Course, the certificates were distributed to the participants.

During the formal closure session, the DG, BRDA once more thanked the participants and lecturers/resource persons for their attendance and contributions and pledged BRDA's continued partnership for future trainings.

The participants evaluated each presentation on quality and relevance, and on a scale of 1 (= poor) to 5 (=very good) the topics were rated from 4.0 to 4.2 being on average “Good” – See Annex 14.

Summary Evaluation Scores of DC Training Course TOPIC 1				
S/No	Date	Module No. and Name	No. of Evaluating Participants	Average Score
1	16/12/2021	TA DDSP assignment	52	4.1
2	16/12/2021	Streamlined JDDC meetings (Guidelines)	52	4.2
3	17/12/2021	Streamlined JDDC meetings (Detailed Guidelines, procedures, tools and formats)	48	4.0
4	17/12/2021	Synergy and complementarity between Top-Down and Bottom-Up	48	4.2
5	17/12/2021	TA Activities in the districts and participants’ role as agents of Change	48	4.2

### Lessons-learned

The lessons-learnt from the DC TOPIC-3 Course are:

- Presentation/lessons/subject-discussion included more interactive elements and specific group configurations and table-set-ups were effectively used to make the sessions more interactive
- Detailed lectures and lecture materials issued on each subject in Topic 3, allowed a clear focus on the learning outcomes of a training session,
- Provision on time of detailed training materials ensured that adequate time in each module/ lecture good be given to more interactive discussions
- Interaction between DC, LG, RSP TA-DC/ADC of a District has increased/improved and is rated as much better compared to Topic 2.
- At some stage District Exposure visits for the participants/key District Stakeholders should be planned, to enable Districts to learn from each other.
- In future smaller groups are to be configured. Topic 1/2/3 worked with a total group of 60+ trainees. In future a reduced total group size of max 40+ should be used. This reduced total group size may require that a training course is to be provided to several Batches of trainees. With the establishment of the BRDA Community Empowerment learning Centre repeated training will now be possible. The reduced group sizes will further improve the quality of training modules delivery and the groups’ interactive participation.

## Annexes with Templates & Procedures

Based on the TOPIC 3 Course, the Annexes provide procedures and templates, that can be used for TOPIC 4 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-4
- 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-3, and the yellow highlighted amounts are to be filled out on the basis of the 3-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 -FOR INTERNAL USE ONLY
- A7 **DC TRAINING TOPIC 2 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-3 Course. OM to calculate the amounts using the budget table and submit to TA TL for approval. – FOR INTERNAL USE ONLY
- A8 **DC TRAINING CALENDAR**. This general DC Training Calendar explains the bigger picture, how the DC Training Events would fit with the CLLG 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-4 Course Modules using the same template as the Topic-3 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 3: Integrating Community Institutions with the Local Government (LG) Systems

The TA Component (by DAI) of the BRACE Programme conducted the District Coordination (DC) Training on Topic 3: Integrating Community Institutions with the Local Government Systems of District and Provincial level officials and selected RSP representatives.

The DC Induction Course started in November 2019 and was followed by the DC Training Topic 1 which focused on Bottom-Up Approach, held in July 2021. The DC Training Topic 2 focused on Top-Down approach and was held in October 2021.

The Topic 3 course was for 03-days and part of the **“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 until it was conducted in July 2021. It allowed the TA staff to plan the DC Training Topic 2 right after and therefore the DC Training Topic 2 course was conducted in October 2021. Thereafter, according to the plan, the DC training Topic 3 was conducted in December 2021: See Training Calendar

The Topic 3 of the DC Training Course focuses on the integration of the Bottom-Up and Top-Down approaches for improvement of the rural development for the grass root level population in Balochistan. The Bottom-Up approach is an institutionalized informal three-tier setup of community institutions where the Local Support Organization (LSO) represents the community in a Union Council at the higher tier and the Community Organizations in a village at the lowest tier. The Community Organizations (COs) are established through a social mobilization process where 15-20 households gather to decide on the development initiatives and needs of their localities. Each village may have many localities and therefore many COs. The members of the COs from each locality, thereafter, elect individuals from within their COs to represent their locality and CO in a Village Organization. The VO is the second tier of this setup and there may be many VOs in a Union Council that represent their respective localities and COs. The VOs elect representatives to become members of an LSO and each UC shall have only one LSO that is the representation of the mobilized VOs and COs in that UC. The DAI-HD policy framework intends to institutionalize this three-tier setup with the local government which is the Top-Down approach. The actual needs of the communities need to be addressed and there should be a formal mechanism that links the GoB development framework to channel development and planning at the district level where the GoB line departments and mobilized communities can plan and address the needs of the grass root level communities.

The integration of the above-mentioned setup is the Joint District Development Committee (soon to be notified) by the Planning and Development Department of the GoB. The objectives of the JDDC are:

Objective 1: Create Synergy & Complementarity Between Gob & CI Development Plans

Objective 2: Create Complementarity Between GoB and CI Investments

Objective 3: Monitor progress, learn-lessons, communicate, disseminate info

Objective 4: Build capacity of GoB and CI stakeholder

The TA BRACE has also implemented the District Development Strategy and Plan assignment that brings in the learning from the JDDC institutional setup from the field and addresses the gaps and modalities that bring about the true spirit of the JDDC as it is developed for. The assignment allowed to strengthen the internal functions of the JDDC and prepared guidelines as well a necessary documentation processes and systems so that JDDC platform could further strengthen and be able to become an important pillar of the CLLG policy once it is adopted by the government of Balochistan. Therefore, the topic 3 training is scheduled to build the capacity of the staff from the local government and DC offices of the 9-BRACE districts on the JDDC guidelines, objectives, terms of references and the information and learning gained from the DDSP assignment. The training aims to reveal the ways, the synergies and the institutional setup and arrangements that make the integration of the community institutions with the GoB possible at the district level.

The Topic 3 is expected to enhance the knowledge of the staff at the district level from the offices of the deputy commissioners, local government, BRSP/NRSP, BRACE TA on the envisaged integrated system. The training is intended for 3-days, however, the 1st day of the training only involved TA District Coordinators

and Additional District Coordinators for preparation for DAY-2 and DAY-3 and they will be the leads to guide the LG and DC staff in DAY-2 and DAY-3 of the training.

## (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 Top-Down Local Government systems from provincial to the district level.**

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.

Topic 3 will deal with the integration of the Community Bottom-up and the GoB Top-down systems.

## (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 scheduled over a period of one year. This period has been extended due to the COVID-19 lock downs for the major part of 2020. The DC training topics are closely aligned with the actual reform process steps, which the BRACE-TA pursuing, with the GoB. The TA facilitated Policy Reforms are to be concluded by June 2022.

The intermittent (Induction plus 4 Topics) delivery of the DC training (modules) allows 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 is the **TA District Coordination “Policy & Procedures Manual” (TA-DC-PM)**. This Policy & Procedures Manual consists of a hard copy loose-leave binder and a USB stick with the soft-copies. The PM contains

- (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 District

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, is done 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 mobilizes 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 is done 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, is done 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 Induction & Topics 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 training calendar below is indicative and flexibly and is to be adjusted to meet the training needs as required.

The time-table below present the indicative scheduling of DC Training Events in 2021/2022. The INDUCTION Course took place in November, TOPIC 1 in July 2021 and Topic 2 in October 2021. The DC Topic 3 is scheduled for December 2021 while Topic 4 is scheduled for February 2022

. In addition, as the program progresses, there may be other trainings that TA may have to plan in order to build the capacity of GoB provincial, district and Union Council level stakeholders and line departments to compliment the CLLG policy being developed for the Local Government and Rural Development Department of the GoB.

Tentative Schedule	Nov 2019			July 2021			October 2021			December 2021			April 2022			2022 and beyond		
DC Training Events			Ind		1				2			3			4			Other

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, Training Modules and Topics

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

##### 0) 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) 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) 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) 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 build on District Profiles, District Development Plans, and the realities of Community & Rural Development at local level.

The TA District Development Strategy & Plan (DDSP) Assignment is being conducted in 3 pilot Districts (Loralai, Pishin and Kech) from September to December 2021, and the streamlined JDDC ToR are tested and the findings. and recommendations of the DDSP will form a major input in the Topic 3 Course. Following Topic 3 and after concluding the DDSP assignment, the streamlined JDDC are to be activated in all 9 BRACE Districts

