

## **Module Preparation for Gram Panchayat Development Plan's (GPDP) State Resource Team**

### **Objectives**

- To train the State Resource Team (SRT) to develop a human resource pool that can lead all the capacity building activities, campaigns and coordination activities of the Gram Panchayat Development Plan (GPDP) process.

### **Capabilities of the SRT**

The SRT as a whole should take responsibility for certain activities. Some of them are listed below.

- Conduct State level Orientation for all the stakeholders
- Conduct trainings of resource persons and officials of the State, District, Gram Panchayat and cluster levels
- Orient media, NGOs, activists and other stakeholders about GPDP
- Develop Module for all the trainings at the GP, Cluster, District and State level
- Develop Strategy and activities for GPDP campaigns
- Develop materials for environment creation and IEC
- Developing activity centric training materials.
- Concurrent Monitoring and Evaluation
- To conduct or lead field level study for institutionalisation of Panchayati Raj Institutions

### **Process Adopted for Module Development during the Workshop**

Based on the workshop that was conducted on 22<sup>nd</sup> and 23<sup>rd</sup> July 2016 at NIRD, Hyderabad a training framework was developed. Using this framework, SRT training module was developed by the participants of the workshop.

The framework contains the field experiences of various States. Assam, Jharkhand, Sikkim, Goa, Maharashtra, Uttar Pradesh and Madhya Pradesh prepared State wise presentations about the Status of GPDP in the past one year. This included learnings from GPDP related to campaigning, capacity building, planning processes and implementation.

The steps followed during the workshop

1. Learning from field experiences
2. Mapping and analysing field learnings
3. Developing a training programme framework
4. Developing generic modules for State, District, Block and gram panchayat levels

On the basis of the strengths, weaknesses and continuing challenges identified by the participants, a matrix was prepared and presented touching on

- Innovations
- Challenges and Issues faced
- Strategies developed to implement various processes of GPDP

State representatives were split into mixed groups to develop the capacity building framework for GPDP.

The framework of the training module prepared covered the following areas:

- Philosophy behind the training

- Universe of the training
- Methodology Adopted
- State resource team required
- Content of the training
- Nature and duration of the activities
- Training coordination and management
- Quality Assurance
- Process documentation
- Logistics

This framework will help to develop a module for SRT training. The modules can be developed in such a way that the sessions are activity centric and interactive and not one way didactic monologues (lectures).

### **SRT Training Strategy**

The training will span across a period of five days, designed to contain four major phases.

The four phases are:

**First Phase: Triggering phase** which will contain the following

- Why Decentralization
- Importance of Decentralization
- Philosophy

Duration: 5 hours

**Second Phase: General Orientation** on Gram Panchayat, Fourteen Finance Commission and GPDP

Duration: 6 hours

**Third Phase: GPDP in the State** : Understanding the current status and situation of the State in GPDP.

Duration: 2 hours

**Fourth Phase: Technical Session**

Duration: 24 hours

The Technical Session will be divided into three sub categories

1. States where GPDP has not taken off  
Sessions will focus on GPDP process such as campaigning, capacity building, plan preparation, environment creation etc. All the basic knowledge about GPDP and its various processes will be shared during this session.
2. States where GPDP activities have been initiated but are yet to pick up momentum or necessary traction  
Sessions will focus on making the ongoing activities more systematic, improving quality and increasing the pace of implementation
3. States where GPDP has been working well  
Sessions will focus on accelerating implementation processes, maximise convergence opportunities, initiating innovative programmes and planning for the next annual plan.

### **Points to note before training**

- The Team that is conducting and facilitating the trainings must **itself** be trained
- Dedicated 2 or 3 faculty members should become the central thread running through the entire training, maintaining the inter connections between various sessions and ensuring the quality, pace and level of interest and motivation during training.
- A resource book is to be prepared based on the session note created for every session during the SRT training

### **Universe**

This applies to all the categories of people who are to be trained at a particular level:-

#### **Level 1 : State**

1. State Resource Team (SRT)
2. SIRD/ETC facilitators or core trainers
3. State level stakeholders from Politico-Administrative leadership and Civil Society opinion makers
4. Senior department officials of the Department of Panchayati Raj/Rural Development
5. Chief Secretary and Principal Secretaries, Directorates of the Line Departments, Heads of the Boards, Corporations, Mission Modes under Centrally Sponsored and State Sponsored and externally funded schemes
6. MPs, MLAs and MLCs (*where ever applicable*)
7. State units of Political Parties
8. State level Civil Societies
9. State Planning Board /State Planning Commission
10. Media

#### **Elected Representatives**

- District and block panchayat members
- Mukhiyas / Upa Mukhiyas/ Pradhans
- Traditional heads of PESA panchayats
- Ward Members
- Members of standing committees of gram sabha
- Members of standing committees of gram panchayat

#### **Functionaries (frontline workers of mission mode programs)**

- Block/District level line department officials
- Village panchayat secretaries
- Rozgar sewaks of MGNREGA
- Asha Workers
- Jal sahiyas
- Anganwadi workers/supervisors
- Cluster coordinators under SSA
- PHC Staff, ANM, health workers etc.
- Sahiyas/ANMs
- Cluster Coordinators under SBM, Swachhta doots
- Charge officers
- etc

#### **Others**

- Women collectives of NRLM and other programs

- NGO partners if any
- Members of Participatory planning teams
- Community members - Members of Gram Sabha and Children/ child representatives
- Master trainers/Resource persons
- Religious and Philanthropic Organizations
- Corporate and Business Houses (for CSR)
- Academic Institutions
- Media (Print and Electronic)

### Materials

- Separate materials may be developed or prepared for the training of the above mentioned stakeholders under the leadership of ToT trainers. The material for environment creation also has to be developed jointly by the ToT trainers, consultants and experts from media, communication and academia. The NIRD PR and SIRD PR may anchor material development. The materials should be vetted based on the provision of the State Panchayati Raj Act/Guidelines and policies.
- All reference materials (*from original source*) such as IXth Chapter of FFC Report, HDI, Economic Review, GDP guideline, Central and state Guidelines (translated in state language), orders/guidelines/letters/circulars of MoPR, MoF, MoRD, MWCD also may be circulated and used.
- It is to ensure that the PRA techniques Handbook in simple language is available for use at the cutting edge – ie the participatory planning team in the gram panchayat
- Ensure availability and use of the following material for capacity building
  - i. Templates for Group Discussion
  - ii. Handbook; Power Point Presentation
  - iii. FAQs and Help Line
  - iv. Video clippings
  - v. Role play skit, Q&A
  - vi. Instructions and materials for management games
  - vii. Gram Sabha Calendar
  - viii. Handouts of major schemes of other departments where GP has role in implementation
  - ix. all State GOs that have been issued to GPs
  - x. Confirmatory State notifications on PESA (for PESA States)
  - xi. IPPE-II training manual
  - xii. SAGY Hand book
  - xiii. MoPR-GPDP manual
- The SRT has to ensure that secondary data and information that are necessary for grassroots planning are collated and compiled. Disaggregation of data to the extent possible is also to be ensured. Particularly, information on
  - i. HDR of state/district
  - ii. NFHS 3 reports on health
  - iii. SECC data

should be ready with the training team for reference and dissemination to the trainees.
- The existing materials on GPDP in the respective State must be revisited to ensure
  - i. Adequacy of Material and availability in accordance with Planning Calendar
  - ii. Ease of use and entry of the Survey formats for situation analysis during planning process.

