

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 No: BRLPS/LSBA/Proj/79/18/710

Date: 28.09.2018.

From,

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

To,

All District Magistrates-cum-Chairman
District Water and Sanitation Committee,
Bihar.

Sub:

Policy for State and District Resource Persons.

Sir,

In the above-mentioned subject, this is to bring to your notice that Lohiya Swachh Bihar Abhiyan, has shortlisted and trained competent Resource Persons i.e. State Resource Persons (SRPs) and District Resource Persons (DRPs) who have combined skills and capacity to:

- Impart trainings and long term handholding support on CLTS methodologies.
- Impart sanitation technology and mason trainings to different stakeholders.
- Support DWSCs in developing district action plans, & roll out communication campaigns and any other relevant assignments as per the need of the project.

These Resource Persons would be governed by the SRP and DRP policy that is annexed.

We are hopeful that these resource persons will be useful for the districts to take the ODF campaign to the next level.

Yours faithfully

(Balamurugan D.)

Copy to: All Deputy Development Commissioners for information and necessary action.
Copy to: Ajay Sinha, CEO Feedback Foundation for information and necessary action.
Copy to: Prabhakar Sinha, WASH Specialist, UNICEF for information and necessary action.



Lohiya Swachh Bihar Abhiyan

Policy on State & District level Resource Persons

Lohiya Swachh Bihar Abhiyan

Department of Rural Development, Government of Bihar
implemented by Bihar Rural Livelihoods Promotion Society



1. Introduction

Lohiya Swachh Bihar Abhiyan (LSBA) is a Mission mode programme comprising of Swachh Bharat Mission (Gramin) and Bihar government funded Lohiya Swachhta Yojna (LSY) - which cover those rural households who are not factored under SBM(G), for ensuring nearly universal sanitation coverage in rural Bihar. LSBA is committed to facilitate the villages of Bihar achieve "Open Defecation Free Status" by focusing on "collective behavioral Change" and ensure its sustainability through proactive engagement of all stakeholders.

LSBA plans to create a brigade of resource persons to give thrust to the capacity building of institutions, government and people's representatives, community cadre and other grassroot and frontline workers engaged in the mission. The brigade will consist of State Resource Persons(SRPs) and District Resource Persons(DRPs) and it will be created at two levels vis-a-vis State and District level. The pool of resource persons at the state level will be known as State Resource Persons (SRPs) and at district level will be known as District Resource Persons (DRPs). Other than the Capacity Building(CB) needs, the resource persons would also help in identifying and plugging the existing CB gaps. The creation of a dedicated pool of resource persons would help in meeting the CB needs and enhance the quality of different types of trainings and handhold support and any other task as per the requirement of the project, resulting in better community mobilization for "collective behavioural change".

2. Objectives.

in view of the above, the specific objectives of creating a pool of dedicated and trained resource persons at District and State level are as follows:

- 2.1. To enhance the training quality on all aspects of LSBA and standardize the CB process at all levels.
- 2.2. To strengthen the capacity of institutions at district and block levels for effective campaign implementation by mapping the CB requirements and ensuring the availability of trained person power.
- 2.3. To provide handholding support to administration, community institutions, PRIs and deployed swachhagrahis in developing strategies, carrying out effective community mobilisation, concurrent monitoring and mid course corrections
- 2.4. To support the Rural Sanitary Marts(RSMs) in effective management of the supply chains with respect to toilet construction

3. Eligibility Criteria

- 3.1. S/he should not hold any public office or be an elected representative (Mukhiya/Panch/ward member or any other).
- 3.2. S/he should be willing to travel extensively as per the requirements of the district/state.
- 3.3. S/he should be in the age group of 20-45 years.
- 3.4. S/he should have relevant WASH experience (at least 1 year) for a DRP and (at least 2 years) for an SRP.
- 3.5. Minimum qualification for DRP and SRP is Intermediate and Graduation respectively.
- 3.6. S/he should be having Proficiency to write, read and speak in Hindi.



- 3.7. S/he should have excellent skills in leadership, mobilization, communication, training, presentation, etc.

