



# लोहिया स्वच्छ बिहार अभियान

(स्वच्छ भारत मिशन (ग्रामीण) एवं लोहिया स्वच्छता योजना)

बिहार ग्रामीण जीविकोपार्जन प्रोत्साहन समिति, ग्रामीण विकास विभाग



बिहार सरकार

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Ref. No. : LSBA/Estt/06/16/ 120

Date : 29.06.2017

From,

**Balamurugan D., IAS**  
Chief Executive Officer-Cum-Mission Director.

To,

The District Magistrate,  
Nalanda.

Sub: **5 days Residential Programme on Community Led Total Sanitation (CLTS) for Master Trainers/ Trainers of Trainees (TOTs).**

Sir,

Lohiya Swachh Bharat Abhiyan is organising 5-days Residential Capacity Building training programme on Community Led Total Sanitation (CLTS) for 50 Master Trainers/ TOTs from 4<sup>th</sup> July 2017- 8<sup>th</sup> July, 2017 (4 nights and 5 days).

The purpose of this training to enhance the capacity of the Master Trainers with the CLTS tool who would be used as District Resource Persons and help in implementation of Lohiya Swachh Bihar Abhiyan [SBM-G+LSY) & motivate to achieve the goal of ODF.

Sl No	Training Type	Organising District	Participating MTs	No of Participants	Training Date	Resource Persons/ Nodal Agency
1	5 days residential training of Master Trainers on CLTS	Nalanda	1. Bhojpur- 3 2. Buxar - 5 3. Darbhanga- 5 4. Gopalganj- 5 5. Jehanabad -2 6. Khagaria-4 7. Paschim Champaran - 4 8. Purbi Champaran - 2 9. Sitmarhi- 2 10. Vaishali - 4 11. Banka-2 12. Rohtas-4 13. Nalanda-4 14. Sheohar-4	50	4 <sup>th</sup> July to 8 <sup>th</sup> July, 2017	Knowledge Links

The organizing district is requested to manage necessary arrangements at district level before the training. For your reference we have also attached a checklist for arrangements at the training level.

1. Confirmation of Venue (Meeting Hall with Projector and Sound System) for the training- Rajgir International Conventional Centre (RICC) maybe booked as per Government norms.
2. a) Lodging and fooding arrangement for the participants (50 persons)- @450/person/day.  
b) Lodging and fooding arrangement for the Trainers @ 2500/ day/ person (AC rooms) as per their itinerary
3. Vehicle arrangement for field visit and CLTS demonstration, as per the rates approved by the district.

Date	Time	No of Vehicles needed
5 <sup>th</sup> July	1:30 PM	3 ( 20 seater Tempo Traveler)
6 <sup>th</sup> July	3:45 AM	3 ( 20 seater Tempo Traveler)
6 <sup>th</sup> July	1:30 PM	3 ( 20 seater Tempo Traveler)
7 <sup>th</sup> July	3:45 AM	3 ( 20 seater Tempo Traveler)

4. Selection of panchayats and 8 Villages for field CLTS training. (To be finalized by DWSC and Jeevika). The criteria for village selection for triggering has been attached with the letter.
5. Stationery requirements as per the checklist attached, @approved rate by the district.

All nominated participants will report one day before in the evening of schedule training date at Resource District.

The cost of above residential training program would be booked under SBM (G)- CB head by Resource District.

For any further queries you may contact Miss Sana Salah, Nodal Person, Capacity Building, State HQ 9007620778 and at District level, Miss Aishwarya Alexander, ZSBP - 947046478 and Dr. Santosh, DPM, Jeevika, Nalanda - 9771478619.

Yours faithfully,

(Balamurugan. D)

Encl : As above.

Copy to : DPM, Nalanda, Jeevika for information and instructed that DPM, Nalanda would facilitate and coordinate with DWSC, Nalanda for training of MTs/TOTs on CLTS.

Copy to : DDC, Nalanda for information and necessary action.

Copy to : DM/DDC- Bhojpur, Buxar, Darbhanga, Gopalganj, Jehanabad, Khagaria, Paschim Champaran, Purbi Champaran, Sitamarhi, Vaishali, Banka, Rohtas, Sheohar for information and necessary action.