**TOT Module for State resource Team Training on GPDP**

#	Phase	Name of Topic	Content	Methodology	Materials	Time
	<b>I. Triggering Phase (5 hours)</b>					
1.		Introduction to the ToT	<ul style="list-style-type: none"> <li>• Welcome</li> <li>• Importance of ToT</li> <li>• Role of ToT in GPDP</li> <li>• Strategy adopted for ToT</li> <li>• Duration</li> <li>• Role and responsibility of participants</li> </ul>	PPT presentation	Copy of the module	30 minutes
2.		Know your Human Development Index Status	<ul style="list-style-type: none"> <li>• HDI of state               <ul style="list-style-type: none"> <li>○ Comparison of HDI with other states</li> <li>○ Indices that are cause for worry (poor status)</li> <li>○ Why HDI is not good in states</li> </ul> </li> <li>• Coverage of major programs such as MGNREGS, PDS, NSAP, SBM, ICDS, RTE program</li> <li>• Coverage status of above programs and comparison with other states</li> <li>• If the coverage of CSS are good, then how was it achieved? If the coverage is not up to the mark, reasons for less coverage?</li> </ul>	<ul style="list-style-type: none"> <li>• Group Discussion on positive and negative aspects of the State's HDI</li> <li>• Challenges faced</li> <li>• How to overcome the challenges and negatives aspects</li> <li>• Preparation of charts/ppt on positive and negative aspects of the State's HDI to be put up in a row</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of the HDI details-comparative statement with other states</li> <li>• Copy of the major program achievements – comparison with other states</li> </ul>	<ul style="list-style-type: none"> <li>• 30 min presentation</li> <li>• 1 hour for discussion, individual notes</li> <li>• Total : 1.5 hrs</li> </ul>

			<ul style="list-style-type: none"> <li>• What are the SDGs targeted by the state? (wrt the State GDP guidelines and the SDG Capacity building areas identified by State in its RGSA plan)</li> <li>• As a citizen, what do you feel about             <ol style="list-style-type: none"> <li>1. the HDI status of the State?</li> <li>2. What can you do for the State to address its challenges in this regard?</li> </ol> </li> </ul>	Participants asked to write on points 1 and 2 on cards as an individual activity.		
3.		Gallery walk	<ul style="list-style-type: none"> <li>• All the groups should have made poster/charts in the previous session and the same have to be exhibited</li> <li>• Observations, learnings and realizations from the group discussions, all the positive and negative facts identified through the discussion etc. should be included in the charts prepared.</li> </ul>	<p>All the groups to exhibit the charts.</p> <p>Each group has to read and append the charts exhibited- find out the differences in other charts from the charts each team has prepared and facilitate a team group discussion on the same.</p> <p>The person responsible to facilitate the session on 'philosophy of decentralization' should read all the charts exhibited and note down the key findings.</p> <p>The next session should start with the key findings from the chart papers exhibited. A discussion has to be coordinated pointing out</p>	<ul style="list-style-type: none"> <li>• Multi colored chart papers and markers</li> <li>• Flash cards (2 per participant)</li> </ul>	30 minutes

				<p>the reasons for having low HD indices in our country and how we can overcome this issue.</p> <p>All participants to read their flash cards by the end of this session. Facilitators may consolidate the flash cards and make concluding remarks</p>		
4.		Philosophy of decentralization	<ul style="list-style-type: none"> <li>• Power to the people</li> <li>• Importance of decentralized governance in improving HDI</li> </ul> <p>HDI can be achieved by the active involvement of PRIs within the framework of neighbourhood democracy (Mainstreaming SDGs in the state specific local context of Panchayats)</p> <ul style="list-style-type: none"> <li>• Principle of subsidiarity</li> </ul> <p>participatory governance and planning processes are really a journey towards freedom and entitlements.</p> <ul style="list-style-type: none"> <li>• Community participation, transparency &amp; accountability</li> <li>• Local need, local development issues</li> <li>• Ownership</li> </ul> <p>Questions to address in the group discussion</p> <ul style="list-style-type: none"> <li>• Decentralization of corruption</li> <li>• Caste hegemonies in panchayats</li> <li>• Low administrative capability at grassroots</li> <li>• Vulnerability of the individual against established power structures</li> </ul>	<p>30 minutes presentation on topic</p> <p>Group discussion on five topics – five groups; every group discusses one topic each</p>	<p>Reading : &amp; “<i>The Promise and Challenge of Neighbourhood Democracy: Lessons from the Intersection of Government and Communities</i>’ by Matt Leighninger)</p>	<p>1.5 hours (30 minutes presentation, 30 minutes discussion, 10 minutes group presentation, 20 minutes consolidation)</p>
5.		GP empowerment through active governance	<ul style="list-style-type: none"> <li>• How process linked /activity linked capacity building is essential to bring</li> </ul>	<p>Session to start with a presentation of video/ case study of best</p>	<ul style="list-style-type: none"> <li>• Video film/exhibition</li> </ul>	<ul style="list-style-type: none"> <li>• Total 1.5 hours</li> <li>• 15 minutes for topic</li> </ul>

		processes	<p>about panchayat empowerment.</p> <ul style="list-style-type: none"> <li>• how enhancing the devolution status of the Gram Panchayats and Gram Sabha by strengthening both the powers and functions of these participatory governance structures as obtaining in the Constitution, as well as strengthening local governance processes may lead to the attainment of 'good governance '</li> <li>• Local initiative and ownership of community. Communication improves efficiency of governance.</li> <li>• How GPDP can be seen as empowering both the panchayat and the citizen – to be linked to the challenges identified in the preceding session (5 group topics)</li> </ul>	<p>practices of any Gram Panchayat or key initiatives of a GP</p> <p>Else arrange a small exhibition on the best practices/key initiatives of a GP</p> <p>This will help to convey the potential of a GP if governance processes work well</p>	<p>materials on best practices of a GP</p>	<p>presentation</p> <ul style="list-style-type: none"> <li>• 20-30 minutes for video/exhibition.</li> <li>• 30 minutes for consolidated presentation</li> </ul>
	<b>II. General Orientation Phase</b>					
1.		FFC and GPDP	<ul style="list-style-type: none"> <li>• The Award of the 14<sup>th</sup> Finance Commission provides an outstanding opportunity to improve efficacy of the Gram Panchayats cutting across States. (Ref. Art.280 of the Constitution and provide brief description of the FFC)</li> <li>• How GPDP should be part of local governance institutional process for village based development</li> <li>• FFC- participatory planning made a condition in MoF guidelines</li> <li>• GPDP process in general – MoPR advisory and state guidelines</li> <li>• GPDP – for the people, by the people and of the people</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation</li> <li>• Group discussion on the MoPR GPDP advisory</li> </ul>	<ul style="list-style-type: none"> <li>• PPT</li> <li>• State guidelines</li> <li>• MoPR advisory</li> <li>• MoPR Planning Manual</li> </ul>	<ul style="list-style-type: none"> <li>• Total : 2 hours</li> <li>• 45 minutes for PPT</li> <li>• 1 hour for group reading and discussion</li> <li>• 15 minutes for conclusion</li> </ul>