4. Key deliverables of resource persons

Resource persons are expected to practice sanitation at personal level and also voluntarily encourage/motivate persons around them to keep the vicinity clean and healthy. S/he should be truly dedicated towards the cause of LSBA. The resource persons would render dedicated services for the programme and they are expected to ensure workplace hygiene. It is also expected that they uphold the virtues of integrity and work ethics and act in the best interest of the LSBA at all times and ensure that their actions are totally transparent and not for mere monetary gains.

- 4.1. To assist LSBA state project management unit and District Water and Sanitation Committee in preparing capacity building plan for community institutions, community cadre, grassroots, frontline workers and other stakeholders as per requirement of the state/district.
- 4.2. Sector triggering of PRIs, Govt functionaries, grassroots workers and other stakeholders for implementation of the programme at different levels as per requirement of the state and district.
- 4.3. Facilitate in preparation and operationalization of Open Defecation Elimination Plan (ODEP) and Baseline Survey Updation as per requirement of the state/district.
- 4.4. Monitoring of grass root workers and provide handholding support to them as per the requirement of the state/district.
- 4.5. Scoping exercise for assessing the CB requirements of existing motivators, conduct TOMs to create a pool of trained Swacchagrahis and deployment of trained bodies and helping District/Block to finalize motivator movement plan and effective monitoring
- 4.6. Demonstrate triggering, follow-up in the villages to enhance the capacity of Swacchagrahis
- 4.7. Participate in weekly review meeting at block level/district level and help district/block level control room to gather live information from ground level as per the requirements
- 4.8. Conduct refresher workshops to fill up the gaps, if required at block/district level to ensure sustainability of the CB programmes.
- 4.9. Provide in-situ technology training to masons and demonstrate twin pit technology benefits to various stakeholders as per requirement of the state/district.
- 4.10. Ensure effective supply chain management and help in establishment of Rural Sanitary Marts as per the requirement in the district.
- 4.11. Ensure adoption of ODF verification protocol by the district, formation and training of the verification team as per requirement of the state/district.
- 4.12. Develop / standardize training curriculum and modules and prepare behavior change communication materials and training materials as per requirement of the state/district.

- 4.13. Plan and impart training to the staff, stakeholder and community (institutions, leaders, cadres, resource persons) in CAS as per requirement of the state/district.
- 4.14. Facilitate and handhold generic staff induction at various levels (State, District, Block and Community) as per the requirement.
- 4.15. Facilitate the block and community level project teams in effective implementation by engaging with them organically in team discussions and other strategic deliberations as per requirement of the state/district.
- 4.16. Submit reports at the respective level like State Project Management Unit (SPMU), District Water Sanitation Committee (DWSC) and Block Project Management Unit (BPMU) within seven days of completion of each training programme both in hard and soft form.
- 4.17. Submit a detail activity report at the end of every month in the specified format in order to claim dues from the respective project offices.
- 4.18. Support and conduct ODF+ and SLWM activities as per requirement
- 4.19. Facilitate and handhold block and district verification teams.

It is expected that after the successful completion of the project, the resource persons would continue to serve the community/society as a volunteer in their personal capacity for its betterment and for the sustainability of the programme.

4a. Activities for SRP

- Sector triggering/One day orientation of PRIs, Govt. Functionaries, and other stakeholders at district level
- Support the DWSC in preparation and operationalization of ODEP Plan.
- Scoping exercise for capacity needs of existing Swachhagrahis.
- Support the DWSC in planning of mobilisation activities, capacity building workshops and trainings
- Lead the training of Swachhagrahis as per requirement
- Duration of training must be 5 days for fresh Swachhagrahis.
- Duration of orientation will be 1 day.
- Support the DWSC to finalize the motivator movement plan.
- Demonstrate triggering & follow-up in the villages to further enhance the capacity of Swachhagrahis at the community level.
- Participate in weekly review meeting at district level and block level as per requirement.
- Help district level control room to gather live information from field.
- Provide in-situ technology training to masons.
- Facilitate the finalisation of ODF verification team at block level.
- Training of ODF verification team: duration one day.
- On field handholding of verification team

- Facilitate the district for regular payment of incentives to Swachhagrahis
- Daily posting of activities, issues and challenges of the field on district WhatsApp group
- Collection and compilation of Case studies and Success stories
- Reporting of activities to DWSC/SPMU in suggested formats and as per requirements too.
- Support and conduct ODF+ and SLWM activities as per requirement
- Facilitate and handhold block and district verification teams.