Copy to : J.P Shukla, Knowledge Links

**Checklist: Arrangements at the Training venue**

**Training Venue**

- The training hall should be at least 20/40 feet in dimensions
- There should be availability of sufficient open space near the hall to facilitate mock drills etc.
- The training hall should be a quiet, well ventilated space; not cramped up and congested.
- The hall should be equipped with enough plug points and sockets to accommodate electric appliances
- Adequate arrangements for safe drinking water and clean toilets and hand wash facilities should be made for the participants

**Seating Arrangement**

- The seating arrangement would be informal and flexible
- It may be in a semi-circular formation
- The seating may be such that each participant can easily see the screen/board.
- Participants sitting at the back should be able to hear the participants sitting in the front.

**Residential Arrangements**

- A five-day Training program would be a residential program (4 nights and 5 days). Their stay arrangements would be made close to the training venue.
- Arrangements would have to be made for easy mobility of the participants between their place of stay and the training venue.
- The stay of the participants should be arranged at a clean and well ventilated place.
- The mattresses and bed sheets, quilts and blankets at the arranged accommodations should be clean and in sufficient numbers; It should also have clean toilets and bath rooms and clean drinking water available.
- Separate toilets and bathrooms for lady participants may be ensured.
- There may be a proper supply of electricity at the arranged residence for the participants.
- Light but nutritious food/snacks may be arranged for the participants
- Sufficient mosquito repellants may be arranged for the participants

## List of materials/instruments to be procured for the CLTS TOT workshop

S.N.	Item	Quantity	Remarks
1.	Banner	2	1 in English and 1 in Hindi/Regional Language Format should be designed by the Organizers
2.	Sound System (1 collar mike, 2 cordless and 1 standing mike ,A lead for connecting laptop with speakers for film show)	1 set	5 days
3.	Podium	1	5 days
4.	LCD Projector with Screen, and 2 Laptop speakers	1	5 days
5.	Computer with printer	1	5 days
6.	White Board with stand	1	5 days
7.	Colored chart paper (White, Pink, Yellow and Sky Blue, Green)	200	
8.	Rim of A-4 size white papers	1 Rim	
9.	White board Markers-Black and Blue,	2 Packet	
10.	Permanent Marker (black, blue, red)	8 Packet	
11.	Sketch Pen	10 packet	
12.	Writing Pad	Depending on the number of participants	
13.	Pen		
14.	Folders		
15.	Camera (Digital) with operator	1	For 5 days
16.	Camera (Video) with operator	1	For 3-days
17.	Masking Tape	8	Big Size
18.	Cello Tape	5	Big Size
19.	Stapler	2	
20.	White board Clips	5	
21.	Scissors	2	
22.	Stapler pins	2 packets	
23.	Extension Chord	1	With multiple plugs
24.	Glue Stick	4	

## 5 day CLTS Workshop [Arrangements at the Training Venue]

25.	Certificate	As per the number of the participants	Format should be designed by the organizers
26.	Table Name Plate	8	
27	Wall Clock	1	
28	Color Powder (yellow, white, green, red, blue)	Five Sets (Each set will contain 1kg white powder, and half Kg each of yellow, red, blue and green powder. )	
29.	Small Cloth Bag of 2 Kg size	25	For packing colored powders
30.	Rubber band	50 gram	
31.	H <sub>2</sub> S Strips	10	
32.	Big cloth bags	5	For carrying material for field visits.
33.	Paper cards in different colors	200	Post card size
34.	Bindi (large size used by women on forehead) in four different colors	4 packet of each color	(Red, and Green)
35.	Transparent Glass	12	
36.	Plain strips of Visiting card	200	
37.	Name tags	100	
38.	Khurpa (Hoe)	10	
39	Soap	10	
40	Sanitizer	4	
41	Torch	8	
42	Small towel	4	
43	Dust Bin with lid	4	
44	Whistles	320	
45	Cap	50	For natural leaders
46	Vehicle (4 wheeler) for field visit for 3 days	4	Each vehicle should be of 15 passenger capacity. If smaller vehicles are available then increase the number of vehicle accordingly.