			<ul style="list-style-type: none"> <li>• The concept of 'low cost/no cost' initiatives to address above issues and why this concept is so important? (It is about people being able to take responsibility for local development, and about addressing social sector concerns which require more of 'time' and 'process' resources than 'financial' resources)</li> <li>• Role of Gram Sabha In Visioning and Prioritising the felt needs of the local Community - the need for visioning to be 'informed' and not 'ad hoc'</li> <li>• Resource Envelop and Convergence (only passing reference)</li> </ul> <p>(The connecting link between the flagship programmes and GPDP may be considered for ideating a 'state strategy of convergence'(how can convergence be achieved – and the link with sustainable development goals, or departmental targets)</p> <ul style="list-style-type: none"> <li>• Monitoring &amp; Evaluation in the in the context of GPDP.</li> </ul>			
2.		System support and quality assurance mechanism for GPDP	<ul style="list-style-type: none"> <li>• Discuss existing limited support systems for PRIs</li> <li>• Importance of support system for GPDP- need to explain in detail <ul style="list-style-type: none"> <li>○ Lack of experience of PRIs</li> <li>○ exposure only to scheme implementation, and that too civic infrastructure schemes</li> <li>○ no clear identified roles in social sector schemes</li> <li>○ GPs not oriented to follow participatory planning processes,</li> <li>○ Existing systems are more of supervisory and regulatory nature, and not facilitative</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Session to be interactive</li> <li>• PPT</li> <li>• Group work for listing out the different kinds of activities needed for effective implementation/ institutionalization of participatory planning.</li> <li>• Exhibit the charts/ppt prepared by the groups</li> <li>• Discuss the HR resources available – officials, CSOs, professionals made available through the RGSA (SPRC, DPRC,</li> </ul>	<ul style="list-style-type: none"> <li>• Chart paper/laptop</li> <li>• To exhibit posters on the kinds of support systems developed in different states (selected states)</li> </ul>	1.5 hours <ul style="list-style-type: none"> <li>• 30 minutes- group work and preparation of ppt. charts</li> <li>• 15 minutes- presentation of groups-5 minutes/group</li> <li>• Consolidation and class on 'support system' - 45 minutes</li> </ul>

			<ul style="list-style-type: none"> <li>• importance of support system at Government level, HoD level</li> <li>• Coordination Cell at state level, district level and block level may be established</li> <li>• Different kinds of GP level committees to be constituted – mode of constitution, how to be monitored and on what aspects</li> <li>• Importance of online monitoring system and use of training resource persons network for the same, especially where there are official HR constraints</li> <li>• Review and Monitoring Committee headed by either Chief Minister or Chief Secretary may be activated</li> <li>• Requirement of well informed professional anchor/moderators to support the high level committee and to coordinate overall the support systems of GPDP</li> <li>• Importance of support system and quality assurance mechanism</li> <li>• Importance of system support for the Gram Panchayat to undertake GPDP <b>(Important)</b> <ul style="list-style-type: none"> <li>○ The fact that planning and implementation are new areas for most GPs and field officials</li> <li>○ How existing systems are not oriented or equipped to address the needs of GPDP</li> <li>○ how committees from state to ward levels need to be organized and facilitated</li> <li>○ Coordination of the Resource person network at all levels to be</li> </ul> </li> </ul>	<p>SPMU, DPMU, MTs, RPs, etc) and state schemes</p> <ul style="list-style-type: none"> <li>• Group work presentation through gallery walk/ ppt presentation</li> </ul>		
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			<p>done</p> <ul style="list-style-type: none"> <li>• Need for Orientation cell at State-District- Block levels – to coordinate trainings</li> <li>• Trained HR Capacity needed for support system- coordination facility, monitoring and evaluation</li> <li>• Institutional mechanism for training and planning process at GP level <ul style="list-style-type: none"> <li>○ Charge officer/ nodal officer if available</li> <li>○ GP level planning Committee/ WG/PPT/Taskforce</li> <li>○ Coordination arrangements at the cluster level wherever applicable – formation and supervision of cluster teams/ resource persons</li> <li>○ Block level planning/ coordination committee</li> <li>○ BDO of the block concerned</li> </ul> </li> <li>• The nature of human resources that can be roped in for institutional support and coordination from existing schemes and structures</li> <li>• Arrangements to be made for organising training programmes <ul style="list-style-type: none"> <li>○ convenient venue with adequate facilities</li> <li>○ Care should be taken to ensure availability of resource persons and training aids</li> </ul> </li> <li>• Quality assurance: What is to be tracked? <ul style="list-style-type: none"> <li>• Completion of training and attendance</li> <li>• Step by step processes of GPDP</li> </ul> </li> </ul>			
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			<p>whether on time</p> <ul style="list-style-type: none"> <li>• Availability and quality of resource person support to GP</li> <li>• Nature of problems arising and relevance for training</li> <li>• Nature of participation</li> <li>• Types of local issues identified, quantum of the problem</li> <li>• Nature of ER participation, nature of functioning of participatory teams, nature of documentation, nature of projects prepared</li> <li>• Relation of actual plan size to resource envelop <ul style="list-style-type: none"> <li>○ records to be maintained, and frequency of updation- Formats, record keeping</li> <li>○ Systems support at GP level, grievance redressal systems</li> <li>○ Departmental coordination</li> </ul> </li> <li>• Selection process of members in committees- how participatory was it?</li> <li>• Role of committees in the planning process of GPDP</li> <li>• Role of Mission mode committees in GPDP - as part of convergence of projects.</li> <li>• Meeting process of standing committees and documentation of meetings</li> </ul> <p>Process of M&amp;E</p> <ul style="list-style-type: none"> <li>○ Frequent random visits by charge officers, district and block level officers, State and district level RPs</li> </ul>			
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			<p>to CB activities like training/ workshop/ coordination etc and ongoing planning processes</p> <ul style="list-style-type: none"> <li>○ Assessment during training by quality assurance team</li> <li>○ Concurrent assessment to be done by the participants</li> <li>○ Mid-term evaluation by State training institute</li> <li>○ Impact assessment through third party evaluation</li> </ul>			
3.		Importance of Environment creation	<ul style="list-style-type: none"> <li>● Establishing values and principles of democracy through mass awareness and citizenship building by capacity building and mass education ensuring participation at all levels</li> <li>● Transforming Panchayats through capacity building and participatory planning for deepening democracy and local governance.</li> <li>● To have a GPDP which can meet the aspirations and need of the people at GP level</li> <li>● <i>Need for campaign</i></li> </ul> <p>Preparation of Development plans by GPs is well enshrined in the historical PRI amendment of 1992 but doing so by GPs still a distant dream. The recommendations of FFC has today made it imperative for panchayats to develop their plan but the process of GPDP needs massive environment</p>	<p>Interactive session - Role of different stakeholders in GPDP, what information to reach each stakeholder, how to make the information reach within limited time frame etc. has to be listed out from the interactive session.</p> <p>After listing out the activities, exhibition of posters and a ppt presentation on 'importance of IEC' has to follow.</p>	<ul style="list-style-type: none"> <li>● Posters to be exhibited on literacy campaign, EC</li> <li>● Posters on EC activities of PPC Kerala and zero waste campaign of Sikkim.</li> <li>● PPC of Kerala, Amar Gaon, Amar Achoni of Assam, Yojana Bano Abhiyan of Jharkhand, Aamcha Gaon, Aamcha Vikas of Maharashtra</li> </ul>	<p>1.5 hours</p> <ul style="list-style-type: none"> <li>● 30 minutes- first session</li> <li>● 15 minutes- second activity</li> <li>● 45 minutes- class</li> </ul>