4b. Activities for DRPs

- Sector triggering/One day orientation of PRIs, Govt. Functionaries, and other stakeholders at block level
- Assist the SRP in training of Swachhagrahis as per requirement
- Duration of training must be 5 days for fresh Swachhagrahis.
- Duration of orientation will be 1 day.
- Support the block SBM team to finalize motivator movement plan.
- Demonstrate triggering & follow-up in the villages to further enhance the capacity of Swachhagrahis at the community level.
- Handholding of Swachhagrahis and field team
- Participate in weekly review meeting at block level.
- Facilitate the review meetings of swachhagrahis at block level.
- Help the block team in collection of weekly reports of Swachhagrahis
- Help block level control room to gather live information from field.
- Provide in-situ technology training to masons.
- Facilitate the block for regular payment of incentives to Swachhagrahis
- Daily posting of activities, issues and challenges of the field on block's WhatsApp group
- Reporting of activities to Block/DWSC/SPMU in suggested formats and as per requirements too.
- Support and conduct ODF+ and SLWM activities as per requirement
- Facilitate and handhold block and district verification teams.




5. Type of Resource Person, target groups, training area, Approval Authority

Sl N	Type of Resource Persons	Operational area / venue for training	Type of assignment	Target groups	Nodal Unit/ Person	Approval authority
1.	State Resource Persons	State level /Regional level/ district level/Block level	<p>Assist state project management unit in preparing capacity building plan.</p> <p>Conduct state/district level orientations as per the requirement of the state / district.</p> <p>Scoping exercise for capacity need of existing motivators, conduct TOMs to create a pool of trained Swacchagrahis and facilitate their deployment and helping District/Block</p> <p>To finalize motivator movement plan and their effective monitoring</p> <p>Organize training / workshop as per requirement of the state.</p> <p>Organize refresher training as per requirement of the state.</p> <p>CAS Training module revision/ adoption and monitoring support</p> <p>Any other task as per need Project</p>	District and Block Stakeholders	SPMU	Mission Director

SI N	Type of Resource Persons	Operational area / venue for training	Type of assignment	Target groups	Nodal Unit/ Person	Approval authority
2.	District Resource Persons	Within District, block and Panchayats of respective district	<p>Liaisoning with District Magistrate, Deputy Development Commissioner, District Coordinator and assist DWSC in preparing capacity building plan at the district/block level.</p> <p>Conduct district/block level orientations as per the requirement of the district.</p> <p>Scoping exercise for capacity need of existing motivators, conduct TOMs to create a pool of trained Swachagrahis and deployment of trained bodies and helping District/Block.</p> <p>To finalize motivator/swachagrahis movement plan and effective monitoring of them as per requirement of the district.</p> <p>Organize training/ workshop as per requirement of the district.</p> <p>Organize refresher training as per requirement of the district.</p> <p>Monitoring and support as per the need of the district.</p> <p>Any other tasks as required by district</p>	District and Block Officials and other stakeholders Swachagrahis Frontline Workers i.e. ANM/ASHA PRI Officials of other Line Departments.	DWSC	DM/DDC

6. Selection Process:

The resource persons ~~will~~ ^{shall} not be entitled to any permanent job. It would be completely governed by the requirement of the project.

Step I: Nomination of potential SRPs / DRPs for state level screening by respective DWSCs

Identification of possible candidates by District Water and Sanitation Committee (DWSC) & Jeevika District Project Coordination Unit (DPCU) based on identified eligibility criteria. All details of the nominated candidates from respective districts have to be officially communicated by DWSC to LSBA SPMU.

