



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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Letter no: BRIPS/ESTT/LSBA/06/16/161

Date- 15.07.17

From,

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

To,

The District Magistrate,
East Champaran

Sub: 5 days Residential Programme on Community Led Total Sanitation(CLTS) for Master Trainers/ Trainers of Trainees(TOTs) for 8th and 9th Batch at East Champaran.

Sir,

Lohiya Swachh Bihar Abhiyan is organising 2 batches of 5-days Residential Capacity Building training programme on Community Led Total Sanitation(CLTS) for 50 Master Trainers/ TOTs from 21st July 2017- 25th July, 2017 (5 days and 4 nights) and 28th July, 2017- 1st August, 2017 (5 days and 4 nights) at the East Champaran District.

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 and Participating MTs	No of Participants(Master Trainers	Training Date	Resource Persons/ Nodal Agency
1	Batch 8 5 days residential training of Master Trainers on CLTS	East Champaran	50	21st July to 25 th July, 2017	State Resource Persons.
2	Batch 9 5 days residential training of Master Trainers on CLTS	East Champaran	50	28 th July to 1st August 2017	State Resource Persons.

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.
2. (a) Lodging and fooding arrangement for the participants (50 persons)- @450/person/day.
(b) Lodging and fooding arrangement for the State Resource Persons (Trainers) @ 1500/ day/ person as per their itinerary or if any government premises can be booked for their accommodation.
3. The following State Resource Persons(Trainers) will be conducting 2 batches of the training from 21st July 2017- 25th July, 2017 and from 28th July- 1st August, 2017.

Sl No	Name	Contact No
1	Harishankar Kumar	9771366799
2	Uttam Kumar Malik	9931841818
3	Deepak Kumar	9334061857, 8544028072
4	Ravishankar Tripathi	8936889999
5	Vandana Bhaskar	9835008455

4. 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. The travelling cost will be paid to the SRPs as per the actual cost.
- 5.1 Vehicle arrangement for Batch 8 for field visit and CLTS demonstration, as per the rates approved by the district.

Date	Time	No of Vehicles needed
22nd July	1:30 PM	3 (20 seater Tempo Traveler)
23 rd July	3:45 AM	3 (20 seater Tempo Traveler)
23 rd July	1:30 PM	3 (20 seater Tempo Traveler)
24 th July	3: 45 AM	3(20 seater Tempo Traveler)

- 5.2 Vehicle arrangement for Batch 9 for field visit and CLTS demonstration, as per the rates approved by the district.

Date	Time	No of Vehicles needed
29 th July	1:30 PM	3 (20 seater Tempo Traveler)
30 th July	3:45 AM	3 (20 seater Tempo Traveler)
30 th July	1:30 PM	3 (20 seater Tempo Traveler)
1 st August	3: 45 AM	3(20 seater Tempo Traveler)

6. Selection of panchayats and 8 Villages for field CLTS training. (To be finalized by DWSC and Jeevika).
7. 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.

For any further queries, you may contact Miss Sana Salah, Nodal Person, Capacity Building, State HQ -9007620778.

Encl- As above

Yours Faithfully


(Balamurugan. D)

Chief Executive Officer-Cum-Mission Director

- Copy to: District Coordinator, East Champaran, DWSC and ZSBPs East Champaran for information and instructed that DC, East Champaran and ZSBPs East Champaran would facilitate and coordinate with DPM, East Champaran, Jeevika for training of Master Trainers on CLTS.
- Copy to: DPM, East Champaran, Jeevika for information and instructed that DPM, East Champaran would facilitate and coordinate with DWSC, East Champaran for training of Master Trainers on CLTS.
- Copy to: Concerned State Resource Person(SRPs), Harishankar Kumar, Uttam Kumar Malik, Deepak Kumar, Ravishankar Tripathi, Vandana Bhaskar
- Copy to: Secretary, Rural Development Department (RDD), Patna for information.
- Copy to: Development Commissioner, Government of Bihar, Patna for information.

