



JEEVIKA

Rural Development Department, Government of Bihar

**Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar**



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Ref no: BRLPS/Proj-IBCB/1764/20/1438

Dated: 05.08.2021

Office Order towards Training Protocols

This order is largely based on earlier office order on the same subject issued vide ref no: **BRLPS/Proj-IBCB/1764/20/1536, Dated: 03.09.2020**. The only modification that has been inserted in the present office order is related to budget provision for residential and non-residential trainings/ Orientations/ Meetings of CBOs/ Community professionals/ staffs which would be as per earlier issued office order: **BRLPS/Proj-IBCB/1042/16/3691, dated 15.12.2017**.

Rest of the provisions remain unchanged.

For ready reference copies of the two orders are attached herewith.

Enclosure: As mentioned

By the Order of CEO,

(Braj Kishor Pathak)

Officer on Special Duty

Copy To:

1. All DPMs/FMs/All Thematic Managers/TMs/TOs/BPMs
2. Director/PCs/CFO/AO/PS/PO
3. All SPMs/SFMs/PMs/AFMs
4. IT Section
5. Concerned File



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बिहार सरकार

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Ref. NO: BRLPS/पंज-IBCB/1764/20/1536

Date: 03.09.2020

Office Order towards Training Protocols

The BRLPS is engaged in organizing the rural poor into Self Help Group, federating SHGs into federations and developing them as self owned, managed, controlled and sustained institutions through structured training and capacity building, so that they can leverage financial and livelihood resources, make effective convergence with government schemes and contributes to their sustainable development.

In order to achieve this, JEEViKA is continuously imparting training and building capacity of community institutions, CBOs leaders, community professionals and project staff. As per the previous experience, their regular training and refresher trainings at a regular interval is essential for continuous quality nurturing and hand holding support to CBOs, developing systems, setting ideal norms, and improving the quality of CBOs.

CBOs activities and quality highly depends on regular practice, but during the last five months of COVID-19 period, practice of meeting and training of community institution and community professionals are hampered. It needs to restart slowly to make the community institutions further strengthened, vibrant and inculcating best practices following the precautionary measures. As per the requirement training modules have been refined. It will help the functionaries to train and build the capacity of CBOs, CPs, CRPs and staff. Sensitization on COVID-19 will be the compulsory component of training at each level.

Arrangement for Trainings during COVID-19 period:

Training Venue:

The district level procurement committee will map the existing training infrastructure. The district ICB cell will map the resource pool members at district, block, and CLF before the initiation of trainings. Meeting halls at DPCU, BPIU, CLF, and FTIC etc. will be used for the non-residential training or orientation. While TLC (*Training and learning centres*) will be used for both residential as well as non-residential training during COVID-19 period.

District may arrange the residential training at hotels as per the guideline and advisory of the district administration.

SHGs and VOs level modular training will be at concerned villages following the necessary precautionary measures. Modular training of CLFs and other non-residential trainings/ orientations will be conducted at CLF/ FTIC premises.

Following precautionary measures and preparations to be followed at the training venue (meeting hall of DPCU, BPIU, TLC, CLF, FTIC) during COVID-19 period:

- Deciding number of participants (15-20) as per the size of the training venue, so that standard physical distancing can be ensured.
- Hand washing of participants, trainer, and support staff by soap/ sanitizer before and after the trainings.

- Use of face-cover/ mask by every participants, trainer, and support staff.
- Ensuring members with more than 50 years age, sick members and members having children of less than 5 years, pregnant women, are not participating in the training.
- There will a mandatory agenda on COVID-19 precautionary protocols at all levels of training.
- Proper hygiene in food arrangements and safe drinking water for participants.
- Proper hygiene in food, lodging, and water in case of residential training program at TLC/ hotel. Further TLC will ensure proper hygiene care in utensils used in cooking and arranging food for participants, hygienic behavior by cook, guard, TLC members and support staff, frequent cleaning of office premises, training hall and participant staying room.

Role of DPCU/TLC/BPIU:

At the district level, DPCU office and Training and learning Centre (TLC) can be used as a training venue. DPCU office (*meeting hall*) can be used for ToT to Block Resource Pool (*non-residential training*), orientation and non-residential training of staff following all the precautionary measures and required preparation before and after the training (*as mentioned*).

Further, TLC will conduct training of untrained CF (Cluster Facilitators) and CLF Bookkeeper. District Resource Pool (DRPs) will be the resource persons in CF and CLF Bookkeeper trainings. TLC will plan trainings in close coordination with DPCU.

If there is space at the **BPIU office**, a non-residential training and orientation of CPs, CRPs and CBOs/ leaders can be planned at the premises.

Modular Training to SHGs

The SHGs will be provided modular training using flipbooks/ DG video by CRP team or trained CMs at village level under the close supervision and guidance of CLF/ BPIU.