## 4) 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.

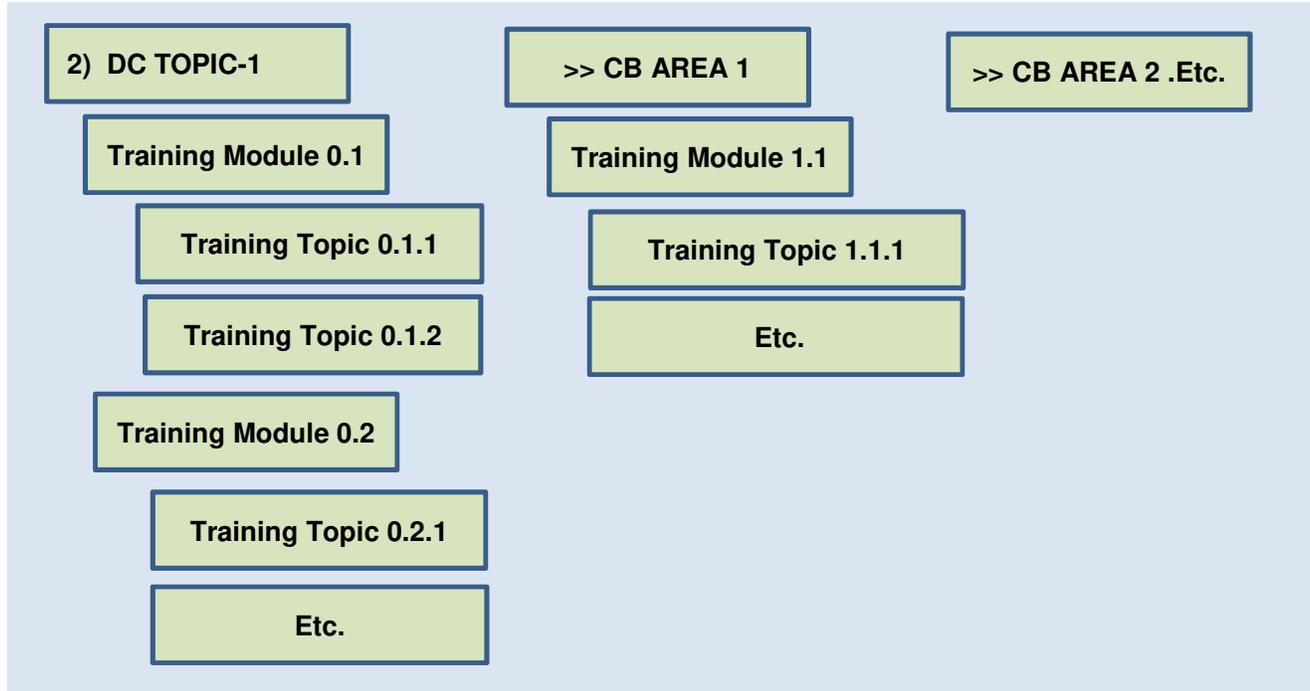
An increased quantum of funds for CDLG and Rural Development would require across the board in all districts, enhanced Local Level Development Planning and PFM capacity. The feedback of the DC trainees will be sought to address the requirement to ensure the required level of development planning and 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) Training Modules and Topic

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

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



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

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

## (12) 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.

### (13) DC Topic-3 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.

### (14) 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

For Topic 4 the Course Programme Table below is to be updated and then to be shared together with the Invite/Introduction Letters. The Programme below is the DC Training Topic-3 programme that was held on 15-16-17 October 2021.

Day 1: Wednesday 15/12/21		Lecturer / Resource Person
09.00 – 9.20	<b>Attendance of TA-DCs / ADCs</b>	TA
9.20 – 9.35	<b>Role of the BRACE TA-DC/ADC</b>	TA-DDC/TA-DDSP-Lead Cons
9.20 – 10.20	<b>Recap Bottom-up &amp; Top-Down Systems</b>	TA-DDC/TA-DDSP-Lead:
10.20 – 10.40	<b>Tea-break</b>	
10.40 – 11.40	<b>TA DDSP Assignment</b>	TA-DDC/TA-DDSP-Lead Cons
11.40 – 12.40	<b>Streamlined JDDC Meetings:</b>	TA-DDC/TA-DDSP-Lead Cons
12.40 – 14.10	<b>Lunch</b>	
14.10 – 16.10	<b>Synergy/Complementarity between Top-Down &amp; Bottom-up</b>	TA-DDC/TA-DDSP-Lead Cons
16.10 – 16.40	Tea break	
16.40 – 17.40	<b>Role of the TA-DC/ADC</b>	TA-DDC/TA-DDSP-Lead Cons + IDC/M&E

<b>Day 2, Thursday 16/12/21</b>		<b>Lecturer / Resource Person</b>
09.00 -09.150	<b>Registration</b>	DDC, TA BRACE / DG BRDA
09.15 -09.45	<b>= Opening = Recitation from Holy Quran = Formal Opening</b>	= TA/DDC = DG BRDA – DS LGRDD
09.30 – 10.00	<b>= (Self-)Introduction = Intro of Training Programme</b>	= Participants = TA- DDC
10.00 – 10.20	Tea-break	
10.20 – 12.50	<b>Recap Bottom-up &amp; Top-Down Systems</b>	TA-DDC/TA-DDSP-Lead
12.50 – 14.20	Lunch	
14.20 – 16.00	<b>TA DDSP Assignment</b>	TA-DDC/TA-DDSP-Lead Cons
16.00 – 16,15	Tea break	
16.15 – 17.20	<b>Streamlined JDDC Meetings:</b>	TA-DDC/TA-DDSP-Lead Cons
<b>Day 3, Friday 17/12/21</b>		<b>Responsible Lecturer / Resource Person</b>
09.00 – 09.15	<b>Recap Day 2</b>	TA-DDC and TA-DDSP Lead Cons
09.15 – 10.30	<b>Streamlined JDDC Meetings:</b>	TA-DDC/TA-DDSP-Lead Cons
10.30 – 10.45	Tea break	
10.45 – 11.45	<b>Synergy/Complementarity between Top-Down &amp; Bottom-up</b>	TA-DDC/TA-DDSP-Lead Cons
11.45 – 13.00	<b>Synergy/Complementarity between Top-Down &amp; Bottom-up</b>	TA-DDC/TA-DDSP-Lead Cons
13.00 – 14.30	<b>Lunch</b>	Submit DSA Forms to TA./OM
14.30 – 16.00	<b>TA Activities in the District And participants Role as Change Agents</b>	TA-DDC/TA-DDSP-Lead Cons + IDC/M&
16.00 – 16.30	<b>Closure</b>	Guest of Honor – Secy/DS-LGRD/DG BRDA DDC Course Directors
16.30 – 1.45	<b>Tea/Departure</b>	Submit Evaluation Forms to TA-IDCB Payment DSA by TA-OM

### Annex 3 LOGISTICS INFORMATION - to be used as checklist for Topic 3

- The dates of the DC TOPIC-3 Course are set for 15, 16 and 17 December 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-3 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 3 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 [rahilpetertf@yahoo.com](mailto:rahilpetertf@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-3 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 Training Events etc.
- Course bag was issued in the INDUCTION Course. However, due to new training participants from GoB, bags were purchased for the Topic 1 Course. However, no bags will be purchased for the Topic 2 and Topic 3 course as almost all participants are the same as in Induction course and Topic 1.
- 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

The DC Training Course plans to develop the capacity of a pool of staff belonging from the Local Government Departments and the Office of the Deputy Commissioner in the nine BRACE districts. In the DC induction course and the Topic 1 course, 57 participants attended the training.

Among the participants were 18 from the local government department, 18 from the office of the DC, 09 from the RSPs and 12 from the TA district offices. It was necessary that the same participants attend the Topic 3 – “Integrating Community Institutions with the Local Government Systems”, however, due to transfers and other GoB administrative allocations there is a chance of 2 or 3 participants being new who have not attended the previous trainings.

In addition, upon scrutinizing, it was revealed that a total of 02 participants coming for the Topic 3 training had not attended the DC induction course and the Topic 1 and Topic 2 training.

Below is the list of participants who attended the DC Training Topic 3 Course.

# District	##	District	Name	Designation	Organisation
1	1	Duki	Zahid Dotani	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	DPM	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 Clerk	DC Office
3	5	Zhob	Mr. 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	Jamalddin	P.S to DC	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	Junior 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 Muhammad 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	Fazal Qadir	Asst Director	LG Dept
3	6	Zhob	Habib Rasool	Senior Assistant	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	Kaleem Ullah	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	Zahid Ali	Senior Asst Director	LG Dept
9	18	Kech	Abdullah	Development Officer	LG Dept
<b># District</b>	<b>##</b>	<b>District</b>	<b>Name</b>	<b>Designation</b>	<b>Organisation</b>
1	1	Duki	Syed Rehman	TA-ADC	BRACE TA
2	2	Loralai	Qudrat Ullah	TA-DC	BRACE TA
2	3	Loralai	Sami Ullah	TA-ADC	BRACE TA
3	4	Zhob	Samad Harfal	TA-ADC	BRACE TA
4	5	Killa Abdullah	Khalid Umar	TA-ADC	BRACE TA
5	6	Pishin	Israr Ahmad	TA-ADC	BRACE TA
5	7	Pishin	Aziz Ullah	TA-DC	BRACE TA
6	8	Jhal Magsi	Asim Haider	TA-ADC	BRACE TA
7	9	Khuzdar	Samee Ullah	TA-DC	BRACE TA
7	10	Khuzdar	Sana Ullah	TA-ADC	BRACE TA
8	11	Washuk	Agha Muhammad	TA-DC	BRACE TA
9	12	Kech	Niaz Ahmed	TA-DC	BRACE TA

## Annex 5 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 and Provincial Level Stakeholders: BRDA/LGRDD**

### ANNEX 5.1 PARTICIPANTS RSPs

# District	##	District	Name	Designation	Organization	Contact/Cell	Email / Remarks
1	1	Duki	Zahid Dotani	DPM	BRSP	03458312043	
2	2	Loralai	Qutab Khan	DPM	BRSP		
3	3	Zhob	Jabbar Khan	DPM	BRSP	0334 2402505	
4	4	Killa Abdullah	Ibrahim Agha	DPM	BRSP		
5	5	Pishin	Akbar Tareen	DPM	BRSP		
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	Email / Remarks
1	1	Duki	Muhammad Jahanzaib	Asst: Computer operator DC Office	DC Office	0307 2248932	
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	034 72289354	
3	6	Zhob	Rehmat ullah Shah	Suptt:Admin	DC Office	0310 8578630	
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	Jamalddin	Assistant Computer Operator	DC office	0333 8527631	
5	10	Pishin	Sami Ullah	Superintendent	DC office	0306 3886253	
6	11	Jhal Magsi	Atta Muhammad	Superintendent	DC Office	081 2667541	
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	920 862754	
9	18	Kech	Hamal Khan	IT Officer	DC Office	0300 2574754	