			<p>generation and publicity from all sides i.e. political and government back up and will.</p> <ul style="list-style-type: none"> <li>• <b>Objective of Campaign</b> <ul style="list-style-type: none"> <li>○ Familiarizing the panchayats with the processes and methodology of participatory planning.</li> <li>○ Attitudes and perspectives on participation of citizens and stakeholders</li> <li>○ Onus and ownership building</li> <li>○ Sensitization towards local social and developmental issues</li> <li>○ Generating enthusiasm and energy in panchayats towards their own development.</li> <li>○ Making panchayats responsive to social issues and urging them to combat these issues.</li> <li>○ Encouraging participation in local governance (Assessing, Designing, Planning, implementing and monitoring)</li> <li>○ Establishing accountability and transparency mechanisms.</li> </ul> </li> <li>• <b>Roll out plan for the campaign</b></li> </ul> <p>The campaign approach needs to be adopted to bring all stakeholders from the head of the state to the members of gram sabha, so that all are able to discharge multiple roles, enabling them to link local priorities to the planning process.</p> <ul style="list-style-type: none"> <li>○ Revisiting existing strategy and incorporating new ideas for better</li> </ul>			
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			<ul style="list-style-type: none"> <li>○ coverage across state.</li> <li>○ State level multi -sectorial consultation</li> <li>○ Meeting of steering committees and cells</li> <li>● Formation and activation of Media cell: <i>SPMU RGSA may also have experts from media to take up the campaign designing.</i></li> </ul>			
4.		Material Production- types and approach	<ul style="list-style-type: none"> <li>● Class on materials to be prepared for GPDP campaign <ul style="list-style-type: none"> <li>○ Types of materials for providing different kinds of training</li> <li>○ Target group</li> <li>○ Style and approach</li> <li>○ Mechanism for material development <ul style="list-style-type: none"> <li>○ Identification of resource group</li> <li>○ Collation of material including articles</li> <li>○ Examination and contextualization of similar material already developed</li> <li>○ Field validation of prescribed processes</li> <li>○ Demystification – simplicity of language and ease of reference</li> </ul> </li> </ul> </li> </ul>	Ppt presentation – refer PPC of Kerala, Amar Gaon, Amar Achoni of Assam, Yojana Banao Abhiyan of Jharkhand, Material developed by Goa	<ul style="list-style-type: none"> <li>● Materials produced for GPDP campaign needed for arranging a class room exhibition.</li> <li>● If possible, make poster exhibition of PPC of Kerala, Amar Gaon, Amar Achoni of Assam, Yojana Banao Abhiyan of Jharkhand etc</li> </ul>	hour
5.		Why GPDP a campaign approach	<ul style="list-style-type: none"> <li>● Massive participation needed</li> <li>● Changing attitude and practice of community and officials in development</li> <li>● Campaign mode for Regular monitoring of training, support and rollout of GPDP.</li> </ul>	<ul style="list-style-type: none"> <li>● A small consolidated presentation on all the above sessions, instilling seriousness regarding the processes to follow</li> </ul>	<ul style="list-style-type: none"> <li>● Laptop</li> <li>● LCD</li> </ul>	15 inutes

	<b>III. Understanding the current status of GPDP in the state</b>					
1.		Knowing the strength and weakness of GPDP in the state	<ul style="list-style-type: none"> <li>• Panchayati Raj Institutions – present status in development programmes in the State</li> <li>• Role of GPs in different CSS and SSS in the context of the State</li> <li>• Central and State guidelines on GPDP process, and supporting instructions</li> <li>• GPDP activity status- what has happened so far, the preparatory work that went into it,</li> <li>• strengths, weakness and challenges facing GPDP in the State</li> </ul>	<ul style="list-style-type: none"> <li>• Group work on strengths, weakness, challenges and opportunities of gram panchayats in the respective states.</li> <li>• List down the important activities of GPDP-based on General Orientation Session. Then list out the status of each activities/components of GPDP in the state.</li> <li>• Formation and functioning of support systems at different levels</li> <li>• Preparation of guidelines/manual</li> <li>• Environment Creation</li> <li>• Training of all stakeholders</li> <li>• Plan preparation, process</li> <li>• Conduct of the gram sabha</li> <li>• plan approval and implementation</li> <li>• Strengths, challenges and issues of each component above</li> </ul>	<ul style="list-style-type: none"> <li>• Chart paper</li> </ul>	3 hours <ul style="list-style-type: none"> <li>• 10 minutes- introduction</li> <li>• 1.5 hours- group work</li> <li>• Presentation- 20 minutes</li> <li>• 1 hour - discussion on the statistics/ figures and how to overcome issues</li> <li>• Group presentation and discussion with the faculty to decide strategy to be adopted in next technical session</li> </ul>
	<b>IV. Detailed Technical</b>					



	Sessions on GDP					
1.		Detailed session on GDP Process		<ul style="list-style-type: none"> <li>• Presentation</li> <li>• Group work</li> <li>• Field visits and validation</li> </ul> On different registers and records for format development and data gathering	<ul style="list-style-type: none"> <li>• GP level records and registers copy</li> <li>• A4 size white paper</li> <li>• Space for group work</li> <li>• Chart paper</li> <li>• presentation</li> </ul>	24 hours
2.		Situation analysis (SA) and Draft Status Report (DSR)	<ul style="list-style-type: none"> <li>• What is situation analysis in GDP?</li> <li>• Importance of situational analysis in GDP</li> <li>• What is the content framework of SA report?</li> <li>• How is it prepared?</li> <li>• What are the data sources?</li> <li>• Importance of community participation in SA</li> </ul>	Session to be held at training centres	<ul style="list-style-type: none"> <li>• Laptop</li> <li>• LCD</li> </ul>	30 minutes
3.		Secondary data collection and processing	Secondary data sources <ul style="list-style-type: none"> <li>• Limitations</li> <li>• Nature of secondary data needed in the GP, and source of data</li> <li>• What are the institutions that should provide the data</li> <li>• Which are the registers, records, reports that can be depended on?</li> <li>• Format for secondary data collection (people friendly formats to be used)</li> <li>• How to consolidate data</li> <li>• How to develop questions for FGD and primary data collection from secondary data?</li> <li>• Status preparation of ongoing CSS/SSS through secondary data sources</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation – input session for activity: 30 minutes</li> <li>• Group work – activity at panchayat: 1 hour,</li> <li>• Preparation of chart 30 minutes</li> </ul>		2 hours
4.		Primary data	<ul style="list-style-type: none"> <li>• What is the relevance of primary data</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation</li> </ul>	<ul style="list-style-type: none"> <li>• LCD</li> </ul>	Total : 2 hours

		collection – tools and processes	<ul style="list-style-type: none"> <li>collection?</li> <li>How to decide on the areas for primary data collection?</li> <li>What are the tools – FGD, PRA, survey? (separate session is needed for PRA)</li> </ul>	<ul style="list-style-type: none"> <li>Classes in the field</li> <li>Group work on developing questions for survey and FGD from secondary data</li> <li>How to decide on the areas/ subjects relevant for primary survey?</li> <li>Familiarization of different primary survey forms developed by different states/ GP for their data collection</li> </ul>	<ul style="list-style-type: none"> <li>Laptop</li> <li>Model forms</li> <li>Model questions</li> </ul>	<p>Input session - 45 minutes</p> <p>Activity at the panchayat : 1 hour, 15 minutes</p>
5.		Session on PRA	<ul style="list-style-type: none"> <li>Importance of PRA</li> <li>Strengths and weaknesses</li> <li>Inherent components of PRA (transact walk, social mapping)</li> <li>Pre-conditions for PRA</li> <li>Importance of EC in PRA</li> <li>How to conduct PRA</li> <li>How PRA helps to analyze community?</li> <li>How to generate data through PRA</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Field session</li> <li>Presentation</li> <li>Demo activity to be conducted in training camp</li> </ul>	<ul style="list-style-type: none"> <li>Materials for PRA activity</li> <li>Chart paper</li> <li>White paper</li> <li>LCD</li> <li>Laptop</li> </ul>	<p>4 hours</p> <p>2 hours for activity</p> <p>3 1 hour report generation</p>
6.		Session on DSR preparation	<ul style="list-style-type: none"> <li>What is DSR, what is the content?</li> <li>How to prepare the status of each sector based on the data collected?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>PPT</li> <li>Available DSR prepared by GPs to be circulated</li> </ul>	1.5 hours
7.		Resource envelope	<ul style="list-style-type: none"> <li>What is resource envelope?</li> <li>How is it prepared at GP level?</li> <li>From where is the information sourced?</li> <li>Challenges in communicating resource envelop? What is doable by the State?</li> <li>The above content to be explained using an actual example</li> </ul>	<ul style="list-style-type: none"> <li>To make data available from a GP</li> <li>Provide papers for resource envelope preparation</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	1 hour

