



जीविका

गरीबी निवारण हेतु बिहार सरकार की पहल

बिहार ग्रामीण जीविकोपार्जन प्रोत्साहन समिति राज्य ग्रामीण आजीविका मिशन, बिहार



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Ref. No.: BRLPS/BTDP/पिपु-लह/1132/17/2303

Date: 26-09-18

Office Order

The Zone wise Training of trainer is planned for 38 districts in 6 Zone as per district agro ecological conditions. The purpose of this training is to create ToT on livelihoods farm. The trained ToTs will take lead in district in imparting training to other staff and cadres block wise as well as in district. These trained trainers will be the part of the livelihoods resource poll, their service may be taken by other districts and blocks as per request each district must be ready to spare these resource person for their internal training as well as for other district.

1. Date of training plan zone wise and schedule of training is mentioned in annexure -I & II along with name of host district.
2. It will be the responsibility of host district to arrange logistics of meeting (lunch for participants, projector and comfortable venue. Host district will coordinate with other participating districts to collect the list of participants in advance.
3. From each district Manager-LH, LHS, 1-2 BPM and 2-3 AC (block nodal for livelihoods) as mentioned in annexure-I will participate in meeting. Maximum number of participant per district is mentioned in sheet, all districts will send participants accordingly.
4. Selection of staff for training must be will be done by DPM in coordination with M-LH/IC based on the interest in LH activity and ability in engage itself in block level training independently must only be sent.
5. The Budget for workshop including food, stationary, conference hall, flex banner, etc is under:

Zone wise Training Budget					
S.No.	Particulars	Days	Unit	Unit Cost	Total cost
1	Fooding & Lodging (for staff)	4	40	850	136000
2	Fooding & Lodging (for Trainers from PRADAN)	5	2	2000	20000
3	Stationary including training material for participants	1	40	100	4000
4	Projector cost	3	3	2000	18000
5	TA to Resource Person (Pradan)	2	2	2000	8000
6	Miscellaneous cost			3000	3000
	Total cost per batch				189000
	Total cost for 6 training				1134000

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6. Budget may be booked under: **BTDP budget head** Component 2: Community Investment Fund (CIF), E. Value Chain Dev for Farm Interventions, 4. Training of project staff or **under NRLM budget head** 1.2.2 Training & capacity building, 1.2.2.3 Capacity building of project staff (Budget line- residential training of Project staff.) at District level in the host districts

Encl.: As above.

By the order of CEO

Manoj Kumar
26.09.18

(Manoj Kumar)

State Project Manager-Livelihoods-Farm

Copy to:

1. All DPMs/Manager-LH
2. IT Section
3. Concerned File

Zone wise Rabi Training Plan Annexure-I

Zone	District	Number of participant from each district	Type of Participants As per No. of Participant from each district	Number of District	Coordinating and Host District	Date of Training
1	Araria	5	Manager-LH/IC, LHS, 2 BPM 2-3AC	8	Purnea	5th-6th October-2018
	Katihar	5				
	Khagaria	5				
	Kishanganj	5				
	Madhepura	5				
	Purina	5				
	Saharsa	5				
	Supaul	5				
2	Begusarai	5	Manager-LH/IC, LHS, 2 BPM 2-3AC	7	Muzaffarpur	5th-6th October-2018
	Darbhanga	5				
	Madhubani	6				
	Sitamarhi	5				
	Samastipur	6				
	Sheohar	5				
	Muzaffarpur	6				
3	East Champaran	8	Manager-LH/IC, LHS, 2 BPM 2-3AC	5	Gopalganj	8th-9th October-2018
	West	8				
	Gopalganj	7				
	Saran	8				
	Siwan	7				
4	Banka	7	Manager-LH/IC, LHS, 2 BPM 2-3AC	6	Bhagalpur	8th-9th October-2018
	Bhagalpur	7				
	Jamui	7				
	Lakhisarai	6				
	Munger	6				
	Sheikhpura	5				
5	Arwal	5	Manager-LH/IC, LHS, 2 BPM 2-3AC	6	Nalanda	10th-11th October-2018
	Aurangabad	5				
	Gaya	8				
	Jehanabad	6				
	Nalanda	7				
	Nawada	7				
6	Bhabhua	6	Manager-LH/IC, LHS, 2 BPM 2-3AC	6	Patna	10th-11th October-2018
	Bhojpur	6				
	Buxar	6				
	Patna	8				
	Rohtas	6				
	Vaishali	6				