## 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	0369 2285471	
1	2	Duki	Mr. Haji Muhammad Azam	Chief Officer	LG Dept	0358 8833691	
2	3	Loralai	Muhammad Kaleem	Asst Director	LG Dept	0312-2932691	
2	4	Loralai	Naseer Khan	Chief Officer	LG Dept	0345 8963245	
3	5	Zhob	Fazarl Qader	Asst Director	LG Dept	0300 2479632	
3	6	Zhob	Habib Rasoon	Senior Assistant	LG Dept	0313 2269785	
4	7	Killa Abdullah	Asmatullah Bazai	Asst Director	LG Dept	0347 2256987	
4	8	Killa Abdullah	Rozina Wardag	Senior Development Officer	LG Dept	0344 8954554	
5	9	Pishin	Haji Khurshid	Asst Director	LG Dept	0333 8964563	
5	10	Pishin	Kaleem Ullah	Chief Officer	LG Dept	0300 2476452	
6	11	Jhal Magsi	Abdullah Magsi	UC Secretary	LG Dept	0317 2258796	
6	12	Jhal Magsi	Misri Khan	UC Secretary	LG Dept	0319 2247963	
7	13	Khuzdar	Mir Abdul Razaq Zehri	Senior Asst Director	LG Dept	0333 1247896	
7	14	Khuzdar	Kashif Amar	Assistant Engineer	LG Dept	0333 6975481	
8	15	Washuk	Jan Muhammad	Asst Director	LG Dept	03337777496	
8	16	Washuk	Izzat Ullah	Chief Officer	LG Dept	03333917489	
9	17	Kech	Zahid Ali	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

### Expected total cost (against IE Budget) of DSA/TA Budget for Participants TA-DC Topic-3 Training Course: Estimate Rs 2,177,004

- The Three Days TA-District Coordination TOPIC 3 Training course was held in Quetta at the BRDA and the 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.

### ESTIMATES DSA/TA Budget for TA DC TOPIC 3 Training - BY DISTRICT

	District	Remarks – specify who	Sub-Total
1	District: Duki	1 ADC BRACE-TA ,2 staff DC Off,2 staff Local Gov, 1 staff BRSP	221,544
2	District: Loralai	1 DC- 1 ADC BRACE-TA ,2 staff DC Off,2 staff LG, 1 BRSP	264,852
3	District: Zhob	1 ADC BRACE-TA ,2 DC Off,2 Local Gov, 1 BRSP	237,672
4	District: Killa Abdullah	1 ADC BRACE-TA ,2 DC Off,2 Local Gov, 1 BRSP	204,840
5	District: Pishin	1 DC- 1 ADC BRACE-TA ,2 DC Off,2 Local Gov, 1 BRSP	229,236
6	District: Jhal Magsi	1 ADC BRACE-TA ,2 DC Off,2 Local Gov, 1 BRSP	243,720
7	District: Khuzdar	1 ADC BRACE-TA ,2 DC Off,2 Local Gov, 1 BRSP	272,580
8	District: Washuk	1 DC BRACE-TA ,2 DC Off,2 Local Gov, 1 BRSP	259,560
9	District: Kech	1 DC NRSP-TA ,2 DC Off,2 Local Gov, 1 BRSP	243,000
		Grand - Total	<b>2,177,004</b>

**Use the Table below to record DSA/TA Claims by District, by Participant**

#	##	###	Name	Designation	Organization	Itinerary	DSA/TA	Rate	Unit	Claim	(Sub) Totals	Signature receipt tick off when Req form submitted
<b>1 District: Duki</b>											<b>197,544</b>	
1	1	1	Mr Syed Rehman	TA-ADC	BRACE TA Project	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	32,924	✓
1	1	2	Mr Syed Rehman	TA-ADC	BRACE TA Project	18/12	1 Day TA	2000	1	2,000		
1	1	3	Mr Syed Rehman	TA-ADC	BRACE TA Project	14/12 or 18/12	KM	12	452	5,424		
1	2	1	Mr Muhammad Jhanzaib	Asst Computer operator DC Office	DC Office Duki	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	32,924	✓
1	2	2	Mr Muhammad Jhanzaib	Asst Computer operator DC Office	DC Office Duki	18/12	1 Day TA	2000	1	2,000		
1	2	3	Mr Muhammad Jhanzaib	Asst Computer operator DC Office	DC Office Duki	14/12 or 18/12	KM	12	452	5,424		
1	3	1	Mr Nizam ud din	Asst Computer operator DC Office	DC Office	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	32,924	✓
1	3	2	Mr Nizam ud din	Asst Computer operator DC Office	DC Office Duki	18/12	1 Day TA	2000	1	2,000		
1	3	3	Mr Nizam ud din	Asst Computer operator DC Office	DC Office Duki	14/12 or 18/12	KM	12	452	5,424		
1	4	1	Mr Wazir Khan Siyal	Assistant Director Local Government	LG Dept Duki	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	32,924	✓
1	4	2	Mr Wazir Khan Siyal	Assistant Director Local Government	LG Dept Duki	18/12	1 Day TA	2000	1	2,000		
1	4	3	Mr Wazir Khan Siyal	Assistant Director Local Government	LG Dept Duki	14/12 or 18/12	KM	12	452	5,424		

1	5	1	Haji Muhammad Azam	Chief Officer Local Government	LG Dept Duki	15/12 to 18/12	3 Nights DSA	8,500	3	25,500		✓
1	5	2	Haji Muhammad Azam	Chief Officer Local Government	LG Dept Duki	18/12	1 Day TA	2000	1	2,000		
1	5	3	Haji Muhammad Azam	Chief Officer Local Government	LG Dept Duki	14/12 or 18/12	KM	12	452	5,424	32,924	
1	6	1	Zahid Dotani	DPM	BRSP Duki	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	32,924	✓
1	6	2	Zahid Dotani	DPM	BRSP Duki	18/12	1 Day TA	2000	1	2,000		
1	6	3	Zahid Dotani	DPM	BRSP Duki	14/12 or 18/12	KM	12	452	5,424		
<b>2 District: Loralai</b>											<b>203,016</b>	Signatures
2	2	1	Qudrat Ullah	TA-DC	BRACE TA Project	15/12 to 18/12	3 Nights DSA	8,500	3	25,500		
2	2	2	Qudrat Ullah	TA-DC	BRACE TA Project	18/12	1 Day TA	2000	1	2000	33,836	✓
2	2	3	Qudrat Ullah	TA-DC	BRACE TA Project	14/12 or 18/12	KM	12	528	6,336		
2	2	1	Sami Ullah	TA-ADC	BRACE TA Project	15/12 to 18/12	3 Nights DSA	8,500	3	25,500		✓
2	2	2	Sami Ullah	TA-ADC	BRACE TA Project	18/12	1 Day TA	2000	1	2000	33,836	
2	2	3	Sami Ullah	TA-ADC	BRACE TA Project	14/12 or 18/12	KM	12	528	6,336		
2	2	1	Masoom Khan	Junior Clark	DC Office	15/12 to 18/12	3 Nights DSA	8500	3	25,500		✓
2	2	2	Masoom Khan	Junior Clark	DC Office	18/12	1 Day TA	2000	1	2000		
2	2	3	Masoom Khan	Junior Clark	DC Office	14/12 or 18/12	KM	12	528	6,336	33,836	
2	2	1	Naseer Khan	Chief Officer	LG Dept	15/12 to 18/12	3 Nights DSA	8,500	3	25,500		
2	2	2	Naseer Khan	Chief Officer	LG Dept	18/12	1 Day TA	2000	1	2000		✓
2	2	3	Naseer Khan	Chief Officer	LG Dept	14/12 or 18/12	KM	12	528	6,336	33,836	

2	2	1	Muhammad Kaleem	Asst Director	LG Dept	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	33,836	✓	
2	2	2	Muhammad Kaleem	Asst Director	LG Dept	18/12	1 Day TA	2000	1	2000			
2	2	3	Muhammad Kaleem	Asst Director	LG Dept	14/12 or 18/12	KM	12	528	6,336			
2	2	1	Qutab Khan	DPM BRSP	BRACE TA Project	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	33,836	✓	
2	2	2	Qutab Khan	DPM BRSP	BRACE TA Project	18/12	1 Day TA	2,000	1 Days	2000			
2	2	3	Qutab Khan	DPM BRSP	BRACE TA Project	14/12 or 18/12	KM	12	528	6,336			
<b>District: Zhob</b>											<b>178,060</b>	<b>Signatures</b>	
3	3	1	Samad Harrifal	TA-ADC	BRACE TA Project	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	35,612	✓	
3	3	2	Samad Harrifal	TA-ADC	BRACE TA Project	18/12	1 Day TA	2000	1	2000			
3	3	3	Samad Harrifal	TA-ADC	BRACE TA Project	14/12 or 18/12	TA KM	12	676	8,112			
3	3	1	Imran Khan	Tehsildar	DC Office	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	35,612	✓	
3	3	2	Imran Khan	Tehsildar	DC Office	18/12	1 Day TA	2000	1	2,000			
3	3	3	Imran Khan	Tehsildar	DC Office	14/12 or 18/12	TA Km	12	676	8,112			
3	3	1	Rehmat ullah Shah	Suptt: Admin	DC Office	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	35,612	✓	
3	3	2	Rehmat ullah Shah	Suptt: Admin	DC Office	18/12	1 Day TA	2000	1	2,000			
3	3	3	Rehmat ullah Shah	Suptt: Admin	DC Office	14/12 or 18/12	TA Km	12	676	8,112			
3	3	1	Habib Rasool	Asst Director	LG Dept	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	35,612	✓	
3	3	2	Habib Rasool	Asst Director	LG Dept	18/12	1 Day TA	2000	1	2000			
3	3	3	Habib Rasool	Asst Director	LG Dept	14/12 or 18/12	TA KM	12	676	8,112			
3	3	1	Jabbar Khan	DPM	BRSP	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500		✓	
3	3	2	Jabbar Khan	DPM	BRSP	18/12	1 Day TA	2,000	1 Days	2000		✓	