8.		Visioning at Gram Sabha	<ul style="list-style-type: none"> <li>• How to conduct visioning exercise in Gram Sabha</li> <li>• Importance of community participation in visioning process</li> <li>• How to mobilize the community</li> <li>• DSR presentation process in Gram sabha</li> <li>• How to present DSR in a simple manner for easy understanding of ordinary citizens</li> <li>• How to document the vision emerging from the community</li> </ul>			1 hour
9.		Convergence in GPDP	<ul style="list-style-type: none"> <li>• Importance of convergence</li> <li>• GP – grassroots tier for last mile convergence</li> <li>• Different kinds of convergence – financial, spatial, organizational etc.</li> <li>• Role of GP mentioned in different CSS guidelines</li> <li>• Opportunities – MGNREGA, SBM, NHM, NRLM etc.</li> <li>• How can convergence of CSS and State schemes be undertaken with GPDP?</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation</li> <li>• Explain through examples</li> <li>• Take example of any CSS and discuss specific convergence areas, challenges and modalities</li> <li>• Preparation of convergence network</li> </ul>		2 hours
10.		Plan document, Project documents	<ul style="list-style-type: none"> <li>• What is a plan document?</li> <li>• Components of a plan document</li> <li>• Importance of a plan document</li> <li>• How to prepare</li> </ul> <p>Project</p> <ul style="list-style-type: none"> <li>• What is the project</li> <li>• What is difference between plan, project, scheme and programme?</li> <li>• What are the components of project document</li> <li>• Introducing simple format for project preparation</li> </ul>	<p>Plan</p> <ul style="list-style-type: none"> <li>• Presentation</li> <li>• To prepare a plan document with the help of readymade data</li> <li>• Circulate a good plan document for study by participants</li> </ul> <p>Project</p> <ul style="list-style-type: none"> <li>• Presentation</li> <li>• Discussion</li> <li>• Preparation of project</li> </ul>		1.5 hours for each session; total 3 hours

				through group work		
11		Monitoring and Evaluation	<ul style="list-style-type: none"> <li>• Importance, concepts, tools, mechanism</li> </ul>			1 hour
12		Gram Sabha-Governance institution: Importance in participatory planning and implementation	<ul style="list-style-type: none"> <li>• Importance of Gram Sabha in local governance and participatory planning</li> <li>• Provision in the constitution and Act</li> <li>• What is the present status, why people are reluctant to attend Gram Sabha? How to activate the same?</li> <li>• Regularising Gram sabhas: process of conducting GS in general and PESA areas</li> <li>• Traditional Heads of PESA panchayats</li> <li>• Core functions of gram sabha</li> <li>• GPDP and Gram Sabha</li> </ul>	<ul style="list-style-type: none"> <li>• Group discussion on existing conditions</li> <li>• Presentation by the group</li> <li>• Class</li> </ul>		1.5 hours
13		Gram Panchayat and Local Governance	<ul style="list-style-type: none"> <li>• Provisions as per state act: roles and powers</li> <li>• Norms to be followed by GPs as per act/rules</li> <li>• Role of sarpanch, panch, standing committee, panchayat secretary, gram rozgar sevak, frontline workers, gram sabha, parastatal committees</li> <li>• (VHNSC), role of SHGs and collectives in governance and development program of GPDP</li> <li>• How to sustain leadership and motivation in the elected body of the Gram Panchayat</li> </ul>			1.5 hours
14		Importance of record keeping in GPDP	<ul style="list-style-type: none"> <li>• Documentation of plan process implementation</li> <li>• Essential records and registers</li> <li>• Online system</li> <li>• Role of GP sarpanch and committee in documentation</li> </ul>	<p>Group work – GPDP process to be mapped and bare minimum records needed to capture the process and outputs to be identified</p> <p>Group to discuss How GPs</p>		<p>1.5 hours</p> <p>1 hour discussion on process documentation by GPs and 30 minutes on online and social media applications</p>

			<ul style="list-style-type: none"> <li>• An expert/ team of experts may be hired to handle process documentation for training as well as GPDP processes</li> <li>• Process documentation can be handled by the training coordinator/member of any committee at GP level</li> <li>• The educational institutes preferably colleges/ academia may be engaged for handling process documentation</li> <li>• Mechanism for online uploading and use of data may be developed</li> <li>• UID for each GP plan may be generated</li> <li>• Use of smart phone and social media like WhatsApp groups may be promoted.</li> </ul>	<p>can do process documentation, and how HR for the same can be identified</p> <p>Ppt on existing online applications (both central and state) and how they can be used in GPDP</p> <p>Group to discuss preparation to be made for coordinating social media based documentation</p>		
			•	•		
1.	Strategy setting	GPDP capacity building strategy for the state	<ul style="list-style-type: none"> <li>• Presentation on existing capacity building strategy based on state's GPDP guidelines</li> <li>• Importance of capacity building – GPDP</li> <li>• Revisit of CB strategy based on session III status of GPDP in State – potential and challenges, and understanding of tools and techniques</li> <li>• Identification of Target group and training needs based on state's GPDP guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Listing of universe of training</li> <li>• Group work on revisit and module framework preparation</li> <li>• Presentation</li> <li>• Common discussion on CB plan</li> </ul>		2 hours

# FRAMEWORK FOR PARTICIPATORY PLANNING - GPDP

## Category 1 – STATE LEVEL

### Philosophy

- Participatory Gram Panchayat Planning for empowering people and panchayats for social justice and economic development
- People centric planning process
- Preparation of inclusive, gender sensitive and local needs based Gram Panchayat Development Plan through people's participation

### Universe (Trainees)

It is important to remember that the state level ToT would/might have a heterogeneous group consisting of resource persons from different streams and may also include resource persons from different hierarchies of the state government and civil society organisations. This might also mean participants having diverse experience and understanding/orientation about the different topics to be covered during the training program.

Therefore, it would be important for the trainers to ensure, firstly, that all the participants are at equal platform to participate and secondly, during the group work the diversity mix is maintained. Universe of trainees may include:-

1. Media Persons
2. Political Leaders
3. Academicians
4. Officials
5. Empowered Committee Members
6. Resource Persons (domain experts)
7. Master Trainers
8. SIRD faculty
9. Charge officers
10. Civil society members

These trainees may be addressed as two universes – one of master trainers, and the other of all other stakeholders at the State level for GPDP.