Step II: Screening at State Level

a) Screening of the identified candidates by competent, qualified Resource agency / Development Partners and SPMU representatives on the below given parameters:

- Assessment of experiences and educational qualification of the candidate.
- Individual presentation of working experiences in Sanitation Sector
- Group Discussion on issues and challenges in community mobilization

b) Screening Parameters

S. No.	Area of Assessment	Screening Criterion		Total 100 Points	Method of assessment
I	Experiences* and Education**	Education		10	CV/Registration form
		Training Experiences		15	
II	Individual Presentation	Writing and Speaking Capability (Confidence)		15	Through Chart Paper Presentation regarding their past experiences on following points: A) Sanitation related activities at grassroot, block & district level B) Outcome C) Challenges faced during intervention
		Knowledge of Subject	Community Approaches	15	
			Programme related	15	
III	Group Discussion	Leadership Quality		15	Group Discussion on Issues and challenges and mitigation strategies
		Facilitation Skill		15	

***Score Scale for Experience**

CLTS training (5 days) attended	Total 15 points	3	a. at least 1 training = 2 b. >1 training = 3
Any other training attended		2	a. at least 1 training = 1 b. >1 training = 2
As a trainer on CLTS		2	a. at least 1 training = 1 b. >1 training = 2
As a trainer on other topics		2	a. at least 1 training = 1 b. >1 training = 2
Triggering exp		3	a. 2-5 villages triggered = 1 b. 5-10 villages triggered = 2 c. >10 villages triggered = 3
No. of villages facilitated to achieve ODF status		3	a. 1 -5 villages = 1 b. 5-10 villages = 2 c. >10 villages = 3

**** Score Scale for Education**

Total 10 point	Nil to 9th = 5
	Matriculation = 6
	Intermediate = 7
	Graduation = 8
	Post Graduation = 9
	M.Phil. & Beyond = 10

Step III: 5-day TOT of shortlisted candidates post screening.

The shortlisted candidates post screening will be given 5 days Training of Trainers followed by assessment done by the competent Resource Agency/Development Partner/SPMU on the below given template:

S. No.	Area of Assessment	Screening Criterion	Total 100 Points	Method of assessment
1	Classroom Behaviour during 5 days training	Writing and Speaking Capability (Confidence)	5	Facilitators shall observe silently during A) Group work B) Preparation of presentations C) Presentations Learning/recap sessions
		Knowledge of Subject	15	
			10	
		Attitude and behaviour towards others participants and facilitators	05	

Step IV: 7 days Community Immersion Module (CIM)

The candidates after receiving 5 days TOT, will be placed in panchayats/villages for 7 days community immersion programme. During the CIM, the host districts shall be responsible for hosting the selected candidates and would assist in conducting all CIM related activities. Each participating candidate for the CIM will be eligible for a daily wage loss (semi skilled) as per the existing Norms of Labour Resource Department of Bihar Government

During the CIM one facilitator from competent Resource Agency/Development Partner/SPMU will be staying with the participants to guide them. During the CIM activities again, assessment will be done on the below parameter.

S. No.	Area of Assessment	Screening Criterion	Total 100 Points	Method of assessment
I	Field Behaviour	Activities Planning	10	Facilitator will observe during field visits and stay at village during CIM
		Leadership Quality	10	
		Facilitation Skill	10	
		Attitude towards community	10	

Step V: Certification

All participants will be segregated in three categories on the basis of their past experiences and educational qualification, classroom performance and field performances.

- a. State Resource Person (SRP) b. District Resource Person (DRPs) c. Specialist Facilitator.

Grading Parameters

S. No.	Area of Assessment	Screening Criterion		Total 100 Points	Method of assessment
I	Experiences and Education	Education		10	CV/Registration form
		Training Experiences		15	
II	Classroom Behaviour	Writing and Speaking Capability (Confidence)		05	Facilitators shall observe silently during A) Group work B) Preparation of presentations C) Presentation
		Knowledge of Subject	Community Approaches	15	
			Programme related	10	
		Attitude and behaviour towards others participants and facilitators		05	
III	Field Behaviour	Activities Planning		10	Facilitator will observe during field visits and stay at village during CIM
		Leadership Quality		10	
		Facilitation Skill		10	
		Attitude towards community		10	

Step VI: Gradation

Sl.No.	Designation	Grade Points
1	State Resource Person(SRP)	Grade point 75 and above
2	District Resource person(DRPs)	Grade point 65 to 75
3	Specialist Facilitator	Grade Point 50 to 65

The final selection of the candidates would be as per the above grade points and subject to the need of the state/district. The final authority for selection of candidates shall lie in the hands of the Mission Director, Lohiya Swachh Bihar Abhiyan.

