



लोहिया स्वच्छ बिहार अभियान

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

बिहार ग्रामीण जीविकोपार्जन प्रोत्साहन समिति, ग्रामीण विकास विभाग



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Ref: BRUPS/LSBA/Estt/64/18/173

Date- 05.06.18

Office Order

Lohiya Swachh Bihar Abhiyan is organising 3-days Residential Capacity Building training programme on Community Led Total Sanitation (CLTS) for 50 Swachhagrahis per batch in the month of June 18 in your district. The purpose of this training to enhance the capacity of the Swachhagrahis 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.

Schedule for 3 Days Residential Training on CLTS for Swachhagrahis						
Sl. No.	District	Resource Person	Designation	Contact No	No. of Batch	Date
1	Jamui	Mr Ranjan Verma	District Resource person	9835206441	2	11th June – 16th June.'18.
		Ms Sikha Rani	District Resource person	8294297491		
		Ms Neelam Verma	District Resource person	9939221766		

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 training arrangements, prerequisites for the training and selection criteria for the participants of the training.

1. Confirmation of Venue (Meeting Hall with Projector and Sound System) for the training.
2. Lodging and fooding arrangement for the participants and trainers - @450/person/day.
- 3.1 The State Resource Persons (Trainers) will be given an honorarium of Rs. 2000/day/person at the last day of the training based on their participation in the training. Travel allowances should be payable to trainers as per actual cost which is maximum up to Rs.1000/.
- 3.2 The District Resource Persons (Trainers) will be given an honorarium of Rs. 1500/day/person at the last day of the training based on their participation in the training. Travel allowances should be payable to trainers as per actual cost which is maximum up to Rs.1000/.
- 3.3 The payment for the WSP resource will be taken care by the respective organizations.

विकसित बिहार का निश्चय : शौचालय निर्माण, घर का सम्मान



4. Vehicle arrangement for field visit and CLTS demonstration, as per the rates approved by the district and as per the scheduled attached.
5. Selection of panchayats and Villages for field CLTS training. (To be finalized by DWSC and Jeevika).
6. 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. During the training program, as per the schedule, state capacity building team will visit the Districts to ensure quality training.

For any' further queries. You may contact Miss Sana Salah, Nodal Person, Capacity Building, State HQ -9007620778 and Mr. Randhir Kumar, Training Officer, State HQ-9570367859, 7485092154.

Encl: As above


(Rajiv Kumar Singh)

State Coordinator

तीन दिवसीय CLTS प्रशिक्षण ।

पहला दिन		
समय	विषय	विधि
09:00 से 9:45 तक	प्रतिभागियों का नामांकन एवं फोल्डर वितरण	
9:45 से 10:15 तक	प्रशिक्षण हेतु नियमों का निर्धारण एवं अपेक्षाएं	
10:15 से 10:30 तक	प्रशिक्षण का उद्देश्य	व्याख्यान
10:30 से 10:40 तक	चाय अवकाश	
10:40 से 11:15 तक	स्वच्छता क्यों अस्वच्छता का प्रमाण— बिमारियों का प्रकोप शिशु मृत्यु दर में वृद्धि, कुपोषण, महिला अपराध में वृद्धि, मानव घंटों का नुकसान, गरीबी, बच्चियों का स्कूल ड्रॉप आउट और जीविकोपार्जन में कमी ।	प्रस्तुतिकरण वीडियो फिल्म, समूह चर्चा व्याख्यान
11:15 से 11:30 तक	मुख्य अतिथि का स्वागत प्रशिक्षण का उद्घाटन, मुख्य अतिथि का उद्बोधन ।	
11:30 से 12:30 तक	1 सी.एल.टी.एस. एक परिचय एवं उद्देश्य 2 सी.एल.टी.एस. ट्रिगरिंग टूल्स एवं प्रयोग विधि	व्याख्यान
12:30 से 2:00 तक	सी.एल.टी.एस. ट्रिगरिंग टूल्स— मल मानचित्रण, मल गणना मल—मुख संक्रमण, चिकित्सीय खर्च की गणना, शर्मसार यात्रा इत्यादि ।	रोल प्ले
02:00 से 02:45 तक	भोजनावकाश	
02:45 से 3:45 तक	सामुदायिक उत्प्रेरण हेतु अन्य माध्यम— रात्रि चौपाल में स्वच्छता विडियो का प्रदर्शन जिद करें अभियान, प्रभात फेरी बहन—बेटी सम्मान, मल सभी छोड़ो अभियान, विचार लेखन, सामुदायिक बैठक इत्यादि ।	व्याख्यान रोल एवं सामाजिक सम्मान विडियो का प्रदर्शन
03:45 से 04:00 तक	चाय अवकाश	
04:00 से 05:30 तक	फिल्म का प्रदर्शन	विडियो फिल्म
08:30 से 9:30 तक	रात्रि भोजन	