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Annexure-II

Training Module for Jeevika Staff on Rabi Agriculture

Title of the training: ToT among Staff in Livelihoods Agriculture Practices in Rabi Crops for Enhancing Crop Productivity

The training of trainers (ToT) program on Rabi agriculture is a three days training exercise having 16 sessions aimed at developing the ability of participants as trainers so that they will lead the intervention process in their respective nodes through the involvement of other staff and cadres.

Participants: Block and district level staff

Organizer: Jeevika

Training Agency: PRADAN

No of Participants: 35-40

Training Type: Residential

Duration: 2 day

Objective of training:

The participants will be skilled enough to train other staff and cadres on the overall perspective of Rabi crops and its major practices being adopted in the context for the higher productivity with scientific management practices. The specific objectives of this training are;

1. Basic understanding of Rabi crops.
2. Prioritize on common intervention practices regarding identified Rabi crops.
3. Preparing the action plan at the respective VOs and CLFs around the intervention.

Requirement

Preparedness before Training	Finalization of participating staff and informing them timely regarding the training
	Finalisation of dates, venue and arrangement for logistics by the organizer
	Plan for arrangement of training materials and trainers
During Training: Logistics and materials required	Training hall/place with capacity to accommodate up to 40 persons.
	As this would be a residential training, proper accommodation for comfortable night stay should be arranged by the organizer
	Food arrangement for participants and resource persons at the training venue. Sitting arrangement (mat)/chair , water, light arrangement, etc. is to be ensured
	Stationery items viz. Note book (40 pc), pen (40 pc), chart paper (20 pc), bold marker (6 pc in four different colours), white board and white board marker- 4, projector-1, laptop-1, flash card, tape, scissor, training attendance register, etc.
Post-training	The Trainees who are part of the TOTs would require to systematically organize the trainings at the respective DPCU and BPIU of the concerned blocks to ensure the quality training for reaching out the farmers in Rabi crops for attaining the livelihood objectives

Training methodologies: Subgroup Activity (SGA), Open Discussion, Lecture Session, Field Work

Training tools: Games, PPT, Flip charts, Videos, Movies, etc.

Duration: 2 day

Materials Required: As mentioned above

Number of Trainers : 02

Number of Participants: 35 to 40

Following areas are to be taken into account by the trainers/organizers during training sessions:

- ✓ In each session before starting the new content, the trainer would begin with asking
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- whether there is still any doubt on the previous sessions
- ✓ The trainers should have the eye contact with all the trainees and observe participants' response before moving to the new session.
 - ✓ The trainers should encourage the participants to speak in their own local language as per their convenience.
 - ✓ SGA discussion should be well facilitated and be given adequate time. Flexibility on time management should be considered as per the trainees' interest.
 - ✓ While on field demonstration, each of the participants should be engaged with the real experience on all those activities to be demonstrated in the field.
 - ✓ Food and other logistics arrangements should be well maintained throughout the training.
 - ✓ An arrangement of first aid kit with common medicines is desirable.

Brief Design of Training Module on Rabi Crops

Training Schedule: The summaries of sessions are as follows.