## State

Universe – 1 Module for Half Day/Full day Orientation- Senior officials, Elected Representatives, Political Leaders, Empowered Committee Members, Academicians, Media Persons and others					
Topic	Content	Methodology	Material and Transaction	Management and coordination	Quality Assurance
Introduction, Welcome, Objectives of the workshop					
Development Challenges	State Human Development indicators, SDGs and state priorities	Lecture, Case study, Group Discussion, Open interactive session, PPT, Audio-visual clips, Press briefing	Hand books, case study material, video clippings	Workshop coordinator to look after Date, Venue, communication	Ensuring participation of all relevant departments
Concept of GPDP	Constitutional Provisions, FFC Awards, Additional funds, Integration of resources, Participatory GPDP, Gramoday Se Bharat Uday		Central and state Guidelines (translated in state language)	Nodal officer, Food conveyance	Ensuring availability of Resource Persons
Components of GPDP	Process and steps of GPDP, Environment Generation,			Conference hall with necessary infrastructure	Process Documentation
Institutional/support arrangements Roles of participants	Systemic support for HR, Convergence, Environment Generation for Mass mobilisation, Review of Progress			Coordination Committee to oversee the arrangements	
				Resource Persons	

**Universe – 2 Module for ToT – 3-5 Day Training – for State Master Trainers for GPDP (Resource Persons, Master Trainers, SIRD faculty, Charge officers etc.)**

Topic	Content	Methodology	Material and Transaction	Management and coordination	Quality Assurance
Introduction, Welcome, Objectives of the workshop					
Development challenges of the state	Comparison on State development perspective based on HDR, feedback of the participants, based on their experience and development perspective, Devolution index, Economic Review etc.	Group Work and Presentation	Hand books, case study material, video clippings, Role play, Q&A, Templates for	Training coordinator to look after date, venue, communication, Residential, Food and Conveyance, training venue with necessary infrastructure , identification and intimation to Trainers	Trainer- Selection criteria-: KSA [knowledge, skill, attitude]
Localising Sustainable Development Goals	What are SDGs? Mapping of identified development challenges (by the participants) against relevant SDGs	Group Work and Presentation	Group Discussion, Instructions and materials for management games		Identification and selection of Trainee
Addressing the identified Development challenges at local level	Identifying how the challenges could be addressed and roles of stakeholders	Group Work and Presentation			Training Module/resource material- Validation/Pre-testing
Concept of GPDP	Constitutional Provisions, Key elements of FFC Awards, Additional funds, Integration of resources, Participatory GPDP, Gramoday Se Bharat Uday	Presentation and open discussion	Excerpts from HDI reports, economic review etc.		
Components of GPDP and role of various stakeholders	Various Steps of GPDP and Roles of concerned stakeholders as mentioned in state guidelines; Convergence, facilitation, handholding, monitoring, technical appraisal etc. Role of GP planning team, Role of Panchayat Committee, Role of Standing Committee, Role of Gram Sabha and Ward Sabha, CBOs	Presentation and open discussion	SDG  Central and state Guidelines (translated in state language)	Coordination Committee to oversee the arrangements	Training Management check list- including facilities, logistics
Environment Generation for GPDP	Need for Environment Generation; Mass mobilisation for community participation; Campaign; Activities to be undertaken at the state, district, block and GP level	Presentation and open discussion			Training feedback and Analysis
Resource Envelope	Significance of identifying Resource Envelope; Types of Resources (financial and HR); What are the resources at GP's command? Other resources	Presentation, open discussion and Group work			Process Documentation
Situation Analysis	Primary and Secondary data, DSR Importance, How to ensure that the original demand of the	Presentation, Q&A, Quiz,			



	community is not tampered with	open discussion	Colours, Rangoli, Flash cards, Chart papers, Markers, etc.		
	Different PRA techniques, Principles of PRA, Tools	Presentation, Fish Bowl, open discussion			
	Preparation of Situational Analysis Report	Presentation and Group Work			
	Visioning & Priortisation Role of Gram/Ward Sabha (as per state guidelines)	Group Work and Role Play			
Field Exposure for GPDP	GP meeting; Transect Walk; Social and resource mapping; FGD; Visioning and Pritorisation; and other activities as mentioned in the state guidelines	Field Visit (One/One and a half day long)			
Preparation of Draft Plan	<ul style="list-style-type: none"> <li>• Situation Analysis Report</li> <li>• Compilation of priortised activities as per formats</li> <li>• Budget allocation</li> <li>• Completion of formats</li> </ul>	Group Work (groups to be formulated as per GP visit)			
Projectisation and Approval process	Projectization Approval Process as per state guidelines Role of Gram Sabha in Plan approval process Technical and administrative approval (Government rules, Department rules etc.  Convergence issues	Presentation by state officials and Group Work (groups to be formulated as per GP visit)			
Implementation and Monitoring plan	Implementation and monitoring arrangements; System support for implementation and monitoring	Presentation and Group work			
Feedback	Consolidation and way forward				

## CATEGORY 2

### District and Block levels

#### Philosophy:

- Decentralised planning for empowering people and Panchayats for Social justice and economic development
- Preparation of inclusive, gender sensitive plan through people's participation
- Universal thrust on GPDP – new opportunity
- Gram Panchayat centric planning process
- Elected Representatives at core of planning process

#### For which the strategy is

To achieve the objectives mentioned above a multi-pronged approach would be required. This would require:-

- (1) To bring about the role clarity among different stakeholders including key persons, resource persons and institutional support regarding the roles and responsibilities.
- (2) Facilitation support to Gram Panchayat including the working groups/task forces etc. formed to carry out planning exercises.
- (3) Pooling and convergence of strengths, funds, functions, functionaries and efforts both for planning and implementation.
- (4) Providing handholding support throughout the planning and implementation process.
- (5) Ensuring technical support for planning and implementation.
- (6) Regular monitoring of training, support and rollout of GPDP.

#### Trainee composition

It is important to remember that a suitable participant composition is maintained. This will ensure that learning of one group is not hindered due to presence of other because of the different roles and hierarchies prevalent in the system. Unsuitable participants mix may lead to dominance of one group over the other. Therefore while planning for training the following would be remembered:

- ✓ Functionaries at the block and district level needs to be provided separate training since their role is much more intensive than ERs.
- ✓ Media persons, politically active persons at the block and district needs to be oriented for half/one day at the block/district level.
- ✓ Functionaries training need to be in accordance with the support expected of them.
- ✓ The role of functionaries at the district and block level is expected to be on providing handholding in undertaking planning, projectisation, technical support, convergence and monitoring.