BPIU will ensure flipbook and other arrangements as per the CRP drive protocol, with the support of DPCU. The district will ensure one day orientation to CRPs/ CMs, including safety measures during COVID-19 period by the staff resource pool members before starting the training to the SHGs.

Training to CM, VO-Bookkeeper, CF (Cluster Facilitator) and CLF-Bookkeeper:

1. Untrained Community Mobilizers and VO-Bookkeepers will be provided with 3 days' non-residential/ residential training on 'SHGs functioning and its quality' and 'VO functioning and its quality' respectively as per the prescribed training schedule.
2. Cluster Facilitators and CLF-Bookkeepers will be provided with 3 days' non-residential/ residential training on 'CLF functioning and its quality'.
3. Block Resource Pool (BRP) will be the resource person for CM and VO-Bookkeeper trainings while District Resource Pool (DRP) will be the resource person for CF and CLF-Bookkeeper trainings.
4. These non-residential trainings will be conducted at CLF/ BPIU/ DPCU/ FTIC offices while residential training will be conducted at TLC/ hotel.

The training related to CLF will be conducted at CLF/ BPIU /TLC / FTIC as per availability of premises. The details can be summarized below as-

1. Untrained CLF BoD members will be provided with modular training (*non-residential*) as per the prescribed training schedule.
2. A 2 days' non-residential training will be given to all CLF BoD members on 'safety measures of COVID-19, governance and CLF functioning' as per the prescribed training schedule.

- 3. Model-CLF BoD members will be provided 2 days' non-residential training on 'CLF visioning and system strengthening'.
- 4. Untrained VOs will be provided modular training at the village level by concerned CC/ CF/ Block resource pool.

CLF Anchors/ Block resource pool members will provide training to CLF. District resource pool will provide ToT to resource persons at TLC. TLC will do the necessary follow-up of trainings at the CLF level.

In the Modular Trainings to SHGs, VOs and CLFs, a quarterly advance of training cost (refreshment to SHG members) will be given to concerned VO/ CLF before conduction of training. After trainings, VO/ CLF will submit the UC within 30 days' to BPIU.

Training and Learning Centre (TLC) led communitized training during COVID-19:

TLC will plan, execute, and do necessary follow-up of CPs and CBOs trainings in close coordination and guidance with district training cell. Cluster level federation will act as a sub-centre of training centre at block/ cluster level. TLC will map and decide the CLFs suitable for conduction of non-residential trainings and orientation of CPs and CBOs. In the meantime, TLC will coordinate with DPCU and BPIU and list the pool of district and block level resource pool (*among staff and CP*) and ensure the ToT with the support of district training Cell during COVID-19 period. After training TLC will do the necessary follow-up to ensure CBO quality.

Training and Learning Centre (TLC) level training during COVID-19 period:

In all TLCs, both residential and non-residential trainings of CPs, CRPs, and CBOs (*CLF BoD/ OB members*) can be conducted. TLC will also conduct the ToT of CPs. If there is an absence of training venue at DPCU level, TLC will also conduct the ToT, orientation, and non-residential training of block level resource pool (*among staff*) members. Cluster Level Federation (CLF) will work as sub-centre of TLC at block. TLC will plan the training of CPs, CRPs and CBOs at district level including member CLF as decentralized training centre. Block Resource Pool (*staff*) will also support the training at CLF level, while TLC will work in close coordination and guidance of District Training Cell.

Required arrangement at TLC:

TLC will ensure the required logistics and IEC equipment as per the covid-protocols. TLC and District Training Cell will decide the size of participants for training at TLC, taking care of social distancing during training and staying.

It will also ensure proper, safe, and hygienic lodging facilities. **TLC will also arrange one unit of Thermal Screening device and one unit of Sanitization Machine. The maximum budget for the purchase of these items is Rs. 20000/-.** This will be booked in establishment cost of TLC.

Cluster Level Federation (CLF) will work as sub-centre of TLC at cluster/ block level, where non-residential training and orientation of CPs, CRPs and CBOs/ leaders will be conducted under the close coordination and guidance of TLC. Block level resource persons including staff, CLF Anchors, CPs and CRPs will be the resource persons at CLF level trainings.



Budget Provision:

The budget for **non-residential** training (for CPs, CRPs, CBO leaders, staff) training at DPCU, BPIU, TLC, CLF and FTIC will be **Rs. 175/- per person per day**, and for **residential-training** (for CPs, CRPs and CBOs/ leaders) at TLC will be **Rs. 650/- per person per day**. This cost will include the expenditure in sanitization of training venue, purchase of soap/ sanitizer/ mask etc.

Preparedness before the training

1. Functional sub-committee and food group members.
2. Readiness of date wise list of trainees, resource person, food group members.
3. Completion of ToT of resource persons.
4. Readiness of necessary training materials like schedules, modules, training materials, xerox materials etc.