3	3	3	Jabbar Khan	DMP	BRSP	14/12 or 18/12	TA KM	12	676	8,112	35,612	
<b>District: Killa Abdullah</b>											<b>180,840</b>	<b>Signatures</b>
4	4	1	Khalid Umar	TA-ADC	BRACE TA Project	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	30,140	✓
4	4	2	Khalid Umar	TA-ADC	BRACE TA Project	18/12	1 Day TA	2000	1	2000		
4	4	3	Khalid Umar	TA-ADC	BRACE TA Project	14/12 or 18/12	TA KM	12	220	2,640		
4	4	1	Matee ullah	In charge EMIS	DC Office	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	30,140	✓
4	4	2	Matee ullah	In charge EMIS	DC Office	18/12	1 Day TA	2000	1	2,000		
4	4	3	Matee ullah	In charge EMIS	DC office	14/12 or 18/12	TA Km	12	220	2,640		
4	4	1	Kaleem ullah	Data entry Operator	DC Office	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	30,140	✓
4	4	2	Kaleem ullah	Data Entry Operator	DC Office	18/12	1 Day TA	2000	1	2,000		
4	4	3	Kaleem ullah	Data Entry Operator	DC Office	14/12 or 18/12	TA Km	12	220	2,640		
4	4	1	Ms Rozina Wardag	Development officer	LG Dept	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	30,140	✓
4	4	2	Ms Rozina Wardag	Assistant Engineer	LG Dept	18/12	1 Day TA	2000	1	2000		
4	4	3	Ms Rozina Wardag	Assistant Engineer	LG Dept	14/12 or 18/12	TA KM	12	220	2,640		
4	4	1	Asmat Bazai	Assistant Engineer	LG Dept	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	30,140	✓
4	4	2	Asmat Bazai	Assistant Engineer	LG Dept	18/12	1 Day TA	2,000	1 Days	2000		
4	4	3	Asmat Bazai	Assistant Engineer	LG Dept	14/12 or 18/12	TA KM	12	220	2,640		
4	4	1	Ibrahim Agha	DPM	BRSP Office	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	30,140	✓
4	4	2	Ibrahim Agha	DPM	BRSP Office	18/12	1 Day TA	2,000	1 Days	2000		
4	4	3	Ibrahim Agha	DPM	BRSP Office	14/12 or 18/12	TA KM	12	220	2,640		
<b>District: Pishin</b>											<b>201,236</b>	<b>Signatures</b>

5	5	1	Israr Ahmed	TA-DC-ADC	BRACE TA Project	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	28,748	✓
5	5	2	Israr Ahmed	TA-DC-ADC	BRACE TA Project	18/12	1 Day TA	2000	1	2000		
5	5	3	Israr Ahmed	TA-DC-ADC	BRACE TA Project	14/12 or 18/12	TA KM	12	104	1,248		
5	5	1	Aziz Ullah	TA-DC	BRACE TA Project	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	28,748	✓
5	5	2	Aziz Ullah	TA-DC	BRACE TA Project	18/12	1 Day TA	2000	1	2000		
5	5	3	Aziz Ullah	TA-DC	BRACE TA Project	14/12 or 18/12	TA KM	12	104	1,248		
5	5	1	Jamal Din		DC office	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	28,748	✓
5	5	2	Jamal Din		DC office	18/12	1 Day TA	2000	1	2,000		
5	5	3	Jamal Din		DC office	14/12 or 18/12	TA Km	12	110	1,248		
5	5	1	Sami Ullah	Superintendent	DC office	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	28,748	✓
5	5	2	Sami Ullah	Superintendent	DC office	18/12	1 Day TA	2000	1	2,000		
5	5	3	Sami Ullah	Superintendent	DC office	14/12 or 18/12	TA Km	12	110	1,248		
5	5	1	Haji Khursheed	Assistant Director	LG Dept	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	28,748	✓
5	5	2	Haji Khursheed	Assistant Director	LG Dept	18/12	1 Day TA	2000	1	2000		
5	5	3	Haji Khursheed	Assistant Director	LG Dept	14/12 or 18/12	TA KM	12	110	1,248		
5	5	1	Kaleem Ullah	Chief Officer	LG Dept	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	28,748	✓
5	5	2	Kaleem Ullah	Chief Officer	LG Dept	18/12	1 Day TA	2,000	1 Days	2000		
5	5	3	Kaleem Ullah	Chief Officer	LG Dept	14/12 or 18/12	TA KM	12	110	1,248		
5	5	1	Akbar Tareen	DPM	BRSP	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	28,748	✓
5	5	2	Akbar Tareen	DPM	BRSP	18/12	1 Day TA	2,000	1 Days	2000		
5	5	3	Akbar Tareen	DPM	BRSP	14/12 or 18/12	TA KM	12	110	1,248		

District: Jhal Magsi											219,720	Signatures
6	6	1	Asim Haider	TA-ADC	BRACE TA Project	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	36,620	✓
6	6	2	Asim Haider	TA-ADC	BRACE TA Project	18/12	1 Day TA	2000	1	2000		
6	6	3	Asim Hayder	TA-ADC	BRACE TA Project	14/12 or 18/12	TA KM	12	760	9,120		
6	6	1	Mir Gull	Sr. Clark	DC Office	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	36,620	✓
6	6	2	Mir Gull	Sr Clark	DC Office	18/12	1 Day TA	2000	1	2,000		
6	6	3	Mir Gull	Sr Clark	DC Office	14/12 or 18/12	TA Km	12	760	9,120		
6	6	1	Atta Muhmmad	Superintendent	DC Office	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	36,620	✓
6	6	2	Atta Muhmmad	Superintendent	DC Office	18/12	1 Day TA	2000	1	2,000		
6	6	3	Atta Muhmmad	Superintendent	DC Office	14/12 or 18/12	TA Km	12	760	9,120		
6	6	1	Abdullah Magsi	UC Secretary	LG Dept	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	36,620	✓
6	6	2	Abdullah Magsi	UC Secretary	LG Dept	18/12	1 Day TA	2000	1	2000		
6	6	3	Abdullah Magsi	UC Secretary	LG Dept	14/12 or 18/12	TA KM	12	760	9.120		
6	6	1	Misra Khan	UC Secretary	LG Dept	15/12 to 18/12	3 Nights DSA	8,500	3	25,500	36,620	✓
6	6	2	Misra Khan	UC Secretary	LG Dept	18/12	1 Day TA	2000	1	2000		
6	6	3	Misra Khan	UC Secretary	LG Dept	14/12 or 18/12	TA KM	12	760	9.120		
6	6	1	Munir Mengal	DPM	BRSP	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	36,620	✓
6	6	2	Munir Mengal	DPM	BRSP	18/12	1 Day TA	2,000	1 Days	2000		
6	6	3	Munir Mengal	DPM	BRSP	14/12 or 18/12	TA KM	12	760	9.120		
District: Khuzdar											244,580	Signatures
7	7	1	Sami Ullah	TA-DC	BRACE TA Project	15/12 to 18/12	3 Nights DSA	8,500	3 nights	25,500		

7	7	2	Sami Ullah	TA-DC	BRACE TA Project	18/12	1 Day TA	2000	1 Day	2000	34,940	✓
7	7	3	Sami Ullah	TA-DC	BRACE TA Project	14/12 or 18/12	TA KM	12	620	7,440		
7	7	1	Sana Ullah	TA-ADC	BRACE TA Project	15/12 to 18/12	3 Nights DSA	8,500	3 nights	25,500	34,940	✓
7	7	2	Sana Ullah	TA-ADC	BRACE TA Project	18/12	1 Day TA	2000	1 Day	2000		
7	7	3	Sana Ullah	TA-ADC	BRACE TA Project	14/12 or 18/12	TA KM	12	620	7,440		
7	7	1	Muhammad Murad	Asst Private Secy	DC office	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	34,940	✓
7	7	2	Muhammad Murad	Asst Private Sec	DC office	18/12	1 Day TA	2000	1 day	2,000		
7	7	3	Muhammad Murad	Asst Private Secy	DC office	14/12 or 18/12	TA Km	12	620	7,440		
7	7	1	Nasrullah	Junior Clark	DC office	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	34,940	✓
7	7	2	Nasrullah	Junior Clark	DC office	18/12	1 Day TA	2000	1 day	2,000		
7	7	3	Nasrullah	Junior Clark	DC office	14/12 or 18/12	TA Km	12	620	7,440		
7	7	1	Bilal Glighki	DPM	BRSP office	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	34,940	✓
7	7	2	Bilal Glighki	DPM	BRSP office	18/12	1 Day TA	2000	1 day	2,000		
7	7	3	Bilal Glighki	DPM	BRSP office	14/12 or 18/12	TA Km	12	620	7,440		
7	7	1	Kashif Amaar	Assistant Director	LG Dept	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	34,940	✓
7	7	2	Kashif Amaar	Assistant Director	LG Dept	18/12	1 Day TA	2000	1 Day	2000		
7	7	3	Kashif Amaar	Assistant Director	LG Dept	14/12 or 18/12	TA KM	12	620	7,440		
7	7	1	Abdul Razik Zahri	Assistant Director	LG Dept	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	34,940	✓
7	7	2	Abdul Razik Zahri	Assistant Director	LG Dept	18/12	1 Day TA	2000	1 Day	2000		
7	7	3	Abdul Razik Zahri	Assistant Director	LG Dept	14/12 or 18/12	TA KM	12	620	7,440		
<b>District: Washuk</b>											<b>196,300</b>	Signatures