#### District Level

Universe/Stakeholders	Topic	Content	Methodology	Material and Transaction	Management and coordination	Quality Assurance
<b>Awareness/Orientation:</b> ○ Media Persons ○ Political Leaders ○ Academicians ○ Others  <b>(1 Day)</b>	Relevance of Decentralisation	73 rd Amendment, Features of State Panchayat Act, Provisions of PESA (1996),	IEC, Lecture, case study Group Discussion Video play Guided reading	Hand books, case study material, video clippings  Training Material  Central and state Guidelines (translated in state language)	Date, venue, communication Nodal officer, Residential, Food conveyance Class Rooms with basic infrastructure  District Coordination Committee; Resource Pool  Help Desk	Trainer-Selection criteria ToT: KSA [knowledge, skill, attitude]  Trainee-Participation  Training Module-Validation/Piloting  Training Management-Module  Facilities-logistics  Batch wise and program wise feedback -SMS, formats, emails  Process Documentation-who and how
	Concept of GPDP	FFC recommendation, Participatory planning, , Core Basic services				
	Components of GPDP	Process and steps of GPDP, Environment Generation, Institutional/support arrangements				
	Importance of Participatory Planning Process	Inclusive, Participatory, various steps of participatory planning, Why, how, by whom				
	Roles & responsibilities	Roles & responsibilities				
<b>Intensive:</b> <b>(2/3 days)</b>  ○ Elected Representatives ○ Officials at ZP	Relevance of Decentralisation	73 rd Amendment, Features of State Panchayat Act, Provisions of PESA (1996),	Lecture, Management Games, Role Play, Case Study, Group Exercise, Quiz,	Hand books, case study material, video clippings, Role paly skit, Q&A, Templates for Group Discussion, Instructions and	Date, venue, communication, Residential, Food conveyance Class Rooms with basic	Trainer-Selection criteria ToT: KSA [knowledge, skill, attitude]  Trainee-
District Development Perspective [DDP]	Comparison on State, district and block development perspective					

<ul style="list-style-type: none"> <li>○ Line departments functionaries</li> <li>○ DPC</li> <li>○ CBOs/NGOs</li> <li>○ Resource Persons</li> <li>○ Charge officers</li> </ul>		based on HDR	<p>Explanatory Quiz, Group Discussion, Guided Reading, Video Play</p>	<p>materials for management games</p> <p>Central and state Guidelines (translated in state language)</p>	<p>infrastructure, Training coordinator, District Coordination Committee; Resource Pool</p> <p>Help Desk</p>	<p>Participation</p> <p>Training Module-Validation/Piloting</p> <p>Training Management-Module</p> <p>Facilities-logistics</p> <p>Batch wise and program wise feedback -SMS, formats, emails</p> <p>Process Documentation-who and how</p>
	Concept of GPDP	FFC, GDPP, Gramoday, DDP V Participatory planning, Basic services, Panchayat centric planning, Role of ERs and officials				
	Components of GPDP	Various Steps as mentioned in the state guidelines				
	District Plan	Need, structure, steps, responsibilities				
	Role of Zilla Panchayat & DPC in GPDP	Principle of Subsidiarity, integration, convergence, nodal officer, facilitation, scaffolding, handholding, monitoring				
	Resource Envelope	Types of Resource, What is resource envelope? What are the resources at GP's command? Other resources available with department for GP,				
	Participatory Planning Process & Situation Analysis	Inclusive, Participatory, various steps of participatory planning, Importance				
	PRA	Different PRA techniques, Principles of PRA, Tools				
Primary and Secondary information and formats	What information is to be provided, in what template, by what time, sources of primary and secondary data					
	Roles & Responsibilities of in GPDP	Role of GP planning team, Role of Panchayat Committee, Role of Standing committee, Role of Gram Sabha and ward sabha,				

		CBOs, Role of Block Panchayat and line department functionaries in providing hand holding support				
	Convergence	Convergence importance, concepts, Matrix, Convergence possibilities with GP and Block level				
	Projectisation and Approval process	Government rules, Department rules, Schemes				
	Monitoring plan	Importance, concepts, tools, Responsibilities, timing, mechanism, Plan plus and PRIA soft				
	Evaluation	Importance, concepts, tools, mechanism				
	Facilitation	Need, skills, tools				

### Block

Universe/Stakeholders	Topic	Content	Methodology	Material and Transaction	Management and coordination	Quality Assurance
<ul style="list-style-type: none"> <li>○ Awareness/ Orientation</li> <li>○ Media Persons</li> <li>○ Political Leaders</li> <li>○ Academicians</li> <li>○ Others</li> </ul>	Relevance of Decentralisation	73 rd Amendment, Features of State Panchayat Act, Provisions of PESA (1996), Good governance, Reaching development goals, Citizenship, Accountable and responsive governance	IEC, Lecture, case study Group Discussion Video play Guided reading	Hand books, case study material, video clippings  Central and state Guidelines (translated in state language)	Date, venue, communication Nodal officer, Residential, Food conveyance Class Rooms with basic infrastructure	Trainer- Selection criteria ToT: KSA [knowledge, skill, attitude]
	Concept of GPDP	FFC Awards, Additional funds, Integration of				Traine- Participation

		resources, GPDP, Gramoday, Participatory planning, Core Basic services				Block level Coordination Committee Resource Pool	Training Module-Validation/Piloting
	Components of GPDP	Process and steps of GPDP, Environment Generation, Institutional/support arrangements				Help Desk	Training Management-Module
	Importance of Participatory Planning Process	Why, how, who by whom					Facilities-logistics  Batch wise and program wise feedback -SMS, formats, emails  Process Documentation-who and how
	Roles of participants	IEC, Awareness generation, Campaign, Mass mobilisation, media coverage					
<ul style="list-style-type: none"> <li>○ Intensive (2/3 days)</li> <li>○ Elected Representatives</li> <li>○ Officials at BP</li> <li>○ Line departments functionaries</li> <li>○ CBOs/NGOs</li> <li>○ Resource Persons</li> <li>○ Charge officers</li> </ul>	Relevance of Decentralisation	73 rd Amendment, Features of State Panchayat Act, Provisions of PESA (1996)- if PESA state, Good governance, Reaching development goals, Citizenship, accountable responsive governance	Lecture, Management Games, Role Play, Case Study, Group Exercise, Quiz, Explanatory Quiz, Group Discussion, Guided Reading, Video Play	Hand books, case study material, video clippings, Role paly skit, Q&A, Templates for Group Discussion, Instructions and materials for management games	Date, venue, communication, Residential, Food conveyance Class Rooms with basic infrastructure, Training coordinator,		Trainer-Selection criteria ToT: KSA [knowledge, skill, attitude]
	Block Development Perspective	Comparison on State, district and block development perspective based on HDR		Central and state Guidelines (translated in state language)	Block level Coordination Committee Resource Pool		Trainee-Participation
	Concept of GPDP	FFC, GDPP, Gramoday, Participatory planning, Basic services, Panchayat centric					

		planning, Role of ERs and officials				
	Components of GPDP	Various Steps as mentioned in the state guidelines				
	Role of Block Panchayat in GPDP	Principle of Subsidiarity, integration, convergence, nodal officer, facilitation, scaffolding, handholding, monitoring, technical appraisal, convergence mechanism at the Block Panchayat level, How GPDP is an opportunity for Block level Panchayat, importance and role of Civil Society Organisations/ CBOs in GPDP				
	Resource Envelope	Types of Resources, What is resource envelope? What are the resources at GP's command? Other resources available with department for GP,				
	Participatory Planning Process & Situation Analysis	Inclusive, Participatory, various steps of participatory planning, Importance, How to ensure that the original demand of the community is not tampered with				
	PRA	Different PRA techniques, Principles of PRA, Tools				
	Primary and Secondary information and	What information is to be provided, in what template, by what time, sources of				
					Help Desk	Facilities- logistics  Batch wise and program wise feedback -SMS, formats, emails  Process Documentation- who and how

	formats	primary and secondary data				
	Roles & Responsibilities of in GPDP	Role of GP planning team, Role of Panchayat Committee, Role of Standing committee, Role of Gram Sabha and ward sabha, CBOs				
	Convergence	Convergence importance, concepts, Matrix, Convergence possibilities with GP				
	Projectisation and Approval process	Government rules, Department rules, Schemes				
	Monitoring plan	Importance, tools, Standardised Reporting formats, MIS, Analysis of MIS and subsequent responses, Appraisal-implementation etc. separate formats for different phases, Responsibilities, timing, Plan plus and PRIA soft, e-monitoring plan				
Facilitation	Need, skills, tools					