The candidates who do not qualify in the categories of either SRP/DRP would be placed as Specialist Facilitator and may be part of the state ODF verification pool, subject to availability of a functional android device with the person. They shall be given a remuneration as per revised Swachhagrahis guidelines of MoDWS letter No. S-11011/1/2018-SBM dated 07.08.2018. They may also be a part of sustainability activities and any other assignments as per the need of the project.

7. Deployment and Engagement Process

The selected candidates after Community Immersion Module (CIM) will be deployed as SRP/DRP at the State/District/Block/Village levels as per the requirement of the Project. The duration of deployment shall be decided by SPMU as per requirement of the project. Resource agencies and development partner shall assist in the handholding, deployment and monitoring of the resource persons.

8. Remuneration / Resource Person Fees for training/Fees for Handhold Support:

Based on the deployment, their remuneration would be as follows: -

The remuneration of resource persons has been divided into two categories based on the eligibility and deployment criteria. **The payment of SRPs will be done by SPMU and DRPs will be done by respective DWSCs who engage them.** The expenses for the same can be booked under "CB" head of SBM G fund. The resource person has to submit a monthly worklog report at SPMU and respective DWSCs in the prescribed format as annexed by 2nd of every month for release of remuneration. The DWSCs have to submit worklogs of SRPs and DRPs latest by 5th of every month. The payment shall be transferred within 7 working days after the submission of training report/ travel log and TA bills through RTGS/NEFT in respective accounts of the resource persons from DWSC/SPMU respectively.

Sl. No	Cate gory	Approving Authority for Payment	Expected Date to submit reports to SPMU/DWSC in long term handholding support	Expected Date to submit training report to SPMU/DWSC in long term handholding support
1	SRPs	SPMU	5 th of every month	Within 5 days of completion of Training
2	DRPs	DWSC	5 th of every month	Within 5 days of completion of Training

- A DRP/SRP can be engaged for special training to district and block officials, Swachhagrahis / community institutions, cadres and other stakeholders as required.
- A DRP/SRP can be engaged for a maximum of 26 days/month for handholding support and also for other requirements as mentioned in the key deliverables (section 4) as per the requirement of the district.

8.1 Remuneration Details for conducting training

The resource fee of SRPs and DRPs for conducting trainings are detailed below:

Sl	Remuneration	SRPs	DRPs
1	Remuneration per day in Rs for training	Rs. 2000/day	Rs. 1500/day
2	Daily Allowance	Rs 400/day	Rs 350/day
3	Boarding, lodging, Allowances/trip*	Rs. 1000/day	Rs.850/day

Above would be applicable if SRPs/DRPs are engaged only for special training programme.

*The trainers are expected to stay with the trainees as per the arrangements made by the district/block at the training venue. In case if the arrangements are not available then the SRP and DRP would be given a maximum amount of Rs 1000/day and Rs 850/day respectively for their accommodation during the period of training subject to the production of actual bills, whichever is less.

	Travel Allowance	SRP	DRP
1	Rail	3AC	Sleeper Class
2	Road	Actual Bus/Auto/Non AC taxi fare limited to Rs 6/Km on production of actual bills.	Actual Bus/Auto/Non AC taxi fare limited to Rs 4/Km on production of actual bills.

8.2 Remuneration for Handhold Support for long term engagement:

Sl No	Remuneration	SRPs	DRPs
1	Handhold Support in the District/Block per day	Rs.1200/day	Rs. 800/day
2	DA (Local Travel and Food Allowances per day)	Rs. 400/day	Rs. 350/day

Above would be applicable if SRPs/DRPs are being engaged for a minimum of 20 days and a maximum of 26 days in a month in the district/block and payment would be linked with the performance report (monthly worklog) duly approved by concerned authorities.