## Selection of Participants

The quality of participants is key to success of the training program. While selecting the participants the following criteria should be taken into account.

### 1. Selection criteria

S.N.	Criteria for selection of participants
1	A good proportion of participants are young and energetic
2	There is good gender balance
3	The participants are present in the training based on their voluntary consent
4	All the participants will be present for the 5 days of the training
5	Select only such people who are interested in working in their allotted areas for sanitation program, after receiving the training.
6	For ensuring coverage of entire district, 4-8 participants from each block may be selected.
7	The good number of participants for the workshop will be around 50.

### 2. Advance information to Participants

The advance information about the time, date and venue of the program will be given to the participants. Explain to them that this is a residential workshop as the activities will not be time bound and may start very early in the morning and go on late in the evening and they should be mentally prepared for this.

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## Preparing for Field Visits

It is proposed to conduct field visit for triggering on learning on the second and third day of the training (if afternoon is a good time for villagers' availability), or on the third and fourth day (if morning is a good time for villagers' availability). After each triggering, an early morning (wee hours) follow-up is a must.

On the last day of the workshop, natural leaders from triggered villages would be invited to present their community action plans for achieving ODF status.

### 1. Selection and preparation of community

A total of 8 villages must be selected for fieldwork. Each group would usually consist of 10-15 participants. Each group would trigger at least 2 communities during the workshop. The following checklist will help you to prepare for the field visits:

### 2. For selection of village, please consider the following:

- It would be good to select remote villages with less government interventions.
- Be conveniently close to the training venue so that the travel time is minimum and participants get maximum time for village level exercises. But the villages should not be very close to towns.
- The villages that are filthy and dirty as possible
- The villages should not be too large (ideally between 30 and 100 households)
- The villages where Sarpanch, Patel, Mukhia and community based organizations(CBOs) especially women organization such as, Self Help Groups, Youth clubs are strong, progressive and receptive should be selected

### 3. Preparing the village

- Prior information has to be given to the formal leaders of the community in the selected villages that outsiders will be visiting their village to understand their life style and routine. It is important that they are NOT told that some outsiders are visiting them to give them a toilet or to teach them to have one.
- Arrange and agree the time and venue in the village.
- Stress that everyone in the community should be informed and invited. At least 1 person must participate from each household.
- Enquire about any public function or celebration in the village. In case there are market days, holidays, festival and marriage celebrations, select some other village.
- Presence of the PRI members, influential people of the village during triggering helps in mobilizing community decision for ODF environment.

### 4. Prepare a brief village profile for each village selected for field visit

Gather information on number of hamlets in the village, number of households, population, socioeconomic status, sanitation status (including usage of toilets), local customs and cultural practices, issues unique to the area (e.g., water scarcity, hard rock or high groundwater table), availability of CBOs like SHGs.

**5. Transport**

A fleet of 4 light vehicles of minimum 15 passenger's capacity (such as tempo traveller or Tata 407 buses) need to be arranged for each field visit depending upon the number of participants. In case, smaller vehicles are available, increase the number of vehicles accordingly.

**6. Food and beverages for field visit**

Arrangements need to be made for packaged drinking water and biscuits for trainees during the field visits.

**7. Material for field visit**

It is planned to form at least 4 groups for the field visit. Each group would require one big cotton bag for carrying materials. Each bag would contain 5 chart papers, 1 black permanent marker, 2 set of sketch pens, 1 kg lime powder, 1/2 kg yellow powder, 1/4 kg red powder, 1/4 kg green powder and 1/4 kg blue powder (powders will be kept in small cloth bags), 2 H<sub>2</sub>S vials, 2 transparent glass, 1 packaged drinking water bottle, adhesive tape, 100 paper cards, 2 hoe (khurpa), 2 torch, 40 whistles. After the first visit, the bags would be refilled to cover the items used during the visit so that the required material is available for the next visit.

**8. Arrangement of video cameraperson for the field visit**

The process of triggering and follow-ups will be recorded in few cases including attitude and behaviour of the participants during the field visit.