5 days Residential CLTS training Schedule.

पूर्व दिवस			
		प्रतिभागियों का आगमन	
		पूर्वसंध्या पर अनौपचारिक बैठक	
		ठहरने, खाने तथा परिवहन आदि की व्यवस्था	
कार्यशाला का प्रारम्भ			
दिवस 1			
9.30 - 9.45	15 मिनट	उद्घाटन वैकल्पिक	
9.45 - 10.30	45 मिनट	परिचय	खेल खेल में
10.30 - 11.00	30 मिनट	प्रशिक्षण के लिये नियमों का निर्धारण, अपेक्षाएं व उद्देश्य	
11.00 - 11.15	15 मिनट	उर्जावर्धक गतिविधि संचार	संचार एवं संप्रेषण संबंधित खेल - चाइनीज विस्पर्स
11.15 - 11.30	15 मिनट	चाय	
11.30 - 1.30	2 घंटे	स्वच्छता - का सम्बन्ध जीविकोपार्जन और स्वास्थ्य एवं पोषण • क्या है? • क्यों जरूरी है? • गांव में स्वच्छता का आंकलन • स्वास्थ्य एवं स्वच्छता में संबंध, बीमारी का फैलाव • स्वच्छता से मिलने वाली गरिमा, सुविधा एवं सुरक्षा • स्वच्छता के घटक, F - चित्र	व्याख्यान विधि, S.G.D.
1.30 - 2.15	45 मिनट	भोजनावकाश	
2.15 - 3.15	60 मिनट	लोहिया स्वच्छ बिहार अभियान SBM-G तथा लोहिया बिहार योजना शौचालय - क्यों ? तकनीक ?	व्याख्यान विधि, S.G.D.,
3.15 - 3.30	15 मिनट	चाय	
3.15 - 4.15	60 मिनट	शौचालय तकनीक	व्याख्यान विधि,
4.15 - 5.30	60 मिनट	आपूर्ति श्रृंखला क्यों, कब, कैसे	व्याख्यान विधि,
दिवस 2			
9.30 - 10.00	30 मिनट	पिछले दिन का पुनरावर्तन	प्रस्तुतीकरण
10.00 - 11.00	60 मिनट	सी एल टी एस - क्या ? क्यों ? कैसे ? सी एल टी एस के टूल्स / प्रयोग विधियां	व्याख्यान विधि, रोल प्ले
11.00 - 11.15	15 मिनट	चाय	
11.15 - 12.15	60 मिनट	ट्रेगिंग क्या है, निगरानी समिति क्या, क्यों कब तथा इसका महत्व सी एल टी एस के टूल्स- सम्बन्ध निर्माण, मल क्षेत्र भ्रमण	व्याख्यान विधि, रोल प्ले

12.15-12.45	30 मिनट	सी एल टी एस के टूल्स- स्वच्छता की स्थिति का सामुदायिक मानचित्रण	व्याख्यान विधि,रोल प्ले
12.45-1.30	45 मिनट	सी एल टी एस के टूल्स- मल गणना, खुले में फैले मल का मुँह तक पहुँचने का मार्ग	व्याख्यान विधि,रोल प्ले
1.30-2.15	45 मिनट	भोजनावकाश	
2.15-3.15	60 मिनट	सी एल टी एस के टूल्स- प्रवाह चित्र, चिकित्सीय खर्चों की गणना सी एल टी एस के टूल्स- मर्यादा की रक्षा खाना पाखाना प्रदर्शन	व्याख्यान विधि,रोल प्ले
3.15-5.30		ट्रिगरिंग की तैयारी <ul style="list-style-type: none"> समूहों का गठन समूहों की जिम्मेदारी व रणनीति ट्रिगरिंग के आवश्यक दिशा निर्देश जीवन्त ट्रिगरिंग का अभ्यास एवं गतिविधियाँ- <ul style="list-style-type: none"> समूहों की समुदाय के प्रतिनिधियों के साथ बैठक क्षेत्र भ्रमण ट्रेगरिंग का अभ्यास	