8	8	1	Agha Muahammad	TA-DC	BRACE TA Project	15/12 to 18/12	4 Nights DSA	8,500	4 Nights	34,000	39,260	✓
8	8	2	Agha Muahammad	TA-DC	BRACE TA Project	18/12	1 Day TA	2000	1 Day	2000		
8	8	3	Agha Muahammad	TA-DC	BRACE TA Project	14/12 or 18/12	TA KM	12	980	11,760		
8	8	1	Hamza Qambrani	DPM	BRSP Office	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	39,260	✓
8	8	2	Hamza Qambrani	DPM	BRSP Office	18/12	1 Day TA	2000	1 Day	2,000		
8	8	3	Hamza Qambrani	DPM	BRSP Office	14/12 or 18/12	TA Km	12	980	11,760		
8	8	1	Syed Zubair Ahmed	Senior Clark	DC Office	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	39,260	✓
8	8	2	Syed Zubair Ahmed	Senior Clark	DC Office	18/12	1 Day TA	2000	1 Day	2,000		
8	8	3	Syed Zubair Ahmed	Senior Clark	DC Office	14/12 or 18/12	TA Km	12	980	11,760		
8	8	1	Jaan Muhammad	Assistant Director	LG Dept	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	39,260	✓
8	8	2	Jaan Muhammad	Assistant Director	LG Dept	18/12	1 Day TA	2000	1 Day	2000		
8	8	3	Jaan Muhammad	Assistant Director	LG Dept	14/12 or 18/12	TA KM	12	980	11,760		
<b>District: Kech</b>											<b>273,000</b>	<b>Signatures</b>
9	9	1	Niaz Ahmed	TA-DC	BRACE TA Project	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	45,500	✓
9	9	2	Niaz Ahmed	TA-DC	BRACE TA Project	18/12	1 Day TA	2000	1 Day	2000		
9	9	3	Niaz Ahmed	TA-DC	BRACE TA Project	14/12 or 18/12	TA KM	12	1500	18,000		
9	9	1	Hamal Khan	IT Officer	DC Office	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	45,500	✓
9	9	2	Hamal Khan	IT Officer	DC Office	18/12	1 Day TA	2000	1 Day	2,000		
9	9	3	Hamal Khan	IT Officer	DC Office	14/12 or 18/12	TA Km	12	1500	18,000		
9	9	1	Abdullah	Development officer	LG Dept	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	45,500	✓
9	9	2	Abdullah	Development officer	LG Dept	18/12	1 Day TA	2000	1 Day	2000		

9	9	3	Abdullah	Development officer	LG Dept	14/12 or 18/12	TA KM	12	1500	18,000		
9	9	1	Zahid Ahmed	Asst: Director	LG Dept	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	45,500	✓
9	9	2	Zahid Ahmed	Asst: Director	LG Dept	18/12	1 Day TA	2000	1 Day	2000		
9	9	3	Zahid Ahmed	Asst Director	LG Dept	14/12 or 18/12	TA KM	12	1500	18,000		
9	9	1	Ejaz Ahmed	Junior Clark	DC Office	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	45,500	✓
9	9	2	Ejaz Ahmed	Junior Clark	DC Office	18/12	1 Day TA	2000	1 Day	2000		
9	9	3	Eiaz Ahmed	Junior Clark	DC Office	14/12 or 18/12	TA KM	12	1500	18,000		
9	9	1	Saeed Ahmed	Senior Programme Officer	NRSP	15/12 to 18/12	3 Nights DSA	8,500	3 Nights	25,500	45,500	✓
9	9	2	Saeed Ahmed	Senior Programme Officer	NRSP	18/12	1 Day TA	2,000	1 Days	2000		
9	9	3	Saeed Ahmed	Senior Programme Officer	NRSP	14/12 or 18/12	TA KM	12	1500	18,000		

## Annex 7 DC TRAINING TOPIC 3 COURSE BUDGET and ACTUALS

### **Costing of the December 2021 TA DC TOPIC 3 Training Course at the BRDA in Quetta - SUMMARY**

- (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) INDICATIVE Budget by Expenditure Item:

#	Expenditure Item	Approved IE Budget	Actual Ex (Sub-)Total	Variance
		<b>4,437,404</b>	<b>3,618,088</b>	<b>819,316</b>
1	Morning + Afternoon: Tea + biscuits + pastry + water 2 days 70 participants 3 days	105,000	105,000	0
2	External Catering for lunch + soft drink/water	630,000	630,000	0
3	Rent Canopy /Tent/Tables/Chairs 3 days @ 25,000	75,000	75,000	0
4	Additional Charies	60,000	60,000	0
5	Additional Desks	18,000	18,000	0
6	Noted pad / pen /paper/ file	57,000	54,430	2,570
7	Rent Audio Equipment	45,000	45,000	0
8	Two Standing Banners	6,000	6,000	0
9	Workshop Material, hand out,	70,000	69,962	38
10	Policy Procedure & Maintenance Guideline	246,400	246,400	0
11	Lecture & Resource persons	450,000	300,000	150,000
12	Fuel for generator	18,000	18,000	0
13	Support staff (Peons) BRDA - TA Office	30,000	36,000	- 6000
14	Miscellaneous (Cleaners)	15,000	0	15,000
15	Media Team	60,000	60,000	0
16	DSA District Experts /Officials to Deliver Topic -3 Module: Deputy Commissioner /DDLG/Councilor /others	375,000	0	375,000
17	DSA to participants	2,177,004	1,894,296	282,708

## 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.

<b>Scheduled date</b> <b>Actual date</b>	<b>Nov 2019</b> <b>Dec 2019</b>	<b>January 2020</b> <b>July 2021</b>	<b>February 2020</b> <b>October 2021</b>	<b>April 2020</b> <b>December 2021</b>	<b>June 2020</b> As required on demand of LGRDD	<b>August 2020</b> <b>April 2022</b>
	<b>INDUCTION</b>	<b>TOPIC1</b>	<b>TOPIC 2</b>	<b>TOPIC 3</b>		<b>TOPIC 4</b>

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 )				
	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)

**ALIGNMENT OF DC COURSES WITH POLICY REFORMS:** The sequencing of these DC Training Events is aligned with the PROVINCIAL SUPPLY-DRIVER TOP-DOWN Policy Reforms which the TA Project is pursuing with the GoB. These TOP-DOWN SUPPLY DRIVERS aim at a GoB Community Led Local Government (CLLG) Policy that is triggered by:

Provincial level CLLG Policy Reforms	2019 >>	2020 >>	2021 >>	From July 2022
	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 WhatsApp 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 Khetran 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 Khetran 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
  - 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
<b>99-</b>	<b>Any description the creator wants to use</b>	<b>V1/2/etc.</b>

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 3 of the DC Training Course focuses on the integration of the Bottom-Up and Top-Down approaches for improvement of the rural development for the grass root level population in Balochistan. The Bottom-Up approach is an institutionalized informal three-tier setup of community institutions where the Local Support Organization (LSO) represents the community in a Union Council at the higher tier and the Community Organizations in a village at the lowest tier. The Community Organizations (COs) are established through a social mobilization process where 15-20 households gather to decide on the development initiatives and needs of their localities. Each village may have many localities and therefore many COs. The members of the COs from each locality, thereafter, elect individuals from within their COs to represent their locality and CO in a Village Organization. The VO is the second tier of this setup and there may be many VOs in a Union Council that represent their respective localities and COs. The VOs elect representatives to become members of an LSO and each UC shall have only one LSO that is the representation of the mobilized VOs and COs in that UC. The DAI-HD policy framework intends to institutionalize this three-tier setup with the local government which is the Top-Down approach. The actual needs of the communities need to be addressed and there should be a formal mechanism that links the GoB development framework to channel development and planning at the district level where the GoB line departments and mobilized communities can plan and address the needs of the grass root level communities.

The integration of the above mentioned setup is the Joint District Development Committee (soon to be notified) by the Planning and Development Department of the GoB. The objectives of the JDDC are:

Objective 1: Create Synergy & Complementarity Between Gob & CI Development Plans

Objective 2: Create Complementarity Between GoB and CI Investments

Objective 3: Monitor progress, learn-lessons, communicate, disseminate info

Objective 4: Build capacity of GoB and CI stakeholder

The TA BRACE has also implemented the District Development Strategy and Plan assignment that brings in the learning from the JDDC institutional setup from the field and addresses the gaps and modalities that bring about the true spirit of the JDDC as it is developed for. The assignment allowed to strengthen the internal functions of the JDDC and prepared guidelines as well a necessary documentation processes and systems so that JDDC platform could further strengthen and be able to become an important pillar of the CLLG policy once it is adopted by the government of Balochistan. Therefore, the topic 3 training is scheduled to build the capacity of the staff from the local government and DC offices of the 9-BRACE districts on the JDDC guidelines, objectives, terms of references and the information and learning gained from the DDSP assignment. The training aims to reveal the ways, the synergies and the institutional setup and arrangements that make the integration of the community institutions with the GoB possible at the district level.