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## Tentative Schedule: 5- Day Training of Master Trainers on CLTS

Day 1				
Time/Duration	Session/Activity	Method	Material	Resource Persons
08.45 – 9.00	Registration	Filling up of registration forms	Registration form	Registration staff and participants
<b>Session 1</b>	<b>Getting started</b>			
9.00 – 9.30	Introduction and ice breaking	Game and interaction		Trainers and participants
9.30 – 10.00	Sharing the design of training and its objectives; agreeing on norms to be followed by participants	PowerPoint presentation (PPT), flip charts, cards	Mike	Trainers and participants
<b>Session 2</b>	<b>Making India ODF: Issues and challenges</b>			
10.00-10.30	Why OD must be stopped?  Why OD is still continuing in rural India? Why past programmes have not really worked?  What have been the institutional bottlenecks and barriers to genuine demand generation?	Film- SBM (G) guidelines  PPT	Flip charts/marker s and cards/mike	Lead trainer and participants
10.30-10.40	Question Answer	Interaction	Mike	
<b>Session 3</b>	<b>What is ODF?</b>			
10.40-10.50	Definition of ODF (GoI)	PPT and film (Cat method)	Mike, PPT	Trainers and participants
10.50-11.20	Film on an ODF village	Film	Mike, Film on ODF village such as 'Kaha to KiyaBhi' (a film on ODF village Ranamatia in District Rajnandgaon, Chhattisgarh)	Participants
11.20 -11.30	Questions and Answers	Interaction	Mike	
11.30-11.45	Tea/sanitation break			
<b>Session 4</b>	<b>Community approaches to sanitation: concept, principles, processes and tools</b>			

11.45-12.30	Concepts, principles, processes and tools of community approaches to sanitation such as CLTS and CATS	PPT presentation	Mike, PPT	Trainers and participants
12.30-12.40	Questions and Answers	Interaction	Mike	
Session 5	Essentials of attitude and behavior			
12.40 – 13.20	Understanding the right attitude and behavior for facilitation of CLTS	Presentation	Mike, PPT	
13.20-13.30	Questions and Answers	Interaction	Mike	
13.30-14.30	Lunch			
Session 6	Trigger approach: Pre-triggering, triggering and CLTS trigger tools			
14.30-15.00	What is the trigger approach?  Role of pre-triggering in ensuring effective triggering on the ground  What are the trigger tools and how they work?	A PPT presentation	Mike, PPT	
15.00-15.15	Questions and Answers	Interaction	Mike	
15.15-15.30	Tea Break			
	Film on pre-triggering and trigger tools			
15.30-16.45	('Tools and processes')	Film	Mike Film on trigger tools	
16.45-17.00	Instructions for the next day	lecture	Mike	
<b>Day 2</b>				
08.00-08.30	Recap of learning from Day 1	NGT	Mike	
Session 7	Simulation of community triggering exercise			
08.30-11.00	Simulation of community triggering exercise	Role play (participants act as villagers and trainers as facilitators)	Bag with triggering material	
11.00-11.15	Tea/Sanitation Break			
Session 8	Simulation of triggering in schools			
11.15-12.00	Simulation of triggering in schools	Role play (participants act as school children and	Bag with triggering material	

		teachers and trainers as facilitators)		
12.00- 12.30	Film on triggering in schools	Film Show		
<b>Session 9</b>	<b>Formation of groups: Roles and responsibilities of triggering team members</b>			
12.30-13.00	Formation of groups: Assigning roles and responsibilities of triggering team members	PPT presentation	Check list, Mike, PPT	
<b>Session 10</b>	<b>Mock practice by participants of triggering</b>			
13.00-13.30	Mock practice by participants of triggering			
<b>Session 11</b>	<b>Preparation for field visit</b>			
13.30-13.45	Formation of groups for hands-on triggering during field work and distribution of roles and responsibility amongst the group members; briefing for the field visit including do's and don'ts		Check list and write-up on do's and don'ts	
13.45-14.30	<b>Lunch</b>			
<b>Session 12</b>	<b>First round of hands-on triggering in selected villages</b>			
14.30-18.00	Hands-on triggering in villages	To be facilitated in selected villages at each location separately	Bag with triggering material	
18.00-18.15	Mood Barometer and instructions for the next day			
<b>Day 3</b>				
04.00-04.10	Motivational song and attendance			
<b>Session 13</b>	<b>Post-triggering early morning follow-up</b>			
04.10-04.30	Post-triggering early morning follow-up: what, why, when and how	Discussion	Mike	
<b>Session 14</b>	<b>Post-triggering early morning follow-up (real time)</b>			