9. Terms and Conditions

- 9.1. Services of the Resource Person will be utilised as per requirement of the State/District. At the beginning of every month the SPMU/concerned DWSC will prepare a training plan and intimate the Resource Person after the approval from the competent Authority.
- 9.2. Performance of the Resource Person will be reviewed quarterly by the competent authority at respective level (state/district) based on the report submitted by him/her and feedback collected from the participants as well as concerned staff during the training programme/task/Assignment which may result in their future engagements as a Resource Person.
- 9.3. The Resource Person needs to follow the training schedule and quality standard. If there is any deviation, prior approval to be taken from respective offices of SPMU/DWSC.
- 9.4. SPMU/DWSC reserves the right to cancel the services at any time during the process for reasons like if the Trainer does not deliver as per the ToR or if found indulged in any unfair practices.
- 9.5. Competent Authority is independent to act against any malpractices observed during the training.
- 9.6. In case of dispute, the final authority shall lie in the hands of Mission Director, LSBA

10. Performance appraisal and Review of SRPs/DRPs:

SPMU/DWSC will provide necessary support to the Resource Person to carry out the assignment. The review of the work will be done by SPMU/DWSC at regular interval. A team will be constituted at the state, district level to review the performance of the Resource Person. The performance at the state level will be reviewed by the Mission Director and State Coordinator, LSBA, at the district level by the District Magistrate/Deputy Development Commissioners/Directors and at the Block level by the Block Development Officers.

This team will be responsible for effective guidance and support to the Resource Person. The team will review the performance of the Resource Person by referring to the evaluation/feedback form of participants and officials of district coordinating the training, training reports submitted by the Resource Person and being physically present during the training programme.

Topic	
Discontinuation of Resource Person	<p>The above panel will decide to discontinue the services of the Resource person (SRP/DRP) based on following parameters: -</p> <ol style="list-style-type: none">1.If a resource person did not turn up in two consecutive Monthly trainings2.If the performance of the resource person is found to be unsatisfactory in two consecutive trainings and other assignments.3.If the resource person is found indulged in any malpractices/miscommunications or maligning the image of Lohiya Swachh Bihar Abhiyan.4.Performance of the Resource Person will be reviewed quarterly by the SPMU

based on the report submitted by him/her and feedback collected from the participants as well as concerned officials during the training programme/task/Assignment which may result in their future engagements as a Resource Person.


Chief Executive Officer
-cum-
Mission Director

Enclosed Enclosure

Annexure I: Format for Agreement between State/District and Resource Person.

Annexure II: Monitoring and Performance Assessment of Swachhagrahis for the Resource Persons

Annexure III: Template for submitting Monthly Training Report by SRP.

Annexure IV: Template for submitting Monthly Training Report by DRP.

Annexure V: Template on Monthly training/Activity Report/Worklog for SRPs and DRPs.

Annexure VI: Template for State/District Training Plan.

Annexure VII: Monthly Performance/Assessment/Review of SRPs and DRPs,


27/9/18

ANNEXURE II

Monitoring and Performance assessment of Swachhagrahis

process indicators (verify through field visits and feedback from officials)															
output indicators															

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ANNEXURE III

Template for Report on training Conducted by SRP

1	Name of SRP / DRP									
2	Mobile no and Email id									
3	Training theme (CAS, Toilet technologies / Geo tagging / ODF verification / IMIS / ODEP preparation / supply chain management - RSMs / others (specify))									
4	period of training (from (DD/MM/YYYY) to (DD/MM/YYYY)) training venue:									
5	At what level were the training organised , Mention the name (Gp level / block level/ sub divisional level /district level / divisional level / state level)									
6	who were the trainees; specify their number									
	swchagrahis	govt staff	Jeevika staff	PRI leaders	Jeevika SHG leaders	community / religious leaders	masons	frontline workers (AWW/ASHA/ANM / vikas mitra /tola sevak etc	others (specify)	total
7	Name and designation of the district consultant IB CB / govt focal person coordinating the training									
8	Rating given by the focal person on the quality of training and conduct (from scale 1 to 5) >2 - needs improvement 2 to 3 -average 3.1 to 4 - good < 4 - excellent									
9	Signature of the focal person coordinating the training									
10	Specific Comments / remarks / suggestions of the district consultant IB CB / govt focal person on this training									
11	Specific Comments / remarks / suggestions of the SRP/DRP on the arrangements made for the training									
12	scanned copy of the attendance sheet attached with the report? yes/ no									
13	Signature of the SRP / DRP									
14	Signature of Approving Authority DDC									