The following topics are expected to enhance the knowledge of the staff at the district level from the offices of the deputy commissioners, local government, BRSP/NRSP, BRACE TA on the envisaged integrated system. The training is intended for 3-days, however, the 1<sup>st</sup> day of the training will only involve TA District Coordinators and Additional District Coordinators for preparation for DAY-2 and DAY-3 and they will be the leads to guide the LG and DC staff in DAY-2 and DAY-3 of the training.

Module	Training Event / Module / Topic	Lecturer/Trainer/Res. Person	Duration	Module/Topic: Materials/Details
	<b>TOPIC 3 – DAY 1 – 15/12/21</b>			
	<b>Opening at 9:00 am</b>	<b>DDC + OM</b>	<b>20 Minutes</b>	<b>Only TA-DCs and ADCs to attend Day-1</b>
	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Recitation from the Holy Quran</li> <li>• Welcome note by TA DDC</li> </ul>			
	<b>RECAP</b>	<b>TA / BRDA</b>	<b>1hour</b>	
	<ul style="list-style-type: none"> <li>• <b>Role of the BRACE TA-DC/ADC:</b></li> <li>• <b>Recap Bottom-up &amp; Top-Down Systems</b> Guidelines, Policies, Notifications. Instruments, Investments and Outputs</li> </ul>	<ul style="list-style-type: none"> <li>• TA-DDC</li> <li>• TA-DDSP-Lead Cons</li> </ul>		<ul style="list-style-type: none"> <li>• Explain why we have preparatory day 1 with TA-DC/ADC only, i.e. their Role on days 2/3, and later when they are back in their District</li> <li>• Use Quiz/Q&amp;A Session- record on flip chart</li> </ul>
	<b>Tea Break</b>	<b>OM</b>	<b>20 Minutes</b>	
	<b>TA DDSP Assignment</b>	<b>TA</b>	<b>2hour</b>	
	<ul style="list-style-type: none"> <li>• Link Bottom-up &amp; Top-Down</li> <li>• In Pilot-Districts: Kech, Loralai and Pishin</li> <li>• Streamlined JDDC Meetings: Guidelines, Formats, Templates</li> </ul>	<ul style="list-style-type: none"> <li>• TA-DDC</li> <li>• TA-DDSP-Lead Cons</li> </ul>		<ul style="list-style-type: none"> <li>• JDDC ToR History/new JDDC ToR/12 Functions</li> <li>• DDSPP worked out/streamlined ToR Guideline #/#/#</li> <li>• What we did in Round 1 DDSPP</li> <li>• What we did in Round 2 DDSPP</li> <li>• NOTE: next session: guidelines/templates developed</li> <li>• Role DC/LC, RSPO, input other DistrictStakeholders (expected) role TA-DC/ADC in Kech/Loralai/Pishin</li> <li>• Major DDSPP findings and learning-points</li> <li>• Time-budget Management is key &gt; agenda by cluster</li> <li>• How we clustered Sectors &gt; annual schedule 6x p/y</li> <li>• Step wise meeting guideline</li> <li>• End up with: Structured Minutes &amp; who should do that</li> <li>• To save meeting time &gt; prepare in advance Annexes</li> <li>• A.1: Top-down Govt. presents investments</li> <li>• A.2: Bottom-up presents its investments</li> </ul>

				<ul style="list-style-type: none"> <li>• A.3: Bottom-up Investments District Overview</li> <li>• A.4: Synergy/Complementarity EXAMPLES only!</li> <li>• A.5 Summary/Update Localized SDG Contributions (to be finalized)</li> <li>• A.6 Meeting Minutes Template.</li> </ul>
	<b>Lunch Break</b>	<b>OM</b>	<b>1.5 hours</b>	
	<b>Synergy/Complementarity between Top-Down &amp; Bottom-up</b>	<b>TA</b>	<b>2hour</b>	
	<ul style="list-style-type: none"> <li>• <b>Why?</b></li> <li>• <b>Where does it happen</b></li> <li>• <b>Is it guided by a District Strategic Development Plan?</b></li> </ul>	<ul style="list-style-type: none"> <li>• TA-DDC</li> <li>• TA-DDSP-Lead Cons</li> </ul>		<ul style="list-style-type: none"> <li>• First list/discuss generic outcomes and impact of synergy/complementarity and conclude by asking if they really know what that means</li> <li>• Then go through Annex 4 examples, sector by sector</li> <li>• Then ask TA-DC/ADC to come up (sector by sector) with more specific example: FROM THEIR DISTRICT</li> <li>• Kech/Loralai/Pishin to answer last as they have done this already during DDSP Round1/2</li> <li>• Then update Annex 4 list accordingly!</li> <li>• Briefly touch on District Strategy/Plan Guidelines (to be discussed day2/3)</li> </ul>
	<b>Tea Break</b>	<b>OM</b>	<b>20</b>	
	<b>Role of the TA-DC/ADC</b>	<b>TA</b>	<b>1hour</b>	
	<ul style="list-style-type: none"> <li>• LSO Registration</li> <li>• Meaning of Change Agents</li> <li>• Secretariat to JDDC</li> <li>• SDGs</li> </ul>	<ul style="list-style-type: none"> <li>• TA-DDC</li> <li>• TA-DDSP-Lead Cons</li> <li>• IDCB/M&amp;E</li> </ul>		<ul style="list-style-type: none"> <li>• First discuss LSO registration Briefings by BCR&amp;RA</li> <li>• Role TA-DC.ADC as Change Agent: what does it mean</li> <li>• Discuss role TA-DC/AD on TOPIC 2: days 2 and 3</li> <li>• Role TA-DC/ADC as Secretariat support JDDC</li> <li>• IDC/M&amp;E present papers “BRSP.TA Contribution to SDG”</li> <li>• Discus role TA-DC/ADC to prepare Annex 3 and Annex 5</li> <li>• Discuss other roles of TA-DC.ADC in their District</li> <li>• Record freed back from TA-DC/ADC</li> </ul>
<b>TOPIC 3 – DAY 2 – 16/12/21</b>				

	<b>Formal Opening at 9:00 am</b>	<b>DDC+ OM</b>	<b>1hour</b>	
	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Recitation from the Holy Quran</li> <li>• Formal Welcome and formal Opening</li> <li>• (Self-)Introduction &amp; Intro of Training Programme</li> </ul>	<ul style="list-style-type: none"> <li>• OM</li> <li>• DDC</li> </ul>		<ul style="list-style-type: none"> <li>• Prepare list of participants with their names printed from the nomination letters for registration and attendance</li> <li>• Opening by DG BRDA</li> <li>• Formal opening DDC</li> </ul>
	<b>Tea-break</b>	<b>OM</b>	<b>20 Minutes</b>	
	<b>Recap Bottom-up &amp; Top-Down Systems</b>	<b>TA / BRDA</b>	<b>2.5 Hours</b>	
	<ul style="list-style-type: none"> <li>• Guidelines,</li> <li>• Policies,</li> <li>• Notifications.</li> <li>• Instruments,</li> <li>• Investments and Outputs</li> </ul>	<ul style="list-style-type: none"> <li>• TA-DDC</li> <li>• TA-DDSP-Lead</li> <li>• BRDA Resource Person</li> </ul>		<ul style="list-style-type: none"> <li>• Use Quiz/Q&amp;A Session</li> <li>• Present one-page summary list afterwards</li> <li>• Record level of understanding =</li> <li>• Bottom-up first Govt. staff respond then RSP/TA</li> <li>• TA-DC/DC answers last on each question!</li> </ul>
	<b>Lunch-break</b>	<b>OM</b>	<b>1h 30 Minutes</b>	<b>Lunch and Prayers</b>
<b>M1</b>	<b>TA DDSP Assignment</b>	<b>TA / BRDA</b>	<b>1h 40 Minutes</b>	
	<ul style="list-style-type: none"> <li>• Link Bottom-up &amp; Top-Down</li> <li>• In pilot-Districts: Kech, Loralai, Pishin</li> </ul>	<ul style="list-style-type: none"> <li>• TA-DDC</li> <li>• TA-DDSP-Lead Cons</li> <li>• BRDA Resource Person</li> </ul>		<ul style="list-style-type: none"> <li>• JDDC ToR History/new JDDC ToR/12 Functions</li> <li>• DDSP worked out/streamlined ToR Guideline #/#/#</li> <li>• What we did in Round 1 DDSP</li> <li>• What we did in Round 2 DDSP</li> <li>• NOTE: next session: guidelines/templates developed</li> <li>• Role DC/LC, RSPO, input other DistrictStakeholders</li> <li>• <u>EXPLAIN ROLE</u> TA-DC/ADC in Kech/Loralai/Pishin</li> <li>• Major DDSP findings and learning-points</li> </ul>
	<b>Tea-break</b>	<b>OM</b>	<b>20 Minutes</b>	
<b>M2</b>	<b>Streamlined JDDC Meetings:</b>	<b>TA</b>	<b>1hour 5 Minutes</b>	
	<ul style="list-style-type: none"> <li>• Guidelines,</li> <li>• Formats,</li> </ul>	<ul style="list-style-type: none"> <li>• TA-DDC</li> <li>• TA-DDSP-Lead</li> </ul>		<ul style="list-style-type: none"> <li>• Time-budget Management is key &gt; agenda by cluster</li> <li>• How we clustered Sectors &gt; annual schedule 6x p/y</li> </ul>