Sl. No.		Session	Time	Objective	Contents	Methodology
DAY 1						
1.	10:00 -10:30	Introduction of participants	30 minutes	De-freezing Develop familiarity among participants	Share name and your experience in the field regarding agriculture as an occupation	Individual sharing in the plenary
2.	10:30- 10:45	Objective sharing	15 minutes	Understand the objective of the training	Production enhancement of major Rabi crops	PPT slide show by trainer Item 1_ Objective.pdf
3	10:45- 11:15	Knowledge appraisal on Rabi agriculture	30 minutes	To reflect and assess about one's knowledge base on Rabi agriculture	40 questions will be shared among the participants	Question paper Item 2_ Rabi Test Paper.pdf
Tea break 15 Min						
4.	11:30-12:15	District wise rabi plan consolidation	45 Minutes	Mapping of crops for Rabi to be support for	District plan sharing and crop wise consolidation	Plenary discussion and consolidation
5.	12:15-1:15	Current status of planed crops in the area	60 minutes	To understand the current status of crops and the change what we want to see	Current productivity, cultivation cost and area which need to be improved for specific crops	Plenary discussion and consolidation
6.	1:15-2:15	Principles for cost reduction in crop production	60 minutes	To make the group understand about the different opportunities for cost reduction for crop production	Different principles and opportunities for agriculture cost reduction	Item no 3 PPT slide show and plenary discussion
Lunch break 45 minutes						
7.	3:00- 4:30	Common Intervention Points on Wheat and Maize	90 minutes	Build knowledge of participants on the intervention points as well as rationales	POP and intervention points of 2 major cereal crops in the area (e.g. Wheat and Maize)	PPT Discussion in the plenary Item 4_ SRI Wheat.pdf Item 5_ Improved Maize.pdf
Tea Break (20 min) – 3.30 – 3.50						
8	4:30-5:00	Common Intervention Points on mustard	30 minutes	Build knowledge of participants on the intervention points as well as rationales	POP and intervention points of major oil seed crops in the area	PPT Discussion in the plenary Item 6_ SRI Mustard.pdf

Tea break 15 minutes						
9.	5:15 -6:00	Common Intervention Points for potato	45 minutes	To build confidence of participants on intervention in potato	PPT on: 1. Potato Cultivation	PPT Discussion in the plenary Item 7 Potato.pdf
Day closer						
Day 2						
10	9:30-10:30	Common Intervention Points on nursery vegetables	60 minutes	To build confidence of participants on intervention in nursery vegetables	PPT on: 4. Brinjal, Tomato & Chilli Cultivation	PPT Discussion in the plenary Item- 8 – Brinjal, tomato,Chilli
11	10:30-11:45	Common Intervention Points for cole crops	45 minutes	To build confidence of participants on intervention in cole crops	PPT on: Cabbage Cultivation	PPT Discussion in the plenary Item 9 Cabbage.pdf
Tea break 15 minutes						
12	12:00-1:00	Common Intervention Points for other crops	60 minutes	To build confidence of participants on intervention in other mapped crop	PPT on: According to the rest of the mapped crop	PPT slide show and Discussion in the plenary Item no 10
13	1:00-2:00	Practice for seed treatment in the plenary	60 minutes	For practical experience	Seed treatment of potato and seed priming of wheat	Through practice in the group
Lunch break 45 minutes						
14	2:45-3:15	Post training Knowledge enhancement assessment	30 minutes	To reflect and assess about one's knowledge base on Rabi agriculture	Questions will be shared among the participants to solve	Question paper Item no 11
15	3:15-4:15	Knowledge and skill dissemination planning	60 minutes	To develop district wise knowledge dissemination plan through trainings	District wise planning	District wise sub group activity and sharing in plenary
16	4:15-4:45	Feedback session	30 minutes	Get feedback and input around training and overall management	Feedback on contents, subjects, design, facilities and facilitation, etc.	Individual sharing Filling the feedback form Feedback Form.pdf
Closed Training → Lunch Break After- 2:30						

List of Knowledge Materials to be used in the sessions in the order of above module

Sl. No.	Session	Objective	Name of Knowledge Material
1	Session 2	Objective Sharing	Item 1_ Objective.pptx
2	Session 3	Knowledge Test Paper on Rabi	Item 2_ Rabi Test Paper.docx
3	Session 6	Principles of cost reduction	Item 3_ Principles of cost reduction
4	Session 7	Common Intervention Points on Wheat	Item 4_ SRI Wheat.pptx
		Common Intervention Points on Maize	Item 5_ Improved Maize.pdf
	Session 8	Common Intervention Points on Mustard	Item 6_ SRI Mustard.pptx
5	Session 9	Common Intervention Points on potato	Item 7_ Potato.pdf
	Session 10	Common Intervention Points on nursery vegetable	Items 8_ Brinjal, Tomato and Chilli
	Session 11	Common Intervention Points on cole crops	Item 9_ Cabbage.pdf
6	Session 12	Preparation for field visit	Item 10_ other crop
	Session 14	Knowledge enhancement assessment	Item 11_ Post training question paper
7	Session 16	Feedback session	Item 12_ Feedback Form.docx