During the training

1. Registration and attendance of the participants.
2. Readiness of training hall with all the IEC equipment and facility of seating arrangement with physical distancing.
3. Cleanliness, sanitization, and hygiene of the training centre and proper food & safe drinking water arrangement.
4. Delivery of training content as per schedule, module, and time allotted.
5. Process of feedback from the participants.
6. Grading to participants (A/B/C) by trainer.
7. Follow up plan after trainings.

All DPMs need to diligently review with the BPMs and block mentors towards the progress of trainings.


(Balamurugan D.)

Chief Executive Officer- cum-State Mission Director

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An Initiative of Government of Bihar for Poverty Alleviation

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Ref. No: BRIPS/Rtg-BCB/1042/16/3691

Date: 15.12.17

Office Order

Revision of Unit cost for Training / Orientation / Meeting of CBOs / Community Professionals/ Staff

Unit costs for training/ orientation/ meeting of staff/ CPs/ CBOs had been in circulation. In view of enhancement in costs of various items, unit costs have been revised as follows:

Revised Unit Cost


Sl.	Budget Head	Unit Cost in Circulation (approved on 22.10.2014)	Revised Unit Cost
Training / Orientation / Meeting of CBOs / Community Professionals/ Staff			
Location: In the village: Non- Residential			
1	Training/ orientation/ meeting of members of village level CBOs such as SHG, VO, PG, DCS etc., community professionals, other village functionaries.	@ Rs. 10/Person/Day and training shouldn't be less than 4 hrs/day	@ Rs. 10/Person/Day and training shouldn't be less than 4 hrs/day
Location: In the Panchyat/ Cluster: Non- Residential			
2	Training/ orientation/ meeting of members of village level CBOs such as SHG, VO, PG, DCS, CLF etc., community professionals, other village functionaries.	@ Rs. 100/Person/Day and training shouldn't be less than 7 hrs/day (Cost include travel cost of members, stationary and lunch)	@ Rs. 100/Person/Day and training shouldn't be less than 7 hrs/day (Cost include travel cost of members, stationary and lunch)
Location: In the Block: Non- Residential			
3	Training/ orientation/ meeting of members of village level CBOs such as SHG, VO, PG, DCS, CLF etc., community professionals, other village functionaries.	@ Rs. 100/Person/Day and training shouldn't be less than 7 hrs/day (Cost include travel cost of members, stationary and lunch)	@ Rs. 140/Person/Day and training shouldn't be less than 5 hrs/day (Cost include travel cost of members, stationary and lunch)
4	Training/ orientation/ meeting of project's staff and other stakeholders	@ Rs. 120/Person/Day (Include all non-residential training expenses)	@ Rs. 120/Person/Day (include all non-residential training expenses)
Location: In the Block: Residential			
5	Training/ orientation/ meeting of community professionals and other village functionaries.	@ Rs. 450/Person/Day (include all non-residential training expenses)	@ Rs. 500/ Person/Day (include all residential training expenses)
6	Training/ orientation/ meeting of project's staff and other stakeholders	@ Rs. 550/Person/Day (include all residential training expenses)	@ Rs. 600/Person/Day (include all residential training expenses)

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Location: In the District: Non- Residential			
7	Training/ orientation/ meeting of members of village level CBOs such as SHG, VO, PG, DCS, CNCC, CLF etc. community professionals, other village functionaries.	@ Rs. 150/Person/Day (Cost include travel cost of members, stationary and lunch)	@ Rs. 175/ Person/Day (Cost include travel cost of members, stationary and lunch)
8	Training/ orientation/ meeting of project's staff and other stakeholders	@ Rs. 150/Person/Day (include all non-residential training expenses)	@ Rs. 150/Person/Day (include all non-residential training expenses)
Location: In the District: Residential			
9	Training/ orientation/ meeting of community professionals and other village functionaries.	@ Rs. 550/Person/Day (include all residential training expenses)	@ Rs. 650/ Person/Day (include all residential training expenses)
10	Training/ orientation/ meeting of project's staff and other stakeholders	@ Rs. 750/Person/Day (include all residential training expenses)	@ Rs. 850/ Person/Day (include all residential training expenses)
Exposure Visit of Staff			
11	Outside District but within state	As per approval	@ Rs. 900/Person/Day
Exposure Visit of CBOs/ Community Professionals			
12	Within the Block	@ Rs. 200/Person/Day	@ Rs. 200/Person/Day
13	Outside Block but within District	@ Rs. 300/Person/Day	@ Rs. 300/Person/Day
14	Outside District but within state	@ Rs. 400/Person/Day	@ Rs. 400/Person/Day

The new unit cost will be applicable with immediate effect.

By the order of CEO,

 (B.K. Pathak)
 Officer on Special Duty

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