	<ul style="list-style-type: none"> <li>• Templates</li> </ul>	Cons		<ul style="list-style-type: none"> <li>• Step wise meeting guideline</li> <li>• End up with: Structured Minutes &amp; who should do that</li> <li>• To save meeting time &gt; prepare in advance Annexes</li> <li>• A.1: Top-down Govt. presents investments</li> <li>• A.2: Bottom-up presents its investments</li> <li>• A.3: Bottom-up Investments District Overview</li> <li>• A.4: Synergy/Complementarity EXAMPLES only!</li> <li>• A.5 Summary/Update Localized SDG Contributions (to be finalized)</li> <li>• A.6 Meeting Minutes Template.</li> </ul>
--	---------------------------------------------------------------	------	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>TOPIC 3 – DAY 3 – 18/12/21</b>				
	<b>Streamlined JDDC Meetings:</b>	<b>TA</b>	<b>1hour 30 Minutes</b>	
	<ul style="list-style-type: none"> <li>• Recap Day 2</li> <li>• Elaboration on Guidelines, Formats, Templates</li> </ul>	<ul style="list-style-type: none"> <li>• TA-DDC</li> <li>• TA-DDSP-Lead Cons</li> </ul>		<ul style="list-style-type: none"> <li>• How to organize agenda by cluster and annual schedule 6x p/y</li> <li>• Highlight key steps of Step wise meeting guideline</li> <li>• Detailed discussion on selected Annexes</li> <li>• A.1: Top-down Govt. presents investments</li> <li>• A.2: Bottom-up presents its investments</li> <li>• A.3: Bottom-up Investments District Overview</li> <li>• A.6 Meeting Minutes Template.</li> </ul>
	<b>Tea-break</b>	<b>OM</b>	<b>20 Minutes</b>	
<b>M3</b>	<b>Synergy/Complementarity between Top-Down &amp; Bottom-up:</b>	<b>TA</b>	<b>2h 15 Minutes</b>	
	<ul style="list-style-type: none"> <li>• Why?</li> <li>• Where does it happen</li> <li>• Is it guided by a District Strategic Development Plan?</li> </ul>	<ul style="list-style-type: none"> <li>• TA-DDC</li> <li>• TA-DDSP-Lead Cons</li> </ul>		<ul style="list-style-type: none"> <li>• First list/discuss generic outcomes and impact of synergy/complementarity and conclude by asking if they really know what that means</li> <li>• Then go through Annex 4 examples, sector by sector</li> <li>• Then ask TA-DC/ADC to come up (sector by sector) with more specific example: FROM THEIR DISTRICT</li> </ul>

				<ul style="list-style-type: none"> <li>• Kech/Loralai/Pishin to answer last as they have done this already during DDSP Round1/2</li> <li>• Then update Annex 4 list accordingly!</li> <li>• Is there a District Strategy/Plan, to guide you?</li> <li>• Are there Provincial (District-Area) Guidelines</li> <li>• What is the role of the (District) PSDP? What kind of District Economic &amp; Social Development Strategy or Plan (Guidelines) could you follow?</li> <li>• Your suggestions for District Development Strategy /Plan (Guidelines) that could guide JDDC Meeting (Record)</li> </ul>
	<b>Lunch break</b>	<b>OM</b>	<b>1h 30 Minutes</b>	<b>Submit DSA Forms to TA./OM</b>
<b>M4</b>	<b>TA Activities in the District and your Role as Change Agents</b>	<b>TA</b>	<b>1h 30 Minutes</b>	
	<ul style="list-style-type: none"> <li>• LSO Registration</li> <li>• Meaning of Change Agents</li> <li>• Secretariat to JDDC</li> <li>• SDGs</li> </ul>	<ul style="list-style-type: none"> <li>• TA-DDC</li> <li>• TA-DDSP-Lead Cons</li> <li>• IDC/M&amp;E</li> </ul>		<ul style="list-style-type: none"> <li>• First discuss LSO registration Briefings by BCR&amp;RA</li> <li>• Explain this is in preparation for...post-BRACE</li> <li>• 14.45- 15.15</li> <li>• IDC/M&amp;E present paper “BRSP.TA Contribution to SDG”</li> <li>• Discus role Line Dept./RSP/TA-DC/ADC to prepare Annex 5 15.15- 16.30</li> <li>• Role TA-DC.ADC as Change Agent: what does it mean</li> <li>• Discuss role DC Office. LG Dept. and RSPs in relation to conducting streamlined JDDC Meetings</li> <li>• Role TA-DC/ADC as Secretariat support JDDC</li> </ul>
	<b>Tea-break</b>	<b>OM</b>	<b>20 Minutes</b>	
		<b>TA/LGRDD/BRDA</b>	<b>30 Minutes</b>	
	<ul style="list-style-type: none"> <li>• Guest of Honor – Secy/DS-LGRD/DG BRDA DDC Course Directors</li> <li>• Distribution of Certificates</li> <li>• Group Photo</li> </ul>	<ul style="list-style-type: none"> <li>• Secy LGRDD</li> <li>• DG BRDA</li> <li>• DDC</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>

## 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 – UCDP – DDP	Resource Person
ER2	Sirajul Haq Ghauri	Sr Manager Programmes	BRSP	0321 5880045	RSP: PSC - CO – VO – LSO – CPI – VDP – UCDP – 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

## POOL OF EXTERNAL LECTURERS (EL) and RESOURCE PERSONS for DC Training Topic 1 July 2021

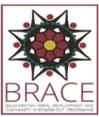
#	Name	Title/Designation	Organization	Contact/Cell-EM	Expertise Areas/Modules	Contract
EL1	Dr. Shahnawaz Khan	Team Leader BRACE	BRSP	03009381938	Community Mobilization and Empowerment	External Lecturer
EL2	Mr. Munir Rana	Senior Engineer	BRSP	03342403381 EM	Community Physical Infrastructure Schemes	External 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 EM	Monitoring and Evaluation	External Resource Person

ER11	Mr. Gul Jan Mengal	Focal Person (BRACE)	LGRDD	03458169345 EM	Local Government and Rural Development	External Resource Person
------	--------------------	----------------------	-------	-------------------	-------------------------------------------	-----------------------------

<b>EXTERNAL LECTURERS (EL) – TOPIC 2 – OCTOBER 2021</b>						
#	Name	Title/Designation	Organization	Contact/Cell-EM	Expertise Areas/Modules	Contract
EL	Mr. Abdul Manaf	Deputy Director General	BRDA	03337808335	Local Government Act and Structure	External Lecturer
EL	Ms. Sadaf Ali Raza	Lecturer	BRDA	03330204077	Elections of Local Council, Constitution / composition of local councils, functions of Local Councils	External Lecturer
EL	Mr. Niamat Ullah Babar	Director General	BRDA	03218018796	Balochistan Local Council Grants Committee (LCGC) or Provincial Finance Commission (PFC), Accounts of local council	External Lecturer
EL	Ms. Lalarukh	Lecturer	BRDA	03337902696	Budget Preparation and Approval, Financial Powers of Local Government at District Level, Divisional Coordination Committees / District Coordination Committees	External Lecturer
EL	Mr. Fakhar Ud Din	Public Finance Expert	Oxford Policy Management	03337861273	Public Finance Management and District Financial Regulations	External Lecturer
EL	Mr. Najeebullah Babri	Chief Foreign Aid	Planning and Development Department, GoB	03337849848	Public Sector Development Plan (PSDP) and Development working parties / committees	External Lecturer
EL	Mr. Abdul Baari	Lecturer	BRDA	03337936948	Functions of the Local Government and Rural Development Department and Specify Tasks in the Municipal and the Rural Mandated Areas	External Lecturer
EL	Dr. Arif Mengal	Deputy Director General	BRDA	03337934905	Balochistan Public Procurement Regulatory Authority Rules (2009/2014)	External Lecturer
EL	Mr. Allahdad	Manager Social Mobilization	BRSP	03013772433	Social Mobilization	External Lecturer
IL	Mr. G.M.Marri	Senior Technical Advisor	TA BRACE		Policy and Reforms	Internal Lecturer

## EXTERNAL LECTURERS (EL) – TOPIC 3 – December 2021

#	Name	Title/Designation	Organization	Contact/Cell-EM	Expertise Areas/Modules	Contract
EL	Mr. Syed Ishfaq Ur Rehman	Lead Consultant	Private	03100800700	District Development Strategy and Plan	External Lecturer
EL	Ms. Sadaf Ali Raza	Lecturer	BRDA	03330204077	Elections of Local Council, Constitution / composition of local councils, functions of Local Councils	External Lecturer
EL	Ms. Lalarukh	Lecturer	BRDA	03337902696	Budget Preparation and Approval, Financial Powers of Local Government at District Level, Divisional Coordination Committees / District Coordination Committees	External Lecturer
EL	Mr. Abdul Baari	Lecturer	BRDA	03337936948	Functions of the Local Government and Rural Development Department and Specify Tasks in the Municipal and the Rural Mandated Areas	External Lecturer
EL	Dr. Arif Mengal	Deputy Director General	BRDA	03337934905	Balochistan Public Procurement Regulatory Authority Rules (2009/2014)	External Lecturer



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

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

To \_\_\_\_\_

Subject: **Contract Award Letter – Lecturer DC Training Topic 3: Integrating Community Institutions with the Local Government Systems.**

Dear Sir / Madam,

I am referring to your correspondence / communication on the subject above and confirm the dates of the District Coordination (DC) TOPIC 3 Training Course to be held at the Balochistan Rural Development Academy, Western Bypass, near Jabal-e-Noor Quetta, on 15-16-17 October 2021.