12.

दूसरा दिन

समय	विषय	विधि
08:30 से 09:00 तक	सुबह का नाश्ता	
09:00 से 09:30 तक	पहले दिन का पुनरावृत्ति	प्रस्तुतिकरण, (प्रतिभागी के द्वारा)
09:30 से 10:30 तक	परिचर्चा-परिचय एवं प्रक्रिया	
10:30 से 10:40 तक	चाय अवकाश	
10:40 से 10:30 तक	खुले में शौच मुक्त समुदाय में समुदायिक संगठनों की भूमिका	प्रस्तुतिकरण एवं व्याख्यान
12:30 से 02:00 तक	सी.एल.टी.एस. ट्रिगरिंग टूल्स एवं प्रयोग विधि का प्रदर्शन	नजरी नक्शा द्वारा
02:00 से 02:45	भोजनावकाश	
02:45 से 06:00 तक	क्षेत्र के किसी पंचायत में ट्रिगरिंग का अभ्यास	क्षेत्र भ्रमण
तीसरा दिन		
समय	विषय	विधि
03:00 से 03:30 तक	क्षेत्र में सुबह का फॉलोअप करने जाने से पूर्व प्रातः वंदना एवं फॉलोअप पर चर्चा	व्याख्यान
03:30 से 06:00 तक	क्षेत्र में 03:30 में जाकर फॉलोअप करना	क्षेत्र भ्रमण
08:30 से 09:00 तक	सुबह का नाश्ता	
09:00 से 09:30 तक	दूसरे दिन का पुनरावृत्ति एवं फॉलोअप पर चर्चा	प्रस्तुतिकरण
09:30 से 11:00 तक	शौचालय तकनीक पर चर्चा-लीज पीट एवं सेप्टिक टैंक में अंतर दो गड़ड़े वाला लीच पीट शौचालय ही क्यों	व्याख्यान एवं प्रस्तुतिकरण तथा विडियो फिल्म का प्रदर्शन
11:00 से 11:10 तक	चाय अवकाश	
11:10 से 12:10 तक	आपूर्ति श्रृंखला प्रबंधन 1 आपूर्तिकर्ता की पहचान 2 राजमिस्त्री की पहचान 3 RSM की स्थापना 4 आपूर्ति श्रृंखला एवं शौचालय निर्माण में समुदाय आधारित संगठन की भूमिका	प्रस्तुतिकरण एवं व्याख्यान
12:10 से 01:30 तक	खुले में शौच मुक्त कार्य योजना 1 महत्त्व एवं प्रक्रिया 2 खुले में शौच मुक्त कार्य योजना प्रपत्र	व्याख्यान एवं प्रस्तुतिकरण
01:45 से 02:45 तक	भोजनावकाश	
02:45 से 04:30 तक	LSBA-MIS के अंतर्गत शौचालय निर्माण हेतु प्रोत्साहन राशि के भुगतान प्रक्रिया	व्याख्यान एवं चर्चा
04:30 से 5:00 तक	प्रशिक्षण की प्रतिपुष्टि एवं धन्यवाद ज्ञापन	