## **CATEGORY 3**

### **GP and Cluster Levels**

#### **Philosophy:**

- Deepening roots of local self-governance at the GP level
- Improving the quality of life of people at village level through addressing local needs and priorities with local knowledge
- To provide financial support to local bodies for planning and delivering basic services smoothly and effectively
- Better management of resources available to Gram Panchayats
- Capacity enhancement for ERs to lead participatory planning process
- Capacity enhancement for functionaries to effectively facilitate the GP level planning, implementation process
- Capacity enhancement of community and village level institutions for ensuring and monitoring better participation towards addressing the local needs and social issues

#### **Objective setting**

At the end of the training the trainees will be able to

1. List out the role of panchayats vis-à-vis GPDP
2. Explain the process of convergence at panchayat level
3. Explain the scope of leadership along with their role and responsibility for undertaking GPDP

#### **Universe**

##### **Elected Representatives**

- Mukhiyas /Up Mukhiyas/Pradhans
- Traditional heads of PESA panchayats
- Ward Members
- Members of standing committees of gram sabha

- Members of standing committees of gram panchayat

#### **Functionaries (frontline workers of mission mode programs)**

- Panchayat Secretaries
- Rozgar sewaks of MGNREGA
- Asha Workers
- Jal sahiyas
- Anganwari supervisors
- Cluster coordinators under SSA
- Sahiyas/ANMs
- Cluster Coordinators under SBA
- Charge officers

#### **Others**

- Women collectives of NRLM and other programs
- NGO partners if any
- Members of PPT
- Community members - Members of Gram Sabha and Children/ child representatives
- Master trainers/Resource persons

**Training content- methodology, material, transaction, schedule i.e. number and frequency**

	<b>Category</b>	<b>Area/ content</b>	<b>Methodology/ tools</b>	<b>Training Material</b>	<b>Training duration</b>	<b>Phases/rounds of training</b>
1	ERs at village panchayat	1:Decentralised planning and implementation of projects 2:Convergence of flagship schemes to be implemented through GP 3: Resource envelop for GPs from all sources 4: Regularising Gram sabhas: process of conducting GS in general and PESA areas 5: Documentation and record keeping of panchayats 6: Core functions of gram sabha and standing committee	1: Class room teaching with PPTs in local dialect. 2: Group work/interactive sessions 3: Role plays and PRA techniques	State GDP guidelines, planning manual, Hand outs of major schemes of other departments where GP has role in implementation, all state GOs issued to GPs, Confirmatory state Act on PESA (for PESA heads)	<b>Phase 1: 3 days</b>	Refresher training may be planned every year.  Additional 2 days training on communication and leadership skills
2	Traditional Heads of PESA panchayats	1: Special provisions for Gram sabhas in PESA 1996. 2: Special provisions in state PESA acts/Rules 3: Forest Rights act 4: Rule for conducting Gram Sabhas as per state Act/rule 5: Role of heads in GPDP planning and implementation : FFC provisions, resource envelop for panchayats 6: Core functions of gram sabha and standing committee	1: Face to face lectures in local dialect 2: PPT with more pictorial information on gram sabhas 3: Group works and games	1: All materials may be translated in local language and be made in primer or leaflet form. 2: Preparation of Gram Sabha Calendar	<b>Phase 1: 3 days</b>	
3	Members of Gram Sabha	1: Selection process of members in committees	1: Class room teaching with	1: HDR of state/district		1: Soft skills may be given as additional or

	standing committees and Mission mode committees	<p>2: Role of committees in planning process of GPDP</p> <p>3: Role of Mission mode committees in GPDP as part of convergence projects.</p> <p>3: Meeting process of standing committee and documentation of meetings.</p> <p>4: Detail description of resource envelop for panchayats.</p> <p>5: Projectisation and prioritization of schemes</p>	<p>PPTs in local dialect.</p> <p>2: Group work/interactive sessions</p> <p>3: Role plays and PRA techniques</p>	<p>2: NFHS 3 reports on health</p> <p>3: Scheme guidelines</p> <p>4: Survey formats for situation analysis during planning process.</p> <p>5: SECC data for reference</p>		refresher training
4	Head of Nyaya Panchayat wherever available	<p>1: Importance of Nyaya Panchayats.</p> <p>2: Provisions as per state act: role and powers</p> <p>3: Process of justice in GPs as per act/rules</p> <p>4: Few social issues acts/rules: dowry/domestic violence/property etc</p>	<p>1: Classroom lectures</p> <p>2: Group discussion</p> <p>3: role plays</p>	<p>1: copy of state provisions</p> <p>2: Reports of conventions</p>		
5	Charge officer	<p>1: Powers of Panchayat</p> <p>2: GPDP planning process</p> <p>3: Convergence of flagship schemes to be implemented through GP</p> <p>4:Resource envelope</p> <p>5: Analysis and report writing</p>	<p>1: Classroom teaching with PPTs, case studies, activities like games, interactive sessions, 2: group discussions, role plays, PRA techniques</p>	<p>1: GPDP guidelines</p> <p>2: Planning manual</p> <p>3: Handouts on PRA techniques Planning formats</p> <p>4: GOs issued to GPs, PESA rules</p>	2 days	1: additional Training on communications skills

6	Front Line functionaries of all mission mode schemes	1: What is GPDP and its relevance for panchayats? 2: Role of frontline workers in GPDP 3: Planning exercise in panchayats 4: Operational guideline for various schemes	1: Detail description of GPDP through PPTs. 2: Role of functionaries in planning: PPT	1: Hand outs 2: GPDP guideline 3: Operational guideline of GPDP 4: PRA techniques with formats	3 days	
7	SHG and CBO leaders	1: Functioning of GP and their own role in planning and implementation process. 2: Background of GPDP and its relevance with context to FFC	Interactive session	Thematic material  Handout on GPDP	One day orientation	
8	RPs / trainers at GP/cluster level	1: What is GPDP? 2: Functioning of panchayats: Power of GPs and GS in general and PESA areas. 3: E-governance 4: Budgeting and accounting 5: Record keeping in Panchayats 6: Flagship schemes: convergence point of view	1: Classroom teaching with PPTs, case studies, activities like games, interactive sessions, group discussions, role plays, PRA techniques Hand hold support	1: GPDP guidelines 2: Training manual 3: GOs to GPs on GPDP 4: Handbooks Thematic material etc.	3 days	

**Institutional mechanism for training and planning process at GP level**

- Charge officer/ nodal officer if available
- GP level planning Committee/WG/PPT/Taskforce
- Block level planning/ coordination committee
- BDO of the block concerned
- Arrangements may be made for organising training programmes at a convenient venue with adequate facilities

- Care should be taken to ensure availability of resource persons and training aids

**Quality assurance:**

- Frequent random visit by charge officers, district and block level officers, State and district level RPs to CB activities like training/ workshop/ coordination etc and ongoing planning processes
- Assessment during training may be made by quality assurance team
- Concurrent assessment is to be done by the participants
- Mid-term evaluation by State training institute
- Impact assessment may be through third party evaluation
- Formats, record keeping
- Systems support at GP level, grievance redressal systems
- Departmental coordination

**Process documentation:**

- An expert/ team of experts may be hired to handle process documentation for training as well as GPDP processes
- Process documentation can be handled by the training coordinator/member of any committee at GP level
- The educational institutes preferably colleges/ academia may be engaged for handling process documentation
- Mechanism for online uploading of data may be developed
- UID for each GP plan may be generated
- Use of smart phone and social media like WhatsApp groups may be promoted.