The BRACE Programme TA component (implemented by DAI) has scheduled the District Coordination TOPIC 3 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 Led Local Government (CLLG) in Balochistan (**Annex 1: List of Participants**). The training program is attached as **Annex 2**.

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

Deliverable: \_\_\_\_\_

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

Payment As per agreed term & conditions in Annex 3 after the submission of the training Report

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 2 Training Programme  
3 Contract Award Conditions

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

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

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

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, or a proportional half-day. The total remuneration for a full 4-days input and the deliverables as specified is a maximum of Rs. \_\_\_\_\_.

## Annex 12 POLICY AND PROCEDURES MANUAL

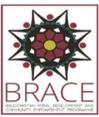
Another key feature of the DC Training will be the **TA District Coordination “Policy & Procedures Manual”** (TA-DC-PM).

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 feedback 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**



# Balochistan Rural Development & Community Empowerment Programme

## BRACE Technical Assistance Project

Date: 23/11/2021

To **DC Training Topic 3 Nominated Participants** (see **annex 1** for list of nominated participants)

Subject: **Participation in the District Coordination Training Course: Topic 3**

Please refer to the recent correspondence/communication on the subject and the confirmed dates of the District Coordination (DC) Training Course Topic 3 (Integration Community Institutions with the Local Government Systems) to be held at the Balochistan Rural Development Academy (BRDA), Western Bypass near Jabal-e-Noor Quetta, from 16<sup>th</sup> to 17<sup>th</sup> December 2021 (2-days). **Venue: Balochistan Rural Development Academy (BRDA), Quetta**

The BRACE Programme TA component (implemented by DAI) has developed the District Coordination Training Course 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 the Community Led Local Governance (CLLG) in Balochistan Province.

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 names of the nominated persons from the department are attached as **Annex 1 – List of Nominated Participants of District Coordination Training Topic 3**. You are advised to attend the DC Training Topic 3 for the said dates. DSA and Travel Allowances will be provided in accordance with the rules mentioned below and the approved Rates of the TA Project and will be upon subject to the following

- **Nominated Personnel:** The already nominated personnel of the DC offices and the LG offices from the district whose names are in the list attached in Annex 1 shall attend. In case an officer has been transferred, a replacement shall be accepted as nomination if notified from the department through a letter to TA. The nomination letter of replacement shall reach TA office by 13 December 2021. If your name is in the attached list, you do not need to provide any nomination letter from your department.
- **Attendance:** Please note that your name will be printed on the attendance sheet. Attendance will take place randomly on every training day. If you miss your attendance for a day, you shall not be paid DSA for that day. If your name is not in the attendance sheet, it means you have not been nominated and will not be entitled to DSA. All participants have to ensure their attendance for the entire duration of 2-day training.
- **Evaluations:** As you are aware that after each training module, the participants are supposed to evaluate the sessions. It is mandatory for you to provide evaluation after each module session. You will not be entitled for DSA of that particular day where you fail to submit your evaluations after each module.

The nominees of the District LG Department, BRDA, Provincial Stakeholders, the Deputy Commissioner’s Offices and TA (Assistant) District Coordinators are to attend the Topic-3 Course to be held between 16<sup>th</sup> – 17<sup>th</sup> December 2021 and are to report at BRDA on 16<sup>th</sup> December 2021 at 8:00AM. The BRSP and NRSP staff are requested to contact their program managers as nominations have already been requested from their offices.

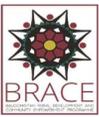
In Case you have any questions, please contact the TA (Assistant) District Coordinator in your District or the TA Director District Coordinators (Mr. Nazar Muhammad Khetran), EM [nazarkhetran@yahoo.com](mailto:nazarkhetran@yahoo.com), Mob: 0333 7829845 or TA Institutional Development and Capacity Building Advisor (Mr. Arsalan Karim, EM [arsalan.karim@yahoo.com](mailto:arsalan.karim@yahoo.com), Mob: 03338006444.

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 (Planning), Government of Balochistan, P&D Department, Quetta.
- iii. The Director General, Balochistan Rural Development Academy, Quetta.
- iv. The Deputy Commissioner Concerned\_\_\_\_\_



# Balochistan Rural Development & Community Empowerment Programme

## BRACE Technical Assistance Project

Dated: Quetta, 03<sup>rd</sup> December 2021

To The Honorable,  
**Director General,**  
Balochistan Rural Development Academy,  
Local Government and Rural Development Department, Quetta.

Subject: **INVITATION: District Coordination Training Course Topic 3: Integrating Community Institutions with the Local Government Systems**

Dear Mr. Niamatullah Babar,

Under the TA BRACE Programme, the TA component (implemented by DAI / Human Dynamics) conducted the DC Induction course at BRDA in December 2019 and Topic 1 Course on Bottom-Up Approach at BRDA in July 2021. These trainings are a part of the “District Coordination” Training and Capacity-Building programme. TA BRACE then conduct the DC Training on Topic 2 in October 2021 which was focused on a Top-Down Approach of the Local Government System of the Government of Balochistan. The TA BRACE now intends to conduct the DC Induction Topic 3 which aims to bring together the Bottom-Up and Top-Down Approach and is named “Integrating Community Institutions with the Local Government System” scheduled for 15<sup>th</sup> – 17<sup>th</sup> December 2021 at BRDA.

The DC Training programme targets a “critical mass” of around 57 district and provincial level officials and selected RSPs representatives, who are to play a key role in the anticipated reforms that will promote Community Led Local Governance (CLLG) 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.

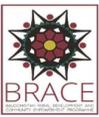
The training is scheduled for three days from 15<sup>th</sup> - 17<sup>th</sup> December 2021 (8:00 AM to 6:00 PM) at BRDA. The List of participants covers participants from:

- 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. All TA DCs/ADCs of BRACE TA programme.

Your participation in the DC Training Topic 3 is requested on all the training days as our ‘**Esteemed Chief Guest**’ and your specific presence on Day-1 for opening remarks and on Day-3 for closing remarks is requested. 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

**(Nazar Khetran)**  
Director District Coordinators BRACE TA



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

## Annex 14 EVALUATION FORMS

### Dear Participant/Trainee

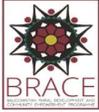
Please provide your feed-back on the Module/presentation/training. using the score options of 1 to 5

1	2	3	4	5
Bad Not Applicable Not Relevant	Unsatisfactory Not Good Poor/Inadequate	Satisfactory OK/Fair Average/Limited	Good Useful Relevant	Very Good 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>Joint District Development Committee (JDDC)</b>					
2	Did this presentation increase your understanding of composition of the <b>JDDC composition, structure, purpose and objectives?</b>					
3	Did this presentation address major findings of the <b>District Development Strategy and Plan assignment in the three pilot districts?</b>					
4	Did this presentation give you oversight of the process of <b>forming cluster sectors and the annual schedule for meetings?</b>					
5	Did this presentation clarify <b>the role and Functions of the DDSP assignment and JDDC?</b>					
6	Do you have a <b>better technical understanding of the role of JDDC as a platform to connect the communities with the government systems?</b>					
7	<b>Did you obtain new technical insights?</b>					
8	<b>If so, will you apply these new insights, in your day to day routines and/or official work?</b>					
9	Was Module <b>presented clearly in terms of structure and content</b>					
10	Was Module presentation balanced <b>in 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>Joint District Development Committee (JDDC)</b>	1			2			3			4			5							
	2	Did this presentation increase your understanding of composition of the <b>JDDC composition, structure, purpose and objectives?</b>	1			2			3			4			5							
	3	Did this presentation address major findings of the <b>District Development Strategy and Plan assignment in the three pilot districts?</b>	1			2			3			4			5							
	4	Did this presentation give you oversight of the process of <b>forming cluster sectors and the annual schedule for meetings?</b>	1			2			3			4			5							
	5	Did this presentation clarify <b>the role and Functions of the DDSP assignment and JDDC?</b>	1			2			3			4			5							
	6	Do you have a <b>better technical understanding of the role of JDDC as a platform to connect the communities with the government systems?</b>	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, in your day to day routines and/or official work?</b>	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>
	<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.</b>
	<b>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</b>
	<b>Your observations on the Group Configuration: their Understanding/Skill levels, are they a balanced group (representing a District).</b>
	<b>Your observations on the Module Topics; do they need updates, elaboration, and are more, different specific topics required to cover the Module subject</b>
	<b>Your observations on the Group Dynamics: How well did they participate.</b>
	<b>Any other observations (on the group evaluation scores) and any recommendations</b>



Standing Banner



This Project is  
Funded by the  
European Union

# **District Coordination Training Course TOPIC 3**

## **“Integrating Community Institutions with Local Government Systems”**

At  
**Balochistan Rural Development Academy**

**On 15<sup>th</sup> - 16<sup>th</sup> - 17<sup>th</sup> December, 2021**

Organized by  
**Technical Assistance (TA) Project  
Balochistan Rural Development & Community  
Empowerment (BRACE) Programme**

In collaboration with  
**Local Government Department,  
Government of Balochistan**

EU-TECHNICAL ASSISTANCE PARTNER  






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

This project is funded by the European Union



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

This project is funded by the European Union



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



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



This Project is  
Funded by the  
European Union

# District Coordination Training Course TOPIC 3

**“Integrating Community Institutions with Local Government Systems”**

**At**

**Balochistan Rural Development Academy**

Organized by

**Technical Assistance (TA) Project**

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

**On 15<sup>th</sup> - 16<sup>th</sup> - 17<sup>th</sup> December, 2021**

In collaboration with

**Local Government Department, Government of Balochistan**

EU-TECHNICAL ASSISTANCE PARTNER