04.30-08.30	Real time post-triggering early morning follow-up	Field visit to triggered villages		
8.30-11.30 am	Breakfast and rest			
11.30-11.45	Motivational song and attendance			
Session 15	Presentation on field visit experience			
11.45 -12.30	Presentation on triggering on Day 2	Presentations by the groups of participants	Chart Papers, Markers	
12.30 -13.00	Presentation on early morning follow-up in Day 3	Presentations by the groups of participants	Chart Papers, Markers	
13.00-13.15	Group planning for second triggering exercises	Participatory planning in groups		
13.15-14.00	Lunch			
Session 16	Second round of hands-on triggering in selected villages			
14.00 -18.00	Triggering in the second community	Field visit		
18.00-18.15	Mood Barometer and instructions for the next day			
<b>Day 4</b>				
04.00-04.15	Motivational song and attendance			
Session 17	Real time early morning follow-up in triggered villages of Day 3			
04.15-8.30	Real time early morning follow up in triggered villages of Day 3	Field visit		
8.30-11.30	Breakfast and Rest			
11.30-11.45	Motivational song and attendance			
Session 18	Group presentations on field visits			
11.45-12.45	Group presentations on second round of triggering visits	Presentations by groups of participants	Chart Papers, Markers	
12.45 -13.45	Presentation on second early-morning follow-up field visits	Presentations by groups of participants	Chart Papers, Markers	
13.45-14.30	Lunch			
Session 19	Post-triggering follow-up and safe technology options			
14.30 -15.30	Key steps and processes: Baseline survey by the	Interactive PPT presentation,		

	community; collective pledge to cover the shit till the village becomes ODF; fixing up the ODF date; streamlining the supply chain; having trained masons on board; demonstration of safe toilet construction on demand	flip charts, cards		
15.30-16.30	Presentation on technology options including a film on technology options	PPT presentation and film		
16.30-16.45	Tea Break			
16.45-17.00	Mood barometer and closure of Day 4			
<b>Day 5</b>				
8.00-8.15	Motivational song and Attendance			
08.15-09.00	Breakfast			
Session 20	<b>Harvesting learning and mapping out the way forward</b>			
09.00-10.00	Working groups of participants share their learning from the programme till this point particularly on pre-triggering, triggering and post-triggering follow-up activities and methodologies	Group presentations and question and answer in the plenary		
Session 21	<b>Credibility and sustainability of ODF results</b>			
10.00-10.45	Identification of the key elements of credible and sustainable ODF results	Brainstorming in the plenary		
10.45-11.00	Presentation on what constitutes credibility and sustainability of ODF status and how to achieve it	PPT, interactive lecture presentation and discussion (ILPD)		
11.00-11.15	Tea			
Session 22	<b>Action planning by the participants</b>			
11.15-11.30	Tips for action planning	PPT		
11.30-12.30	Group exercise on action planning			
12.30 -13.30	Presentation of actions plans by the participants	Presentation		

13.30-14.30	Lunch			
Session 23	Experience sharing by natural leaders (NLs)			
14.30-15.30	Natural leaders from triggered villages share their experiences	Presentation		
15.30-16.00	Question and Answers			
Session 24	District-wide ODF plans and campaigns			
16.00-16.30	Outline of District ODF Plans	PPT/discussion		
16.30-17.00	District-wide ODF campaign involving all the key stakeholders	PPT/discussion		
Session 25	Wrap-up			
17.00-17.30	Way forward: What to do next after training	Interaction and discussion in the plenary		
17.30-18.00	Evaluation and Valediction			