दिवस 3

9.30 -10.00	30 मिनट	पिछले दिन का पुनरावर्तन	प्रस्तुतीकरण
10.00 -11.00	60 मिनट	ट्रेगरिंग का अभ्यास	
11.00-11.15	15 मिनट	चाय	
11.15 -1.30	2घंटे 15 मिनट	प्रतिक्रियाएं एवं समीक्षा <ul style="list-style-type: none"> संक्षेप में प्रतिक्रियाएं एवं समीक्षा शीघ्रता से अनुभवों का आदान-प्रदान प्रशिक्षकों द्वारा वीडियो फिल्मों को दिखाया जाना तथा उस का विश्लेषण समूहों द्वारा समीक्षा तथा अपनी रणनीति में सुधार, प्रत्येक समूह द्वारा विस्तृत रूप से दिये गये विचारों के आधार पर परिवर्तन की आवश्यकता	
1.30-2.15	45 मिनट	भोजनावकाश	
2.15-6.00	3 घण्टे 45 मिनट	समूहों द्वारा अलग-अलग गाँवों में समुदाय के साथ जीवन्त ट्रिगरिंग का दूसरा दिन	

दिवस 4

9.30 —11.00	90 मिनट	अनुभवों का आदान-प्रदान, द्वितीय तथा तृतीय दिवस के परिणामों पर चर्चा	चर्चा
11.00—11.15	15 मिनट	चाय	
11.15—2.00	2 घण्टे 45 मिनट	प्रतिक्रियाएं एवं समीक्षा <ul style="list-style-type: none"> • प्रतिक्रियाएं, पुनर्विचार तथा प्रशिक्षकों तथा सहायक प्रशिक्षकों द्वारा अभ्यास सत्रों का संचालन • फालोअप तथा रिपोर्ट बनाना 	
2.00—2.45	45 मिनट	भोजनावकाश	
2.45—3.45	60 मिनट	पाँचवें दिन के सम्बन्ध में विशेष निर्देश एवं सूचनाएं	
3.45—5.30	1 घण्टे 45 मिनट	समुदाय को प्रशिक्षण कार्यशाला में आकर कार्ययोजना के प्रस्तुतीकरण के लिए आमंत्रण देना	
दिवस 5			
9.30 —10.00	30 मिनट	पिछले दिन का पुनरावर्तन	प्रस्तुतीकरण
10.00 —11.00	60 मिनट	समुदाय साधन सेवा की भूमिका एवं जिम्मेदारी	सहभागी व्याख्यान विधि,
11.00 —11.15	15 मिनट	चाय	
11.00 —1.45	2घण्टे 45 मिनट	समुदाय का फीडबैक तथा फालोअप के सम्बन्ध में नियोजन <ul style="list-style-type: none"> • समुदाय का फीडबैक • संगठनों, विभागों, क्षेत्रों के आधार पर समूहों का गठन • कार्ययोजना तथा वचनबद्धता को तैयार करना तथा उस का प्रस्तुतीकरण • समुदाय साधन सेवा, PRI सदस्य, ग्राम संगठन, केंद्र का काम 	
1.45—2.45	45 मिनट	भोजनावकाश के साथ ही समापन	

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)	30	
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	2	Big Size
12.	Cello Tape	2	(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	2	
19.	Color Powder (Yellow, White, Green, Red)	1 Kg of each colour	
20.	Chalk (Yellow, White, Blue and Red)	2 Boxes	
21.	Transparent Glass	2	
22.	Plain visiting card	40 Nos	Sample copy is attached
23.	Safety Pin	100 Nos	
24.	Hoe (Khurpa)	2	

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