ANNEXURE IV

Template for Report on training Conducted by DRP

1	Name of SRP / DRP									
2	Mobile no and Email id									
3	Training theme (CAS, Toilet technologies / Geo tagging / ODF verification / IMIS / ODEP preparation / supply chain management - RSMs / others (specify))									
	period of training (from (DD/MM/YYYY) to (DD/MM/YYYY))									
4	training venue:									
5	At what level were the training organised . Mention the name (Gp level / block level/ sub divisional level /district level / divisional level / state level)									
6	who were the trainees: specify their number									
	swchhagrahis	govt staff	Jeevika staff	PRI leaders	Jeevika SHG leaders	community / religious leaders	masons	frontline workers (AWW/ASHA/ANM / vikas mitra /tola sevak etc	others (specify)	total
7	Name and designation of the district consultant IB CB / govt focal person coordinating the training									
8	Rating given by the focal person on the quality of training and conduct (from scale 1 to 5) >2 - needs improvement 2 to 3 -average 3.1 to 4 - good < 4 - excellent									
9	Signature of the focal person coordinating the training									
10	Specific Comments / remarks / suggestions of the district consultant IB CB / govt focal person on this training									
11	Specific Comments / remarks / suggestions of the SRP/DRP on the arrangements made for the training									
12	scanned copy of the attendance sheet attached with the report? yes/ no									
13	Signature of the SRP / DRP									
14	Signature of Approving Authority Director, DRDA									




ANNEXURE V

Template on Worklog/Monthly training / Activity report by SRP / DRP submitted to LSBA SPMU / DWSC

1 Name of the SRP / DRP											
2 mobile no and email id											
3 reporting Month and year											
4 list down the trainings carried out of the month of											
sl	date of training and duration (in days) dd/mm/yyyy & (no of days)	level of training (Gp level / block level/ sub divisional level / district level / divisional level / state level)	Name of division, district / subdivision / block / Gp where training was conducted?	theme on which training was carried out (CAS, Toilet technologies / Geo tagging / ODF verification / IMIS / ODEP / preparation / supply chain management - RSMs / others (specify))	who are the target participants	no of participants	training venue:	name & Designation of the district / jeevika official coordinating the training programme	mobile no of the coordinating official	date of training report submission at SPMU / DWSC	specific remarks
4.1											
4.2											
	total (wherever applicable)										
5 List down the activities other than training carried out in the month											
sl	(ODEP preparation / hand holding	(Gp level / block level/ sub	out	jeevika official coordinating the activity	coordinating	specific remarks					
5.1											
5.2											
5.3											
6 Monthly travel details and Daily Subsistence expense summary (same order as given in table 4)											
sl	date of training and duration (in days) dd/mm/yyyy & (no of days)	Name of division, district / subdivision / block / Gp where training was conducted?	date of onward journey	date of return journey	no of outstation days	travel expense (actuals)	food expense (actuals)	lodging expense (actuals)	total	permissible amount as per the guidelines	specific remarks
6.1											
6.2											
6.3											
7 any suggestions / comments / remarks to be made											
8 date of report submission											
9 signature of the SRP / DRP											

Template for district/state wise monthly / quarterly training plan

[illegible]

1

Template for Monthly Performance assessment / review of SRPs / DRPs at SPMU / DWSC									
1 name of the SRP / DRP		Mobile No		email:					
2 district of posting (for DRPs only)									
3 no of activities other than training of the month									
ODEP preparation		hand holding demo on triggering	training need assessment	attend review meeting and assess performance of swachhagrahis	RSM establishment related	report preparation	others	remarks	
sl									
3.1									
3.2									
4 No of trainings done for the month									
CAS		Toilet technologies	Geo tagging	ODF verification	IMIS	ODEP preparation	supply chain management - RSMs	others	Rating given by the district admin / jeevika focal person on the quality of training and conduct (from scale 1 to 5)
sl									
4.1									
4.2									
4.3									
total									average
6 Date of assessment		dd/mm/yyyy							
7 Name and of the officials who did the assessment		designation							
7.1									
7.2									



5