CLTS Training Material List

Sl. No.	Items	Quantity	Remarks
1.	Banner (Hindi)	1	
2.	LCD projector with screen, laptop and 2 speakers	1	For class room
3.	White Board with stand	1	For class room
4.	Colored chart paper (White, Yellow and Sky Blew)	20	
5.	Rim of A-4 size white papers	1	
6.	White board Markers-Black and Green	1 pcs of red green,blue,black each colour	
7.	Sketch Pen	5 Packets	
8.	Writing Pad	Depending on the number of participants	
9.	Pen		
10.	Folders		
11.	Masking Tape	1	Big Size
12.	Cello Tape	1	(2 big size)
13.	Stapler	1	
14.	White Board Clips	2	
15.	Scissors	1 medium size	
16.	Stapler pins	1 packets	
17.	Extension Chord	1	
18.	Gum Stick	1	
19.	Color Powder (Yellow, White, Green, Red)	1 Kg of each colour	
20.	Chalk (Yellow, White, Blue and Red)	1 Boxes	
21.	Transparent Glass	2	
22.	Plain visiting card	40 Nos	Sample copy is attached
23.	Safety Pin	100 Nos	
24.	Hoe (Khurpa)	2	

Dr.

General Guideline for Training of Master Trainers (TOTs)

Objective of the Training: through the training of Master Trainers (TOTs), the state aims to create a resource pool of Master Trainers for the district, who would be key CLTS functionaries for the district and will be responsible for the training of Swachhgrahis and thereafter conducting pre triggering activities in the gram panchayats and villages and handholding of Swachhgrahis in the field.

Before Training	During Training	After Training
➤ The strength of batch for training should be limited to only 45 participants. The upper limit can be extended maximum up to 50 participants, which ensures good quality training to the participants. <u>Prerequisites for selecting master Trainer</u> ➤ Through these trainings, the state aims to create resource pool of Master trainers for the districts, who would be key CLTS functionaries for the district and will be responsible for the training of Swachhgrahis and thereafter conducting pre triggering and triggering activities in the gram panchayats and villages. ➤ So, it is important to and identify and engage those participants who can be potential Master Trainers (MTs)(Example of Potential candidates for Master Trainer) 1. Effective and Efficient Block Coordinators at least 1 or 2. 2. Representative of Jeevika staff and cadre () for example community mobiliser (CM), Wash Motivators and other cadres) 3. Good performing Swachhgrahis who have the potential to be upgraded as Master Trainer. 4. Natural Leaders. 5. Local NGO worker preferably working in field of sanitation and hygiene.	➤ To lead the campaign proactively, the DWSC functionaries (DM/DDC/Director DRDA) should take part in the inauguration of the training. ➤ For every training the 1st session has to be addressed by the District Coordinator and ZSBP on the guidelines and objectives of SBM (G) and LSBA. ➤ DC's participation is mandatory for every recap session as scheduled during the training schedule. ➤ Before the end of the session, the deployment plan of all the trained participants (Master Trainers) regarding the CLTS training of Swachhgrahis and other activities like triggering and pre triggering activities in Gram Panchayats and villages should be finalised and shared. ➤ Grading and assessment of the participants by the SRPs/DRPs. ➤ The training should conclude with vote of appreciation for the participants of the training by the district level functionaries.	➤ It is imperative for all the concerned District Coordinators to share a feedback form and analysis of the training to lsbabihaat@gmail.com within a week after the conclusion of the training. ➤ Maintenance of the repository of the trained master Trainers (MTs). A copy of the document has to be shared with the state LSBA team. ➤ Tracking and follow up of all the trained Master Trainers till the District achieves ODF. ➤ Resource fee of trainers must be paid within a week. ➤ Trained Swachhgrahis (MTs) must be uploaded on IMIS within a week.